

**AGENDA FOR THE REGULAR MEETING
DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
5902 DUNSMUIR AVE, DUNSMUIR, CA
NOVEMBER 17, 2016
CLOSED SESSION: NONE
REGULAR SESSION: 6:00 PM**

As a courtesy, please turn off cell phones and electronic devices while the meeting is in session. Thank you.

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. FLAG SALUTE**
- 4. APPROVAL OF AGENDA**
- 5. APPROVAL OF MINUTES**
 - A. Regular meeting of October 20, 2016**

- 6. COMMITTEE REPORTS**
 - a. Economic Development/Tourism**
 - b. Finance**
 - c. Public Facilities and Services**
 - d. Public Safety**
 - e. Airport**
 - f. Solid Waste**
 - g. Emergency Plan Task Force**
 - h. Veteran's Memorial**
 - I. Mossbrae Trail**

7. ANNOUNCEMENTS AND PUBLIC COMMENT

Regular City Council meetings are televised on Channel 15 to keep City residents informed of City Council actions and deliberations that affect the community. Meetings are scheduled to be televised on the 1st and 3rd Thursday of each month. Meetings that take place on dates other than the 1st and 3rd Thursday will not be televised.

This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items **not** included on the Regular Agenda. If your comments concern an item noted on the Regular Agenda, please address the Council when that item is open for public comment. **Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time to another speaker.** Comments should be limited to matters within the jurisdiction of the City. Speaker forms are available from the City Clerk, 5915 Dunsmuir Ave, Dunsmuir, on the City's website, or on the podium. The City Council can only take action on matters that are on the Agenda, but may place matters brought to their attention at

this meeting on a future Agenda for consideration. If you have documents to present to members of the City Council, please provide a minimum of seven (7) copies.

8. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Members of the Council or staff may ask questions, request reports for a later meeting, or ask that an item be placed on a future agenda on any subject within the Council's jurisdiction.

9. PRESENTATIONS:

A. Consider and approve Proclamation in support of North State Giving Tuesday, November 29, 2016

10. CONSENT AGENDA

The Consent Agenda consists of proposed actions on business matters which are considered routine and for which approval is based on previously approved City policy or practice. The Consent Agenda will be approved by a single motion to "Adopt the Consent Agenda" and Council Members will vote without debate. Council Members may remove a Consent Agenda matter for any reason and request that it be placed on the Agenda for discussion and consideration. Matters removed from the Consent Agenda will be placed on the agenda as an item of "New Business" for discussion and consideration.

A. Receive and file letter from California Fly Fishers Unlimited praising Dunsmuir accommodations, restaurants, and Big Fish program.

B. Approve payment for restoration of WWI Veterans' Memorial fountain from Streets Special Projects fund

11. PUBLIC HEARING: NONE

Public Hearing Protocol:

- a. Mayor will describe the purpose of the Public Hearing.
- b. City Staff will provide the Staff Report.
- c. City Staff will respond to questions from the City Council.
- d. Mayor will open the Public Hearing.
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing.

12. OLD BUSINESS

A. Consider and adopt Resolution No. 2016- filing a transportation claim for the 2016-17 fiscal year for funding from the Local Transportation Fund

B. Consider and adopt amended procedures for applying for and awarding proceeds from Transactions and Use Tax (Measure P)

C. Consider and provide direction on staff responses to request for one-way traffic on portion of Florence Loop

D. Consider and provide direction on request to support financially GIS Day at Dunsmuir High School and adopt Resolution No. 2016- supporting this project

13. NEW BUSINESS

A. Consider and approve legal representation for City employee charged with criminal complaint for actions within the scope of his employment and while acting in the best interest of the City

B. Receive and file new administrative policy on grants and new financial policies being implemented by City Manager and Finance Director

C. Consider and authorize City Manager to request 2016-17 payout amount available from Tauhindauli Park Endowment Fund managed by Shasta Regional Community Foundation

D. Consider and authorize adjournment of this Council meeting to Wednesday December 7, 2016 at 6 pm in Council Chambers for Town Hall Meeting to receive public input and discussion on recruitment for City Manager.

E. Consider and authorize rescheduling December 1, 2016 regular Council meeting to December 8, 2016.

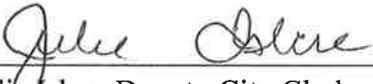
14. ADJOURNMENT:

Copies of this agenda were posted at City Hall, Dunsmuir City Library, Dunsmuir Park and Recreation District Office and at the Post Office on or before 6:00 PM November 14, 2016.

The City of Dunsmuir does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability or any other legally protected classes in employment or provision of services. Persons who need accommodations for a disability at a public meeting may call City Hall at (530) 235-4822 for assistance. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to accommodate participation in the meeting.

CERTIFICATION

This is the official Dunsmuir City Council Agenda, created and posted in accordance with the Dunsmuir City Council Protocols.



Julie Askra, Deputy City Clerk

11-14-16
Date

**DUNSMUIR CITY COUNCIL
COUNCIL CHAMBERS
OCTOBER 20, 2016
MINUTES**

1. CALL TO ORDER

Meeting was called to order by Mayor Spurlock at 6:00 pm.

2. ROLL CALL

Council members present: Craig, Deutsch, Keisler, Spurlock

Council members absent: Shanta

3. FLAG SALUTE

4. APPROVAL OF AGENDA

Motion to approve the agenda of October 20, 2016 by Keisler, seconded by Craig.

Voice vote: 4-0-1-0

5. APPROVAL OF MINUTES

Motion to approve the Special Meeting minutes of September 8, 2016 and the Special Meeting minutes of September 15, 2016 by Craig, seconded by Keisler.

Voice vote: 4-0-1-0

6. COMMITTEE REPORTS

a. Economic Development/Tourism

Deutsch stated that there has not been a meeting. The next meeting will be the end of November. More information in January regarding the First Impressions workshop with other Siskiyou County cities

b. Finance

No meeting

c. Public Facilities and Services

No meeting

d. Public Safety

The committee met and discussed the speed zone changes. The only change is an increase to 35mph from the ballpark north on Dunsmuir Ave. Radar will be enforced with warnings then enforcement will begin. ICM Johnsen stated that the speed signs are up and we are waiting for the radar signs

e. Airport

The committee will meet on Tuesday, Oct 25.

ICM Johnsen stated he is receiving reports regarding drones and questions from the FAA about 30 day eviction notice versus the 90 day notice, how is fair market value determined and trees west of the airport that are in the flight path
Craig said FireWhat? is interested in moving to a smaller hangar

f. Solid Waste

No meeting due to law suit. Need to ask Attorney Kenny for update

g. Emergency Plan Task Force

No announcement

h. Veteran's Memorial

Keisler announced that \$500 was donated from the Lopey Foundation for the flagpole project in addition to \$500 from Rotary, the Fountain project has \$500 from the Lopey Foundation.

Deutsch reported that people have volunteered but nothing is going on right now, need to plan ceremony for Veteran's Day

ICM Johnsen reported the fountain restoration will begin Monday, weather permitting

i. Mossbrae Trail

Craig met with Mr. Arias, St Germain consultant, in Sacramento with the Mayor. Arias will take information to Sid Lanier, CFO for St. Germain. City representatives stressed the need to get people off the railroad tracks saying that there needs to be safe access to view the falls. The Committee wants a bridge with access to the falls. The Sacramento River is a public waterway. It would be a win-win and will gain public goodwill if St. Germain would compromise.

j. SCORE annual business meeting

Craig attended annual meeting and it was very interesting, new legislation for signage of single use restrooms effective March, 2017, new legislation for employment applications regarding criminal history, was advised that contracts should have stronger indemnity language for subcontractors

7. ANNOUNCEMENTS AND PUBLIC COMMENT

Richard Dinges attended a conference about a strategy for the Visitor's Center for better marketing, he attended on behalf of the Collier Interpretive Center, stated that the elementary students will be trick or treating on October 28 downtown

Keisler said that the Rotary Club is collecting \$26.50 from every member for World Polio Day, Bill Gates will match 2 to 1, checks can be made payable to Rotary Foundation and left at the Chamber of Commerce

Laurie Barnes-Harley said her family is having a haunted basement for Halloween at 5969 Dunsmuir Ave until dark

8. ANNOUNCEMENTS AND REPORTS FROM COUNCIL AND STAFF:

Deutsch reminded residents to get out and vote on the Dunsmuir measures, they are very important to the City and could have a serious impact on the City

Keisler asked if we need to have a baby changing station in the Chamber restroom

Craig agreed with Deutsch, encouraged everyone to review and educate themselves on the impact to the City, he will talk to anyone who has questions

9. PRESENTATION

A. Dawnie Slabaugh, Secretary of College of the Siskiyou's Foundation Board of Directors and Director of Public Relations, regarding Siskiyou Promise

Dawnie Slabaugh explained the Siskiyou Promise program, 1200 Siskiyou County scholarships in the amount of \$1.2 million have been given out, the Class of 2016 students attended mostly free but could not be fully funded, there are 115 Siskiyou County graduates attending COS, Alissa Clark from Dunsmuir High received the 2 year scholarship, currently working on fund raisers to support the project, Northstate Giving on November 29 will be a major fundraiser which supports non-profits from Shasta and Siskiyou Counties, COS is the model for other Promise Programs for other schools, \$100 per month per year funds the tuition for one student at COS

Craig stated that shop local-give local has a direct impact

B. Consider and approve PROCLAMATION designating October 16-22 as FREEDOM FROM WORKPLACE BULLIES WEEK

Motion by Keisler to authorize the five Council members to sign the Proclamation designating October 16-22 as Freedom from Workplace Bullies Week, seconded by Craig. Voice vote: 4-0-1-0

C. Report on October 1, 2016 Clean Up Day presented by Brian Wilson

Brian Wilson reported on the October 1, 2016 City wide cleanup day and thanked Clemens Waste, Siskiyou County for providing several workers, City of Dunsmuir employees, local volunteers plus the Mattress recycling program and tire recycling program. 180 yards of trash, 20 yards of metal, 70 tires and 40 mattresses were collected for a total cost of \$6818 to the City before wages. The City may need to consider a location change for next year.

