

Mt. Shasta City Council Regular Meeting Agenda

Monday, February 26, 2024, 5:30 p.m.

This meeting will be presented in a hybrid format and can be attended in two ways:
In-Person at the Mt. Shasta City Park Upper Lodge, 1315 Nixon Rd. Mt. Shasta, CA

OR

Online at the following link:

MountShasta.22Ave.tv

For the safety of our staff, the council, and public, we are no longer allowing members of the audience to carry large bags, backpacks, or other items outside of small personal items such as purses or satchels. Only service animals are allowed inside council chambers; nonservice pets are not allowed under any circumstances. Violators will be asked to remove the bag and/or animal, and refusal to do so will be cause for removal from the meeting.

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

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Flag Salute
	2.	Roll call
Page 5-13	3.	Special Presentation: Melissa Cummins, Siskiyou County Local Transportation Commission
	4.	Public Comment: 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 agenda 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. Comments should be limited to matters within the jurisdiction of the City. Council discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Council, please provide a minimum of seven (7) copies to the Deputy City Clerk. Email Comments may be submitted to the City Clerk’s Office (kjoyce@mtshastaca.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the City Council prior to the meeting. These items will NOT be read into the record.
	5.	Council and Staff Comments
	6.	Committee Updates: a) Downtown Enhancement Advisory Committee b) Library Tax Advisory Committee c) Beautification Committee d) Active Transportation Committee

	CITY COUNCIL BUSINESS
Page 14-37	<p>7. Consent Agenda – The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.</p> <ul style="list-style-type: none"> a. Approval of Minutes: January 22, 2024 Regular and Special Meeting, February 12, 2024 Regular Meeting b. Approval of Disbursements: Accounts Payable: 2/8/2024; Total Gross Payroll and Taxes: For Period Ending 2/4/2024 c. Mountain Runners 4th of July Letter of Support d. Monthly Investment and Revenue Report
Page 38-42	<p>8. Agreement Between the City and the Friends of the Library for Library Operations <u>Background:</u> The Friends of the Library have been managing the Library since the Independent Contractor relationship with the former Library Executive Director was not renewed. They have asked that the relationship with the City be formalized with the City via a contract. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> The City Manager recommends approving an agreement with the Friends of the Library that formalizes their existing relationship with the City.</p>
Page 43-49	<p>9. Approval of Scope of Work from Noll & Tam Architects for the Mt. Shasta Library Renovation Project <u>Background:</u> The Library Tax Advisory Committee selected Noll & Tam Architects for architectural consulting services to review the original plans for the Library as the firm specializes in the design, construction, and renovation of libraries. In this initial phase, the firm is to review the previously prepared expansion plans as well as seek to understand programming and space needs via interviews with the Friends of the Library, the LTAC, and through a stakeholders/public meeting to determine desirable programming for the Library. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> The City Manager recommends approving the final scope of work for the Mt Shasta Library Expansion, Renovation, and Modernization.</p>
Page 50-54	<p>10. Engagement letters for the commercial appraisal of three APNs that comprise the Brownell parcels <u>Background:</u> The City Council has discussed and approved entering into an agreement with Alan Brownell for six months to lease the two unimproved parcels located at 415 North Chestnut Street (APNs 057-191-150, 057-191-180). During this lease period, the City will conduct a commercial appraisal and perform an environmental assessment. Staff has contacted several commercial appraisers between Chico and Medford for estimates to conduct commercial appraisals of the three APNs that comprise the property. Staff recommends approval of Chuck Ryan of Ryan Valuation Services to complete the appraisals. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> The City Manager recommends approving the commercial appraisal of the three APNs that encompass the Brownell property located at 415 North Chestnut Street for a total fee of \$10,000.</p>

Page 55-61	<p>11. Budget Adjustments</p> <p><u>Background:</u> City staff will present potential adjustments to the City budget for fiscal year 2023/24 for contract work for City annexation and for software for internal processes.</p> <p><u>Report By:</u> Muriel Terrell, Finance Director</p> <p><u>Recommended Council Action:</u> Review, discuss, and approve the Proposed Budget Adjustments for fiscal year 2023-2024</p>
	CITY COUNCIL/STAFF REPORTING PERIOD
	12. Reports on Outside Meetings
	<p>13. Future Agenda Items and Meetings (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none"> a. Sidewalk Snow Removal In the Downtown – 3/11/2024 b. Fiscal year 24/25 budget projection – TBD c. Expansion of Enhanced Infrastructure Financing District boundaries – TBD d. Discussion and Possible Action: City Manager Salary – TBD e. Approval of Funds to Complete a Survey of Washington Avenue – TBD f. Amendment of Parklet Ordinance – TBD g. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBD h. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval – TBD i. General Plan & Housing Annual Progress Report – TBD j. Graffiti Ordinance – TBD k. Discussion and Possible Action: Rental, Lease, or Purchase of Lot Located at the northwest corner of Alma and N. Mt. Shasta Blvd - TBD <p>Future Agenda Items Over 90 Days:</p> <ul style="list-style-type: none"> l. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta m. Objective Design Standards Presentation/Discussion

Mt. Shasta Regular City Council Meeting Agenda

Monday, February 26, 2024

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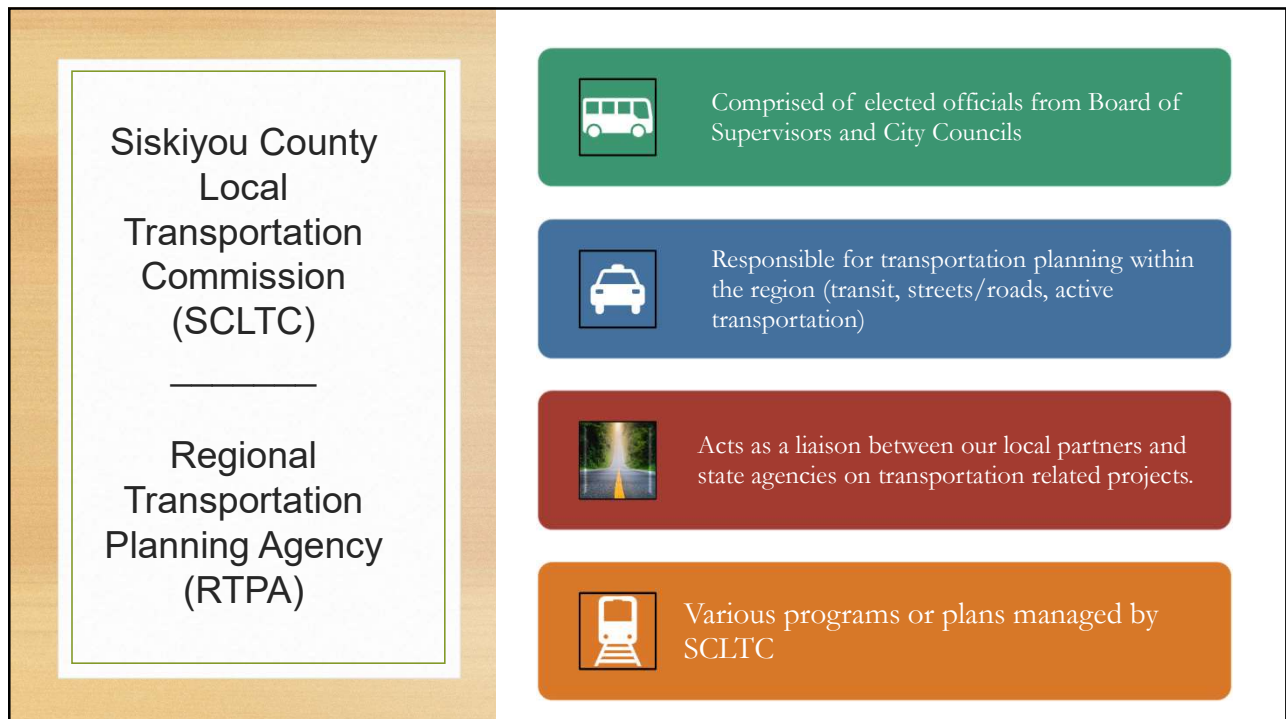
14. Adjourn

I, Kathryn Joyce, declare under penalty of perjury that this agenda has been posted at least 72 hours in advance at the Mt. Shasta City Hall, 305 N. Mt. Shasta Blvd, Mt. Shasta, CA, in the glass case and on the City website at www.mtshastaca.gov. Agendas and packets shall be made available at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings on the City's web site. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting shall be made available on the City's web site www.mtshastaca.gov. Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Office of the City Clerk at 530-326-7516 or kjoyce@mtshastaca.gov as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.



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Coordination Activities

State Highway Projects

- Happy Camp Complete Streets
- McCloud 89 Intersection Improvements
- Fort Jones – State Route 3 Pavement Project
- Dorris State Route 97 Pavement Project

Local STIP Projects

- STIP projects (amendments, extension requests, additional funding needs)
- Monthly meetings with Caltrans Division of Local Assistance

Monitor Grant Opportunities

- Clean California Funding
- US DOT Grants
- Evaluating opportunities for partnership projects between Commission, County, and other local partners.

