

## Mt. Shasta City Council Regular Meeting Agenda

Monday, September 28, 2020; 5:30 p.m.

Please note that this meeting is being agendized to allow Council Members, Staff, and the public to participate in this meeting via ZOOM, pursuant to the Governor’s Executive Order N-29-20. Members of the public may remotely listen to and participate in the meeting via the information below:

Please click the link below to join the meeting:

<https://us02web.zoom.us/j/84480833788>

Or Telephone: US: +1 253 215 8782 or +1 346 248 7799 or +1 408 638 0968 or +1 669 900 6833 or +1 646 876 9923

Webinar ID: 844 8083 3788

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Roll Call
	2.	Presentation: Siskiyou Outdoor Recreation Alliance
	3.	<b>Public Comment:</b> This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items <b>not</b> included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Council when that item is open for public comment. <b>Each speaker is allocated three (3) minutes to speak.</b> Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Council discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Council, please provide a minimum of seven (7) copies to the Deputy City Clerk.
	4.	Council and Staff Comments
		<b>CITY COUNCIL BUSINESS</b>
Page 3-28	5.	Consent Agenda - The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived. <ul style="list-style-type: none"> <li>a. Approval of Minutes: September 9, 2020 Special City Council Meeting, September 14, 2020 Regular City Council Meeting</li> <li>b. Approval of Disbursements: Accounts Payable, 9/15/2020; Total Gross Payroll and Taxes: For Period Ending 9/6/2020.</li> <li>c. Second Reading and Adoption of CCO-20-XX, An Ordinance of the City of Mt. Shasta Rescinding Municipal Code Chapter 10.45 Regulating Parking Violations</li> <li>d. Resolution Approving Miscellaneous Bargaining Unit Memorandum of Understanding</li> <li>e. Resolution for the acceptance of Treasury Management Services from Tri Counties Bank</li> <li>f. Monthly Financial/Investment Report</li> </ul>

<p>Page 29-38</p>	<p>6. Discussion and Possible Action: 1220 Mt. Shasta Boulevard Water Meters</p> <p><u>Background:</u> The project applicant, Paul Lennon has submitted plans for a residential development with an ADU on a previously developed lot. The plans were approved on May 4, 2020 with the exception of the civil sheets, which are still waiting on revisions by his Engineer. He has requested Council consideration of requirements to re-locate water meter boxes.</p> <p><u>Report By:</u> Rod Bryan, Public Works Director</p> <p><u>Recommended Council Action:</u> Staff respectfully requests that Council provide direction to staff.</p>
<p>Page 39-48</p>	<p>7. Discussion and Possible Action: Extension to City Manager’s Existing Contract and Term of Service</p> <p><u>Background:</u> The initial term of the City Manager’s contract will expire on September 29, 2020. In order to ensure continuation and coordination of the important projects before the City, the City Manager is requesting a two (2) year extension to the term of the existing contract. This requested two (2) year extension to the Term of the Contract is the only change being requested; all other conditions of the Contract remain unchanged.</p> <p><u>Report By:</u> Bruce Pope, City Manager</p> <p><u>Recommended Council Action:</u> Approval of Resolution CCR-20-XX extending the term of the City Manager’s Contract to September 29, 2022.</p>
<p><b>CITY COUNCIL/STAFF REPORTING PERIOD</b></p>	
	<p>8. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"> <li>a. Discussion and Possible Action: Future of the City Library – 10/12/2020</li> <li>b. Discussion and Possible Action: Goals and Priorities of the City – 10/26/2020</li> <li>c. Golden Eagle Charter School: City Street and Alleyway Abandonment – 10/26/2020</li> <li>d. Short-Term Rental Ordinance – 11/2020</li> <li>e. Drone Ordinance: First Reading – 11/2020</li> <li>f. Crisis Management: City’s Approach - TBD</li> <li>g. No Smoking Signage Funding Options - TBD</li> <li>h. Presentation by Summit Disposal – TBD</li> </ul>
	<p>9. Adjourn</p> <p>Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd., Mt. Shasta, CA at the same time the public records are distributed or made available to the members of the legislative body. Agenda related writings or documents provided to a majority of the legislative body after distribution of the Agenda packet will be available for public review within a separate binder at City Hall at the same time as they are made available to the members of the legislative body. The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, persons requiring accommodations for a disability at a public meeting should notify the City Clerk or Deputy City Clerk at least 48 hours prior to the meeting at (530) 926-7510 in order to allow the City sufficient time to make reasonable arrangements to accommodate participation in this meeting.</p>

**Mt. Shasta City Council Special Meeting Minutes**

September 9, 2020

Please note that this meeting was held to allow Council Members, Staff, and the public to participate via ZOOM, pursuant to the Governor’s Executive Order N-29-20.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

**STANDING AGENDA ITEMS**

**1. Call to Order and Roll Call:** At the hour of 3:00 p.m. Mayor John Stackfleth called the meeting to order.

Council Members Present: Redmond, Collings, Stackfleth, Wagner

Council Members Absent: Engstrom

**2. Discussion and Possible Action:** Authorization to Proceed with Rate Study & Council Authorization to Advertise for Bids for the State Mandated Wastewater Treatment Plant Project

Rod Bryan, Public Works Director – Review of staff report: State Mandated Wastewater Treatment Plant project, bid process, funding plan. Review of rate increase needed to complete project, dates for prop 218 process. Clarifying questions from Council.

Paul Reuter, PACE Engineering – Review of factors leading to rate increase including inflation and debt coverage. Clarifying questions from Council.

John Kenny, City Attorney – Review of protest and notification process.

Alan Pardee – Questions regarding the total increase.

Council discussion, review of total increase.

**COUNCIL ACTION:** Approve Resolution CCR-20-38 Adopting the 2020 Wastewater Utility Rate Study Amendment

**MOTION:** Redmond

**SECOND:** Collings

**AYES:** Redmond, Collings, Wagner, Stackfleth

**NOES:** None

**ABSENT:** Engstrom

**ABSTAIN:** None

**3. Adjourn:** There being no further business, the meeting was adjourned at 4:00 p.m.

**Respectfully Submitted by:** Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk

**Mt. Shasta City Council Regular Meeting DRAFT Minutes**

September 14, 2020

Please note that this meeting was held to allow Council Members, Staff, and the public to participate via ZOOM, pursuant to the Governor’s Executive Order N-29-20.

“Our mission is to maintain the character of our “small town” community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence.”

**STANDING AGENDA ITEMS**

**1. Call to Order and Roll Call:** At the hour of 5:30 p.m. Mayor John Stackfleth called the meeting to order.  
Council Members Present: Redmond, Collings, Stackfleth, Engstrom, Wagner  
Council Members Absent: None

**2. Public Comment:**  
Dawn Snure – Comments regarding salary survey recently completed by the City, lack of salary increases. Concern regarding dispatcher’s current wage range and required skill set.  
Peter Kilkens – Concern regarding police vehicles running in front of the station.

**3. Council and Staff Comments:**  
Juliana Lucchesi, City Planner – Comments regarding the Golden Eagle charter school project, participation in the Cannabis Control Summit, SB2 funding project, and groundwater meeting. Clarifying questions from Council.  
Barbara Wagner, Councilmember – Comments regarding the City Council meeting process, questions regarding the undergrounding of power lines.

**CITY COUNCIL BUSINESS**

**4. Consent Agenda:**  
COUNCIL ACTION: Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.

- a. Approval of Minutes: August 24, 2020 Regular City Council Meeting
- b. Approval of Disbursements: Accounts Payable, 8/19, 8/26, and 9/8/2020; Total Gross Payroll and Taxes: For Period Ending 8/23/2020.
- c. Police Department Report: August 2020

MOTION TO APPROVE: Stackfleth

SECOND: Collings

AYES: Redmond, Collings, Stackfleth, Engstrom, Wagner

NOES: None

ABSENT: None

ABSTAIN: None (Councilmember Wagner abstained from the vote on the August 24, 2020 minutes due to absence.)

<p><b>5. Public Hearing: Parking Citations and Fees Adoption</b> <u>Juliana Lucchesi, City Planner</u> – Review of staff report, development of fee schedule. Clarifying questions from Council. <b>Public Hearing Open: 5:57 p.m.</b> <u>Betty Kreeger</u> – Comments regarding handicapped parking areas, wrong way parking, other suggestions. <u>Dawn Snure, Dispatch Supervisor</u> – Comments clarifying the ticketing process. <b>Public Hearing Closed: 6:01 p.m.</b> First Reading of CCO-20-XX “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA RESCINDING MUNICIPAL CODE CHAPTER 10.45 REGULATING PARKING VIOLATIONS”</p>
<p><b>6. Fire Department Standby Pay and Update of Memorandum of Understanding</b> <u>Muriel Howarth Terrell</u> – Review of staff report, original MOU, standby pay for fire personnel. Review of clarification of MOU language and payment to personnel owed. Clarifying questions from Council and Council discussion. <b>COUNCIL ACTION:</b> Update the Memorandum of Understanding related to standby pay for fire department personnel to correctly reflect the intent of the agreement and the required number of personnel for standby duty. <b>MOTION TO APPROVE:</b> Wagner <b>SECOND:</b> Redmond <b>AYES:</b> Redmond, Collings, Stackfleth, Engstrom, Wagner <b>NOES:</b> None <b>ABSENT:</b> None <b>ABSTAIN:</b> None <b>COUNCIL ACTION:</b> Pay fire personnel retroactively for underpayment in relation to standby pay. <b>MOTION TO APPROVE:</b> Engstrom <b>SECOND:</b> Redmond <b>AYES:</b> Redmond, Collings, Stackfleth, Engstrom, Wagner <b>NOES:</b> None <b>ABSENT:</b> None <b>ABSTAIN:</b> None</p>
<p><b>7. First Reading of CCO-20-XX “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA RESCINDING MUNICIPAL CODE CHAPTER 10.45 REGULATING PARKING VIOLATIONS”</b> <u>Juliana Lucchesi, City Planner</u> – Review of staff report, rescinding Municipal Code chapter. <b>COUNCIL ACTION:</b> Approve first reading of Ordinance by title only. <b>MOTION TO APPROVE:</b> Redmond <b>SECOND:</b> Wagner <b>AYES:</b> Redmond, Collings, Stackfleth, Engstrom, Wagner <b>NOES:</b> None <b>ABSENT:</b> None <b>ABSTAIN:</b> None</p>
<p><b>8. 2019-2020 COVID End of Year Budget Report</b> <u>Muriel Howarth Terrell, Finance Director</u> – Review of budget numbers, request that hiring freeze be lifted in order to replace two public works positions and to dispatch positions. Clarifying questions from Council, Council discussion. <u>Dawn Snure, Dispatch Supervisor</u> – Comments regarding shortage of personnel in dispatch. <b>COUNCIL ACTION:</b> Reverse hiring freeze and begin hiring of vacant positions. <b>MOTION TO APPROVE:</b> Redmond <b>SECOND:</b> Engstrom <b>AYES:</b> Redmond, Collings, Stackfleth, Engstrom, Wagner</p>

NOES: None  
ABSENT: None  
ABSTAIN: None

**CITY COUNCIL/STAFF REPORTING PERIOD**

**9. Future Agenda Items (Appearing on the agenda within 60-90 days):**

COUNCIL ACTION: Reviewed Items a through j. Item added for a report regarding the undergrounding of power lines and the Lassen Substation project.