Deutsch asked about the plan to schedule two cleanups per year and Brian explained that due to the fire at the transfer station, everything was on a temporary hold so the City could only do one cleanup this year.

10. CONSENT AGENDA

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A. Approve Check Register Reports dated September 30, 2016

B. Receive and file report from Finance Director on status of bank accounts as of September 30, 2016

C. Approve payment to Dunsmuir Chamber of Commerce of budgeted amount for marketing

D. Receive and file Botanical Survey as part of environmental work for Downtown Water Tank Relocation and Replacement project supporting Mitigated Negative Declaration

Motion by Keisler to approve the Consent Agenda items A –D, seconded by Craig.

Voice vote: 4-0-1-0

11. PUBLIC HEARING: NONE

Public Hearing Protocol:

- a. Mayor will describe the purpose of the Public Hearing.
- b. City Staff will provide the Staff Report.
- c. City Staff will respond to questions from the City Council.
- d. Mayor will open the Public Hearing.
- e. Citizens wanting to comment will come to the podium, provide the City Clerk with their name and address and provide their comments.
- f. Mayor will close the Public Hearing.

12. OLD BUSINESS

A. Consider and approve agreement with GovInvest for preparation of GASB 68 reports

ICM Johnsen stated there is no staff report, but this is required for our audit.

Public Comment: None

Council Comment: Motion by Keisler to approve the Contract for Services with GovInvest for \$1,400 to complete two GASB 68 reports and allow the City Manager to sign the contract, seconded by Deutsch.

Roll call vote:	Deutsch	yes	
	Keisler	yes	
	Craig	yes	
	Spurlock	yes	4-0-1-0

B. Consider and award contract to construct improvement to Community Center Building

ICM Johnsen stated that the bids were reviewed but the low bid Package was not complete. It was recommended the contract be awarded to the lowest qualified bidder, Walker Construction, for \$283,548.00.

Public Comment: None

Council Comment:

Motion by Deutsch to find the bid package submitted by Aztec to be non-responsive and award contract to construct improvements to Community Center Building to Walker Construction in the amount of \$283,548.00, seconded by Keisler.

Roll call vote:	Deutsch	yes	
	Keisler	yes	
	Craig	yes	
	Spurlock	yes	4-0-1-0

C. Consider and authorize payment in the amount of \$10,095.30 for work associated with Butterfly Bridge project and authorize Finance Director to request reimbursement from federal bridge grant

This is for an authorized progress payment to Central Federal Lands, the project manager for the Butterfly Bridge project and is fully reimbursable.

Public Comment: None

Council Comment: Motion by Keisler to approve progress payment to Central Federal Lands in the amount of \$10,095.30 and authorize staff to submit payment evidence to Caltrans and request reimbursement from HBP grant, seconded by Craig.

Roll call vote:	Keisler	yes	
	Deutsch	yes	
	Craig	yes	
	Spurlock	yes	4-0-1-0

D. Consider and adopt Resolution No. 2016-25 accepting grant to be used for fire department protective equipment

ICM Johnsen stated that the Fire Chief reported that the Fire Dept is required to provide turn out gear for the firefighters and they need to be replaced. This is a 50/50 grant from Cal Fire for the turn out gear.

Mayor Spurlock said the turn out gear consists of pants, jacket, boots and helmet.

Public Comment:

Laurie Barnes-Harley asked the Council to keep our firefighters safe

City Council Comment:

Motion by Keisler to approve Resolution No. 2016-25 to authorize the Mayor to sign and execute the agreement on behalf of the Dunsmuir Fire Department, seconded by Deutsch.

Roll call vote:	Deutsch	yes	
	Keisler	yes	
	Craig	yes	
	Spurlock	yes	4-0-1-0

13. NEW BUSINESS

A. Consider and adopt Resolution No. 2016- 26 in opposition to Proposition 57, the Public Safety and Rehabilitation Act of 2016

ICM Johnsen introduced Resolution No. 2016-26 and explained that the League of CA Cities voted to oppose Proposition 57 and asked cities who wished to support the League’s decision to pass their own resolution.

Public Comment: None

Council Comment:

Council discussion regarding violators who are guilty of theft under \$950 can spend one night in jail and are then released to commit another similar crime. Recently, the Sheriff’s Dept was able to apprehend someone who stole a wallet and used credit cards within the City of Dunsmuir. Within two hours, the thief was caught and the wallet was returned.

Craig did not feel this should have come before the Dunsmuir City Council since it was a state measure, not a local measure

Motion by Deutsch to approve Resolution No. 2016-26 opposing Proposition 57, seconded by Keisler. Voice vote: 3-0-1-1 (Craig abstained)

B. Consider and approve complete upgrade of hydraulic system on City truck 410

ICM Johnsen stated that City truck 410 has had repeated repairs to the hydraulic system and it now needs to be replaced. Monies are available in the budget.

Keisler asked what the value is of the truck considering the repairs will be \$14,485

Deutsch asked if the truck was in good condition otherwise

ICM Johnsen said he believed the truck is in good shape, but the City could lose the truck due to the problem with the hydraulics

Public Comment:

Richard Dinges, Chamber Director suggested checking into a Carl Moyer grant to replace the truck

ICM Johnsen said he would have to look into it and the Council could also consider a Federal Surplus vehicle

Linda Gnesa stated that the truck needs to be ready for the winter

Council Comment:

Craig asked if this item is time sensitive or if it could be continued until November 3

Deutsch was concerned about the time it may take to make repairs to have it ready for the snow

ICM Johnsen stated that the hydraulics control other things and we need the facts

Motion by Craig to continue item 13B to November 3 and invite Public Works

Supervisor Willman to the meeting, seconded by Keisler. Voice vote: 4-0-1-0

C. Consider and refer request for one way traffic restriction on Florence loop to City Engineer and City Planner for comment and recommendation

ICM Johnsen asked the Council to consider one way traffic at the entrance to Florence

Loop. Johnsen stated that the City will need a report from PACE, the City Planner and possibly the Planning Commission.

Deutsch said it is the island at the entrance to Florence Loop and currently uses both sides plus there is also street parking.

Public Comment: None

Council Comment:

Motion by Keisler to request a report from PACE and the City Planner regarding changing the usage to a one way north bound street on the east side of the island where

Florence Loop meets Dunsmuir Ave, seconded by Craig. Voice vote: 4-0-1-0

D. Consider and adopt Resolution No. 2016-27 recognizing the contributions of FireWhat Inc. to the City of Dunsmuir

Craig stated he wrote the resolution and wanted to recognize the positive economic benefits to the City of Dunsmuir from FireWhat? He would like the Council to consider the resolution to thank FireWhat Inc. as a new business that has had a significant impact on the community

Keisler reminded the Council about the GIS Day where many lives were saved in addition to the remodel of the old Cornet building.

Deutsch stated that there was a misunderstanding at the Airport. The Council would like to recognize their source of revenue brought in by FireWhat?

Craig stated that the City does not provide any source of revenue but will try and assist where they we can

Public Comment:

Richard Dinges from the Chamber of Commerce thanked FireWhat Inc. on behalf of the Chamber for providing education and bringing revenue to the City. The Chamber will be happy to donate a frame for the resolution

Greg Messer asked if the Chamber of Commerce should actually be acknowledging FireWhat Inc. instead of the City.

Council Comment:

Craig stated that the Chamber does awards for the Business of the Year as well as other awards. This is just recognition from the City Council. There will not be any special celebration.

Deutsch clarified that the City is going through a process with the FAA. The COA did not do what the Council thought it would do. The City did not want to pull support for FireWhat Inc.

ICM Johnsen confirmed that the COA did not do what the City of Dunsmuir thought it would

Motion by Keisler to adopt Resolution 2016-27 thanking and offering assistance to FireWhat Inc, seconded by Deutsch. Voice vote: 3-0-1-1 (Spurlock abstained)

Keisler noted that the Lopey Foundation has donated \$500 to the Flagpole Project and \$500 to the Veteran's Fountain.

Spurlock stated he will ask about a \$200 donation from the Dunsmuir Fire Department

14. ADJOURNMENT:

Motion to adjourn at 7:55 pm by Craig, seconded by Keisler. Voice vote: 4-0-1-0

Mayor Spurlock

ATTEST:

Julie Iskra, Deputy City Clerk

Date

November 17, 2016

Item No. 9.A.

City Manager

From: Audra Gibson <audra@shastarcf.org>
Sent: Thursday, October 13, 2016 1:45 PM
To: City Manager
Cc: spurlockoncouncil@gmail.com
Subject: Community Foundation Request for Proclamation at November Meeting in Support of North State Giving Tuesday
Attachments: 2016 City of Dunsmuir Proclamation.docx

Greetings, Mr. Mayor!

The Community Foundation respectfully requests that you and the Dunsmuir City Council again consider a proclamation (draft attached) in support of the annual North State Giving Tuesday event hosted by the Shasta Regional Community Foundation this year on November 29, 2016. This event makes possible an online portal to benefit 97 registered nonprofits in the region (36 in Siskiyou County!) during a nationally recognized event focused on year-end giving. More details are in the draft proclamation attached.

A timely presentation at the 11/17/16 council meeting at 6 PM would be most appreciated. We will have Community Foundation staff and/or board members in attendance for a quick photo opportunity upon confirmation from your office.

Please confirm scheduling or call if you have any questions, my contact info appears below.