Transportation Stakeholder Engagement

- Rural Counties Task Force
- North State Super Region
- Regional Transportation Planning Agencies Group
- California Transportation Commission
- Caltrans

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SCLTC Funding Programs

- Regional Surface Transportation Block Grant
 - Annual Allocation of Funds for Projects (Road, Bike, Pedestrian Improvements)
- Other Funds Under SCLTC's Jurisdiction
 - Local Transportation Funds
 - Carbon Reduction Program (*NEW)
 - Transit Funding Sources
 - State of Good Repair
 - Low Carbon Transit Operations Program
 - State Transit Assistance
 - SB125 (NEW)
- Regional Transportation Improvement Program

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Regional Transportation Improvement Program (RTIP)

- **RTIP**
 - Program primarily funds streets/roads projects.
 - Projects included must be nominated by local agency.
- **SCLTC Prepares Program**
 - RTIP each odd numbered year.
 - CTC adopts the State Transportation Improvement Program (STIP) each even numbered year.
 - SCLTC adopted and submitted the 2024 RTIP in December 2023.
- **2024 RTIP**
 - \$ 6,802 million target
 - Project submissions totaled \$ 20+ million

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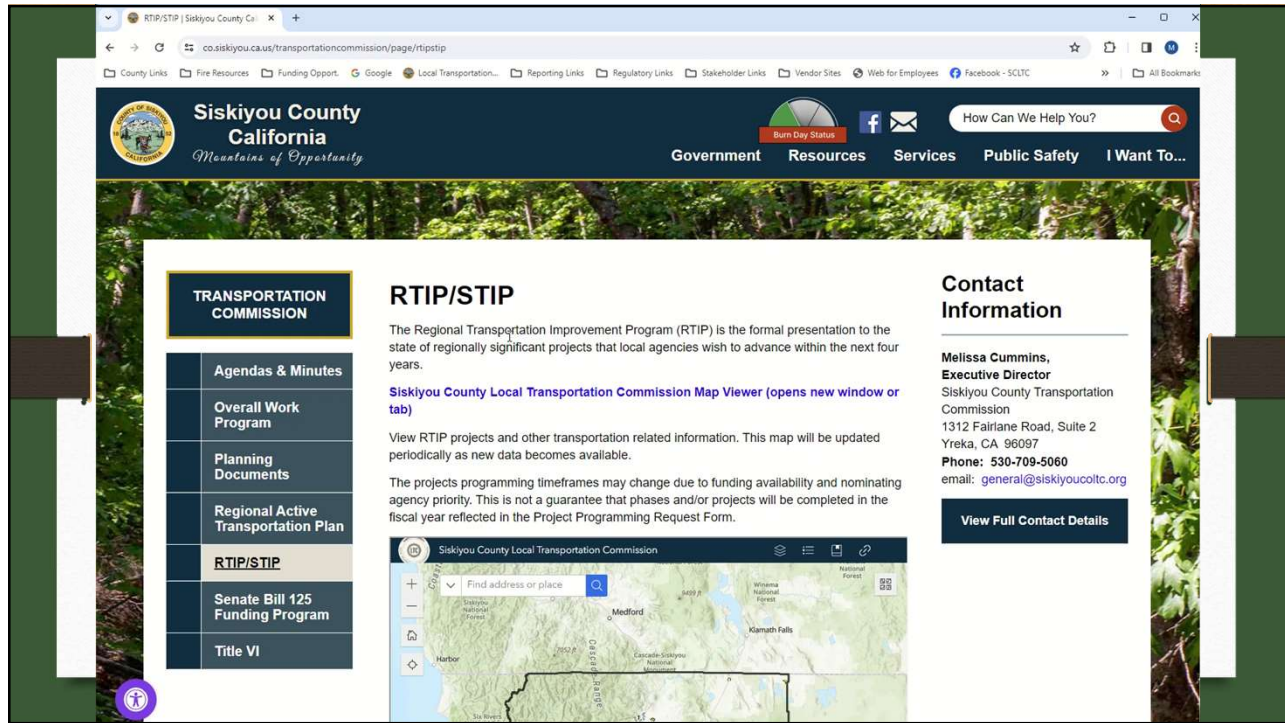
Regional Transportation Improvement Program

- Mt Shasta projects include:
 - Existing:
 - Lake Street Rehabilitation
 - New Project:
 - McCloud Avenue Reconstruction
(Environmental Phase Only)



The projects programming timeframes may change due to funding availability and nominating agency priority. This is not a guarantee that phases and/or projects will be completed in the fiscal year reflected in the Project Programming Request Form.

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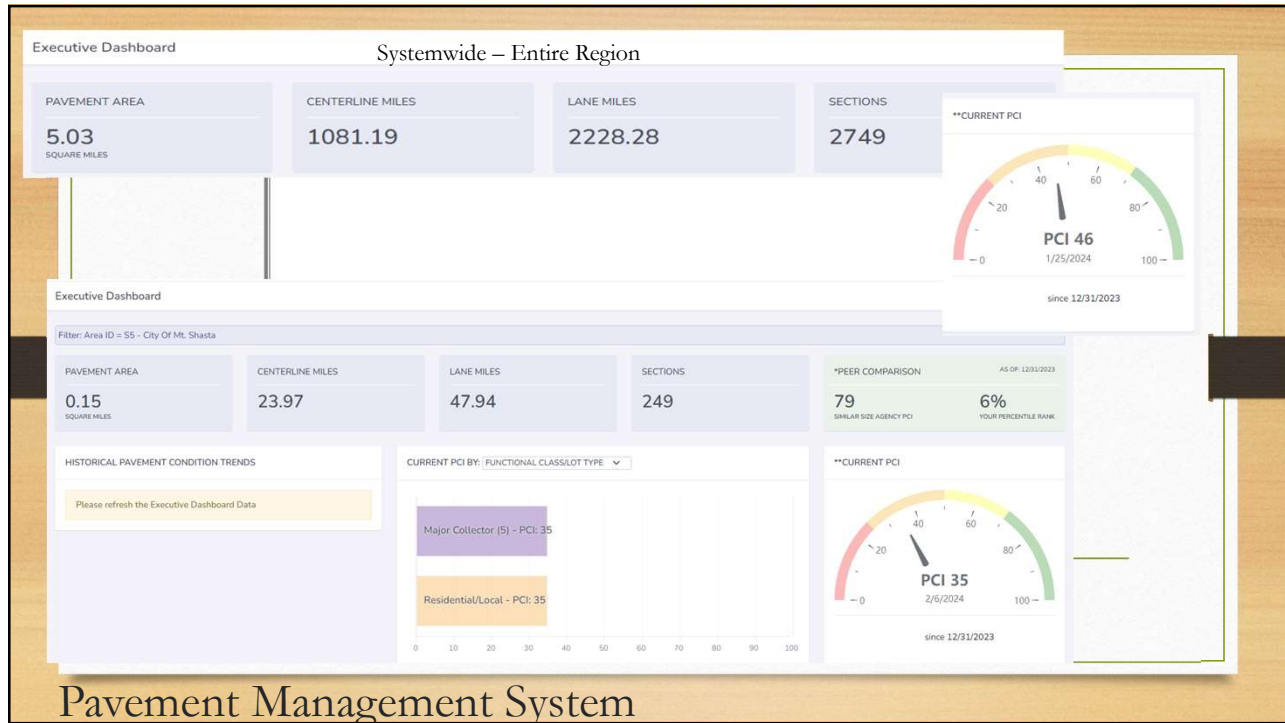
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Siskiyou County Pavement Management System

- StreetSaver includes a Pavement Condition Index (PCI) rating for each segment of paved roadway.
- Consultant initially hired in 2015 with subsequent updates conducted in 2017 and 2019.
- SCLTC recently awarded 3-year contract (2023~2026).
- Update Schedule:

Agency	Last Update	Next Update
Mt Shasta	2017/2018	2025

8



9



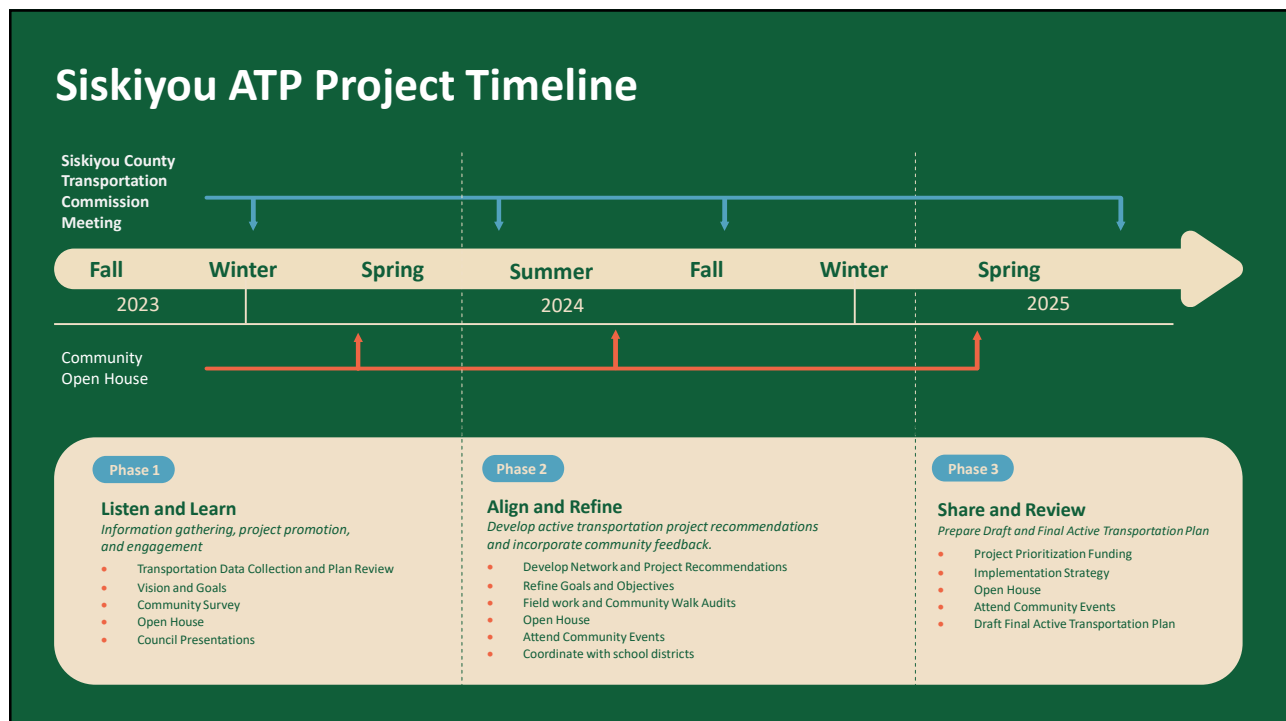
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Project Summary

- Project team:**
 - Siskiyou County Local Transportation Commission (SCLTC)
 - Alta Planning + Design, Inc.,
 - Siskiyou Outdoor Recreation Alliance (SORA)
- Goal:** Prepare a countywide Active Transportation Plan (ATP) by identifying and prioritizing active transportation infrastructure projects, programs, and policies to meet the needs of the community. The **ATP will focus on identifying opportunities to improve pedestrian and bicycle infrastructure, such as crosswalks, bike paths, and sidewalks.**
- Dates:** Winter 2023 through spring 2025
- Funding:** Grant from the California Transportation Commission's Active Transportation Program

Active Transportation Plan Siskiyou County

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Engagement Strategies

The following outreach strategies will be conducted to inform the public about the project and address their transportation needs in the plan. All public materials will be available in English and Spanish.