- a. Update MOU with Mt. Shasta Fire – 9/28/2020
- b. Discussion and Possible Action: Future of the City Library – 9/28/2020
- c. Discussion and Possible Action: Goals and Priorities of the City – 9/28/2020
- d. Discussion and Possible Action: 1220 Mt. Shasta Boulevard Water Meters – 9/28/2020
- e. Golden Eagle Charter School: City Street and Alleyway Abandonment – 10/12/2020
- f. Short-Term Rental Ordinance – 11/2020
- g. Drone Ordinance: First Reading – 11/2020
- h. Crisis Management: City’s Approach - TBD
- i. No Smoking Signage Funding Options - TBD
- j. Presentation by Summit Disposal – TBD

**10. Adjourn:** There being no further business, the meeting was adjourned at 7:05 p.m.

**Respectfully Submitted by:** Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk

**City Council Agenda Item # 5b**  
Staff Report

**Meeting Date:** September 28, 2020  
**To:** Mayor and City Council  
**From:** Muriel Howarth Terrell, Finance Director  
**Subject:** Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

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**Recommendation:**

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$295,625.90.

**Background & Summary:**

Approval of Check Numbers 45810-45861	\$ 194,338.07
Total Payroll Distribution	\$ 59,369.38
Total EFTPS – CalPERS	\$ 16,598.88
Total Payroll EFTPS Taxes	<u>\$ 25,319.57</u>
	\$ 295,625.90

**Financial Impact:**

Expenditures are consistent with the Budget that the City Council has adopted.

**Attachments:**

- 1.) Check Registers - 9/15/20
- 2.) ACH Payroll Distribution - 9/10/20
- 3.) EFTPS Reports – 9/10/20

Check Register Report

Date: 09/15/2020

Time: 4:55 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
45810	09/15/2020	Printed			10202	ALL TRADE SERVICES INC	Street light maintenance	89.00
45811	09/15/2020	Printed			10229	AMAZON CAPITAL SERVICES	HVAC filters	1,631.04
45812	09/15/2020	Printed			25050	AT&T	Aug 20 CLETS phone service	547.09
45813	09/15/2020	Printed			25050	AT&T	Aug 20 PD 3 long dist circuits	11.54
45814	09/15/2020	Printed			25050	AT&T	Aug 20 phone & fax service	483.47
45815	09/15/2020	Printed			11140	BASIC LABORATORY INC.	Water lab services	340.80
45816	09/15/2020	Printed			11280	BORGES & MAHONEY	WWTP analyzer repair	1,279.09
45817	09/15/2020	Printed			11470	BURTON'S FIRE APPARATUS	FD #1612 parts	965.60
45818	09/15/2020	Printed			12200	CALIFORNIA SAFETY COMPANY	Sep 20 Shop alarm services	171.50
45819	09/15/2020	Printed			12551	CITY OF MT SHASTA	Sep 20 Library utilities	285.69
45820	09/15/2020	Printed			12749	CORDICO PSYCHOLOGICAL CORP	Reserve officer psych eval	400.00
45821	09/15/2020	Printed			12820	CROSS PETROLEUM	Aug 20 fuel	4,132.15
45822	09/15/2020	Printed			12840	CROSS PETROLEUM-FIRE DEPT.	Aug 20 Fire fuel	448.32
45823	09/15/2020	Printed			13071	DELTA HEALTH SYSTEMS	Sep 20 health insurance	22,256.00
45824	09/15/2020	Printed			15010	FASTENAL COMPANY	Shop supplies	100.67
45825	09/15/2020	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	4,265.88
45826	09/15/2020	Printed			15980	G3 ENGINEERING INC	WWTP maintenance supplies	148.31
45827	09/15/2020	Printed			34040	GOLD NUGGET PRINTING	Business license envelopes	238.44
45828	09/15/2020	Printed			16130	GOVINVEST INC	GASB 68 reports	3,278.00
45829	09/15/2020	Printed			28280	HUE & CRY SECURITY SYSTEMS INC	Oct -Dec 20 Library alarm serv	107.64
45830	09/15/2020	Printed			17978	I-5 RENTALS	Vacuum trailer rental	1,287.00
45831	09/15/2020	Printed			32184	KATHRYN JOYCE	TTC #107 Clerks Role in	225.00
45832	09/15/2020	Printed			22140	KENNY & NORINE	Aug 20 MS vs I AM School	6,078.30
45833	09/15/2020	Printed			22071	MENDES SUPPLY COMPANY	Paper towels & toilet paper	128.79
45834	09/15/2020	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Aug 20 K-9 training	300.00
45835	09/15/2020	Printed			28620	MT SHASTA AREA NEWSPAPERS	Legal #8774 Golden Eagle NOA	366.26
45836	09/15/2020	Printed			22343	MT. SHASTA POINT S TIRE & AUTO	PD #8 tires	1,652.05
45837	09/15/2020	Printed			22320	MT. SHASTA SPRING WATER	Aug 20 WWTP water	10.68
45838	09/15/2020	Printed			22370	MUNIMETRIX SYSTEMS CORP	Aug 20 Image Silo software	39.99
45839	09/15/2020	Printed			15240	NATIONWIDE RETIREMENT SOLUTION	09/10/20 457 SIP deductions	2,785.00
45840	09/15/2020	Printed			23023	NATIVE GROUNDS NURSERY	Street tree supplies	34.38
45841	09/15/2020	Printed			23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	17,453.27
45842	09/15/2020	Printed			24000	OFFICE DEPOT	Office supplies	407.43
45843	09/15/2020	Printed			11243	GERARD PELLETIER TRANSFER	Corp Yard cleanup disposal fee	33.00
45844	09/15/2020	Printed			25121	PITNEY BOWES INC	Postage machine ink	445.55
45845	09/15/2020	Printed			25501	PRECISION EMPRISE LLC	Sidewalk assessment	2,445.50
45846	09/15/2020	Printed			27040	RAY-MAC MECHANICAL INC	City Hall HVAC maintenance	651.44
45847	09/15/2020	Printed			28058	SCOTT RIVER PUMP & IRRIGATION	WWTP pump repairs due to	3,314.92
45848	09/15/2020	Printed			28068	SECRETARY OF STATE	Notary exam - K Wilson	40.00
45849	09/15/2020	Printed			28560	SISKIYOU OPPORTUNITY CENTER	Jul 20 city restroom	840.00
45850	09/15/2020	Printed			28640	SOUSA READY MIX LLC	Concrete dumping fees & base	275.22
45851	09/15/2020	Printed			28740	STATE OF CALIFORNIA	Aug 20 live scan fees	32.00
45852	09/15/2020	Printed			28815	STERLING HEALTH ADMINISTRATION	09/10/20 HSA deductions	265.00
45853	09/15/2020	Printed			28857	SUMMIT DISPOSAL INC	Aug 20 solid waste services	72,566.73
45854	09/15/2020	Printed			28857	SUMMIT DISPOSAL INC	Aug 20 bin rental fees	4,550.00
45855	09/15/2020	Printed			29110	TOWER OPTICAL COMPANY INC	2020-21 binocular rental	450.00
45856	09/15/2020	Printed			29195	TRC	Short term rental ordinance	2,946.06

# Check Register Report

Date: 09/15/2020

Time: 4:55 pm

Page: 2

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
<b>TRI COUNTIES BANK Checks</b>								
45857	09/15/2020	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Sep 20 wide copier maint	165.26
45858	09/15/2020	Printed			30069	US BANK CORPORATE PAYMENT SYS	Aug 20 credit card charges	15,918.79
45859	09/15/2020	Printed			31028	VALLEY INDUST. COMMUNICATIONS	Parts to outfit K-9 Dodge	16,526.25
45860	09/15/2020	Printed			31042	VERIZON WIRELESS	Sep 20 WWTP hot spot	38.01
45861	09/15/2020	Printed			31040	VWR SCIENTIFIC	WWTP lab services	885.96
<b>Total Checks: 52</b>							<b>Checks Total (excluding void checks):</b>	<b>194,338.07</b>
<b>Total Payments: 52</b>							<b>Bank Total (excluding void checks):</b>	<b>194,338.07</b>
<b>Total Payments: 52</b>							<b>Grand Total (excluding void checks):</b>	<b>194,338.07</b>

Muriel Terrell

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**From:** Tri Counties Bank <tricoties@olbanking.com>  
**Sent:** Wednesday, September 9, 2020 3:06 PM  
**To:** Muriel Terrell  
**Subject:** Tri Counties Bank - ACH Payment Status Change Notification

## ACH Notification



**Report Date/Time** 09/09/20 15:05:21 PDT

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This transaction has been successfully completed.