Sincere thanks,
Audra

Audra Gibson Beylik | Development & Communications Officer
205 N. Mt. Shasta Blvd. Ste. 500, Mt. Shasta, CA 96067
1335 Arboretum Drive Ste. B, Redding, CA 96003
t. Mt. Shasta 530.925.3313 | t. Redding 530.244.1219



PROCLAMATION

WHEREAS, November 29, 2016 “Giving Tuesday” is a nationally recognized day of giving online donations to nonprofit organizations; and

WHEREAS, the Shasta Regional Community Foundation plays a leading role in promoting and advancing philanthropy and giving in Shasta and Siskiyou counties, and offers a vehicle for many charitable donors to support the causes they care about; and

WHEREAS, the Shasta Regional Community Foundation has organized a regional North State Giving Tuesday event and has provided for over \$80,000 of incentive funds and prize challenges to make donations go further and motivate donors to give to local nonprofits; and

WHEREAS, North State Giving Tuesday, a 12-hour online giving challenge event at www.northstategives.org starts at 6 AM and ends at 6 PM locally on November 29, 2016, with a goal to raise at least \$500,000 in unrestricted funds for 97 registered nonprofits across the region; and

WHEREAS, North State Giving Tuesday participating nonprofits have successfully completed a rigorous and transparent process in order to be eligible to participate; and

WHEREAS, the North State Giving Tuesday participating nonprofits are a large economic engine that offers opportunities for giving, volunteerism, and community involvement that enhance community life and make our region a better place to live; and

WHEREAS, the North State Giving Tuesday participating nonprofits will develop their own marketing campaigns to encourage new and recurring donors to give to them, using multiple communications and social media channels; and

WHEREAS, the North State Giving Tuesday event has enlisted many local outreach and business partners to act as ambassadors to help publicize the event and encourage the community-at-large to give.

NOW, THEREFORE, BE IT PROCLAIMED by the Mayor and City Council of the City of Dunsmuir, California that November 29, 2016 be recognized as “North State Giving Tuesday” to raise the level of philanthropy in the region, as led by the Shasta Regional Community Foundation.

Dated: November 17, 2016

Josh Spurlock, Mayor

Bryce Craig, Vice Mayor

Dave Keisler, Councilmember

Bruce Deutsch, Councilmember

Mari Shanta, Councilmember

November 17, 2016

Item # 10xB.



California Fly Fishers Unlimited (CFFU)
P.O. Box 162997
Sacramento, CA 95816

October 6th. 2016

Re: Fishing in Dunsmuir

To Randy Johnsen, City Manager
And Members of Dunsmuir City Council
5915 Dunsmuir Ave.
Dunsmuir, CA 96025

I am writing this to you as President of California Fly Fishers Unlimited (CFFU) a 382 member fly fishing club based in Sacramento, California. The weekend of October 1st approximately 30 CFFU members came to Dunsmuir on a fly fishing outing. We dined at both the Railroad Park Resort Restaurant and La Perla de Nayarit Restaurant. We enjoyed a hearty breakfast at Cornerstone Café, bought flies and equipment from Ted Fay's Fly shop, bought gasoline, groceries, and stayed at your many lodging accommodations.

All our club members were able to catch (and release) fish in the park. Club member Craig Williams taught new fly fishers the high sticking technique similar to that used by noted Ted Fay. Our own entomologist put on a show-and-tell program on the myriad of aquatic insects this healthy section of the Upper Sacramento River holds. Because of the success we had fishing, members will return throughout the year and bring friends and family.

All across the state fishing has been tougher in these times of drought, so finding miles of beautiful water with ample fish has been a blessing. I wanted to personally thank you for the Big Fish Program and your continued work to stock the waters in the Dunsmuir area. Because of this program, Dunsmuir is on our radar as a superior fly fishing destination.

Sincerely,

Laurie Banks

Laurie Banks
CFFU President 2015-2016
laurie@creekchick.com

November 17, 2016

Item # 10.C.

STONEWORK & MASONRY

November 8, 2016

Ron Cooper

515 McCloud Ave mt. shasta, CA
P: 530.918.9497
M: ~~530.925.6358~~ 925-3793
ronjc66@sbcglobal.net
lic 981458

Fed ID of S.S. 053-46-6556

To:

Public Works
Dunsmuir Drinking Fountain

INVOICE

Description	Units	Rate	Amount
River rock			75.00
Plaster sand	3000lbs		67.00
Portland cement	4 bag	14.61	58.44
Lime	1	18.68	18.68
Acryl 60 cement additive	1		44.00
Hardi backer	2	14.97	29.94
#3 rebar 20'			4.00
3/32 concrete drill bits	2	3.00	6.00
Tie wire roll	1		4.38
Muriatic acid	1 gal		14.28
Tap con screws			16.95
Wall ties			17.34
Labor	51	65	3315.00
TOTAL			3671.01

Bill Willman

THANK YOU!

Great job!

November 17, 2016

Item # 12.A.

City Manager

From: Melissa Cummins <mcummins@co.siskiyou.ca.us>
Sent: Thursday, November 03, 2016 9:32 AM
To: City Manager
Cc: Rachel York
Subject: City of Dunsmuir - FY 2016/17 LTF Claim
Attachments: LTF Claim 2016-17-City of Dunsmuir.pdf

Randy,

Attached is the City of Dunsmuir's Local Transportation Fund (LTF) claim for FY 2016/2017. As usual this claim is based on population figures from the California Department of Finance, the estimated total receipts for the fiscal year, and the carryover funds remaining in your local transportation fund account as of June 30, 2016.

As a reminder the Transportation Development Act Section 6664 requires each recipient of LTF to submit annual audits to the Commission. Failure to submit required audits will result in funds being held until the agency complies.

Please obtain necessary approvals and return the form to our office at your earliest convenience. If you would like an original returned please send two originals and we will return one after obtaining final signatures.

As a reminder the Auditor-Controller's office issues allocations quarterly. LTF claims are an estimate of what we expect to receive based on the previous year's actual receipts. This means the City may receive less than the claim amount should the receipts fall below estimates.

If you have any questions please contact me.

Melissa Cummins

*Executive Director
Siskiyou County Local Transportation Commission
411 4th St
Yreka, CA 96097
P - 530.842.8295
F - 530.842.0148*

RESOLUTION NO. 2016-

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF DUNSMUIR
FILING A TRANSPORTATION CLAIM FOR THE 2016-2017 FISCAL YEAR
FOR FUNDING FROM THE LOCAL TRANSPORTATION FUND**

WHEREAS, the Local Transportation Fund is established on a County-wide basis for the allocation of funds to County governments and Local governments for purpose of public transit as well as streets and road construction and maintenance; and

WHEREAS, the City has significant unmet road and street improvement work requiring funding; and

WHEREAS, the City's residents should have regularly scheduled public transportation available to them; and

WHEREAS, the City Council intends to submit a claim for available funding for the following:

- 1) Funds for Public Transit: \$37,850.00
- 2) Funds for Streets and Roads: \$14,751.00

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Dunsmuir, that the transportation claim for funding in the amount of \$52,601.00 from the Local Transportation Fund is hereby approved. The City Council hereby acknowledges its understanding that this claim is based on the Siskiyou County Local Transportation Commission taking action concerning any "unmet transit needs"

The Mayor is hereby authorized and directed to execute the claim on behalf of the City of Dunsmuir.

I hereby certify that the foregoing resolution was introduced and read at the regular meeting of the City Council of the City of Dunsmuir on the 17th day of November, 2016, and was duly adopted at said meeting by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Josh Spurlock, Mayor

ATTEST:

Julie Iskra, Deputy City Clerk

Transportation Claim
2016/2017 Local Transportation Fund

The claimant herewith recognizes that any allocations for streets and roads will be made in accordance with, but not limited to, Section 99401.5, Article 8, Chapter 4, Part 11, Division 10 of the Public Utilities Code. This section stipulates that the Local Transportation Commission must take certain actions with respect to "Unmet Transit Needs" and whether they are "Reasonable to Meet" before any allocation can be made for other Public Transportation services.

When approved, please transmit this claim for payment from the Local Transportation Fund to the following address:

Siskiyou County Local Transportation Commission
190 Greenhorn Road
Yreka, CA 96097

Approval of the claim and payment by the County Auditor is subject to such monies being on hand and available for distribution and to the provisions that such monies will be used in accordance with the rules and regulations of the Transportation Development Act.

Approved:

Local Transportation Commission

City of Dunsmuir

By: _____
Executive Director, SCLTC

By: _____
Chairman / Mayor

Date: _____

Date: _____

City Council Agenda Item

Old Business

Item No: 12.B.
Date: November 17, 2016
Subject: Consider and adopt amended procedures for applying for and awarding proceeds from Transactions and Use Tax (Measure P)

Previously City Council approved application form and process for utilizing some of the proceeds of the ½ cent Transactions and Use Tax for community programs. The tax was assessed effective April 2016 and the City began getting proceeds in June 2016. At some point there was a meeting between former City Manager and prospective applicants at which time it was presented that there would be \$25,000 available for allocation by calendar year end. Prospective applicants are targeting that amount for their programs.

In actuality, this City Manager has repeatedly stated that he will not recommend allocation of moneys not received. The City has not received enough proceeds to pay back cost of election and bill received from Board of Equalization to process City ordinance and administer the tax and allocate \$25,000.

To appease prospective applicants and back up previous understanding, the City could take about half of cost recovery through end of December TUT proceeds and then recover balance of costs by June 30, 2017. This would leave enough proceeds to allow for target allocation of \$25,000 to be available in January 2017.

The City is receiving between \$4,000 and \$6,000 a month. Receipts through October 2016 are \$24,302.00. Bills for election (\$6,744.19) and costs from Board of Equalization (\$8,841.99) total \$15,586.18. If total recovery of bills is done "first" by City, there is then \$8,715.82 left in fund with two more month's allocation to be received prior to January awards. It is not expected that two more months allocation will increase fund to \$25,000 available.

Staff had anticipated a bi-annual allocation of funds for community projects. Prospective applicants are requesting the process be annual each January to ease the burden of application preparation process.