- Technical Advisory Committee (TAC)
- Community opinion survey
- Open houses at project milestones
- Coordination meetings with key partners such as school districts, local agencies, community-based groups.
- Walk audits
- Project promotion with webpage and social media
- Mobile outreach at 8 community events throughout the County

Tentative List of Events

Montague Balloon Fair
Butte Valley Fair
Dunsmuir Railroad Days
Mount Shasta July Fourth
McCloud Mushroom Festival
Weed Carnevale
Yreka Gold Rush Days
Scott Valley - Rodeo

**** Tentatively April 29, 2024**

Do you have suggestions for other key partners?

Active Transportation Plan Siskiyou County

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The screenshot shows the Siskiyou County website with the following content:

- Header:** Siskiyou County California, Mountains of Opportunity. Navigation links: Government, Resources, Services, Public Safety, I Want To... Search bar: How Can We Help You?
- Left Sidebar:** TRANSPORTATION COMMISSION (highlighted). Agendas & Minutes, Overall Work Program, Planning Documents, **Regional Active Transportation Plan** (highlighted), RTIP/STIP, Senate Bill 125 Funding Program, Title VI.
- Main Content:**
 - Regional Active Transportation Plan**

Siskiyou County Active Transportation Plan

From safer crossings and sidewalks, to better bike lanes, be a part of our community's transportation future.

About the Project

Siskiyou County Local Transportation Commission (SCLTC) is working with Alta Planning + Design, Inc. and Siskiyou Outdoor Recreation Alliance (SORA) to prepare a countywide Active Transportation Plan (ATP). The plan will focus on identifying and prioritizing active transportation infrastructure projects, programs, and policies to meet the needs of the community. The plan will focus on identifying opportunities to make it easier for people to walk, bike, and use mobility devices to get around. These facilities connect residents and visitors with schools, parks, businesses, health care, transit, and other important destinations. Our team will develop the plan from winter 2023 through winter 2025.

This project is funded by a grant from the California Transportation Commission's Active Transportation Program.

Get Involved!

How can we improve how you get around? Do you want to be able to walk, roll, bike, or use public transit more easily? How can our streets be safer and more comfortable? Be a part of...
 - Contact Information**

Melissa Cummins, Executive Director
Siskiyou County Transportation Commission
1312 Fairlane Road, Suite 2
Yreka, CA 96097
Phone: 530-709-5060
email: general@siskiyoucoltc.org

View Full Contact Details

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Next Steps

- Existing conditions analysis draft expected later this month.
- Please share existing data, planned projects, or policies related to active transportation!
- Help us promote the survey!
 - Printed copies of survey are being provided to each city hall.
- First open house and walk audits coming in April
- Project Page:
<https://www.co.siskiyou.ca.us/transportationcommission/page/regional-active-transportation-plan>

Active Transportation Plan Siskiyou County

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Looking
to the
Future

Regional Transportation Plan – Fall 2024

- Requires input and participation from all local agencies.
 - Roads
 - Transit
 - Active Transportation
 - Airports

Zero Emissions

Evacuation and Preparedness Plan

* If grant is awarded.

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Questions?



Melissa Cummins
Executive Director

melissa@siskiyoucoltc.org
530.709.5060

Current Website:
<https://www.co.siskiyou.ca.us/transportationcommission>

Mt. Shasta City Council Special Meeting DRAFT Minutes

January 22, 2024, 5:00 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta

Meeting allowed for virtual attendance via ZOOM

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

STANDING AGENDA ITEMS

- 1. Call to Order and Roll Call:** At the hour of 5:00 p.m. Mayor John Stackfleth called the meeting to order.
Council Members Present: Redmond, Stackfleth, Collings
Council Members Absent: Clure, Stearns

- 2. Interview of Applicants and Possible Appointment of Two Planning Commissioners**
a. Belinda Higuera
b. Von Boyenger

Mayor Stackfleth introduced the applicants; Council thanked them for their current and ongoing service.

COUNCIL ACTION: Appoint Belinda Higuera and Von Boyenger to the Planning Commission

MOTION: Redmond

SECOND: Collings

AYES: Redmond, Stackfleth, Collings

NAYS: None

ABSENT: Clure, Stearns

ABSTAIN: None

- 3. Interview of Applicants and Possible Appointment of Three Library Tax Advisory Committee Member**
a. Ellie Mauro
b. Ted Marconi
c. Dean Whetstine

Council thanked the applicants for their current and ongoing service.

COUNCIL ACTION: Appoint Ellie Mauro, Ted Marconi, and Dean Whetstine to the Library Tax Advisory Committee

MOTION: Redmond

SECOND: Collings

AYES: Redmond, Stackfleth, Collings

NAYS: None

ABSENT: Clure

ABSTAIN: None

- 4. Adjourn:** There being no further business, the meeting was adjourned at 5:04 p.m.

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

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

Monday, January 22, 2024; 5:30 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta
Meeting allowed for virtual attendance via ZOOM

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

STANDING AGENDA ITEMS

1. Call to Order and Flag Salute: At the hour of 5:30 p.m. Mayor Stackfleth called the meeting to order and led the audience in the flag salute.

2. Roll Call:
Council Members Present: Stackfleth, Collings, Redmond
Council Members Absent: Stearns, Clure

3. Special Presentation: Tom Hesseldenz - Draft proposal for N. Mt Shasta Boulevard/Chestnut One-Ways and the daylighting of Castle Creek
Tom Hesseldenz gave an overview of a draft proposal including a potential greenway, parking changes, one-way couplet, and bikeways.
Clarifying questions from Council.

4. Public Comment:
Ken Brummel-Smith – Comments regarding the greenway proposal, in support of project. Suggested collaboration with Rotary.

5. Council and Staff Comments:
Todd Juhasz, City Manager – Update on negotiations with One Shasta LLC regarding well site agreement. Comments regarding lease agreement approved during the last City Council meeting; still working towards an agreement. Comments regarding Kosmont meeting regarding tax increment finance. Update on Friends of the Library Memorandum of Understanding.
Robert Gibson, Chief of Police – Task force officer update, review of concluded cases.
John Stackfleth, Mayor – Concern about erosion in the Upton Heights area, mud along Everitt Memorial Highway.
Todd Juhasz, City Manager – Comments regarding the Upton Heights homeowner’s association and possible litigation involving the County.
Ken Kellogg, Public Works Director – Comments regarding the mudflow above Upton Heights and claim filed with the Office of Emergency Services and the Federal Emergency Management Agency for financial assistance. Overview of repair and maintenance needed to retention ponds and stormwater system.
Clarifying questions from Council.

6. Committee Updates: No Committee Updates

- a) Downtown Enhancement Advisory Committee
- b) Library Tax Advisory Committee
- c) Beautification Committee
- d) Active Transportation Committee

CITY COUNCIL BUSINESS

7. Consent Agenda:

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

- a. Approval of Minutes: December 11, 2023 Regular Meeting
- b. Approval of Disbursements: Accounts Payable: 1/3 and 1/16/2024; Total Gross Payroll and Taxes: For Period Ending 1/7/2024
- c. Monthly Investment Report
- d. Second Reading and Adoption of Ordinance CCO-24-XX City Council Compensation

COUNCIL ACTION: Approve items a-c, continue item d to the next City Council meeting.

MOTION TO APPROVE: Redmond

SECOND: Collings

AYES: Stackfleth, Collings, Redmond

NOES: None

ABSENT: Stearns, Clure

ABSTAIN: None

8. Siskiyou Economic Development Council (SEDC) Memorandum of Understanding (MOU)

Todd Juhasz, City Manager – Review of existing MOU with SEDC, proposed new MOU with changes.

Tonya Dowse, SEDC – Comments regarding SEDC activities, future opportunities.

No public comment.

Council discussion.

COUNCIL ACTION: Approve MOU between the SEDC and the City of Mt. Shasta for the period of July 1, 2024 through June 30, 2029

MOTION: Stackfleth

SECOND: Collings

AYES: Stackfleth, Redmond, Collings

NOES: None

ABSENT: Clure, Stearns

ABSTAIN: None

Recess: 6:40 p.m. – 6:44 p.m.

<p>9. 2023-2024 Mid-Year Budget Review <u>Muriel Terrell, Finance Director</u> – Review of mid-year budget, clarification of report. Review of expenses, projected loss, contingency. Review of various funds and projects. Clarifying questions from Council. <u>Patricia Krogan</u> – Comments regarding hostels and potholes. Council discussion. COUNCIL ACTION: Adopt CCR-23-03, a resolution of the City of Mt. Shasta adopting a revised operating budget for fiscal year 2023-2024 MOTION: Redmond SECOND: Collings AYES: Stackfleth, Redmond, Collings NOES: None ABSENT: Clure, Stearns ABSTAIN: None</p>
<p>10. First Reading of Ordinance CCO-24-XX, Amending Municipal Code Chapter 7.60.010: Designation of Very High Fire Hazard Severity Zones. <u>Robert Gibson, Chief of Police</u> – Review of proposed ordinance amendment, current ordinance language versus proposed. <u>Patricia Krogan</u> – Comment regarding camping. COUNCIL ACTION: Approve the first reading of the ordinance amending municipal code chapter 7.6.010, by title only, and move it to a second reading and adoption. MOTION: Redmond SECOND: Collings AYES: Stackfleth, Redmond, Collings NOES: None ABSENT: Clure, Stearns ABSTAIN: None</p>
<p>11. Discussion and Possible Action: Cost for Removal of Snow and Clearing Sidewalks Within the Downtown Parking District <u>Ken Kellogg, Public Works Director</u> – Review of annual fee in downtown district for snow removal, review of actual snow removal costs. Reviewed various options and calculations to determine fees for businesses. Clarifying questions from Council. <u>Patricia Krogan</u> – Comments regarding snow removal. <u>Johanna Altorfer</u> – Comments regarding snow removal rates. Council questions and discussion. COUNCIL ACTION: Staff directed to bring back a plan and resolution for Council approval in which businesses are billed for actual costs on a square-footage basis.</p>
<p>12. Discussion and Possible Action: Wildfire Prevention Messaging <u>Todd Juhasz, City Manager</u> – Review of report, previous presentation, request for wildfire prevention messaging. Review of City’s website and social media. Comments about communications with Pacific Power regarding tree removal near powerlines. Clarifying questions from Council. <u>Patricia Kroger</u> – Comments regarding signage. COUNCIL ACTION: No action taken.</p>
<p>13. Reports on Outside Meetings: None</p>

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

COUNCIL ACTION: Reviewed items a through m. Items added: Fiscal year 24/25 budget projection, expansion of Enhanced Infrastructure Financing District boundaries.