Transaction Number: ACH-00073582

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 09/10/2020

Total Credits: \$59,369.31 (48)

Total Debits: \$0.00 (0)

Status: Completed

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# CalPERS Electronic Funds Transfer

Date: 9/10/2020

CalPERS ID: 6941008066  
 Employer: City of Mt Shasta

Fiscal Year: 2020/2021

Service Period:  
 08/24/2020-09/06/2020

## Contribution for Defined Benefit - CalPERS

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan 925	Member Contributions		1,200.33
Miscellaneous	Employer Contributions		1,855.29
	<b>Total</b>		<b>\$3,055.62</b>
Rate Plan 926	Member Contributions		426.51
Safety - Fire	Employer Contributions		882.36
	<b>Total</b>		<b>\$1,308.87</b>
Rate Plan 927	Member Contributions		1,087.02
	Employer Contributions		2,247.74
Safety - Police	Comm. Prop. Redeposit		331.92
	<b>Total</b>		<b>\$3,666.68</b>
Rate Plan 25861	Member Contributions		1,197.50
Safety - Fire New	Employer Contributions		1,201.56
	<b>Total</b>		<b>\$2,399.06</b>
Rate Plan 25862	Member Contributions		725.51
Safety - Police New	Employer Contributions		727.97
	<b>Total</b>		<b>\$1,453.48</b>
Rate Plan 27429	Member Contributions		1,680.35
Miscellaneous New	Employer Contributions		1,924.82
	<b>Total</b>		<b>\$3,605.17</b>
	<b>Total</b>		<b><u>\$15,488.88</u></b>

## Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID	450083	Member Contributions	1,110.00
		<b>Total</b>	<b><u>\$1,110.00</u></b>
		<b>Grand Total</b>	<b><u>\$16,598.88</u></b>

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)

PAYROLL PERIOD ENDING: 09/06/20  
 PAYROLL DATE: 09/10/20

ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$11,052.80
MEDICARE	11-000-2110	\$2,584.94
FED. WITHHOLDING	11-000-2120	\$8,487.43
TOTAL DEPOSIT:		\$22,125.17

EFTPS CONFIRMATION NO: 93239378

EFTPS BANK DEBIT DATE: 9/15/2020

APPROVED: *M. Fenell*

STATE PAYROLL TAX PAYMENT (EDD)

PAYROLL PERIOD ENDING: 09/06/20  
 PAYROLL DATE: 09/10/20

ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$2,590.34
STATE DISABILITY INS	11-000-2140	\$604.06
TOTAL DEPOSIT:		\$3,194.40

EDD CONFIRMATION # (STATE): 49006522

EDD CONFIRMATION # (SDI): 49006529

EDD BANK DEBIT DATE: 9/15/2020

APPROVED: *M Senell*

**ORDINANCE CCO-20-XX**

**AN ORDINANCE OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
RESCINDING  
MUNICIPAL CODE CHAPTER 10.45  
REGULATING PARKING VIOLATIONS**

**WHEREAS**, code enforcement is an essential function of all cities in counties to enhance the quality of life by ensuring and protecting the health, safety and welfare of all residents and visitors; and

**WHEREAS**, code enforcement involves the prevention, detection, investigation, and enforcement of laws regulating public nuisance, public health, safety, welfare, public works, business activities, building standards, land use, and municipal affairs; and

**WHEREAS**, the City of Mt. Shasta's enforcement ordinances were updated July 13, 2020 through City Council action including updates to parking violations and ticketing; and

**WHEREAS**, the proposed removal of code will remove conflicting code chapter 10.45 and improve internal consistency of the municipal code; and

**WHEREAS**, the proposed removal has been reviewed for compliance with the California Environmental Quality Act (CEQA) and is not considered a project under the California Environmental Quality Act (CEQA) Guidelines Section § 15378 due to the activity not resulting in a direct or reasonably foreseeable indirect physical change in the environment.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mt. Shasta hereby rescinds Chapter 10.45 "Parking Violations" in its entirety and amends all municipal code sections which cross-reference Chapter 10.45 to read Chapter 1.03 "Enforcement of Code".

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of Mt. Shasta held on this 28th day of September 2020 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

DATED:

**ATTEST:**

**CITY OF MT. SHASTA**

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Kathryn M. Joyce, Deputy City Clerk

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John Stackfleth, Mayor

**RESOLUTION CCR-20-XX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
AUTHORIZING EXECUTION OF A MEMORANDUM OF UNDERSTANDING  
BETWEEN THE CITY OF MT. SHASTA AND TEAMSTERS LOCAL UNION NO. 137  
MISCELLANEOUS BARGAINING UNIT  
FOR THE 2020-2021 FISCAL YEAR**

**WHEREAS**, the City of Mt. Shasta has engaged in negotiations with the Teamsters Local Union No. 137 Miscellaneous Bargaining Unit and reached an agreement on a one-year contract; and

**WHEREAS**, the bargaining unit has indicated its willingness to accept the City’s proposal based on Council’s fair and reasonable consideration to include certain additional items of interest to the bargaining unit; and

**WHEREAS**, the City Council of the City of Mt. Shasta deems it to be in the best interest of the City to execute an agreement with Teamsters Local Union No. 137 Miscellaneous bargaining unit.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mt. Shasta as follows:

1. Effective September 7<sup>th</sup> 2020 employees will receive an additional \$25.00 per year for a clothing allowance going from \$350.00 per year to \$375.00 per year.
2. Effective September 7<sup>th</sup> 2020 the Wastewater Plant Lead Operator position will be increased to the Compensation Study rate ranging from \$4703 per month or \$27.13 per hour at the A level to \$5191 per month or \$29.95 per hour at the E level. The person currently in that position will be paid at the E level with already earned longevity and incentive pay. The hourly rates are as follows:

	A	B	C	D	E
Waste Plant Lead Operator	\$27.13	\$27.81	\$28.51	\$29.22	\$29.95

3. The City Manager is authorized to execute the Memorandum of Understanding based on the terms of the agreement on behalf of the City.

**ROLL CALL VOTE:**

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 28, 2020

ATTEST:

CITY OF MT. SHASTA

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Kathryn Joyce, Deputy City Clerk

---

John Stackfleth, Mayor

**RESOLUTION CCR-20-XX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
APPROVING ATTACHMENT “A”  
RESOLUTION FOR ACCEPTANCE OF  
TREASURY MANAGEMENT SERVICES  
FROM TRI COUNTIES BANK**

**WHEREAS**, the City desires to update their agreements with Tri Counties Bank; and

**WHEREAS**, Tri Counties Bank has specialized forms requiring Council approval and signatures;  
and

**WHEREAS**, the Council authorizes and appoints the Finance Director, Muriel Terrell, to execute  
and deliver acceptance of services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Mt. Shasta to  
authorize Attachment “A” for the acceptance of Treasury Management Services from Tri  
Counties Bank.

The foregoing resolution was passed and adopted this 28<sup>th</sup> day of September 2020 by the  
following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 28, 2020

CITY OF MT. SHASTA:

ATTEST:

\_\_\_\_\_  
John Stackfleth, Mayor

\_\_\_\_\_  
Kathryn Joyce, Deputy City Clerk

# RESOLUTIONS FOR ACCEPTANCE OF TREASURY MANAGEMENT SERVICES



CITY OF MT SHASTA (the "Company")

I/we, the undersigned ("Undersigned"), herby certify to Tri Counties Bank ("Bank") that the undersigned am/are the individual owner of the sole proprietorship, or the secretary of the corporation, or all the general partners, or all the members (if management is by members), or all the managers (if management is by the managers), or all the representatives of the governing body of the Company, and designated keeper of the records and minutes of the Company.

WHEREAS, the following is a true and correct copy of Company Resolutions duly adopted by the Board of Directors (if a corporation), the partners (if a partnership), members/managers (if a limited liability Company), proprietor (if a sole proprietorship) or other governing authority of the Company at a meeting held on the \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Company, and that such Company Resolutions are in full force and effect and have not been amended, modified or repealed;

WHEREAS, the Company has reviewed and approved the Tri Counties Bank Acceptance of Treasury Management Services, pursuant to which the Company agrees to be bound by the Tri Counties Bank Master Treasury Agreement, together with each applicable Service Description, including any Supporting Documents, corresponding exhibits, schedules or attachments to the same, which apply to the services designated by Company in the Acceptance (collectively referred to herein as the "Acceptance") to be entered into by and between the Company and Tri Counties Bank ("Bank");

WHEREAS, defined terms in this document shall have the meaning provided in the Acceptance, unless otherwise provided herein; and

WHEREAS, the Company has determined that it is in the best interests of the Company to enter into the Acceptance in connection with the Services and subject to the terms and conditions of the Acceptance, as amended from time to time.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- (i) The Company finds that it is in the best interest of the Company to enter into the Acceptance, as amended from time to time;
- (ii) The Company authorizes and appoints **Muriel Terrell** to execute and deliver the Acceptance;
- (iii) The foregoing named person is authorized to negotiate terms and conditions of the Acceptance, amendments or supplements to the Acceptance; and
- (iv) The authority given above will continue, and the Bank may rely on the actions of such person referred to above, until such time as the Bank is given formal written notice of the revocation of such authority and the Bank has an opportunity to respond to the same. All acts and deeds taken by such person referred to above shall be deemed the act and deed of the Company for all purposes relating to the Acceptance and to all services described in the Acceptance or provided by the Bank to the Company under the Acceptance.

The Undersigned hereby certify under penalty of perjury under the laws of the state of California that the forgoing resolutions were duly and legally adopted by the governing body of the Company and that said Resolutions have not been revoked and are currently in full force and effect:

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Print Name: \_\_\_\_\_  
Date: \_\_\_\_\_



**City Council Agenda Item # 5f**  
Staff Report

**Meeting Date:** September 28, 2020

**To:** Mayor and City Council

**From:** Muriel Howarth Terrell, Director of Finance

**Subject:** Revenue Status Update, Monthly Investment and Financial Report for the Period Ending August 31,2020

	Regular
X	Consent
	Closed
	Presentation

**Recommendation:**

Staff respectfully requests the City Council review the provided information regarding the City’s investments.

**Background & Summary:**

As of August 31, 2020 the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$1,724,601.61. The August 2020 LAIF statement is attached, along with the performance data for the month of August. Most surplus funds over which the City has control are currently invested in LAIF. The balance of the City’s cash funds are held in the pooled checking account with Tri Counties Bank and the CDBG Fund CD’s held with ProEquities.

Current investment rates are:

L.A.I.F.	August 31, 2020	0.784%
Treasury Note – 3 month	August 31, 2020	0.09%
Treasury Note – 2 Yr.	August 31, 2020	0.13%
Treasury Note – 5 Yr.	August 31, 2020	0.27%
Treasury Note – 10 Yr.	August 31, 2020	0.71%
Treasury Note – 30 Yr.	August 31, 2020	1.48%

Bloomberg as reported by Chandler Asset Management

The LAIF average decreased slightly last month, all other notes increased slightly over the previous month. We continue to anticipate the LAIF rate staying in a narrow range around .75%-1.75% The LAIF yield is higher than the 2 Yr. Note. Short term CD rates are not better than the LAIF rate and longer term notes may offer better yields it does not give us the liquidity we need. The LAIF rate remains the best available rate that meets the City’s requirement for liquidity and safety.

## Revenues:

Property Tax Revenue: The City will not receive property tax revenue for the current fiscal year until December 2020.