Recommendation: Move to direct staff to recover one-half of costs for election and Board of Equalization management and administration of tax assessment and collection from TUT fund through December 30, 2016 and recover remaining costs by June 30, 2017 and advise prospective applicants for funding that \$25,000 is available for allocation in January 2017; and direct that application process be annual with application deadline December 1 and allocations made in January following.

City Manager

From: City Manager
Sent: Wednesday, November 02, 2016 6:12 PM
To: 'tim holt'
Cc: Pam Stock; 'Mike Rodriguez'
Subject: RE: checking in re next Council meeting

Yup. The only change apparently is that I am recommending the Council only allocate the moneys collected by mid-year and Paul was willing to ask Council to allocate anticipated moneys through June 30, 2017, end of fiscal year. I am anticipating an application process every 6 months that the City receives moneys with Council allocating moneys "in hand". I am concerned that agencies being allocated moneys and spending them before City gets moneys may lead to problems especially if City doesn't received the "anticipated" amounts.

Further, the bill from State Board of Equalization is \$8,841.99 and the election cost was \$6,744.19. The total for both is \$15,586.18. Receipts through October are \$24,302.00 leaving a balance of \$8,715.82 in the fund. Pam and I believe somewhere between \$4,000 and \$5,000 distribution amounts will be received during November and December. So the City Council should have about \$17,000 to \$18,000 to allocate in January. If this causes a problem for your agencies, we could ask the City Council to consider directing staff to take half of \$15,586.18 out of TUT proceeds from January to June 2017. And not all of it "up front". Such would leave about \$25,000 to be allocated in January. Assuming \$4,000 a month for next 6 months or \$24,000 less half of \$15,586.18, there would be about \$16,500 for second round available in July 2017.

The City received \$4,000 in June for April distribution, \$4,000 in July for May distribution, \$5,300 in August for June distribution, \$6,402 in September for July distribution, \$4,600 in October for August distribution. So November and December distributions will be for September and October months.

Randy

From: tim holt [mailto:timothyqholt@gmail.com]
Sent: Wednesday, November 02, 2016 3:33 PM
To: City Manager <citymanager@ci.dunsmuir.ca.us>
Cc: Pam Stock <CFO@ci.dunsmuir.ca.us>
Subject: Re: checking in re next Council meeting

Okay, thanks for getting back to me Randy, and (Pam correct me if I'm wrong here) I think the \$25,000 is a NET figure, after election costs (\$11,000) and BOE fees have been deducted. That's why both Rec & Parks and the library are planning to apply for \$12,500 each on Dec. 1, as per our understanding from meeting with Pam and Paul earlier this year, again, based on a net figure of \$25,000.

On Wed, Nov 2, 2016 at 2:52 PM, City Manager <citymanager@ci.dunsmuir.ca.us> wrote:

Well, I have again been updated. I am not prepared to recommend the City Council commit moneys not in hand and thus I presented that Council would allocate moneys received through Dec 30 in January. Apparently there was meeting with you Mike and my predecessor where it was committed that moneys would be estimated though June 30 and allocated in January. The \$25,000 estimated to be available through June also assumes that moneys will be repaid the City for election costs and for costs billed by Board of Equalization first. Those bills are somewhere around \$18,000. I will present this to City Council at their Nov 17 meeting for clarification and direction.

Randy

From: tim holt [mailto:timothyqholt@gmail.com]
Sent: Wednesday, November 02, 2016 1:58 PM
To: City Manager <citymanager@ci.dunsmuir.ca.us>
Subject: Re: checking in re next Council meeting

Okay, but check with Pam on this. The Parks & Rec Dept. and Library were given an estimate of \$25,000 in net Measure P funds for first year, and we are planning on basing our Dec. 1 application on that estimate, which I think goes well beyond revenues rec'd by mid-January. My guess is that these are estimated revenues through end of fiscal year 2016-17, but, again, check with Pam.

On Wed, Nov 2, 2016 at 10:19 AM, City Manager <citymanager@ci.dunsmuir.ca.us> wrote:

It is my understanding that money collected through Dec 30 will be received by the City in mid-January. I will put award of or allocation of funds received thru Dec 30 on second Council meeting in January agenda. Again, I am told this was established and agreed to with previous City Manager.

From: tim holt [mailto:timothyqholt@gmail.com]
Sent: Wednesday, November 02, 2016 6:28 AM
To: City Manager <citymanager@ci.dunsmuir.ca.us>
Subject: Re: checking in re next Council meeting

Sorry you can't join us Saturday, but as you say maybe next time.

I am still unclear on what schedule will be for disbursement of Measure P funds. Is that something you intent to work out in consultation with the Council after Dec. 1? I think in an earlier message you said you might bring up the matter at this upcoming Nov. 3 meeting.

On Tue, Nov 1, 2016 at 4:53 PM, City Manager <citymanager@ci.dunsmuir.ca.us> wrote:

Measure P process got implemented without going to Council. City has posted notice of availability of funds and designated places where application forms may be obtained. Due date is December 1. All previously approved by City Council according to Julie.

I cannot be around this coming Saturday. My wife has surgery on Monday and I will be making her comfortable until then, and after then. Nothing life threatening, cataract surgery. I appreciate the request and the information. Maybe next time.

Randy

From: tim holt [mailto:timothygholt@gmail.com]
Sent: Monday, October 31, 2016 7:09 AM
To: City Manager <citymanager@ci.dunsmuir.ca.us>
Subject: checking in re next Council meeting

Hi Randy--Are you still planning to discuss disbursement of Measure P funds at this Thursday's City Council meeting?

Also will you be in town this coming Saturday and if so are you interested in joining us for a good old-fashioned hootenanny in Mount Shasta? Let me know and I will pass along details.

Best, Tim

Transaction and Use Tax Summary

State Board of Equalization		\$	8,841.99		
Election Exp.		\$	<u>6,744.19</u>		
		\$	15,586.18	\$	(15,586.18)
Received in Jun	April Dist	\$	4,000.00		
Received in Jul.	May Dist	\$	4,000.00		
Received in Aug.	June Dist	\$	5,300.00		
Received in Sept	July Dist	\$	6,402.00		
Received in Oct	Aug. Dist.	\$	<u>4,600.00</u>		
		\$	24,302.00	\$	24,302.00
				\$	8,715.82

City Council Agenda Item Old Business

Item No: 12.C.
Date: November 17, 2016
Subject: Consider and provide direction on staff responses to request for one-way traffic on portion of Florence Loop

Previously City Council received request from Ed Steele to consider one way traffic on portion of Florence Loop. This request was forwarded to City Planner and City Engineer for their comments. Those comments are included in your packets.

Prior to taking any action, staff would recommend either noticed public hearing or notice to just those living in the area to get their input.

Recommendation:

City Manager

From: Jim Elkins <jelkins@paceengineering.us>
Sent: Friday, October 28, 2016 5:36 PM
To: Arlene Dinges; City Manager
Subject: Request for one way traffic limitation by Ed Steele

Randy and Arlene,

I looked at the situation in the field today on my way home from Mt. Shasta. Mr. Steele was in Colorado, and was unable to meet with me. Below are my recommendations.

- I recommend approving Mr. Steele's request to limit traffic to one-way (northbound) east of the island. This would improve safety by eliminating the crossover by the southbound traffic to this narrow road section. If approved, signage is required: a "Wrong way do no enter" sign and a one-way arrow. Let me know if you want me to provide specific sign numbers.
- The existing road width is 17-foot wide. On-street parking is typically 8 feet. A drive lane is typically 10 feet to 14 feet wide. Using 8 feet for parking only leaves 9 feet for the driving lane, which is too narrow. For that reason, I do not recommend allowing parking east of the island, unless the south side is blocked off completely, such as with a curb.

Regardless of the action taken on Mr. Steele's request, I recommend moving the "Stop bar" closer to Dunsmuir Avenue and painting a different centerline alignment. The work could be done the next time the City does striping. I recommend that Bill coordinate the striping with Caltrans because it affects access to the I-5 on-ramp.

I agree with the concept Arlene suggested (removing the existing island and creating parking), but only if a new, bigger island is constructed to control the traffic. Striping alone would not be sufficient to control traffic in this situation. The new island could easily cost over \$10,000. We can have further discussions if the Council wants to pursue this option.

Someone may ask why Dollar General was not required to make these improvements. The reason is because they did not need a discretionary permit, such as a Use Permit. The current zoning allowed their project to be built with only a building permit. They replaced an existing use (furniture store) and historical uses (including an auto dealership) that theoretically were similar: retail.

Jim Elkins

PACE Engineering
1730 South St.
Redding, CA 96001
jelkins@paceengineering.us
Ph: 530-244-0202, Fax: 530-244-1978

From: Arlene Dinges [mailto:arlenedinges@gmail.com]
Sent: Friday, October 21, 2016 4:50 PM
To: City Manager
Cc: Jim Elkins
Subject: Re: Request for one way traffic limitation

I have reviewed the General Plan and Municipal Code with regard to Mr. Steele's request. The General Plan does not have the level of detail to address this issue. The street in question is a local street and will remain a local street. There is nothing in the General Plan that would prevent the City from

approving the request. The Municipal Code addresses street design and improvements but only from the standpoint of a new subdivision, which this is not.

My recommendation would be to take the triangle out of the center, and align the centerline so it is as close to perpendicular to the intersecting street (Dunnsmuir Ave) as possible. I think this would allow plenty of room for parking as well as turning in and out in both directions.

Barring that suggestion, I think Mr. Steele's request is acceptable. With a bit more signage and better striping, it could work.

On Fri, Oct 21, 2016 at 4:33 PM, City Manager <citymanager@ci.dunsmuir.ca.us> wrote:

City Council received the attached request at their Oct 20 regular meeting.

They moved to forward request to City Engineer for comment and City Planner for review and comment about any issues with traffic element of General Plan.

Thank you for your review and comments.