- a. Annual Military Equipment Use Report – 2/12/2024
- b. Discussion and Possible Action: City Manager Salary – TBD
- c. Stormwater Drainage Prop 218 Process - TBD
- d. Discussion and Possible Action: Hazard Trees/Hazardous Vegetation Policy - TBD
- e. Memorandum of Understanding Between the City and the Friends of the Library for Library Operations – TBD
- f. Discussion and Possible Action regarding the Active Transportation Committee – TBD
- g. Approval of Funds to Complete a Survey of Washington Avenue – TBD
- h. Amendment of Parklet Ordinance – TBD
- i. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBD
- j. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval - TBD

Future Agenda Items Over 90 Days:

- k. Amendment to the Municipal Code: Camping Ordinance - TBD
- l. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta
- m. Objective Design Standards Presentation/Discussion

15. Adjourn: There being no further business, the meeting was adjourned at 8:18 p.m.

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

Mt. Shasta City Council Regular Meeting DRAFT Minutes

Monday, February 12, 2024; 5:30 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta
Meeting allowed for virtual attendance via ZOOM

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STANDING AGENDA ITEMS

1. Call to Order and Flag Salute: At the hour of 5:30 p.m. Mayor Stackfleth called the meeting to order and led the audience in the flag salute.

2. Roll Call:
Council Members Present: Stackfleth, Collings, Clure, Stearns
Council Members Absent: Redmond

3. Special Presentation: None

4. Public Comment:
James McIntyre – Comments regarding employment as the City’s building official and concern with proposed changes.
Cody Clure – Comments in support of the current building official.

5. Council and Staff Comments:
Todd Juhasz, City Manager – Updates on the old hospital cleanup, negotiations with One Shasta LLC, and library expansion process and outreach.
Muriel Terrell, Finance Director – Comments regarding budget and audit.
Robert Gibson, Chief of Police – Comments in recognition of outgoing dispatcher Kelsey Mathwig.
John Stackfleth, Mayor – Comments regarding recent landlord/renter dispute.
Council and staff discussion.

6. Committee Updates:

- a) Downtown Enhancement Advisory Committee
- b) Library Tax Advisory Committee
- c) Beautification Committee
- d) Active Transportation Committee

Todd Juhasz, City Manager – Review of the DEAC power box art and Flower of Life statue.

CITY COUNCIL BUSINESS

7. Consent Agenda:

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

- a. Approval of Minutes: January 8 and 22, 2023 Regular Meetings, January 22, 2023 Special Meeting
- b. Approval of Disbursements: Accounts Payable: 1/24 and 1/30/2024 ; Total Gross Payroll and Taxes: For Period Ending 1/21/2024
- c. Police Department Report: January 2024
- d. Second Reading and Adoption of Ordinance CCO-24-02, Amending Municipal Code Chapter 7.60.010: Designation of very high fire hazard severity zones.
- e. Second Reading and Adoption of Ordinance CCO-24-03 City Council Compensation
- f. Annual Military Equipment Use Report 2023

COUNCIL ACTION: Move the January 22nd minutes to the following meeting. Approve item a as amended, and b-f.

MOTION TO APPROVE: Clure

SECOND: Collings

AYES: Stackfleth, Collings, Clure, Stearns

NOES: None

ABSENT: Redmond

ABSTAIN: None

8. Approval of the Updated Stormwater Rate Study and the Notice of Public Hearing for the Proposed Drainage Assessment

Todd Juhasz, City Manager – Review of item, stormwater drainage report and proposed rate structure. Review of public notice and comment period, public hearing, and ballot counting.

Clarifying questions from Council.

No public comment.

Council discussion.

COUNCIL ACTION: Approve the revised Stormwater Drainage Impact Fee Report and direct staff to mail a notice of public hearing which requires a 45-day public comment period.

MOTION TO APPROVE: Stearns

SECOND: Clure

AYES: Stackfleth, Collings, Clure, Stearns

NOES: None

ABSENT: Redmond

ABSTAIN: None

9. Proposed option on two properties for the purpose of performing an environmental assessment

Todd Juhasz, City Manager – Review of item, noted address correction in the staff report. Review of changes to the original agreement, cost for taking over two unpaved parking lots while environmental review is completed.

Clarifying questions from Council.

No public comment.

COUNCIL ACTION: Approve the lease for the two parcels indicated in the agenda packet with the correction to the address to be noted as 415 Chestnut Street, and to authorize the City Manager or Mayor to enter into a lease agreement.

MOTION TO APPROVE: Stearns

SECOND: Clure

AYES: Stackfleth, Collings, Clure, Stearns

NOES: None

ABSENT: Redmond ABSTAIN: None
10. Reports on Outside Meetings: Mayor Stackfleth reviewed his recent attendance at the Collier Interpretive and Information Center meeting and the League of Local Agencies meeting.
11. Future Agenda Items (Appearing on the agenda within 60-90 days): <u>COUNCIL ACTION:</u> Reviewed items a through l. Items added: Contract with Noll and Tam; Lease or rental of lot at the corner of Alma and N. Mt. Shasta Boulevard; Graffiti removal ordinance. <ul style="list-style-type: none">a. Memorandum of Understanding Between the City and the Friends of the Library for Library Operations – TBDb. Removal of Snow and Clearing Sidewalks Within the Downtown Parking District - TBDc. Fiscal year 24/25 budget projection – TBDd. Expansion of Enhanced Infrastructure Financing District boundaries – TBDe. Discussion and Possible Action: City Manager Salary – TBDf. Approval of Funds to Complete a Survey of Washington Avenue – TBDg. Amendment of Parklet Ordinance – TBDh. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBDi. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval – TBDj. Amendment to the Municipal Code: Camping Ordinance - TBD Future Agenda Items Over 90 Days: <ul style="list-style-type: none">k. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shastal. Objective Design Standards Presentation/Discussion
12. Adjourn: There being no further business, the meeting was adjourned at 6:54 p.m.
Respectfully Submitted By: Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk

City Council Agenda Item #7b
Staff Report

Meeting Date: February 26, 2024
To: Mayor and City Council
From: Muriel Howarth Terrell, Finance Director
Subject: Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

Recommendation:

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$421,316.89

Background & Summary:

Approval of Check Numbers 51931-51982	\$ 270,553.01
Total Payroll Distribution	\$ 86,715.96
Total EFTPS – CalPERS, Nationwide	\$ 26,093.43
Total Payroll EFTPS Taxes	<u>\$ 37,954.49</u>
	\$ 421,316.89

Financial Impact:

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

Attachments:

- 1.) Check Registers – 2/8/24
- 2.) ACH Payroll Distribution – 2/7/24
- 3.) EFTPS Reports – 2/7/24

Fiscal Year 2023-2024

Date: 02/08/2024

Time: 3:34 pm

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks								
51931	02/08/24	Printed			10206	ALL TRAFFIC SOLUTIONS, INC.	Traffic/Speed Signs	22,345.80
51932	02/08/24	Printed			10229	AMAZON CAPITAL SERVICES	PW34- Parts	177.61
51933	02/08/24	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Feb 24 IT Services	8,613.28
51934	02/08/24	Printed			11020	B.S.B. CINDER	Cinders	2,322.00
51935	02/08/24	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Feb 6	441.10
51936	02/08/24	Printed			11280	BORGES & MAHONEY	WWTP supplies	156.41
51937	02/08/24	Printed			12213	CAL-ORE COMMUNICATIONS	Jan 24 phone & internet serv	1,440.06
51938	02/08/24	Printed			28695	CALIFORNIA DEPARTMENT OF TAX	Oct-Dec 23 St Lite Electricity	310.85
51939	02/08/24	Printed			12200	CALIFORNIA SAFETY COMPANY	Feb 24 WWTP alarm service	225.00
51940	02/08/24	Printed			12260	CASCADE FIRE EQUIPMENT	Safety Clothing- FD	2,520.88
51941	02/08/24	Printed			12551	CITY OF MT SHASTA	Feb 24 Library Utilities	78.98
51942	02/08/24	Printed			12618	CODE PUBLISHING INC	Muni code web update	188.00
51943	02/08/24	Printed			12640	COLONIAL LIFE & ACCIDENT INSUR	Feb 24 life/accident insurance	372.34
51944	02/08/24	Printed			13059	DAY MANAGEMENT CORP	Tech Labor- PD	336.83
51945	02/08/24	Printed			13071	DELTA HEALTH SYSTEMS	Feb 24 health insurance	39,303.00
51946	02/08/24	Printed			14140	DON ERICKSON OIL INC	City Hall heating oil	1,299.26
51947	02/08/24	Printed			13241	DOWN RANGE	Body Armor- S. Hopkins	4,492.09
51948	02/08/24	Printed			13224	DRY CREEK LANDFILL INC	Sludge Removal- WWTP	1,500.98
51949	02/08/24	Printed			14060	EMPLOYMENT DEVELOPMENT DEPT.	UI for period ending 12/31/23	833.00
51950	02/08/24	Printed			15020	FEDERAL EXPRESS	Jan 24 WWTP shipping charges	134.33
51951	02/08/24	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	1,530.46
51952	02/08/24	Printed			16030	GANNETT CALIFORNIA LOCALIQ	Proof of Publication-Ordinance CCO-24-01	650.90
51953	02/08/24	Printed			16204	GUTH LABORATORIES, INC.	DUI Supplies	48.84
51954	02/08/24	Printed			28280	HUE & CRY SECURITY SYSTEMS INC	Jan-Mar 24 Library alarm ser	140.22
51955	02/08/24	Printed			18063	INTERSTATE BATTERY	Battery - PW21	644.18
51956	02/08/24	Printed			20003	JONES CARPET CLEANING &	Jan 24 cleaning services	800.00
51957	02/08/24	Printed			22140	KENNY & NORINE	Jan 24 City Attorney - General	6,696.95
51958	02/08/24	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Jan 24 K-9 training	700.00
51959	02/08/24	Printed			22300	MT. SHASTA RECREATION & PARKS	Jan 24 building rental	600.00
51960	02/08/24	Printed			22320	MT. SHASTA SPRING WATER	Jan 24 WWTP/ City Hall water	58.09
51961	02/08/24	Printed			28120	NAPA AUTO PARTS	Jan 24 equipment parts	567.82
51962	02/08/24	Printed			24000	OFFICE DEPOT	Office Supplies	102.47
51963	02/08/24	Printed			24033	OREILLY AUTOMOTIVE INC	Jan 24 equipment parts	73.04
51964	02/08/24	Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	3,594.34
51965	02/08/24	Printed			25080	PACIFIC POWER & LIGHT	Jan 24 Corp Yard	5,474.98
51966	02/08/24	Printed			25198	CHARLES W PILLON	Jan 24 audit services	6,511.16
51967	02/08/24	Printed			25201	PLANWEST PARTNERS INC.	Housing Element Update Nov-Jan	6,375.00
51968	02/08/24	Printed			25160	POSTMASTER	Bulk mail permit reimbursement	1,800.00
51969	02/08/24	Printed			25181	PROFORCE LAW ENFORCEMENT	Firearms- PD	7,016.80
51970	02/08/24	Printed			27000	RAMSHAW'S ACE HARDWARE INC	Jan 24 misc supplies	178.30
51971	02/08/24	Printed			28371	SISKIYOU COUNTY COMMUNITY	2024 CUPA fees - WWTP	1,104.00
51972	02/08/24	Printed			28594	SMITH BUILDING SERVICES LLC	Jan 24 Building Inspector serv	6,318.38
51973	02/08/24	Printed			32060	SOLANOS INC	Jan 24 misc supplies	7,895.37
51974	02/08/24	Printed			28640	SOSA READY MIX LLC	Aggregate Leach Rock	102.50
51975	02/08/24	Printed			28686	MICHAEL STASZEL DO	B. Montagne work physical	375.00
51976	02/08/24	Printed			28815	STERLING HEALTH ADMINISTRATION	2/8/2024 HSA Deductions	200.00