## Sales Tax Revenue:

The sales tax payments received in September for July was \$120,404 which is \$100,000 more than what was projected back in April/May. The amount collected for July includes an advance as calculated by the State using a state-wide projection of a 13% loss over the prior year. We have therefore adjusted the Sales Tax budget for 20-21 to an amount of \$1,195,000 an amount that is \$365,000 higher than the original budget of \$830,000.

Cannabis Revenue: Cannabis revenue through August/ September will not be realized until the end of October.

## Transient Occupancy Tax:

The collection of the 1st quarter TOT will not be know until the end of October 2020. For the entities that report and pay on a monthly basi, the result is a reduction of over 11% as compared to the prior year. The adjusted COVID Budget for TOT was \$670,000 , we now anticipate the total to be approximately \$62,000 more or \$732,000. This amount still represents an overall decrease of TOT over prior years' results.

## Financial Impact:

At this point we anticipate being about \$427,000 better than the original \$250,000 deficit that was originally projected. This change wipes out the entire projected deficit, including the retroactive payment to fire personnel for stand by pay. We will continue to monitor expenses and receipts and report any changes from expected projections.

The hiring freeze has been lifted by Council and expenses appear to be where we would expect them. We would like to wait until at least one full quarter of revenue has been realized before making any further decisions related to increasing the budget expenses.

The investments are in compliance with the City's investment policy and provide for meeting the City's cash flow needs for the next month and 6 month periods.

## Compliance with 2014-17 City Council Strategic Plan:

The City Council's leadership efforts to ensure adherence to the best possible financial practices and overall transparency falls under Strategic Focus IV – Grow Mt. Shasta Pride and Quality and the Municipal Responsibilities of Progressive Leadership and Financial Health and Economic Opportunity.

## Attachments:

- LAIF Monthly Statement
- LAIF Performance Report
- LAIF Monthly Balances
- Chandler Asset Management September 2020 Newsletter



# PMIA/LAIF Performance Report as of 09/11/20



### PMIA Average Monthly Effective Yields<sup>(1)</sup>

Aug	0.784
Jul	0.920
Jun	1.217

### Quarterly Performance Quarter Ended 06/30/20

LAIF Apportionment Rate <sup>(2)</sup> :	1.47
LAIF Earnings Ratio <sup>(2)</sup> :	.00004012766505335
LAIF Fair Value Factor <sup>(1)</sup> :	1.004912795
PMIA Daily <sup>(1)</sup> :	1.08%
PMIA Quarter to Date <sup>(1)</sup> :	1.41%
PMIA Average Life <sup>(1)</sup> :	191

\*Revised 7/21/2020 per State Controller's Office

### Pooled Money Investment Account Monthly Portfolio Composition <sup>(1)</sup> 08/31/20 \$113.8 billion

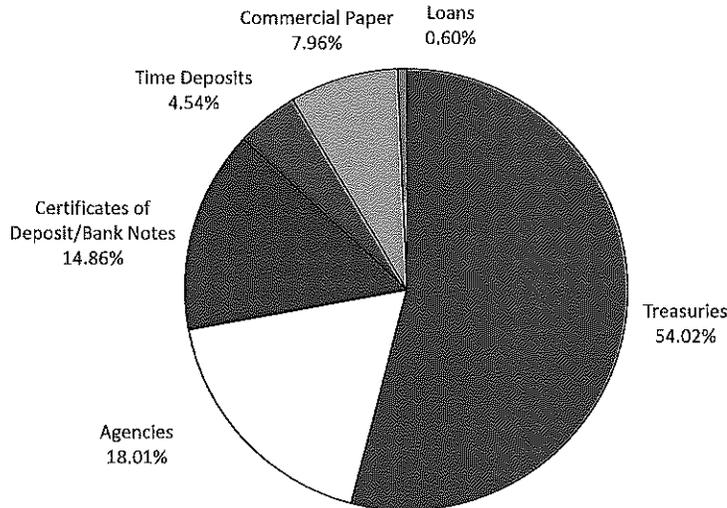


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. [View PMIA Daily Rates](#)

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

<sup>(1)</sup> State of California, Office of the Treasurer

<sup>(2)</sup> State of California, Office of the Controller

SEPTEMBER 2020



## Market Data

World Stock Market Indices  
data as of 8/31/2020

	Diff (7/31/20)	% Change
S&P 500	3,500.31	229.19 7.01%
NASDAQ	11,775.46	1,030.19 9.59%
DOW JONES	28,430.05	2,001.73 7.57%
FTSE (UK)	5,963.57	65.81 1.12%
DAX (Germany)	12,945.38	632.02 5.13%
Hang Seng (Hong Kong)	25,177.05	581.70 2.37%
Nikkei (Japan)	23,139.76	1,429.76 6.59%

Source: Bloomberg. Please see descriptions of indices on Page 2.



Toll Free: 800.317.4747  
info@chandlerasset.com  
chandlerasset.com

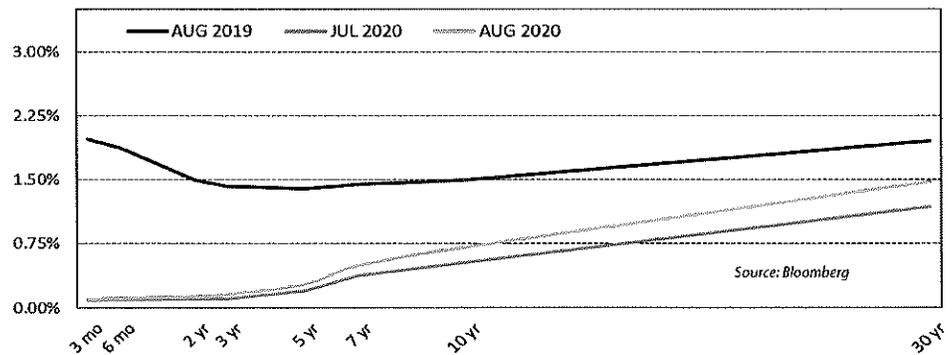
## Market Summary

The US economy continues to experience a somewhat uneven and slowing pace of recovery, consistent with more of a U-shaped (rather than V-shaped) recovery, in our view. However, the outlook for the economy remains uncertain. We believe the outlook is largely dependent on the course of the pandemic, the amount of additional fiscal relief from the government, and the timeline for a vaccine. The Fed's highly accommodative monetary policy framework, along with a swift and robust fiscal policy response from the government earlier this year, has provided support for the financial markets amid a very challenging economic backdrop. We believe financial markets may be poised for increased volatility through year-end due to the upcoming election, a potential resurgence in virus cases this fall, and an unclear outlook for additional fiscal relief. If the expected timeline for a COVID-19 vaccine was pushed into second half of next year or beyond, we believe that would fuel a significant amount of financial market volatility as well.

In August, Fed Chair Powell delivered a speech at the annual Economic Policy Symposium and unveiled a modest shift to the Fed's monetary policy framework. While the Fed is not abandoning its 2.0% inflation target, the Fed will now seek to achieve inflation that averages 2.0% over time. Should the labor market tighten, the Fed will put less emphasis on preemptive monetary policy tightening to prevent an overshoot of inflation. Instead, the Fed will wait for evidence that inflation is heating up and allow inflation to run above 2.0% for some (unspecified) period of time before it looks to tighten policy. The Fed's updated framework essentially signals that the fed funds target rate is likely to stay low for an extended period of time.

The Treasury yield curve steepened in August, with short-term rates anchored near 0.0% and the yield on 10-year Treasuries up nearly 18 basis points to 0.71%. We believe a wave of new Treasury issuance in August put increased upward pressure on longer-term rates. Inflation expectations were also creeping higher. On a year-to-date basis, the yield on 2-year Treasuries was down 144 basis points and the yield on 10-year Treasuries was down about 121 basis points, at the end of August.

## TREASURY YIELDS REMAIN LOW ON A HISTORICAL BASIS



At August month-end, Treasury yields were much lower on a year-over-year basis. The 3-month T-bill yield was down 188 basis points, the 2-year Treasury yield was down 137 basis points, and the 10-Year Treasury yield was down 79 basis points, year-over-year. In March 2020, the Fed cut the target fed funds rate by a total of 150 basis points and concerns about a global recession and a flight to safe-haven assets drove down yields across the curve.

TREASURY YIELDS	Trend (▲/▼)	8/31/2020	7/31/2020	Change
3-Month	▲	0.09	0.08	0.01
2-Year	▲	0.13	0.11	0.02
3-Year	▲	0.15	0.11	0.04
5-Year	▲	0.27	0.20	0.07
7-Year	▲	0.49	0.38	0.11
10-Year	▲	0.71	0.53	0.18
30-Year	▲	1.48	1.19	0.29

Source: Bloomberg

# BOND MARKET REVIEW

Since 1988, Chandler Asset Management has specialized in providing fixed income investment solutions that manage risk for public agencies and institutions. Chandler's mission is to provide fully customizable, client-centered portfolio management that preserves principal, mitigates risk and generates income in our clients' portfolios.

## Credit Spreads Continued to Tighten in August

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change
3-month top rated commercial paper	0.02	0.01	0.01
2-year A rated corporate note	0.25	0.27	(0.02)
5-year A rated corporate note	0.54	0.55	(0.01)
5-year Agency note	0.16	0.19	(0.03)

Source: Bloomberg

Data as of 8/31/2020

## Improvement in Economic Activity is Consistent with a U-Shaped Recovery

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(63.60) \$Bln JUL 20	(53.50) \$Bln JUN 20	(51.00) \$Bln JUL 19
Gross Domestic Product	(31.70%) JUN 20	(5.00%) MAR 20	1.50% JUN 19
Unemployment Rate	8.40% AUG 20	10.20% JUL 20	3.70% AUG 19
Prime Rate	3.25% AUG 20	3.25% JUL 20	5.25% AUG 19
Commodity Research Bureau Index	153.21 AUG 20	143.69 JUL 20	170.36 AUG 19
Oil (West Texas Int.)	\$42.61 AUG 20	\$40.27 JUL 20	\$55.1 AUG 19
Consumer Price Index (y/o/y)	1.30% AUG 20	1.00% JUL 20	1.80% JUL 19
Producer Price Index (y/o/y)	(1.80%) JUL 20	(2.20%) JUN 20	0.70% JUL 19
Dollar/Euro	1.19 AUG 20	1.18 JUL 20	1.10 AUG 19

Source: Bloomberg

## Economic Roundup

### Consumer Prices

The Consumer Price Index (CPI) was up 1.3% year-over-year in August, versus up 1.0% in July. Core CPI (CPI less food and energy) was up 1.7% year-over-year in August, versus up 1.6% in July. The Personal Consumption Expenditures (PCE) index was up 1.0% year-over-year in July, versus up just 0.9% year-over-year in June. Core PCE, which is the Fed's primary inflation gauge, was up 1.3% year-over-year in July, versus up 1.1% year-over-year in June. Pricing pressures are increasing but both CPI and PCE remain lower than pre-pandemic levels, indicating that the effect of the pandemic has been deflationary.