Randy

--

Arlene Dinges

530-235-9874

arlenedinges@gmail.com

ED STEELE

5304 Dunsmuir Ave.
Dunsmuir CA 96025
ph. 530-926-3612

23 Sept 2016

To: Dunsmuir City Council
cc Bill Wilman

Re Florence Loop traffic

With the new Dollar General store opening there will be increased traffic on Florence Loop. I would like to request that the road on the east side of the island be made one way only northbound from Dunsmuir Ave. It is currently two way traffic with no street parking on the short section in front of 5222 and 5230 Florence loop. This change would ensure traffic exiting Florence loop would use the west side of the island and would allow the residents of those two houses to park in front of their homes.

Thank you for your consideration

Ed Steele



RECEIVED
SEP 30 2016
CITY OF DUNSMUIR

City Council Agenda Item Old Business

Item No: 12.D.
Date: November 17, 2016
Subject: Consider and provide direction on request for financial support for GIS Day at Dunsmuir High School and direct staff to prepare Resolution of support for program

This has been on-going program and in a prior year City Council provided the donation again requested this year. This amount is not included in the 2016-17 budget.

Recommendation:

City Manager

From: Mari Shanta <mcshanta.council@gmail.com>
Sent: Monday, October 31, 2016 4:30 PM
To: Cassie Hansen
Cc: City Manager
Subject: Re: Agenda for Nov. 3rd, 2016

Dear Cassie:

I would be very glad to get this on the agenda for the next regular meeting, if it is too late to get on the agenda for this Thursday's meeting.

I would like to advise you that while I have no problem in supporting this as it is one of the most worthwhile community functions FireWhat? does; the city has no monies in this budget year to spend. We passed a very austere budget and had to cut support to all the organizations that received financial support from the city in years past. The only organization that is receiving financial support is The Chamber of Commerce and that was halved to what they received the prior year.

I would however like to offer as Treasurer of the Dunsmuir Garden Club (and this has the support of the board) a pledge of \$250.00 toward this endeavor. The Taunhandali River Restoration Project was achieved from monies available as a grant after the disastrous Cantara loop spill.

I encourage you to also seek support from other organizations like the Rotary Club, The Railroad and other non-profits in the area.

Randy: Can you please add this to the next City Council meeting agenda, maybe as a resolution of support on behalf of the city.

Mari C Shanta
Dunsmuir City Council

mcshanta.council@gmail.com

On Mon, Oct 31, 2016 at 12:22 PM, Cassie Hansen <cassie@firewhat.com> wrote:
Good Afternoon -

I'd like to request an item be placed on the next city council meeting. Previously the city council has supported GIS Day with the Dunsmuir High School. I'd like to ask for both of you to support and ask that this item be placed on the next regular scheduled city council meeting to ask for a donation of \$5,000. This event is being organized by the River Exchange, FireWhat, and hosted at Dunsmuir High School.

This years GIS Day theme is titled "Healthy Watershed-- 25 year after the Cantara Loop Spill". GIS Day on Nov. 16th kicks off a big year long project that the students will be working on. There will be members from: EPA, USFS, FWS, and local Dunsmuir residences that will be sharing their role during this spill.

The money from the city would be used to purchase sweatshirts for the students.

Thank you,
Cassie

--
Cassie Hansen PhD | Geographic Information Officer
FireWhat Inc.
firewhat.com

DBA GISDirect
gisdirect.com

Dunsmuir, CA
530.235.4419-O
[530.925.0859-C](tel:530.925.0859)

For the latest wildland fire information and fire news visit wildlandfire.com.
Member of the [Esri](#) Partner Network

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November 17, 2016

Item 13.A.

JOHN SULLIVAN KENNY
KELLY J. SNOWDEN*
JONZ NORINE
LINDA R. SCHAAP

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*Member - American Board
Of Trial Advocates

MEMORANDUM

TO : Randy Johnsen, Interim City Manager
CITY OF DUNSMUIR

FROM: John Sullivan Kenny, City Attorney 

DATE: November 8, 2016

RE : Misdemeanor Criminal Complaint – Ronald Dean LaRue

A misdemeanor complaint has been filed against our employee, Ronald Dean LaRue, by the Siskiyou County District Attorney's Office. The charges allege our employee made a false report or representation and/or failed to maintain records he was required to keep.

The factual basis appears to arise from a Water Sampling Report that appeared to have been erroneous. The City received positive reports from water sampling. The City retested and found the positive reports were inaccurate. Apparently it is asserted our employee should have reported the positive reports to the Water Quality Control Board even if believed they were false.

The employee has asked for representation from the City. Government Code section 995.8 states a public entity "is not required to provide for the defense of a criminal action or proceeding...brought against an employee or former employee, but a public entity may provide for the defense of a criminal action or proceeding...brought against an employee or former employee, if:

- (a) The criminal action or proceeding is brought on a count of an act or omission in the scope of his employment as an employee of the public entity; and
- (b) The public entity determines that such defense would be in the best interest of the public agency and that the employee...acted or failed to act, in good faith, without actual malice and in the apparent interest of the public entity.

The decision to provide a defense resides in the discretion of the City Council. It appears in this case the City employee was acting in the scope of his employment and was acting in the best interest of the City. It does not appear the employee had any personal gain or intentionally did something he thought was wrong.

City Council Agenda Item

New Business

Item No: 13.B.
Date: November 17, 2016
Subject: Receive and file new administrative policy on grants and new financial policies being implemented by City Manager and Finance Director

Policies and procedures are a frequent request of grant program auditors as they are the guiding documents for the City's internal controls and understanding of key grant principles. Staff searched through existing records to determine if similar policies and procedures have been adopted in the past and found none.

As staff and consultants focus their efforts on securing grants for capital improvements and consider operating and "pilot program" grants on a case by case basis after careful analysis of the benefits of the program and long term budget impacts, staff will only seek grants when sufficient resources exist to ensure proper grant compliance, achievable work scope, and matching funds are available.

The City Council will approve all grant and loan agreements, all substantive amendments to these documents and all agreements, Memorandum of Understandings, Joint Powers Agreements and similar documents with local agencies where the City is receiving pass-through funds. Unless otherwise required by an agreement, the City Manager is the authorized representative. City Manager and retained consultants have primary responsibility for writing and managing grants along with Finance Director.

Staff will evaluate the benefits and cost of specific grant programs and use identified goals and objectives such as: Council directed goals, approved Capital Improvement Plan or other similar plans, State and federal mandates, and items listed in an approved Budget or similar document. This is to ensure that grant funded programs do not create new programs that are in conflict with established priorities or will create an unanticipated operating expense.

Grant applications only require Council pre-approval if it is required by the funder; adds new regular staffing; creates a new ongoing operational expense after the grant is complete; matching funds are from General Fund reserves; there is an ongoing commitment to continue the program after the grant is complete; or the purpose of the grant is outside the current plans, policies or goals of the City.

All reports, reimbursements and other grant related documents will be approved by the Finance Director and/or City Manager. All Council issued letters of support for a City-submitted grant must be approved by a majority of the members. All letters of support for an outside agency's grant application must also be approved by Council and specifically list any cash or in-kind match that is committed.

The City is subject to the financial and compliance requirements of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. This guidance supersedes and streamlines requirements from OMB Circulars A-89, A-102, and A-133 and the guidance in the A-50 on Single Audit Act follow-up. The single Audit established uniform requirements for audits of Federal grants and assures that Federal departments and agencies rely upon and uses audit work performed during a single audit rather than performing the work themselves. Under this Act, Federal grants are audited in a single audit program that is incorporated into the City's annual audit and financial report preparation process. The single audit when federal grant expenditures meet a certain threshold, is currently \$750,000 annually.

While no previous policies were identified, these documents note that any unknown documents in conflict are hereby repealed and rescinded if in conflict.

Recommendation: Move to receive and file new administrative policy on grants management and new financial policies being implemented by City Manager and Finance Director

Administrative Policy

City of Dunsmuir

GRANT APPLICATION AND MANAGEMENT

1. PURPOSE, OVERVIEW AND SCOPE OF THIS POLICY

The City of Dunsmuir recognizes that grant funding provides significant resources to enhance the City's ability to complete projects and offer services that would not otherwise be possible. Although grant programs themselves are being reduced and becoming more competitive, actively seeking out grant revenues that assist in achieving identified City goals and objectives should, nevertheless, play a key role in the City's overall financial health strategies. The City will examine the benefits of grant funding (prior to application) and decline funding determined not to meet this criteria.

The purpose of this policy is to set forth an overall framework for guiding the City of Dunsmuir in application and management of grant resources.

Goals

1. Set forth the importance of grant programs in accomplishing City goals and objectives.
2. Establish general concepts and framework for seeking and managing grant programs.
3. Identify roles and responsibilities in applying for and managing grant programs.
4. Establish compliance with Single Audit Act requirements and common Federal regulations.

2. AUTHORITY

This policy is an implementation of the City Manager's authority under the City of Dunsmuir City Code and shall take precedence over any inconsistent provisions of prior approved Administrative policies. To the extent any previous administrative policies or administrative direction issued by the City Manager is inconsistent with this Policy, those inconsistent policies and directions are hereby repealed and rescinded.

This Policy is hereby approved by the City Manager.

3. POLICY

Framework

1. The City of Dunsmuir will pursue grant funding from federal, State and other sources, consistent with identified City goals and objectives.
2. The City should focus its efforts on securing grants for capital improvements. The approach will allow the City to compete for projects that might otherwise be unaffordable, while maintaining financial independence should future grant sources diminish. Grants for operating purposes may be considered on a case-by-case basis after careful consideration of the benefits of the program and the ongoing impacts on the City budget if grant funding is no longer available. Grant applications for operating costs must be pre-approved by City Council prior to application submittal.
3. The City should extensively analyze grants that fund "pilot" operating programs or short-term staffing enhancements to existing programs. Taking on these programs could ultimately aggravate the City's fiscal position should the desire for the program remain once the grant funding is no longer available.