Check Register Report

Fiscal Year 2023-2024

Date: 02/08/2024

Time: 3:34 pm

Page: 2

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks								
51977	02/08/24	Printed			17125	TOM HESSELDENZ & ASSOC.	Castle St and Couplet Initial Planning and Design	10,200.00
51978	02/08/24	Printed			30004	U.S. BANK EQUIPMENT	Feb 24 wide copier maintenance	290.25
51979	02/08/24	Printed			28857	FINANCE		
					28857	USA WASTE OF CALIFORNIA	Jan 24 bin rental fees	4,522.79
51980	02/08/24	Printed			28857	INC		
					28857	USA WASTE OF CALIFORNIA	Jan 24 solid waste services	106,048.44
						INC		
51981	02/08/24	Printed			31040	VWR SCIENTIFIC	WWTP lab supplies	390.93
51982	02/08/24	Printed			34055	YREKA TRANSFER, LLC	Sludge Removal- WWTP	2,450.00
					Total Checks: 52		Checks Total (excluding void checks):	270,553.01
					Total Payments: 52		Bank Total (excluding void checks):	270,553.01
					Total Payments: 52		Grand Total (excluding void checks):	270,553.01

Check # 51938 Voided- wrong payee

Jodi Polk

From: Tri Counties Bank <tricoties@olbanking.com>
Sent: Wednesday, February 7, 2024 1:05 PM
To: Jodi Polk
Subject: Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification



Report Date/Time 02/07/24 13:05:12 PST

This transaction has been successfully completed.

Transaction Number: ACH-01135638

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 02/08/2024

Total Credits: \$86,715.96 (52)

Total Debits: \$0.00 (0)

Status: Completed

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		02/04/24
PAYROLL DATE:		02/08/24
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$16,113.34
MEDICARE	11-000-2110	\$3,768.44
FED. WITHHOLDING	11-000-2120	\$12,677.27
TOTAL DEPOSIT:		\$32,559.05
EFTPS CONFIRMATION NO:		73396124
EFTPS BANK DEBIT DATE:		2/13/2024
APPROVED: <i>m Jurell</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		02/04/24
PAYROLL DATE:		02/08/24
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$4,081.51
STATE DISABILITY INS	11-000-2140	\$1,313.93
TOTAL DEPOSIT:		\$5,395.44
EDD CONFIRMATION # (STATE):		7620059
EDD CONFIRMATION # (SDI):		7620063
EDD BANK DEBIT DATE:		2/13/2024
APPROVED: <i>M. Jewell</i>		



Contact us at 1-877-496-1630 or NRSPlan@nationwide.com.

FastPay

Payroll
detail
payment
submission

Plan name	MOUNT SHASTA457 PLAN & TRUST
Plan number	0041004001
Pay Center	MOUNT SHASTA457 PLAN & TRUST
Submission date	02-09-2024
Submission time	7:08:45 AM
Pay date	02-08-2024
Payment amount	\$3,200.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	02-12-2024

20240209

CalPERS Electronic Funds Transfer

Date: 2/9/2024

CalPERS ID: 6941008066
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:
01/22/2024-02/04/2024**Contribution for Defined Benefit - CalPERS**

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan 925	Member Contributions		825.51
Miscellaneous	Employer Contributions		1,425.17
	Total		\$2,250.68
Rate Plan 926	Member Contributions		221.89
Safety - Fire	Employer Contributions		504.03
	Total		\$725.92
Rate Plan 927	Member Contributions		544.90
Safety - Police	Employer Contributions		1,232.19
	Total		\$1,777.09
Rate Plan 25861	Member Contributions		1,813.82
Safety - Fire New	Employer Contributions		1,786.11
	Total		\$3,599.93
Rate Plan 25862	Member Contributions		2,711.76
Safety - Police New	Employer Contributions		2,670.37
	Total		\$5,382.13
Rate Plan 27429	Member Contributions		4,348.47
Miscellaneous New	Employer Contributions		4,309.21
	Total		\$8,657.68
	Total		<u>\$22,393.43</u>

Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID 450083	Member Contributions	500.00
	Total	<u>\$500.00</u>
	Grand Total	<u>\$22,893.43</u>



CITY OF MT. SHASTA

305 North Mt. Shasta Boulevard
Mt. Shasta, California 96067
(530) 926-7510 • Telephone
(530) 926-0339 • Fax

February 26, 2024

Permit Department
Department of Transportation
P.O. Box 496073
Redding, CA 96049-6073

Letter of Support for the Mountain Runners Mt. Shasta 4th of July Run/Walk

To Whom It May Concern:

The City Council of the City of Mt. Shasta is proud to provide this letter of support for the 2024 Mountain Runners Mt. Shasta 4th of July Run/Walk event. For more than forty years the Mountain Runners have sponsored a walk/run event in Mt. Shasta City on the 4th of July. Numerous community organizations, artists, and musicians provide entertainment, food, and support along the walk/run route.

This event is highly anticipated throughout the community and surrounding area and draws participants from around the entire region. The walk/run is the anchor event for the entire celebration and brings in much needed revenue for the entire community.

Thank you very much for assistance with this matter and if you have any questions, please contact me.

Sincerely yours,

John Stackfleth
Mayor
City of Mt. Shasta

City Council Agenda Item # 7d
Staff Report

Meeting Date: February 26, 2024

To: Mayor and City Council

From: Muriel Howarth Terrell, Director of Finance

Subject: Revenue Status Update, Monthly Investment and Financial Report for the Period Ending January 31, 2024

	Regular
X	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the City Council review the provided information regarding the City's revenue and investments.

Background & Summary:

Revenues:

Revenue for this report has been updated to recognize the collections for July 2023 through January 2024.

Property Tax Revenue:

The City has received \$427,993 in property tax for the current fiscal year. This represents the December payment and a small amount of delinquent payments. The amount is \$29,000 more than the prior year.

Sales Tax Revenue:

The City has received \$738,813 through January 31, 2024 in sales tax for fiscal year 2023-2024 for July- November, 2023. This is \$7,700 more than the prior year.

Transient Occupancy Tax:

The city has received \$680,868 in TOT for through January 2024 of fiscal year 2023-2024. The prior year amount was \$691,973. There are several motels still outstanding for the Oct-Dec period as we are ironing out the new reporting and payment portal for TOT payments. I anticipate that the two quarters ending December 2023 to be in excess of \$700,000.

As of December 31, 2023, the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$254,168. The December 2023 LAIF statement is attached, along with the performance data for the month of December. Most surplus funds over which the City has control are currently invested in ProEquities. The balance of the City's cash funds are held in the pooled checking account with Tri Counties Bank and LAIF.

Current investment rates are:

L.A.I.F.	January 31, 2023	4.012%
Treasury Note – 3 month	December 29, 2023	5.34%
Treasury Note – 2 Yr.	December 29, 2023	4.25%
Treasury Note – 5 Yr.	December 29, 2023	3.85%
Treasury Note – 10 Yr.	December 29, 2023	3.88%
Treasury Note – 30 Yr.	December 29, 2023	4.03%

Bloomberg as reported by Chandler Asset Management

The LAIF average increased slightly from last month, all notes experienced decreases. We continue to anticipate the LAIF rate slowly increasing staying just above 3%. Short term CD rates are now better than the LAIF rate and longer-term notes may offer better yields it does not give us the liquidity we need. The LAIF rate remains the best available rate that meets the City's requirement for liquidity and safety.