### Retail Sales

Retail sales were softer than expected in July. Nevertheless, on a year-over-year basis, retail sales were up 2.7% in July, an improvement from 2.1% in June. On a month-over-month basis, retail sales were up just 1.2% in July, following an 8.4% increase in June. Excluding autos and gas, retail sales were up 1.5% in July, which was better than expected. Spending at electronics and appliance stores jumped nearly 23% in July. Spending on clothing, restaurants, health & personal care, and online retail also increased in July.

### Labor Market

U.S. nonfarm payrolls were in line with expectations, increasing by 1,371,000 in August versus expectations of 1,350,000. This follows increases of 4,781,000 and 1,734,000 in June and July, respectively. In August, a larger than expected increase in government payrolls (driven in part by temporary 2020 Census workers) offset a lower than expected increase in private payrolls. The unemployment rate declined to 8.4% in August (versus expectations of 9.8%) from 10.2% in July. The participation rate improved to 61.7% in August, from 61.4% in July, but remains well below the pre-pandemic rate of 63.4% in January and February. Furthermore, workers who classified themselves as employed but absent from work in the August survey understated the unemployment rate by about 0.7%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons, remained very high but eased to 14.2% in August from 16.5% in July.

### Housing Starts

Total housing starts surged nearly 23% in July to an annual pace of 1,496,000. Single family starts rose 8.2% to an annualized rate of 940,000, while multi-family starts soared 58.4% to an annualized rate of 556,000. On a year-over-year basis, housing starts were up 23.4% in July, with single family starts up 7.4% year-over-year, and multi-family starts up 65.0%. Meanwhile, permits were up 18.8% in July on a month-over-month basis, to an annualized rate of 1,495,000.

### World Stock Market Index Descriptions

S&P 500—The S&P 500 is a market value weighted index of 500 large-capitalization stocks. The 500 companies included in the index capture approximately 80% of available US market capitalization. NASDAQ—The NASDAQ Composite Index is the market capitalization-weighted index of over 3,300 common stocks listed on the NASDAQ stock exchange. Dow Jones—The Dow Jones Industrial Average is an index that tracks 30 large, publicly-owned companies trading on the New York Stock Exchange and the NASDAQ. The Financial Times Stock Exchange Group (FTSE)—The FTSE is a share index of the 100 companies listed on the London Stock Exchange with the highest market capitalization. DAX—The Deutscher Aktienindex (DAX) is a blue chip stock market index consisting of the 30 major German companies trading on the Frankfurt Stock Exchange. Hang Seng—The Hang Seng Index is a freefloat-adjusted market-capitalization-weighted stock market index in Hong Kong. It is used to record and monitor daily changes of the largest companies of the Hong Kong stock market and is the main indicator of overall market performance in Hong Kong. Nikkei—Japan's Nikkei 225 Stock Average is a price-weighted index composed of Japan's top 225 blue-chip companies traded on the Tokyo Stock Exchange.

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Data source: Bloomberg and the U.S. Department of Labor. This report is provided for informational purposes only and should not be construed as specific investment or legal advice. The information contained herein was obtained from sources believed to be reliable as of the date of publication, but may become outdated or superseded at any time without notice. Any opinions or views expressed are based on current market conditions and are subject to change. This report may contain forecasts and forward-looking statements which are inherently limited and should not be relied upon as an indicator of future results. Past performance is not indicative of future results. This report is not intended to constitute an offer, solicitation, recommendation or advice regarding any securities or investment strategy and should not be regarded by recipients as a substitute for the exercise of their own judgment. Fixed income investments are subject to interest, credit, and market risk. Interest rate risk: the value of fixed income investments will decline as interest rates rise. Credit risk: the possibility that the borrower may not be able to repay interest and principal. Low rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.

California State Treasurer  
**Fiona Ma, CPA**



Local Agency Investment Fund  
P.O. Box 942809  
Sacramento, CA 94209-0001  
(916) 653-3001

September 22, 2020

[LAIIF Home](#)  
[PMIA Average Monthly Yields](#)

CITY OF MT SHASTA

DIRECTOR OF FINANCE  
305 NORTH MT SHASTA BLVD  
MT SHASTA, CA 96067

[Tran Type Definitions](#)

**Account Number:** 98-47-572

August 2020 Statement

**Account Summary**

Total Deposit:	0.00	Beginning Balance:	1,724,601.61
Total Withdrawal:	0.00	Ending Balance:	1,724,601.61



**State of California**  
**Pooled Money Investment Account**  
**Market Valuation**  
**8/31/2020**

Description	Carrying Cost Plus Accrued Interest Purch.	Fair Value	Accrued Interest
United States Treasury:			
Bills	\$ 36,205,859,643.80	\$ 36,288,258,500.00	NA
Notes	\$ 25,265,143,326.80	\$ 25,612,684,500.00	\$ 103,173,224.50
Federal Agency:			
SBA	\$ 481,216,654.70	\$ 476,984,240.90	\$ 204,563.30
MBS-REMICs	\$ 16,079,215.70	\$ 16,968,311.99	\$ 74,731.71
Debentures	\$ 2,591,434,623.24	\$ 2,609,437,700.00	\$ 9,492,993.58
Debentures FR	\$ -	\$ -	\$ -
Debentures CL	\$ 625,000,000.00	\$ 626,810,500.00	\$ 1,164,499.25
Discount Notes	\$ 16,176,451,291.70	\$ 16,195,147,500.00	NA
Supranational Debentures	\$ 414,772,546.39	\$ 417,252,150.00	\$ 4,202,467.75
Supranational Debentures FR	\$ 200,128,103.33	\$ 200,112,695.56	\$ 105,525.20
CDs and YCDs FR	\$ 600,000,000.00	\$ 600,199,000.00	\$ 308,542.89
Bank Notes	\$ 100,000,000.00	\$ 100,000,000.00	\$ 956,666.67
CDs and YCDs	\$ 16,200,650,610.28	\$ 16,201,293,567.81	\$ 26,750,027.76
Commercial Paper	\$ 9,053,190,012.56	\$ 9,068,750,870.50	NA
Corporate:			
Bonds FR	\$ -	\$ -	\$ -
Bonds	\$ -	\$ -	\$ -
Repurchase Agreements	\$ -	\$ -	\$ -
Reverse Repurchase	\$ -	\$ -	\$ -
Time Deposits	\$ 5,165,000,000.00	\$ 5,165,000,000.00	NA
AB 55 & GF Loans	\$ 687,402,000.00	\$ 687,402,000.00	NA
<b>TOTAL</b>	<b>\$ 113,782,328,028.50</b>	<b>\$ 114,266,301,536.76</b>	<b>\$ 146,433,242.61</b>

Fair Value Including Accrued Interest \$ 114,412,734,779.37

Repurchase Agreements, Time Deposits, AB 55 & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

## City Council Agenda Item #6

**Meeting Date:** September 28, 2020  
**To:** Mayor and City Council  
**From:** Rod Bryan, Public Works Director  
**Subject:** 1220 NMSB Residential development

<b>X</b>	Regular Session
	Special Session
	Emergency Session
	Closed Session

---

### Recommendation:

Staff respectfully requests that Council provide direction to staff.

### Background & Summary:

The project applicant, Paul Lennon has submitted plans for a residential development with an ADU on a previously developed lot. The plans were approved on May 4, 2020 with the exception of the civil sheets, which are still waiting on revisions by his Engineer. He has requested Council consideration of requirements to re-locate water meter boxes.

The project will require a few public improvements, as is often the case with private developments:

Sidewalk improvements: New construction requires the installation of curb, gutter, and sidewalk per §12.04.020. Staff has determined this requirement should be deferred for mutual convenience as allowed by City Municipal code §12.04.020(B).

#### **12.04.020 Curb, gutter and sidewalks – Installation requirements.**

(A) Curb, gutter and sidewalks shall be installed to the specifications set forth in this chapter at the time of construction of all residential buildings. Owners of commercial buildings and parking lots shall install curb, gutter and sidewalk to the specifications set forth in this chapter at the time of building construction, remodeling or change of occupancy.

(B) The Director of the Department of Public Works may defer the requirement of the immediate placement of the improvement based upon the mutual convenience to the City of Mt. Shasta and the landowner. In the event that such deferment is granted, it shall be granted upon the

condition that the estimated cost of the improvement as determined by the Department of Public Works shall be placed on deposit with the City of Mt. Shasta as a condition of issuance of a building permit and/or business license to assure completion of the improvement. (Ord. 393 § 12, 1981)

**Water and Sewer:** The property is currently served by water and sewer, therefore the applicant will not have to pay new connection capacity fees. City Municipal Code §13.04.180 requires the extension of the water main across the entire frontage of the property to be served. Staff waived this requirement since it was not likely that the main would not serve any additional parcels other than what were already served. This saved the developer at least \$50,000.

13.04.180 Water or sewer main extension.

If it is necessary to extend the City main water line or City main sewer line for the property to be served per MSMC 13.04.100 and 13.04.160, the main water or sewer line shall be extended across the total frontage, side or rear line of the property to be served, save and except that it can be clearly seen that the main will not serve any other property. A reimbursable work order per MSMC 13.04.150 shall be prepared by the City for the extension cost of the main line. Only City employees or a licensed contractor, obtained by the City, will be allowed to install main line extensions unless otherwise approved in advance by the Water Superintendent or Director of Public Works and installed under a valid encroachment permit. Full payment for cost of the extension shall be paid by the property owner prior to the installation of the main line, except where the property owner has signed an agreement with the City Council for other terms of financing the line extension. (Ord. CCO-99-05, 1999; Ord. CCO-92-07, 1992; Ord. 428, 1986)

Presumably, the sewer lateral that serves the property is still in place and connects to a City main on N. Mt. Shasta Boulevard. If it is in disrepair, or cannot be located, it will need to be fixed or replaced at the cost of the developer.