4. The City will only seek grants when sufficient staff resources are available to effectively administer the program in compliance with grant requirements, successfully perform the grant work scope and provide necessary matching requirements (both cash and in kind matches).
5. The City Manager will have the primary responsibility for seeking out grant opportunities for preparing effective grant applications, and for successfully managing grant programs after they have been awarded. These assignments may be contracted out in whole or in part.

Roles and responsibilities

1. City Council:

- a. The City Council will approve all grant and loan agreements and all substantive contract amendments such as a change in grant award amount or project scope. Council will delegate contract execution to the City Manager, unless a grant agreement requires otherwise.
- b. Council will also approve all agreements, Memorandum of Understandings, letters, Joint Powers Agreements and similar documents with local agencies where the City is receiving pass-through funds.

2. City Manager

- a. The City Manager executes all contract related documents unless the grant agreement requires another position. Staff Reports and Resolutions must mention by title and not an individual's name.

3. City Manager acting as Grants Manager:

- a. Develops, recommends and maintains grant management policies with approval from City Council and assistance of Finance Director.
- b. Provides technical assistance in preparing grant applications, submitting reports, maintaining records and responding to any audit or information requests from granting agencies.
- c. Coordinates preparation of the Single Audit Report with the Finance Director and is responsible for the distribution of single audit reports.
- d. Maintains a master file of all grant award documents.
- e. Prepares list of State, Federal and Pass-through Grants to prepare for annual Schedule of Expenditures of Federal Awards (SEFA). Finance Director will assist with information gathering. invested in an interest bearing account until required for disbursement.
- f. Submits required reports, including requests for funds.
- g. Coordinates on-site management reviews by the grantor agency during the grant term.
- h. Ensures compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.

4. Finance Director:

- a. Maintains financial and other records in accordance with grant requirements
- b. Monitors grant expenditures and receipt of revenues:
 1. All income including Program Income resulting from a grant funded project or program shall be managed and maintained per the terms of the award letter, grant agreement, contract or other document from the granting agency.
 2. Cash on hand from a funder shall be used first before requesting additional funds unless permitted under the terms of the grant agreement.

3. Review advances and disbursements no less than annually to determine interest earned. Disbursement of interest must be made to the granting agency unless otherwise stated in the agreement.
4. All grant receivables will be reconciled quarterly by the Finance Director and approved by the City Manager.
5. Unless otherwise prohibited by the grant agreement, cash on hand shall be invested in an interest bearing account until required for disbursement.

Grants process

1. Grant Evaluation: Staff will evaluate benefits and costs of specific grant programs on a case-by-case basis based on the following:

- a. Purpose of the grant program and its compatibility with identified City goals and objectives such as: Council directed goals, approved Capital Improvement Plan or similar plan such as a bicycle or pedestrian master plan, a State or Federal mandate, or items listed in an approved Budget or similar document.
- b. Additional staffing, office space, facilities, supplies or equipment that will be required if the grant is awarded.
- c. Ongoing impacts of the grant program after it is completed.
- d. Total program or project costs, including portion funded through grant revenues and any required City contribution, both through a cash or in-kind match.
- e. Source of funding for any required City share. All match commitments over \$5,000 must be pre-approved *in writing* by the City Manager or the Finance Director prior to application.
- f. Compliance and audit requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.

2. Letters of Support

- a. All Council issued letters of support for a City-submitted grant must be approved by a majority of the City Council.
- b. All Council issued letters of support for an outside agency must be approved by a majority of the City Council. Any commitment of match funds, either cash or in-kind, must be explicitly stated in the letter with anticipated Fiscal Year(s) of the appropriations.

3. Grant Application:

- a. City Manager will work with grantor agency in identifying special program requirements in developing strategies for preparing a successful grant application.
- b. Staff completes grant application documents, which are signed by the City Manager unless the grant requirement stipulate otherwise. A copy of the grant application is placed in the Master File maintained by the Finance Director.
- c. Grant applications only need City Council approval prior to submittal when:
 - i. It is required by the application instructions;
 - ii. The application adds new regular staffing;
 - iii. It creates a new ongoing operational expense such as salaries after the grant period is over;

- iv. It creates a new operational program that is likely to want to be continued after the grant is complete;
- v. The matching funds will be requested from General Fund Assigned or Unassigned Reserves;
- vi. At the conclusion of the grant, there is an ongoing commitment or obligation to continue the program; or
- vii. The purpose of the grant is outside the City's current plans, policies and goals.

4. Grant Administration

- a. For all grants, staff prepares a City Council Staff Report and Resolution accepting the grant award. Unless otherwise indicated in the grant guidelines, the City Manager is the authorized representative and signer. The Staff Report must include the agreement for execution and as necessary, a budget request form.
- b. Following City Council acceptance of the grant award, the City Manager will execute grant documents and return the executed documents to the grantor agency.
- c. In all cases for grant and loan administration, there will be a secondary approval on all documents, requests, reports, close outs, etc. submitted to a grantor agency in accordance with grant best practices.
- d. Finance Director or the City Manager completes and submits the required reports, including requests for funds.
- e. City Manager and Finance Director monitor grant expenditures and receipt of revenues and ensure all costs are charged to the grant.
- f. City Manager and Finance Director coordinate on-site management reviews and/or audits by the grantor agency during the grant term.
- g. City Manager and Finance Director ensure compliance with grant requirements, paying special attention to those areas where the grantor's administrative procedures are different than the City's.
- h. City Manager will review grant status quarterly with Finance Director.
- i. Each grant will be assigned a grant project number by the Finance Director which must be included on all internal correspondence.

5. Grant Closeout & Audit:

- a. City Manager or Finance Director complete the grant work scope.
- b. Finance Director notifies all affected that the project is completed and schedules a "closeout" meeting, if necessary, to resolve any final procedural issues.
- c. Finance Director works with City Manager to "Zero out" budget accounts for grant revenues and expenditures, complete a budget adjustment form and justification as necessary.
- d. City Manager ensures final receipt of any required grant closeout documents.
- e. City Manager reviews Master File for completeness which retains all necessary program and financial records for the period of time required by the City's Records Retention Policy or the grantor agency, whichever is longer.

- f. City Manager coordinates any on-site management reviews or audits after the grant is completed. All audit findings are included in the City Manager's Quarterly Report to City Council. Finance Director will notify the City Manager of an expected audit no later than five (5) calendar days following the receipt of such information from the granting entity. The City Manager or Finance Director will participate in the audit.
- g. City Manager resolves any audit findings.
- h. Finance Director ensures files are compliant for City's Annual Audit or for the Federal Single Audit Act.

SINGLE AUDIT & GENERAL FEDERAL RULES

The City is Subject to the financial and compliance requirements of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. This guidance supersedes and streamlines requirements from OMB Circulars A-89, A-102, and A-133 and the guidance in the A-50 on Single Audit Act follow-up. The Single Audit establishes uniform requirements for audits of Federal grants and assures that Federal departments and agencies rely upon and use audit work performed during a single audit rather than performing the work themselves. Under this Act, Federal grants are audited in a single audit program that is incorporated into the City's annual audit and financial report preparation process. The single audit when federal grant expenditures meet a certain threshold, currently \$750,000 annually. During the audit, tests are made to determine the adequacy of the internal control structure and that the City has complied with applicable laws and regulations.

4. Attachments

Grant Information Form

5. Definitions

In this policy "grant" refers to grants, cooperative awards, other agreements for assistance such as loans and all similar alternative funding sources. Grants can be from a Federal, State or local agency, Not-for-Profit Agencies or private individuals.

Administrative Policy
City of Dunsmuir

GRANT INFORMATION FORM

Grant Title: _____
Grant Award Number (Contract Number): _____
City Grant Number: _____

Amount of Grant Award: _____
Description of grant & scope: _____

Will this grant require City match? Yes No
If yes, define the match and amount _____

Name of Granting Agency: _____
Type of Agency: Federal State Other _____
If Federal pass-through, name the Federal Agency: _____
Catalog of Federal Domestic Assistance Number (CDFA): _____
Pass-through entity number: _____
Name of Agency Contact & Position Title: _____
Telephone & Email: _____

Responsible City Contact: _____
Contact position and title: _____
Telephone number & Email: _____

City Council Resolution number: _____ Date Approved: _____
Award Period: Start Date: _____ End Date: _____
Basis of grant cash draws: Advance Reimbursement
If advance, what is this grant's policy of drawing the advance? _____

Will this grant purchase fixed asset: Yes No
If yes, provide brief description of fixed asset: _____

Grant Budget Description	Account #	Match	Grant Portion	Total Cost
Revenue	_____	\$ _____	\$ _____	\$ _____
Staffing	_____	\$ _____	\$ _____	\$ _____
Contract Services	_____	\$ _____	\$ _____	\$ _____
Supplies	_____	\$ _____	\$ _____	\$ _____
Fixed Asset	_____	\$ _____	\$ _____	\$ _____
Capital Outlay (not fixed asset)	_____	\$ _____	\$ _____	\$ _____
Grand Total		\$ _____	\$ _____	\$ _____

Is a budget amendment required? Yes (Attach Form) No

Comments (please note significant or unusual compliance requirements): _____

Prepared by: _____ Date: _____

Please scan and send the following to Finance Director (master file)

- Grant Application
- Award Letter
- Grant Agreement
- City Council Resolution
- Staff Report
- Budget Amendment (if applicable)

Financial Policy City of Dunsmuir

Accounts Payable Invoice Review Policy

PURPOSE

The purpose of the Accounts Payable Invoice Review policy is to ensure that vendors are accurately paid in accordance with City of Dunsmuir policies and procedures.

POLICY

Accounts Receivable/Payable Clerk shall review all invoices for accuracy, reasonableness of documentation, compliance with applicable City of Dunsmuir policies, practices and procedures and proper authorization prior to payment. The extent of the review for each invoice shall be commensurate with the risk and dollar amount of the payments.

PROCEDURE

Staff is expected to exercise reasonable judgment in determining what to review on each invoice.