Financial Impact:

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

Compliance with 2014-17 City Council Strategic Plan:

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

Attachments:

- LAIF Monthly Statement
- LAIF Performance Report
- LAIF Monthly Balances
- January 2024 Chandler Asset Management

California State Treasurer
Fiona Ma, CPA



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

February 21, 2024

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

CITY OF MT SHASTA

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

[Tran Type Definitions](#)



Account Number: 98-47-572

January 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
1/12/2024	1/11/2024	QRD	1746971	N/A	SYSTEM	2,528.02

Account Summary

Total Deposit:	2,528.02	Beginning Balance:	251,640.47
Total Withdrawal:	0.00	Ending Balance:	254,168.49



Fair Value Including Accrued Interest	\$	166,514,852,833.53
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Mt. Shasta City Council Regular Meeting February 26, 2024

JANUARY 2024



Market Data

 World Stock Market Indices
 data as of 12/29/2023

Change	(11/30/2023)	%CHG
S&P 500		
4,769.83	202.03	4.42%
NASDAQ		
15,011.35	785.13	5.52%
DOW JONES		
37,689.54	1,738.65	4.84%
FTSE(UK)		
7,733.24	279.49	3.75%
DAX (Germany)		
16,751.64	536.21	3.31%
Hang Seng (Hong Kong)		
17,047.39	4.51	0.03%
Nikkei (Japan)		
33,484.17	(22.72)	(0.07%)

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

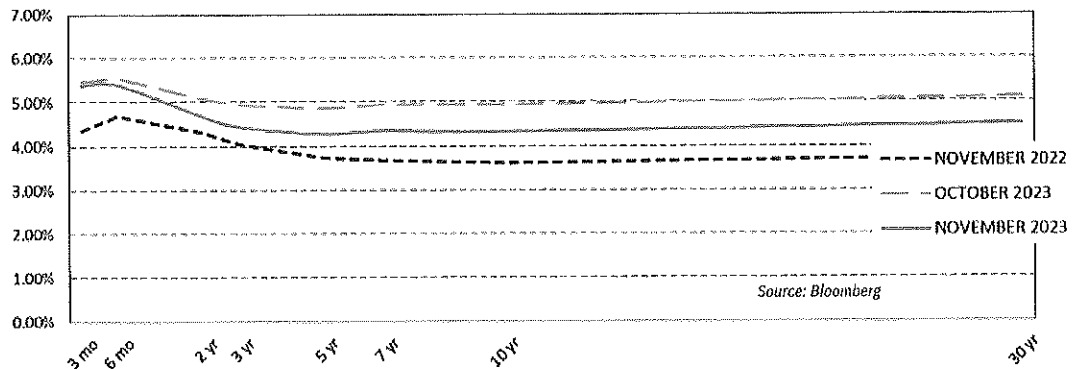
Market Summary

Recent economic data has shown above trend growth fueled by a rise in consumer spending and a continuing healthy US job market. Inflationary trends are subsiding, but core levels remain above the Fed's target. Given the cumulative effects of restrictive monetary policy and tighter financial conditions, we believe the economy will gradually soften and the Fed will loosen monetary policy in 2024.

As expected at the December meeting, the Federal Open Market Committee voted unanimously to leave the Federal Funds rate unchanged at a target range of 5.25 - 5.50%. Fed Chair Powell signaled that the federal funds rate is likely at or near its peak. The new Summary of Economic Projections reflected Core PCE inflation reaching the target 2% level in 2026 without a significant increase in unemployment. We believe the FOMC will loosen monetary policy in mid-2024 as inflation and economic growth continue to moderate.

Treasury yields declined across the yield curve in December as market participants priced in higher probabilities of Federal Reserve rate cuts in 2024. After reaching their peak in 2023, interest rates followed a more accommodative stance by the Federal Reserve later in the year, resulting in yield declines across the board and signaling a less restrictive monetary policy for 2024. By the end of December, the 2-year Treasury yield dropped 43 basis points to 4.25%, the 5-year Treasury yield fell 42 basis points to 3.85%, and the 10-year Treasury yield decreased by 45 basis points to 3.88%. Recent market activity emphasizes the significant influence of the Federal Reserve on interest rates. While many anticipate multiple rate cuts in 2024, some investors may have grown overly optimistic about the timing and extent of these cuts. Market participants will closely scrutinize Federal Reserve Chair Jerome Powell and the Federal Open Market Committee's policy announcement on January 31st, 2024, to ascertain the future path of monetary policy.

Treasury Yields Fell Across the Curve in December



At the end of December, the 2-year Treasury yield had declined by 18 basis points to 4.25%, while the 10-year Treasury yield remained stable at 3.88% compared to the previous year, and the spread between the 2-year and 10-year Treasury yields widened to -37 basis points, up from -35 basis points at the close of November. For reference, the average historical spread since 2003 has been approximately +130 basis points. Furthermore, the inversion between 3-month and 10-year Treasuries deepened to -146 basis points in December, compared to -107 basis points in November. It's worth noting that the inversion of the yield curve is likely to persist until the Federal Reserve begins to cut rates, a probability that has increased in recent months.

TREASURY YIELDS	Trend (▲/▼)	12/29/2023	11/30/2023	Change
3-Month	▼	5.34	5.39	-0.05
2-Year	▼	4.25	4.68	-0.43
3-Year	▼	4.01	4.44	-0.43
5-Year	▼	3.85	4.27	-0.42
7-Year	▼	3.88	4.34	-0.46
10-Year	▼	3.88	4.33	-0.45
30-Year	▼	4.03	4.50	-0.47

Source: Bloomberg

BOND MARKET REVIEW

Credit Spreads Tightened in December

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change
3-month top rated commercial paper	5.44	5.53	(0.09)
2-year A corporate note	4.71	5.15	(0.44)
5-year A corporate note	4.44	4.98	(0.54)
5-year Agency note	3.96	4.43	(0.47)

Source: Bloomberg

Data as of 11/30/2023

Crude Oil Prices Eased

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(63.21) \$B In NOV 23	(64.26) \$B In OCT 23	(63.82) \$B In NOV 22
Gross Domestic Product	4.90% SEP 23	2.10% JUN 23	2.70% SEP 22
Unemployment Rate	3.70% DEC 23	3.80% NOV 23	3.50% DEC 22
Prime Rate	8.50% DEC 23	8.50% NOV 23	7.50% DEC 23
Refinitiv/CoreCommodity CRB Index	263.83 DEC 23	273.64 NOV 23	276.01 DEC 22
Oil (West Texas Int.)	\$71.65 DEC 23	\$75.96 NOV 23	\$78.40 DEC 22
Consumer Price Index (y/o/y)	3.40% DEC 23	3.70% NOV 23	6.50% DEC 22
Producer Price Index (y/o/y)	(0.20%) DEC 23	2.10% NOV 23	8.90% DEC 22
Euro/Dollar	1.10 DEC 23	1.09 NOV 23	1.07 DEC 22

Source: Bloomberg

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

Economic Roundup

Consumer Prices

The Consumer Price Index (CPI) increased by 0.2% month-over-month and by 3.4% year-over-year in December, marking a slight uptick from the 3.1% year-over-year rate observed in November. The Core CPI, which excludes volatile food and energy components, rose by 0.3% month-over-month and by 3.9% year-over-year, showing a slight decrease compared to the November figure of 4.0%. In November, the Personal Consumption Expenditures (PCE) Index declined more than expected, with headline inflation dropping by 0.1% month-over-month and increasing by 2.6% year-over-year, down from the 2.9% increase seen in October. Core PCE, the Federal Reserve's preferred inflation gauge, saw a 0.1% month-over-month increase and a deceleration in year-over-year growth to 3.2% in November, down from the 3.4% year-over-year increase reported in October. While the inflation trend is moderating, it's important to note that inflation continues to exceed the Fed's 2% target.

Retail Sales

Retail Sales rose 0.3% in November after a downwards revision to -0.2% in October, exceeding the -0.1% consensus forecast. On a year-over-year basis, Retail Sales growth accelerated to 4.1% in November from 2.2% in October buoyed by non-store retailers up 10.6%, as well as food services and drinking places up 11.3%. The Conference Board's Consumer Confidence Index surged to 110.7 in December from 101.0 in November, far surpassing consensus expectations. Positive ratings of job availability and increased confidence in personal income prospects contributed to the substantial increase. While the consumer has been resilient, dwindling excess savings, rising credit card balances, and the resumption of student loan payments pose potential headwinds to future economic growth.

Labor Market

The U.S. economy added 216,000 jobs in December, exceeding consensus expectations of 175,000, and the last two months were revised down by 71,000 jobs. Leading sectors included government, leisure and hospitality, and healthcare. The trajectory of job creation is gradually moderating, with the three-month moving average payrolls at 165,000 and the six-month moving average at 193,000. The unemployment rate remained unchanged at 3.7%, and the labor participation rate decreased to 62.5% from 62.8%, falling well below the pre-pandemic level of 63.3%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons rose to 7.1% from 7.0% last month. Average hourly earnings rose 4.1% year-over-year in December, increasing from a 4.0% gain last month. Employment remains strong by historical standards, but data are trending toward a less robust labor market outlook.

Housing Starts

Housing Starts increased sharply month-over-month in November by 14.8% to an annual rate of 1.560 million units. Starts were up 18% for single-family units and up 6.9% for multi-family. Total starts of new homes are up 9.3% year-over-year. The pick-up in growth can be partially attributed to lower costs of construction materials and homebuilders adjusting projects to accommodate the higher interest rate environment. According to Freddie Mac, average 30-year fixed rate mortgage rates declined to 6.49% as of December 21st, paralleling the drop in the 10-year US Treasury yield. According to the Case-Shiller 20-City Home Price Index, housing prices rose 4.9% year-over-year in October, accelerating from a 3.9% year-over-year gain in September. Tight inventories and higher mortgage rates continue to impact affordability.

World Stock Market Index Descriptions

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

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



PMIA/LAIF Performance Report as of 2/14/24



Quarterly Performance Quarter Ended 12/31/23

LAIF Apportionment Rate ⁽²⁾ :	4.00
LAIF Earnings Ratio ⁽²⁾ :	0.00010932476863589
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.993543131
PMIA Daily ⁽¹⁾ :	3.96
PMIA Quarter to Date ⁽¹⁾ :	3.81
PMIA Average Life ⁽¹⁾ :	230

PMIA Average Monthly Effective Yields⁽¹⁾

January	4.012
December	3.929
November	3.843
October	3.670
September	3.534
August	3.434

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 1/31/24 \$165.8 billion

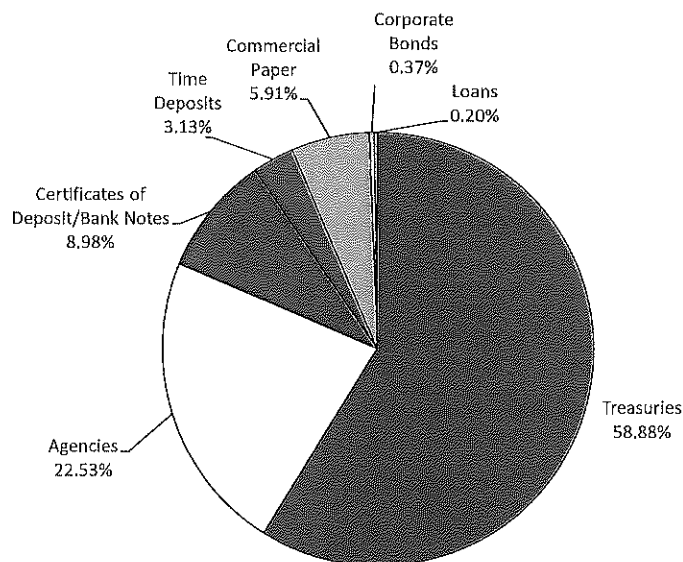


Chart does not include \$2,112,000.00 in mortgages, which equates to 0.001%. Percentages may not total 100% due to rounding.