A water lateral serves the property from the new main installed with the Big Lakes Project. Prior to the Big Lakes Project, this property, (1220 NMSB) as well as 1216 NMSB and 1205 Wertz were served from an old 1" main that was abandoned. New connections for the three existing lots were installed at the end of the new main that terminated at the end of the alley. The water main was not designed as part of the Big Lakes project to extend beyond the end of the existing alley noted by the location of a wood fence that crossed the alley. It did not need to be

extended since all properties could be served from the end of the new main, and there were no properties beyond those that could, or would need to be served in the future.

**Alley Improvements:**

The construction of the ADU on the eastern portion of the property necessitates the improvement of the City owned alley for access to the proposed structure. The alley is currently overgrown and undeveloped. This is the developer's responsibility, much like street or sidewalk improvements in other cases. This work will consist of tree removal, alley grading and resurfacing with gravel, and relocation of existing water meter boxes. The design proposed a retaining wall on the East side of the alley, but this will not be required.

**Staff arguments/recommendations:**

The developer is requesting Council reconsideration of staff's requirement to re-locate the meter boxes and ensure the existing laterals have sufficient (minimum 18") cover after grading.

- The developer's project triggers the need for alley improvements.
- Since the alley will be extended and graded, the existing three meter boxes will need to be re-located from the middle of the alley to a safer location out of the path of travel and near the property lines of the parcels being served. This will prevent damage and potential water line breaks from snow removal operations and heavy vehicular traffic. Therefore, due to the extension of the alley, the boxes need to be relocated.
- Since the alley will be re-graded, sufficient cover must be maintained for the protection of the water lines. The requirement is that if 18 inches of ground cover cannot be maintained, the developer must dig a trench and replace the existing laterals at sufficient depth to provide the minimum cover.

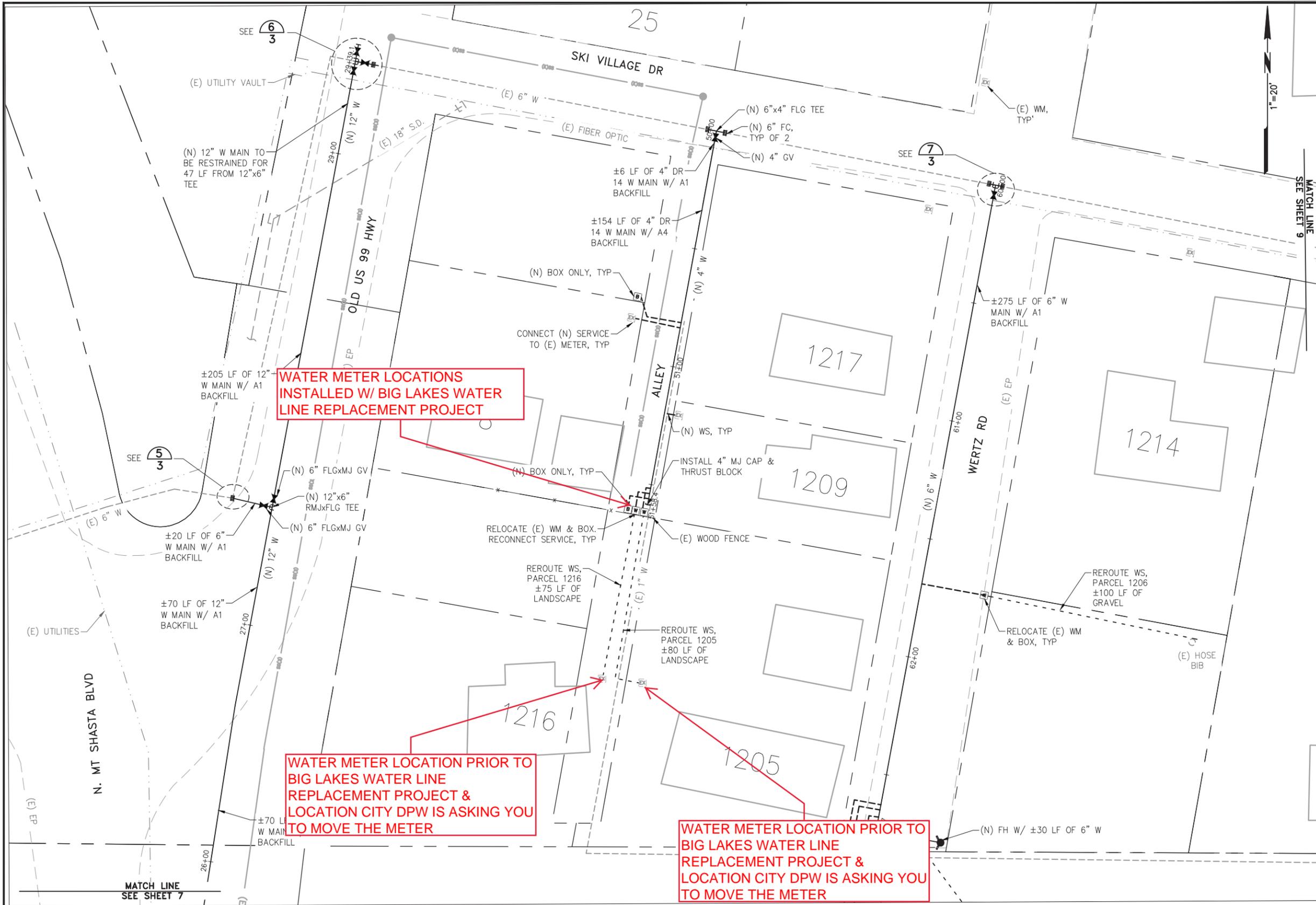
**Estimated costs of the requirements:**

- The estimated cost to re-route the three water services is around \$3,000-4,000 if the laterals need to be buried deeper. (A common trench can be used for all water laterals). If sufficient cover exists, and the meters and boxes need to be re-located only, the estimated cost might be around \$1,000.

Staff's recommendation is to deny the developer's request to waive the requirements to re-locate the existing meter boxes and ensure sufficient depth after grading.

**Attachments:**

1. Plan sheet w/ notes
2. Correspondence letters to developer



**CONSTRUCTION NOTES:**

1. TEMPORARY RESTRAINED BLOW-OFF TO BE INSTALLED ±5 LF FROM EACH TIE-IN. THE BLOW-OFF SHALL BE USED TO TEST AND FLUSH THE NEW LINE PRIOR TO PERFORMING TIE-IN
2. TIE-INS ON OLD U.S. HWY 99 NOT TO BE COMPLETED UNTIL THE 10\"/>

**NOTES:**

1. POSSIBLE EXISTING UNDERGROUND TELECOMMUNICATIONS AND POWER UTILITIES ON THE EAST SIDE OF NORTH MT SHASTA BLVD, BETWEEN THE FOG STRIPE AND THE BACK OF SIDEWALK. CONTRACTOR TO VERIFY UTILITY DEPTHS AND LOCATIONS BY POTHOLING.

**WATER METER LOCATIONS INSTALLED W/ BIG LAKES WATER LINE REPLACEMENT PROJECT**

**WATER METER LOCATION PRIOR TO BIG LAKES WATER LINE REPLACEMENT PROJECT & LOCATION CITY DPW IS ASKING YOU TO MOVE THE METER**

**WATER METER LOCATION PRIOR TO BIG LAKES WATER LINE REPLACEMENT PROJECT & LOCATION CITY DPW IS ASKING YOU TO MOVE THE METER**

**CONFORMED RECORD DRAWING**

THIS DRAWING REFLECTS AND HAS INCORPORATED CHANGES THAT HAVE BEEN MADE AFTER THE ISSUANCE OF THE ORIGINAL CONTRACT DRAWING AND HAVE BEEN PREPARED FROM INFORMATION PROVIDED TO THE ENGINEER. PACE ENGINEERING, INC DOES NOT GUARANTEE THIS DRAWING REFLECTS FINAL AS-BUILT CONDITIONS.

BAR IS ONE INCH ON ORIGINAL DRAWING  
0" = 1"  
IF NOT ONE INCH ON THIS SHEET, ADJUST SCALES ACCORDINGLY.

REVISIONS		
NO	DATE	ADDENDUM NO. 1
1	2/16	RECORD DRAWING - GT
2	10/16	RECORD DRAWING - GT

**PACE ENGINEERING**  
REDDING, CALIFORNIA

DES: KK/CP CKD: KK JOB NO: 111.53  
DRN: CP DATE: 08/17/17



CITY OF MOUNT SHASTA  
BIG LAKES WATER LINE REPLACEMENT PROJECT

SKI VILLAGE DR. - 1

SHEET  
**8** REV  
PG 8 OF 13

Plot Date: August 17, 2017 - 8:42 am. User Name: cprogrt  
 File Name: M:\Land Projects\0111.53 Big Lakes Water Line Replacement Project\AS-BUILT\BIG\_LAKES\_PIPELINE\_REVISED\_AS-BUILT.dwg. Layout: SKI VILLAGE (1)

May 14, 2019

TO: Paul Lennon

FROM: City of Mt. Shasta

SUBJECT: 1220 N Mt. Shasta Blvd – Residential Development with ADU

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This memo serves as a summary of questions and comments posed during pre-application meeting held May 14, 2019. The Applicant proposes to develop a single-family residential home and garage with an Accessory Dwelling Unit on a vacant property along N Mt. Shasta Blvd.

#### *Public Works*

The property has a high grade as the front of the lot. Curb, gutter, and sidewalk may be differed. Public works Director and PACE Engineer will need the corners of the lot flagged for an assessment of the front of the lot. Public Works will confirm the deferment of the requirements after assessment.

A Civil sheet will be required with the Building Permit submission. The Civil sheet will need to show the water, sewer, and sidewalk (if applicable). The Sprinkler plans will need to show a backflow preventer for Public Works review.

The alley is not developed to the back of the property. The property owner is responsible for moving the water service to their properties, the extension of the alleyway, and any other improvements (tree removal, etc.). The water service to the other properties will be handled by Public Works.

#### *Planning*

A site map with the property lines and surrounding road access to the property will need to be identified on the site plan.

The Accessory Dwelling Unit above the garage will need an application for ADU's for Planning review. The main house and garage will need to be constructed prior to the ADU.

#### *Building*

The plans will need to be stamped by a certified engineer or architect prior to submission. There is a question on certified stamp if the plans use conventional framing. Building Department will need to follow-up with answer.