General Review

- Ensure that each invoice is date stamped with the date it was received by the Accounts Receivable/Payable Clerk.
- Verify signature to ensure that the City of Dunsmuir staff person recommending payment has the appropriate signature authority.
- Verify that account codes appear reasonable, if not, follow up with the Finance Director.
- Always verify the calculations on hand written invoices or on invoices with handwritten adjustments. Initial invoice to document verification.
- Verify that the correct vendor name and remittance address chosen in the system agrees with the remittance information on the invoice.
- Review the invoice for sales tax compliance. If tax is applicable but not charged by the vendor, accrue use tax. If unsure of the taxability of the purchase, seek assistance. In general, goods are taxable and services are not. Special rules may apply to maintenance contracts and software purchases.
- Verify that documentation for travel expenses and employee reimbursements is attached.
- If the system provides a duplicate invoice warning, investigate the reason for the warning to ensure no duplicate payment is processed.

- Verify compliance with applicable City of Dunsmuir policies, practices, and procedures.
- If anything seems unusual, seek assistance.
- Verify that a payment request is not being used in lieu of an amendment to an existing contract.
- Verify that the amount authorized on the payment request agrees with the amount on the invoice.
- Never pay the balance forward on an invoice. If a balance forward exists, research to find the invoices creating the balance forward. If necessary, process the unpaid invoices.

Contracts and Purchase Orders:

- Verify that the purchase order or contract number is correct.
- If the invoice is being paid against a contract or purchase order, the account codes on the invoice must match those in the system. If the account codes on the invoice do not match those in the system, contact the employee forwarding the invoice to determine which account codes are correct. If the account codes in the system are incorrect, they must be amended by Finance Director prior to payment. If the account codes on the invoice are incorrect, correct the codes on the invoice and document who you contacted to verify.
- If applicable, verify that the retention percent and the current retention amount are correct.
- Verify that the invoice amount does not exceed available funds on the contract or purchase order.
- For encumbered contracts and purchase orders, run an encumbrance report before and after processing to ensure that no line item is negative.
- For inventory purchases, invoice shall be matched to receiving records within the financial system. Matching to receipts is required. Price discrepancies outside approved tolerances shall be investigated and resolved prior to payment.
- If detailed in the contract, verify that billing rates on the first invoice agree with billing rates in the contract. On subsequent invoices, randomly spot check rates to verify compliance with contract terms. Initial next to rates that were checked for compliance.

Financial Policy City of Dunsmuir

AUDIT POLICY

POLICY

The City Council directs that an annual audit be performed in compliance with this policy.

EMPLOYMENT OF AN INDEPENDENT AUDITOR

The City of Dunsmuir shall engage the services of a qualified certified public accounting firm, experienced in California Governmental Accounting to provide an independent audit of the financial statements for the City.

AUDIT COMMITTEE

An Audit Committee shall be appointed by the City Manager, which may be composed of the City Manager, the Finance Director, and any other person or persons acceptable to the City Manager.

SELECTION PROCESS

Once every three to five years, the City Manager shall prepare an RFP seeking proposals from qualified certified public accounting firms to perform the City's audit. Submitted proposals shall be reviewed by the Audit Committee and the responding firms shall be ranked. The City Council shall review the rankings, modify as appropriate, and authorize the City Manager to negotiate an acceptable Letter of Engagement for Council approval.

The following general factors, as well as other information contained in the respective proposals, shall be used to rank the proposals.

- Compliance with the requirements as specified in the RFP; and
- Qualifications and experience of the key staff member(s) to be assigned to the project; and
- Proposed audit schedule and the amount of City staff time necessary to complete the audit; and
- References either provided by the proposer or known clients contacted by the City; and
- Cost of preparing the audit; and
- How well the proposal meets the needs of the City of Dunsmuir.

During the review process, the Audit Committee and the City Council reserve the right, where it may serve the City of Dunsmuir's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions.

At the discretion of the Audit Committee or the City Council firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Each Letter of Engagement shall be for a term of three (3) years, with an option for the City to extend the contract for two additional one (1) year periods.

SCOPE OF THE AUDIT

The annual audit should encompass a fair presentation of the basic financial statements of the City, and all individual funds and component units. The audit shall conform to generally accepted accounting principles pronounced by the Government Accounting Standards Board (GASB), the American Institute of Certified Public Accountants (AICPA), the Statutes of the State of California and Regulations adopted by the State Auditor, and the General Accounting Office's Government Auditing Standards. In addition, the audit shall meet the requirements of the Single Audit Act of 1984 as amended in 1996 and the provisions of U.S. Office of Management and Budget (OMB) Circular A-133, Audits of State and Local Governments.

MANAGEMENT LETTER

The public accounting firm shall, in the performance of the audit, review the internal financial controls and practices of the City and submit to the City a management letter advising the City of any weaknesses in the design or operation of the internal control structure which could affect the organization's ability to record, process, summarize, and report financial data, which could create a risk of fraud or theft, or which could preclude the identification of fraud or theft.

AUDIT REPORT

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

- A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles.
- A report on the internal control structure based on the auditors understanding of the control structure and assessment of control risk.
- A report on compliance with applicable laws and regulations.

- A report on the internal control structure used in administering Federal financial assistance programs.
- A report on compliance with specific requirements applicable to major Federal financial assistance programs.

Should the Auditors find, during the performance of the audit, any irregularities or illegal acts or indications of illegal acts, the auditors shall be required to make an immediate written report to the City Council, City Manager, City Attorney and Finance Director.

TIMING

It is expected that the audit shall be completed and delivered to the City no later than December 31, six months following the end of the fiscal year to be audited.

Financial Policy City of Dunsmuir

FEDERAL REPORTING

PURPOSE

This policy was created to address timely reporting to the Federal Audit Clearinghouse. This procedure will ensure that the City is in compliance with OMB reporting requirements thereby keeping the City from being subjected to any negative administrative actions due to filing late reports.

POLICY

The City is responsible for ensuring compliance and adhering to the filing deadlines of all financial reporting requirements of the City.

Each year, if above the \$500,000 federal expenditure threshold, the City will file a Single Audit Report in addition to annual financial statements. This report will be filed with the State of California. The City Manager and Finance Director are responsible for tracking the federal expenditures which include the approval of reimbursement requests and overall monitoring of the federal grant. Finance Director is required to comply with the federal filing requirements, which include preparation of a Schedule of Federal Awards as outlined in the Office of Management and Budget ("OMB") Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations. It also requires the Finance Director to prepare and file the Data Collection Form and Reporting Package to the Federal Audit Clearinghouse.

The Finance Director will ensure that the Reporting Package is complete. The package will include:

- The City's financial statements (Auditor's report, Management Discussion and analysis, government-wide fund financial statements, notes to the financial statements, and supplemental information) and
- The City's Single Audit Report (Schedule of Federal Awards, Schedule of Findings and Questioned Costs and Schedule of Prior Audit Findings, if applicable)

The Finance Director will file the required reports with the Federal Audit Clearinghouse no more than thirty (30) days after the City's auditors of record submits their reports or nine (9) months after the final day of the audit period, whichever comes first.

Once a year the City Manager will monitor the actions of the Finance Director and review this procedure and make any recommendation for changes.

Financial Policy City of Dunsmuir

Vendor Payment Policy

PURPOSE

The purpose of this policy is to establish payment terms and payment prerequisites for processing a vendor payment.

POLICY

This policy applies to all City of Dunsmuir employees.

The Accounts Receivable/Payable Clerk under the direction of the Finance Director and City Manager is responsible for maintaining the vendor file and for processing payments in compliance with this policy. Accounts Receivable/Payable Clerk supervised by Finance Director and City Manager are responsible for ensuring that expenses authorized for payment are documented and submitted in compliance with this policy.

City of Dunsmuir is committed to making timely and accurate vendor payments.

- Vendors are to submit all invoices to the Accounts Receivable/Payable Clerk. Invoices received by other employees are to be delivered to the Accounts Receivable/Payable Clerk within three business days.
- A vendor's taxpayer identification number must be on file prior to processing for payment.
- All payments must be properly authorized, accurately coded and adequately documented prior to processing for payment.
- Requests for early payment must be substantiated by a memo of justification and approved by Finance Director and City Manager.

PROCEDURE

A. Payment Terms: City of Dunsmuir will pay in accordance with contract or purchase order terms

1. If there are no contract or purchase order terms, City of Dunsmuir will strive to process vendor payments within the contract/vendor's terms provided that:
 - a. Goods and/or services were received and were satisfactory
 - b. The vendor complied with City of Dunsmuir billing requirements
 - c. Vendor terms on the invoice comply with applicable contract or purchase order
 - d. If no terms are specified or the terms are Due Upon Receipt, City of Dunsmuir will use Net 30 as the default terms.

2. City of Dunsmuir will take vendor discounts when eligible and in the best interest of City of Dunsmuir.
3. If no significant delay exists between the invoice date and date City of Dunsmuir receives the invoice, the invoice date will be used to determine when payment is due. If the invoice receipt date, as evidenced by a receipt stamp, is more than 7 days after the invoice date, the actual receipt date will be used to calculate when payment is due.

B. Documentation Requirements: For internal control and audit purposes, all payments must be fully documented. Documentation must identify the payee, the amount due and the justification for the payment. Generally accepted forms of documentation include:

1. Invoices
2. Receipts
3. Registration Forms
4. Requests for early payment must be substantiated by a memo of justification.

If the above forms of documentation are insufficient or not available, alternate documents are acceptable as long as they justify the payment and demonstrate the legal liability of City of Dunsmuir.

C. Payment Prerequisites

1. A vendor's taxpayer identification number and current address must be on file prior to payment.
2. All payments must be properly authorized and supported by adequate documentation prior to processing.

D. Receipt of Invoices: All invoices will be date stamped upon initial receipt at City of Dunsmuir and delivered to the Accounts Receivable/Payable Clerk within three business days of receipt. Anyone accepting or receiving a vendor invoice is responsible for complying with this requirement.