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

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

*The percentage of administrative cost equals the total administrative cost divided by the quarterly interest earnings. The law provides that administrative costs are not to exceed 5% of quarterly EARNINGS of the fund. However, if the 13-week Daily Treasury Bill Rate on the last day of the fiscal year is below 1%, then administrative costs shall not exceed 8% of quarterly EARNINGS of the fund for the subsequent fiscal year.

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

City Council Agenda Item #8
Staff Report

Meeting Date: February 26th, 2024
To: Mayor and City Council
From: City Manager, Todd Juhasz

X	Regular
	Consent
	Closed
	Presentation

Subject: Contract with the Friends of the Library to Manage the Library

Recommendation:

The City Manager recommends approving an agreement with the Friends of the Library that formalizes their existing relationship with the City.

Information:

The Friends of the Library have been managing the Library since the Independent Contractor relationship with the former Library Executive Director was not renewed. They have asked that the relationship with the City be formalized with the City via a contract.

Under the agreement:

- The Friends of the Library (FOL) will be responsible for the day-to-day management and operation of the Library as a 501 (C)(3)
- The FOL will be responsible for notifying the City of needed maintenance of the Library facilities, biannual inspections will be performed by the City Building Inspector to ensure that there are no immediate issues to be corrected.
- The FOL will maintain the Library collection of books and all other property utilized by the Library patrons.
- The City will be responsible for the removal of snow from the Library parking lot.
- The FOL will submit an annual budget request anticipated revenue and expenses for the fiscal year. The budget is subject to Council approval.
- This agreement will remain in effect until terminated by either party with sixty days' notice.

CONTRACT BETWEEN THE CITY OF MT. SHASTA AND THE FRIENDS OF THE LIBRARY, INC.

This Contract is between The City of Mt. Shasta, a municipal corporation (“City”) and The Friends of The Library Inc., a California non-profit corporation (RTC § 501(c)(3)) (“Friends”) for the operation of the Mt. Shasta Library.

RECITALS

- A. The City owns land and improvements of the Mt. Shasta Library located at 515 E. Alma Street, Mt. Shasta, California 96067.
- B. The Friends are organized and exist to improve, support and expand the Library.
- C. The City wishes to obtain management for operations of the Library.
- D. The Friends wish to provide operational management and staffing for the Library.

AGREEMENT

In consideration of the Recitals set forth above and to terms and conditions set forth below, the parties agree as follows:

1. Scope of Services

(a) During the term of this Agreement The Friends will be responsible for the management and operation of the Library. Friends will control the day-to-day operation. The Friends will hire a supervisor to oversee Library operations and will employ sufficient, experienced staff to assure efficient operation of the Library. The supervisor and staff will be employees of the Friends and will not be City employees. Friends will be solely responsible for compensation and benefits, if any, paid to supervisor and staff.

(b) The Friends shall be responsible for notifying the City of needed maintenance of the Library facilities. biannual inspections will be performed by the City Building Inspector to ensure that there are no immediate issues to be corrected..

(c) Friends shall maintain the Library collection of books and all other property utilized by Library patrons.

(d) The City will be responsible for the removal of snow from the Library parking lot.

2. Annual Budget and Compensation

Each year as part of the annual City Budget process, the Friends shall submit to the City an annual budget request showing anticipated revenue and expenses for the fiscal year. The budget is subject to City Council approval. The Friends of the Library will

submit reimbursement requests as needed. The City will reimburse the Friends of the Library in a timely manner.

3. Term

This Agreement shall commence when last signed by the parties and will remain in effect until termination by either party.

4. Termination

This Agreement may be terminated by either party upon 60 day written notice to the other party. Notice may be personally delivered or mailed by U.S. Mail to the following addresses:

To the City:	City Manager Todd Juhasz, City Manager 305 N. Mt Shasta Boulevard Mt Shasta, CA 96067
--------------	--

To The Friends:	Friends of the Library c/o Evelyn Callas or Cheryl Bauer 515 E. Alma Street Mt Shasta, CA 96067
-----------------	--

5. Semi-Annual Report

Friends shall report to the Library Tax Advisory Committee at six-month intervals providing the status of Library operations.

6. Alterations and Improvements

The Friends shall make no substantive alterations or improvements to the Library structure without prior written approval of the City Manager.

7. Independent Contractor, No Third-Party Beneficiaries

Friends is an independent contractor and this Agreement is not intended and does not create any employment arrangement between City and Friends or City and employees or contractors of Friends. Nor does this Agreement give any rights or benefits to anyone not named as a party to this Agreement, and there are no third-party beneficiaries to this Agreement.

8. Non-Discrimination

In the performance of this Agreement, Friends shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, sexual orientation or medical condition.

9. Insurance Requirements

9.1 Friends shall procure and maintain for the duration of the contract insurance against claims for injuries to personal or damages to property which may arise from or in connection with the performance of the work hereunder by Friends, its agents, representatives, or employees.

9.2 Minimum Scope of Insurance:

Coverage shall be at least as broad as:

- a) Insurance Services Office Commercial General Liability coverage (occurrence Form CG 00 01). The City will be named as an additionally insured.
- b) Insurance Services Office Form Number CA 00 01 covering Automobile Liability, Code 1 (any auto).
- c) Workers' Compensation insurance as required by the State of California and Employers' Liability insurance.

9.3 Minimum Limits of Insurance:

1.	General Liability: (Including operations, products and completed operations, as applicable.)	\$1,000,000	Combined single limit per occurrence, including operations, products and completed operations.
		\$2,000,000	Aggregate limit for bodily injury, personal, personal injury and property damage.
2.	Comprehensive Automobile Liability	\$1,000,000	Owned, non-owned, hired vehicles
3.	Workers' Compensation		As required by the Labor Code of the State of California

10. Entire Agreement

This document contains the entire Agreement between the parties and supersedes any oral or written understanding that they may have had prior to the execution of this Agreement.

In witness whereof, the City and Friends have executed this Agreement below:

City Manager or Mayor

Date

Friends of the Library

Date

City Council Agenda Item #9
Staff Report

Meeting Date: February 26th, 2024
To: Mayor and City Council
From: City Manager, Todd Juhasz

X	Regular
	Consent
	Closed
	Presentation

Subject: Mt Shasta Library Expansion, Renovation, and Modernization

Recommendation:

The City Manager recommends approving the final scope of work for the Mt Shasta Library Expansion, Renovation, and Modernization

Information:

The Library Tax Advisory Committee (LTAC) has been attempting to resume expansion and renovation plans for the Mt Shasta Library. This work will be funded using funds collected as part of Measure H which passed in 2011 for the purposes of helping to fund library services and for the purposes of modernizing and renovating the Mt Shasta Library.

As part of the process, the LTAC had the City prepare and publish a Request for Qualifications (RFQ) in 2023. Of the proposals received, there were two finalists: Noll & Tam Architects and a team that would be led by Hummer Engineering which includes a local architectural designer. The interviews took place via Zoom on May 8th, 2023 at a scheduled LTAC meeting. After the interview, a vigorous debate took place regarding which project team should be awarded the contract.

The decision was made that Noll & Tam Architects would be retained to review the original plans for the Library as the firm specializes in the design, construction, and renovation of libraries. In this initial phase, the firm is to review the previously prepared expansion plans as well as seek to understand programming and space needs via interviews with the Friends of the Library, the LTAC, and through a stakeholders/public meeting to determine desirable programming for the Library.

After gathering the necessary information, Noll and Tam will continue to refine their proposal via additional Zoom meetings with the LTAC, Friends of the Library, and staff. The final deliverables will include:

- A Project Program
- Narrative of Proposed Renovation/Addition projects
- Conceptual Planning Diagrams for proposed projects
- Presentation materials: site and floor plan diagrams to illustrate projects
- The development of a project budget

The total project budget for this initial phase of work is a lump sum fee of \$55,830. In addition, we are tentatively scheduled to have the firm meet with the LTAC on March 14th as well as a public dialogue on March 15th.

February 20, 2024

Mr. Todd Juhasz
City Manager
City of Mt. Shasta
305 N. Mt. Shasta Blvd.
Mt. Shasta, CA 96067

**Re: Mt Shasta Library Expansion, Renovation and Modernization
Mt Shasta, California**

Dear Mr. Juhasz,

Noll & Tam Architects is pleased to present our proposal for architectural consulting services for this project. This proposal is based upon information gathered in the RFP and project interview process and a meeting with the City Manager, Todd Juhasz on Friday, January 19, 2024. Our understanding of the work and proposed fees are summarized below.

Project Description:

Mt Shasta Library Expansion, Renovation and Modernization

Project Size: TBD

Estimated Client Construction Budget: TBD

Estimated Conceptual Design Schedule: February 2024-May 2024

Scope of Work:

TASK 1: REVIEW OF EXISTING DOCUMENTS AND CONDITIONS

As part of this task, we will review work done to date, including existing documentation, building assessments, and work done as a part of the Mt. Shasta Library expansion design completed in late 2019. We will also gather existing demographic and usage data about the Library, along with other data relating to the Library's operations and goals.

Meetings:

- Virtual Coordination and Project Management meetings

Deliverables:

- Building and Site Plans of existing conditions

TASK 2: PROJECT KICK OFF, PROGRAMMING AND SPACE NEEDS

To begin the design phase, we will attend a series of on site meetings to gather input from local stakeholder groups, such as the Library Tax Advisory Committee, the Friends of the Mt. Shasta Library, and the public, represented by the Library Expansion Steering Committee. We will interview Library staff at all levels to get a general sense of the current operational deficiencies, the overall vision and goals for the renovated library, and any other specific operational and philosophical goals for the project.. We will record their aspirations and goals for the new library and establish priorities to incorporate into the building program. As necessary, we will follow up with virtual meetings with other local stakeholder groups.

While on site, we will conduct a brief visual survey to evaluate the 54-year-old building. We will observe how it is performing and what will be necessary to bring it up to an acceptable level of performance so it can continue to serve the citizens of Mt. Shasta well for many years to come.