**Re: 1220 Mt Shasta Blvd.**Paul Lennon <[pblsgn@hotmail.com](mailto:pblsgn@hotmail.com)>

Mon 9/16/2019 6:52 AM

**To:** Rod Bryan <[rbryan@mtshastaca.gov](mailto:rbryan@mtshastaca.gov)>**Cc:** Juliana Lucchesi <[jlucchesi@mtshastaca.gov](mailto:jlucchesi@mtshastaca.gov)>; Bruce Pope <[bpope@mtshastaca.gov](mailto:bpope@mtshastaca.gov)>

Sounds like Rod and Bruce are going to have a site visit, please let me know when and I'll try and be there, it would be nice to come up with a solution that works for everyone.

Paul Lennon  
PBL DESIGNS INC.  
[pblsgn@hotmail.com](mailto:pblsgn@hotmail.com)  
530-941-7155

On Sep 11, 2019, at 9:58 AM, Rod Bryan <[rbryan@mtshastaca.gov](mailto:rbryan@mtshastaca.gov)> wrote:

Paul,  
Thank you for your message, attached for reference.

Mainline extension is required per MSMC 13.04.180:

13.04.180 Water or sewer main extension.

If it is necessary to extend the City main water line or City main sewer line for the property to be served per MSMC 13.04.100 and 13.04.160, the main water or sewer line shall be extended across the total frontage, side or rear line of the property to be served, save and except that it can be clearly seen that the main will not serve any other property. A reimbursable work order per MSMC 13.04.150 shall be prepared by the City for the extension cost of the main line. Only City employees or a licensed contractor, obtained by the City, will be allowed to install main line extensions unless otherwise approved in advance by the Water Superintendent or Director of Public Works and installed under a valid encroachment permit. Full payment for cost of the extension shall be paid by the property owner prior to the installation of the main line, except where the property owner has signed an agreement with the City Council for other terms of financing the line extension. (Ord. CCO-99-05, 1999; Ord. CCO-92-07, 1992; Ord. 428, 1986)

Any street or alley improvements required to serve your property, will be your responsibility.

If you wish to have alley access, you will need to develop the alley.

Another option might be to not develop the alley, in which case we might be able to leave it as is with all of the meter boxes and laterals. We could discuss this option.

I do not have the authority to change policy. Please feel free to call Bruce Pope at 926-7519.

Rod Bryan

City Council Regular Meeting September 28, 2020

Public Works Director  
City of Mt. Shasta  
530.926.7526

-----Original Message-----

From: Rod Bryan

Sent: Tuesday, September 10, 2019 10:14 AM

To: 'Paul Lennon' <[pbltdsgn@hotmail.com](mailto:pbltdsgn@hotmail.com)>

Cc: Juliana Lucchesi <[jlucchesi@mtshastaca.gov](mailto:jlucchesi@mtshastaca.gov)>; Bruce Pope <[bpope@mtshastaca.gov](mailto:bpope@mtshastaca.gov)>

Subject: RE: 1220 Mt Shasta Blvd.

Paul,

As we explained at the pre-application meeting, you will be required to submit a civil plan sheet showing the new plan and profile of the alley, grading plan, trees to be removed, sewer line, etc. and it will need to be surveyed. You will also be required to do a water main line extension from the termination point of the existing water main, abandon and cap the existing service connections that need to be moved, and relocate them to the standard points of connection directly adjacent to the property being served. For those that will still be beyond the extended main, they will be connected as they currently are, only at the end of the new main and attached to existing service laterals. See attached rough sketch.

The water main installation, testing, and disinfection will need to be done in accordance with AWWA standards, City of Redding Construction standards, and under direct construction observation by the City Engineer. Once we have the initial plans, we will collect a deposit from you for the estimated amount to review and correct the plans and the estimated amount for construction observation. Construction observation is for tasks such as ensuring it is constructed as planned, to oversee testing of the new main, etc. You will also be required to do notification to affected property owners.

We will also prepare a public works work order for any work required by my crew. This will be added to the deposit amount required. In this case, since you will be doing the main line extension and related work, I don't think there will be much that we will be doing, other than the water meter and box, and probably connection of the sewer. You can have your contractor do the sewer connection as well. For the sewer work, we typically can provide an approximate depth of the City main if grade might be an issue. In this case, I don't believe it will be a problem as it will be going out to Old Hwy 99 towards the boulevard. With this work, there will be connection expenses associated with excavation, tapping the sewer main, providing the saddle, running a 4" lateral to the property line, and putting the road back. City of Redding construction standards show all of these details, including trench backfill and resurfacing requirements.

All work in the City ROW shall be done under an encroachment permit, which will be issued after civil plan review and approval.

All relevant construction details shall be provided with the Civil plan sheet.

As I recall, sidewalk on the boulevard side of the property will not be required due to existing topography.

Connection fees for water and sewer will be collected at time of issuance of building permit.

Please do not do any ground work in the City right of way until we approve the plans and can issue an encroachment permit for your contractor to be in the city right of way.

Thanks,

Rod Bryan  
Public Works Director  
City of Mt. Shasta  
530.926.7526

-----Original Message-----

From: Paul Lennon <[pbltdsgn@hotmail.com](mailto:pbltdsgn@hotmail.com)>  
Sent: Tuesday, September 10, 2019 8:13 AM  
To: Rod Bryan <[rbryan@mtshastaca.gov](mailto:rbryan@mtshastaca.gov)>  
Subject: 1220 Mt Shasta Blvd.

Hi Rod,

I emailed you yesterday about our property at 1220 Mt. Shasta Blvd. We submitted plans yesterday and would like to figure out what to do about the trees in the alley and what the city is going to do about the water meters that are in the middle of the alley. We would appreciate you getting back to us on when we can meet and get this resolved. We are ready to start doing ground work. Thank you again. Paul Lennon  
<message.wav>

November 18, 2019

Paul Lennon  
3275 Wilshire Dr.  
Redding, CA 96002

Subject: 1220 N Mt. Shasta

Dear Paul Lennon:

The City of Mt. Shasta has received your most recent building plans related to 1220 N Mt. Shasta Blvd. The Building and Public Works Department have determined that the plans are incomplete. The following information has not been received by the City:

- A \$1500.00 deposit for City Engineer review of the water line and alleyway extension
- A civil sheet regarding the details of the water line and alleyway extension
- Paperwork regarding the deferral of the curb, gutter, sidewalk requirement

Chapter 12.04 of the Mt. Shasta Municipal Code allows for the deferral of the construction of curb, gutter, and sidewalk. Paperwork is required regarding the deferral of the requirements. The paperwork has been attached for your convenience. This deferral is only valid until the City of Mt. Shasta determines that curb, gutter, and sidewalk is needed in the area. A notification will be sent prior to future requirement.

Please contact our office with additional questions.

Sincerely,

Juliana Lucchesi  
City Planner



## CITY OF MT. SHASTA

305 North Mt. Shasta Boulevard  
Mt. Shasta, California 96067  
(530) 926-7510 • Telephone  
(530) 926-7521 • Fax

February 27, 2020

Paul Lennon  
3275 Wilshire Dr.  
Redding, CA 96002

Subject: 1220 N Mt. Shasta Blvd. Project – Incomplete & Water Line Extension

Dear Paul Lennon:

The City of Mt. Shasta has reviewed your project in relation to water mainline extension requirements communicated in the November 18, 2019. The City will allow for a modified requirement which includes no extension of the mainline and installation of traffic grade meter boxes.

The City will still require the submission of a grading plan illustrating the elevation of the existing water lateral and water service boxes. If the grading plan shows a significant change in elevation there may be additional requirements to lower the existing water laterals and meter boxes. The meter box tops will need to be replaced with traffic rated steel lids at your cost.

The City has not received paperwork regarding the deferral of the curb, gutter, & sidewalk requirement discussed in the November 18, 2019 letter. We have attached a blank form for you to complete and return to the City.

The City has reviewed your Building Plans and have not received sprinkler plans for the proposed development. We will need the Sprinkler Plans to ensure compliance with the Building Code and determine if existing water service is adequate for the system.

The previously state \$1500.00 deposit is still required to review the grading plan and cover possible lateral services changes based on the Sprinkler Plan. A building and encroachment permit will be granted once all the necessary paperwork is received and approved.

Please contact our office any additional questions.

Sincerely,

Juliana Lucchesi  
City Planner

[Enclosed: Sidewalk Deferral]

**City Council Agenda Item #7**  
Staff Report

**Meeting Date:** September 28, 2020  
**To:** Mayor and City Council  
**From:** City Manager  
**Subject:** City Manager Contract Extension

<b>x</b>	Regular
	Consent
	Closed
	Presentation

---

**Recommendation:**

Staff respectfully request approval of the attached Resolution which would, if approved, extend the Term of the City Manager’s Contract to 9-29-22.

**Background & Summary:**

The City of Mt. Shasta entered into an employment agreement with Bruce D. Pope on September 29, 2016. That contract was for a period of three (3) years, with an automatic renewal for one additional year.

The initial Term of the Contract is now complete, therefore, to ensure continuation and coordination of the important projects before the City, the City Manager is requesting a two (2) year extension to the Term of the existing Contract. This requested two (2) year extension to the Term of the Contract is the only change being requested. All other conditions of the Contract remain unchanged.

**Financial Impact:**

No change in adopted budget; salary remains unchanged at ninety-six thousand dollars per year.

**Attachments:**

- Existing Contract
- Resolution approving extension of Employment Contract



**CITY OF MT. SHASTA**

**THIS AGREEMENT** is made and entered into on the date it is fully executed by both parties, by and between the City of Mt. Shasta, California, (hereinafter referred to as "City") and Bruce D. Pope, (hereinafter referred to as "Employee").

**RECITALS**

1. City desires to employ Employee as City Manager of the City of Mt. Shasta pursuant to authority set forth in applicable state law, including but not limited to Government Code §36501 et seq. and the Mt. Shasta Municipal Code.
2. Employee desires to accept employment as City Manager as set forth herein.
3. City and Employee desire to set forth in this agreement the terms, conditions and benefits of such employment.

**AGREEMENT**

In light of the recitals set forth above and in consideration of the terms and conditions hereinafter stated, the parties agree as follows:

**Section I - Duties**

City hereby agrees to employ Employee as City Manager, to perform the functions and duties specified in Section 2.50 of the Mt. Shasta Municipal Code, outlined in the City Manager Job description, and other duties and functions as the Mt. Shasta City Council shall from time to time assign.

**Section II - Term**

The term of this agreement shall be for an initial term of 3 years from the date of inception of service. This agreement shall be automatically renewed on its first anniversary date for one additional year, unless notice is given at least three months before the expiration date.