1. Billing terms in all City of Dunsmuir contracts and purchase orders require vendors to reference the contract or purchase order number on the invoice and submit it directly to the Accounts Receivable/Payable Clerk.
2. A vendor's failure to comply with these billing instructions may delay payment.

E. Payment Schedule: The Accounts Receivable/Payable Clerk produces checks for execution following City Council approval of check listing. Payment authorizations must be received by the close of business on the Thursday prior to a scheduled City

Council meeting to ensure inclusion in the current check listing. Any changes to this schedule to accommodate holidays or other extenuating circumstances will be communicated in advance to all employees.

Off-cycle checks may be processed to accommodate emergencies or unique circumstances. A memorandum explaining the nature of the emergency or the unique circumstances must accompany the request and be approved by Finance Director and City Manager.

F. Prepayments: All requests for prepayments where there is no invoice, receipt, registration form or similar documentation available must be accompanied by a Memorandum of Justification signed requestor and approved by Finance Director and City Manager. The requestor is responsible for securing and submitting all documentation to the Accounts Receivable/Payable Clerk as soon as practicable following disbursement.

G. Account Codes: All vendor invoices submitted for payment must include the proper account codes. In most cases this will be noted on invoice by Accounts Receivable/Payable Clerk and verified by Finance Director and attested by City Manager.

EXCEPTIONS

Not applicable.

City Council Agenda Item

New Business

Item No: 13.C.
Date: November 17, 2016
Subject: Consider and authorize City Manager to request 2016-17 payout amount available from Tauhindauli Park Endowment Fund managed by Shasta Regional Community Foundation

As a result of the Cantura incident, moneys were deposited to create Tauhindauli Restoration Project and provide annual allocation for maintenance thereof. The Garden Club was the prime mover on this project along with Cheryl Petty and others. At the point the project was constructed the Garden Club and City mutually agreed that City take over maintenance of the project and management of the endowment fund. A condition of the transfer of the endowment to the City is that City provide advance notice of its plan to spend the moneys to the Garden Club.

As noted in the attached documents, there is a limited amount of money available for 2016-17. It is requested that staff be authorized to prepare plan for expenditure of the funds and present such to Garden Club and then return to City Council for authorization to submit request for funds to Shasta Regional Community Foundation. The request must be to the Foundation prior to February 2017 or the fund will revert to endowment fund balance.

Recommendation: Move to direct staff to prepare expenditure plan for 2016-17 moneys available from Tauhindauli Park Endowment Fund and present to Garden Club for their comments, and then return plan and comments to City Council for its consideration and authorization to request funds available allocation.



Shasta Regional
COMMUNITY FOUNDATION
for good. for ever. sm

July 27, 2016

Annual Payout Notice

Shasta Regional Community Foundation payout policy states that of endowed funds earnings, a certain percentage, called the payout can be used to make grants from that endowed fund. This payout is calculated as a percentage of the balance of the fund averaged over 12 previous quarters (or less based on the number of quarters fund has been established) to smooth out market highs and lows. This payout is calculated after the final quarter of the fiscal year has ended, thus it does not reflect on your June fund statement, but it will reflect on your December fund statement and all subsequent fund statements of that fiscal year.

Funds which have been invested in the Community Foundation's investment pool for at least one year will have a payout of 4%. Some funds may have payout balances remaining from prior years that are included in the total amount available from which to disburse grants. If you have funds available for grantmaking you may make recommendations for this payout amount any time before June 30, 2017. If we do not hear from you by that date this amount will rollover to the following year. Please contact Community Foundation staff to recommend a grant or if you have any questions about this payout amount.

Tauhindauli Park Endowment Fund

Amount rolled over from Fiscal Year 15/16:	\$ 0
Payout amount calculated for Fiscal Year 16/17:	\$ 13403
Total Amount Available for Grantmaking:	\$ 13403

For grant recommendations, please contact Amanda Hutchings (amanda@shastarcf.org) at 530-244-1219.



Shasta Regional
COMMUNITY FOUNDATION

July 27, 2016

Ms. Julie Iskra
Dunsmuir, City Of
5915 Dunsmuir Ave.
Dunsmuir, CA 96025

Re: Tauhindauli Park Endowment Fund

Dear Ms. Iskra,

Upon the closing of our 2015-16 Fiscal Year at the Community Foundation, we are pleased to update you with your semi-annual fund statement, annual payout notice and Vanguard investment performance summary.

Your generosity, together with that of the Community Foundation's regional partners, made possible these significant achievements during this past year:

- Distribution of grants totaling over \$2 million to 333 local community organizations in order to address needs and improve the quality of life in our communities.
- Awarded a record \$211,250 in scholarships to 143 deserving students, helping young people reach their educational goals.
- Receipt of over \$3 million in donations to new and existing funds.
- Commemorated our 15th anniversary with generous gifts to our Stewardship Endowment Fund.
- Celebrated a widely successful North State Giving Tuesday by infusing over \$422,000 back to local nonprofits from online donations. Save the date for our 2017 North State Giving Tuesday on November 29th!
- Strengthening our mission to promote philanthropy through the investments of many new donors and the creation of new funds.

Every day at the Shasta Regional Community Foundation we experience the power of connecting people, ideas and resources in a way that improves the lives of those who live in our local communities. Our valued partnerships with donors like you and with organizations and community leaders that invest in the promise of the North State make our work possible.

Should you have any questions, our staff is ready and available to assist you with information on regional needs and opportunities, or your specific account. We continue to be grateful for your generosity and commitment to our region through your philanthropy.

Best regards,

Kerry Caranci
Chief Executive Officer





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Tauhindauli Park Endowment Fund

Statement of Fund Activity
July 1, 2015 through June 30, 2016

Activity	Amount
Beginning Balance July 1	\$ 354,907.47
Increases:	
Contributions	0.00
Interest and Dividends	9,757.24
Realized Gains (Loss)	7,408.86
Unrealized Gains (Loss)	(14,603.68)
Other	
Decreases:	
Grants	(53,087.00)
Administrative Fees	(6,266.01)
Other	0.00
Ending Balance	\$ 298,116.88

Amount Available to Spend: \$ 0.00

Please contact Kerry Caranci, Chief Executive Officer at 244-1219 or e-mail at kerry@shastarcf.org if you would like any additional information.

For Statement Period:

Realized Gains (Loss) = gains or (losses) calculated on sale of invested assets.

Unrealized Gains (Loss) = change in market value of invested assets



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Returns and Benchmarks by Fund
June 2016

Investment Pool

Vanguard Funds:	Calendar Year to Date		Trailing 1 Year		Trailing 3 Year		Trailing 5 Year		Trailing 10 Year	
	Return	Benchmark	Return	Benchmark	Return	Benchmark	Return	Benchmark	Return	Benchmark
500 Index Fund (Equity)	3.82%	3.84%	3.95%	3.99%	11.62%	11.66%	12.06%	12.10%	7.42%	7.42%
International Value Fund (Equity)	-0.39%	-1.02%	-11.62%	-10.24%	1.32%	1.16%	1.23%	0.10%	1.65%	0.71%
Small-Cap Value Index (Equity)	7.27%	7.29%	0.18%	0.20%	10.19%	10.24%		Inception 9/27/11		
U.S. Value Fund (Equity)	2.27%	6.29%	-0.10%	2.42%	9.82%	9.58%	11.86%	11.09%	6.16%	6.05%
Wellington Fund (Equity/Fixed)	5.06%	4.87%	4.84%	5.59%	8.39%	9.50%	9.05%	9.73%	7.50%	7.08%
Windsor II Fund (Equity)	3.16%	6.30%	-1.03%	2.86%	8.19%	9.87%	10.29%	11.35%	6.10%	6.13%
Equity Income Fund (Equity)	7.71%	8.71%	9.05%	9.74%	10.97%	11.63%				
Short-Term Investment Grade Bond Fund (Fixed)	3.09%	3.07%	3.26%	3.09%	2.55%	2.60%	2.42%	2.65%		
Mid-Cap Growth Index (Equity)	2.49%	2.51%	-3.25%	-3.20%						
Insured Cash Sweep/Money Market	0.09%	0.00%	0.14%	0.00%	0.06%	0.00%	0.05%	0.00%	1.24%	0.99%
Total Portfolio			1.80%		6.17%		5.75%		3.47%	

City Council Agenda Item

New Business

Item No: 13.D.
Date: November 17, 2016
Subject: Consider and authorize adjournment of this Council meeting to Wednesday December 7, 2016 at 6 PM in Council Chambers for Town Hall meeting to receive public input and discussion on recruitment for City Manager

The recruitment committee for City Manager is requesting a Town Hall meeting to receive input on qualities desired in new City Manager by the public at large. In order for City Council as a whole to attend and participate it is asked that you adjourn this meeting to that date and time for the specific purpose of a Town Hall meeting to take input and discuss qualities and attributes desirable in the new City Manager.

Recommendation: Move to adjourn meeting to Wednesday, December 7, 2016 at 6 PM in Council Chambers for Town Hall meeting to receive public input and discussion on recruitment for City Manager.

City Council Agenda Item New Business

Item No: 13.E.
Date: November 17, 2016
Subject: Consider and authorize rescheduling December 1, 2016 regular Council meeting to December 8, 2016

The week the agenda for the regular December 1, 2016 Council meeting would normally be prepared is November 21 through 25. City Manager will be unavailable on November 21 and 22 as he will be supporting family member surgery out of town. Thursday and Friday of that week are holiday days.

The City Manager and other management staff will be available the week of November 28 to prepare agenda for meeting on December 8. Staff will also be available the week of December 5 to prepare agenda for regular meeting on December 15 if there are items that need to be addressed by City Council.

Recommendation: Move to authorize staff to post notice that December 1, 2016 regular City Council meeting is rescheduled to December 8, 2016.