**Section III - Termination and Severance Pay**

- A. As an "at will" employee serving at the pleasure of the City Council, Employee's appointment may be terminated by the City Council without cause at any time by majority vote of the City Council. In the event that Employee is terminated by the City other than as specified in subsection (B) herein, before the expiration of the term of this agreement, and during such time as Employee is willing and able to perform his duties, the City agrees to pay Employee a lump sum cash payment as follows: If the City terminates Employee without cause within the first twelve (12) months of this agreement, the City shall pay Employee a lump-sum of three (3) months' aggregate salary and benefits. Thereafter, if Employee is terminated without cause, the City shall pay Employee two (2) months aggregate salary and benefits. Employee shall also be compensated for all accrued unused vacation time.
- B. Employee may be terminated by the City Council at any time for either malfeasance

or nonfeasance in office, or for a conviction of a crime involving moral turpitude. In the event of such removal, the City shall have no obligation to pay the aggregate severance pay referred to above.

#### **Section IV - Resignation**

In the event Employee voluntarily resigns his position as City Manager, Employee shall give City at least two (2) month notice in advance, unless the parties agree otherwise.

#### **Section V -- Disability**

If Employee is permanently disabled or is otherwise unable to perform his duties because of sickness, accident, injury, or mental incapacity for a period of four (4) successive weeks beyond any accrued sick leave, City shall have the option to terminate this agreement, subject to the severance pay as specified In Section III (A).

#### **Section VI -- Compensation**

City agrees to pay Employee for his services rendered pursuant to this agreement an initial base annual salary of \$96,000, payable in installments at the same time as other management employees of the City. An annual salary review will be conducted at the time of the annual performance evaluation. The Council may make salary adjustments appropriate to the level of performance and the City budget. Compensation shall commence when Employee begins his duties in Mt. Shasta.

Except as follows, Employee will also receive such benefits as may be accorded other management employees of City, except as modified by this agreement or other agreements between Employee and City. Employee will not be entitled to administrative leave provided Department Heads. Employee's benefits are:

- **Health Insurance:** \$500 per month contribution toward health insurance costs.
- **Vacation:** Employee shall receive 10 days per year (6.67 hours per month) increasing to 20 days (13.33 hours per month) in the twelfth year. Employee may not have more than 10 days of unused vacation time on the books at any time, i.e., Employee ceases to accrue additional vacation time until the unused vacation time is reduced to less than 10 days.
- **Holidays:** Employee receives 11 days per year plus his birthday.
- **Sick Leave:** Employee receives 12 days per year (8 hours per month).
- **Deferred Compensation:** is available for Employee to set aside a portion of his salary on a pre-tax basis to supplement retirement. Plans are offered through CalPERS and Nationwide Retirement Solutions.

City shall not during the term of this agreement reduce the compensation of the City Manager except to the degree of such a reduction across the board for all employees.

#### **Section VII -- Retirement**

Employee shall be enrolled in the California PERS Retirement System applicable to miscellaneous employees on the date of hire. The plan for non-safety, new employees is 2% at 62 and the employee currently pays 6.25% toward this plan.

Deferred compensation is available for employees to set aside a portion of their salary on a

pre-tax basis to supplement retirement. Plans are offered through CalPERS and Nationwide Retirement Solutions. No contributions to the deferred compensation plan will be made by City on behalf Employee.

#### **Section VIII - Performance Evaluation**

- A. The City Council shall review and evaluate the performance of Employee if at least annually, with the review to be scheduled by the mayor and City Manager prior to his contract anniversary date. Said review and evaluation shall be in accordance with specific criteria developed jointly by Employee and the City Council and modified at least annually or as circumstances change. The Mayor shall provide Employee with a written summary of the Council's findings and afford an opportunity for Employee to discuss his performance evaluation with the City Council. No failure on the part of the City Council to render any such evaluations shall be deemed to constitute a breach of this agreement by the City, nor shall such omission, or the results of any evaluation, affect the City's rights.
- B. Toward this objective, Employee and the City Council shall jointly define such goals and performance objectives as may be appropriate for the proper operation of the City of Mt. Shasta and the attainment of the Council's policy objectives, establishing relative priorities among said objectives, and reducing this to writing. Such goals shall be attainable within the time limits established and the annual budget appropriations provided.

#### **Section XI - Hours of Work**

It is recognized that the Employee must devote a great deal of time outside the normal office hours on business for the City, and to that end Employee shall be allowed to establish an appropriate work schedule, as agreed upon in writing by the mayor and Employee, to meet the requirements of the position as set forth in Section 2.60 of the Mt. Shasta Municipal Code.

#### **Section X- Outside Professional Activities**

Employee shall not engage in teaching, consulting, writing, or other professional endeavors not related to City business without prior written authorization of the City Council.

#### **Section XI - Moving & Relocation Expenses**

Employee shall be reimbursed, or City may pay directly for the expenses of moving Employee's household goods from South Lake Tahoe to Mt. Shasta, including any necessary packing, unpacking, storage costs and insurance, rent, and/or rental security deposit, to a total not to exceed \$5,000, provided the amount paid for moving-related expenses and/or rent-related expenses will be reimbursed to the City if Employee's service to the City is less than two years as a result of action on Employee's part. In the event the Employee terminates this agreement within the first two years, Employee will reimburse the City for relocations expenses actually paid at a rate of 1/24<sup>th</sup> of the total expenses paid for each month remaining between the time of Employee's termination and the completion of the two year period.

**Section XII - General Expenses**

City recognizes that certain expenses of a non-personal and generally job-related nature are necessary in the proper performance of the City Manager's duties, and agrees to reimburse Employee for such reasonable expenses as may be approved by the City Council.

**Section XIII- Indemnification**

Employee shall be considered an employee as the term is used in California Government Code Sections 995 through 996.6 and shall be entitled to the protection of a public employee provided therein.

**Section XIV - Professional Development**

City agrees to fund reasonable travel that would be beneficial to the City for Employee's continuing professional development, including professional conferences, meetings, and seminars, and to pay reasonable professional dues and subscriptions in appropriate organizations, with the exact level each year to be a budgetary matter to be determined by the City Council.

**Section XV - Notices**

Notices pursuant to this Agreement shall be given by deposit in the custody of the US Postal Service, postage prepaid, addressed as follows:

To the City: Mayor  
City of Mt. Shasta  
305 North Mt. Shasta Boulevard  
Mt. Shasta, CA 96067

To Employee: Bruce Pope  
PO Box 8919  
South Lake Tahoe, CA 96158

Each party to this agreement shall notify the other with respect to any change in address.

**Section XVI - General Provisions**

- A. This instrument supersedes all previous agreements between the parties, and contains the entire agreement between them and it is expressly agreed that no representations, promises, conditions, warranties, or other understandings, either express or implied, other than herein set forth, shall be binding upon either party. Employee agrees that no other promises or inducements have been made to employee unless contained in writing, attached hereto or incorporated herein by reference.
- B. This Agreement shall become effective on the date it is fully executed by both parties.
- C. If any provision in this agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this agreement shall be decreed severable and shall remain in full force and effect.

- D. This agreement shall bind the parties, their heirs, agents, successors and assigns.
- E. This is a personal services contract. Employee's rights and obligations under this agreement are personal and not assignable, and any attempted assignment shall be void.
- F. The subject headings of the paragraphs and subparagraphs of this agreement are included for convenience only and shall not affect the construction or interpretation of any of its provisions.
- G. This agreement and any amendments hereto shall be governed by and construed in accordance with the laws of the State of California. Any hearing, proceeding, arbitration, trial, or other proceeding arising out of this agreement shall be located in Siskiyou County, California, unless all parties to this agreement consent to a different venue.
- H. This agreement may be executed in counterparts, each which shall be deemed an original, but all of which together shall constitute one and the same instrument.

In Witness Whereof, the City of Mt. Shasta has caused this Agreement to be signed and executed on its behalf by its Mayor and duly attested to by its City Clerk, and Employee has signed and executed this agreement.

**CITY OF MT. SHASTA**

  
 Jeffrey Collings, Mayor

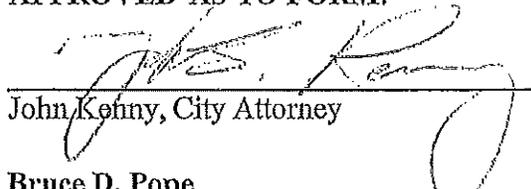
9/29/16  
 Date

**ATTEST:**

  
 John E. Kennedy Sr., City Clerk

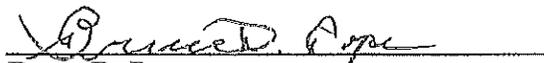
10/4/16  
 Date

**APPROVED AS TO FORM:**

  
 John Kehny, City Attorney

9/28/16  
 Date

**Bruce D. Pope**

  
 Bruce D. Pope

9.30.16  
 Date

4828-3935-4644, v. 1



**RESOLUTION CCR-20-XX**

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF MT. SHASTA  
EXTENDING THE TERM OF THE EXISTING  
CITY MANAGER EMPLOYMENT CONTRACT TO SEPTEMBER 29, 2022.**

**WHEREAS**, The City Council of the City of Mt. Shasta entered into an Employment Agreement with Mr. Pope on September 29, 2016 for a Term of Four (4) years; and

**WHEREAS**, The City Council of the City of Mt. Shasta now desires to extend the Term of said contract for an additional period of Two (2) years; and

**WHEREAS**; The City Attorney of the City of Mt. Shasta has reviewed the recommended changes in the Term of the existing Contract and concurs in the proposed process.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Mt. Shasta hereby authorizes and directs the Mayor to sign the proposed extension agreement.

The foregoing Resolution was approved this 28<sup>th</sup> day of September 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: September 28, 2020

**ATTEST:**

**CITY OF MT. SHASTA**

\_\_\_\_\_  
Kathryn M. Joyce, Deputy City Clerk

\_\_\_\_\_  
John Stackfleth, Mayor

**CITY MANAGER EMPLOYMENT AGREEMENT**

**AMENDED TERM OF AGREEMENT**

This Document is intended to memorialize the agreed upon amendment to the City Manager’s Employment Contract for Bruce D. Pope, first entered between Mr. Pope and the City of Mt. Shasta on September 29,2016.

The agreement, when executed, amends the existing Term of the City Manager’s Contract from September 29, 2020 to a new Term of Contract date of September 29, 2022.

Executed this \_\_\_\_\_ day of \_\_\_\_\_ 2020.

By:

Bruce D. Pope

John Stackfleth

City Manager

Mayor

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Date

\_\_\_\_\_ Date