Incorporating all this feedback and building on previous work and our experience, we will develop a Library Building Program that identifies program and space needs, adjacencies, FF&E, technical requirements, building performance standards, aesthetic preferences, and other relevant requirements for the renovated building. The spaces defined in this program will determine the project costs, so we will be clear during this programming process that this is a “wish list”, not a definitive list of building spaces, so that everyone’s expectations are managed effectively.

Finally, we will create conceptual planning diagrams to describe how all the programmatic goals and community visions could be realized in a renovated and expanded library building and provide alternatives for consideration. We will review these concepts with stakeholders and the project team and make decisions about how best to move forward with the available resources.

Meetings:

- 1 on site series of meetings over 2 days to include:
 - Kick-off meeting at the project site
 - Site visit and visual evaluation of existing building and function
 - Programming Workshop with building stakeholders including the Library Expansion Steering Committee
 - Other meetings as desired with stakeholders, focus groups, and an open general community meeting.
- We will follow up with virtual meetings as required to refine program and diagrams after the initial on site meetings.

Deliverables:

- Project Program
- Narrative of Proposed Renovation/Addition projects
- Conceptual Planning Diagrams for proposed projects
- Presentation materials: Site and floor plan diagrams to illustrate projects

Services or work products not noted above can be provided upon request as an additional service.

TASK 3: CREATING A PROJECT BUDGET

Based upon the conceptual planning of various projects in the previous task, our cost estimator will develop a “shopping list” of the various proposed changes to the library we’ve developed with your team. These scope items will be grouped into “must do,” “should do,” and “could do” categories.

At the end of this task, we will prepare a presentation of the building program and conceptual diagrams to City & Library staff and all stakeholder groups, as well as the City Council, as desired.

Meetings:

- At least 1 virtual or in person, to review cost estimate and determine priorities with the Library Expansion Committee and make a selection about project scope moving forward
- Virtual or in person meeting to present the building program, conceptual planning diagrams, site and floor plan diagrams to City & Library staff, stakeholder groups, as well as the City Council, as desired.

Deliverables:

- Preliminary Cost Estimates

Compensation:

We propose to perform the work described above for a lump sum fixed fee of \$55,830 detailed on the attached fee proposal. Please see attached breakdown. For the purposes of moving forward, this letter will serve as our agreement for the Conceptual Design Phase only as outlined in this letter.

Thank you for considering us for this project. We look forward to the opportunity to work with you.

Sincerely,



Christopher Noll
Principal

Approved:

Mr. Todd Juhasz
City Manager, City of Mt Shasta

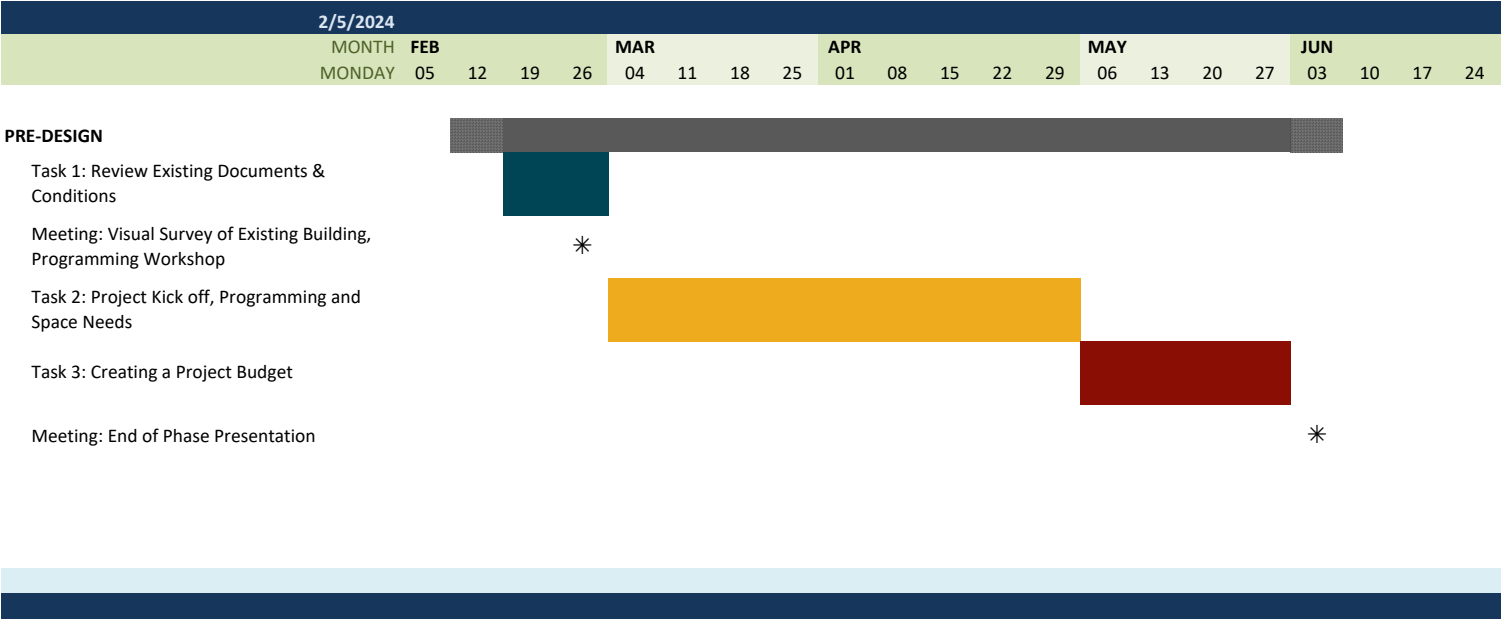
date

Mount Shasta Library Expansion, Renovation and
Modernization:
Phase I Fee Proposal

Mount Shasta, CA
2/1/2024

		TASK 1: PREDESIGN	TOTALS
Basic Service	Consultant		
Architectural Services	Noll & Tam Architects	\$53,330	\$53,330
Cost Estimating	TBD	\$2,500	\$2,500
Subtotal Basic Services		\$55,830	\$55,830
			\$55,830

Mt Shasta Library Expansion, Renovation, and Modernization



City Council Agenda Item # 10
Staff Report

Meeting Date: February 26th, 2024
To: Mayor and City Council
From: City Manager, Todd Juhasz

X	Regular
	Consent
	Closed
	Presentation

Subject: Engagement Letters for the appraisal of the three Brownell Parcels

Recommendation:

The City Manager recommends approving the commercial appraisal of the three APNs that encompass the Brownell property located at 415 North Chestnut Street for a total fee of \$10,000.

Information:

The City has contacted several commercial appraisers between Chico and Medford for estimates to conduct commercial appraisals of three APNs (057-191-170, 057-191-150, and 057-191-180) that comprise the property located at 415 N. Chestnut Street. Of the firms that have the credentials to complete certified commercial appraisals, all but one can start work before February 2025. Chuck Ryan of Ryan Valuation Services is a resident of Mt Shasta and recently retired from his firm. He also has an interest in seeing the Castle Creek Daylighting project coming to fruition. He can begin the work in March if the proposals are approved by Council.

The City Council has discussed and approved entering into an agreement with Alan Brownell for six months to lease the two unimproved parcels located at 415 North Chestnut Street (APNs 057-191-150, 057-191-180). During this lease period, the City will conduct a commercial appraisal and perform an environmental assessment. Mr. Brownell is also considering lease of the improved parcel (parking and the structure that are located on APN 057-191-170). Council has also previously approved leasing the improved parcel to conduct environmental due diligence and to conduct a commercial appraisal.

In response to the approval of both six-month leases, Chuck Ryan has produced two letters of engagement with the City to conduct commercial appraisals for APNs 057—191-150 and 057-191-180 (unimproved parcels) for \$5,500 and an appraisal of APN 057-1191-170 (improved parcel) for \$4,500. Staff recommends conducting appraisals for *all three* APNs whether or not all parcels are leased. This will allow the City to understand the value of both the improved and unimproved parcels. If the improved parcel is not leased now, the City will still have an appraised value for this parcel should there be a desire to purchase it at a later date.

Before entering into any purchase agreement for any of the three APNs the commercial appraisal will reflect any environmental remediation that is required.



RYAN VALUATION SERVICES

Independent Valuations Since 1976

RYAN VALUATION SERVICES

P.O. Box 994226, Redding, CA 96099-4226

Phone: 530.292.8219 or 530.806.8787

E-mail: cwryan@rvsmx.com

APPRAISAL PROPOSAL

February 3rd, 2024

Todd Juhasz aka City Manager,
305 N. Mt. Shasta Blvd,
Mt Shasta, CA 96067
530.926.7510

Re: Appraisal Report, Brownell 057-191-070, Mt. Shasta, CA 96067

Siskiyou County Assessor Parcel Number 057-191-070

Dear Tom Hesseldenz:

This is an appraisal agreement for appraisal services on the above referenced property. The client has requested an appraisal that will be used by the client for the purpose of subject acquisition. The Client is the City of Mount Shasta, c/o Todd Juhasz (City Manager). The intended users of the report are the client, the City staff via Todd Juhasz, John Kenney (City Attorney), Tom Hesseldenz (Consulting landscape Architect), and City Council and Committee members, John Stackfleth (Mayor) and Tessa Clure. We propose a fee of \$4,500 for the Brownell Vacant Parcels appraisal report format.

If applicable; pre-trial preparation, depositions, and court appearances will be charged at the rate of \$250 per hour. Any court exhibits (maps, aerials, charts, etc.) needed to support data will be an additional expense.

It is clearly understood that the appraisal fees are not contingent upon a predetermined value conclusion. I am solely hired for my independent value conclusion and the end result may not be to the expectation of the client. Please initial here _____ .

Neither all or any part of the contents contained within this appraisal report, specifically any conclusions to value, the identity of the appraiser, or the firm with which the appraiser was contracted, shall be disseminated to the public through advertising, news, sales, public relations or any other means

without prior written approval and consent of the appraiser. The content of this appraisal report is confidential and the property of Ryan Valuation Services and its client.

The report will be prepared under reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for an appraisal report and supplemental Standards of Professional Appraisal Practice and Code of Professional Ethics of the Appraisal Institute. **We will provide you with a secured electronic copy.**

No retainer was requested. An invoice for the appraisal fee will be presented and payment is due in full within 30 days at the time the assignment is completed and delivered to you. Any payments not made within 30 days of receipt of appraisal are subject to interest in the amount of 10% per annum. If the unpaid balance is not remitted within 30 days, the undersigned is liable for all collection fees, court costs, attorney fees and other expenses associated with collecting fees due.

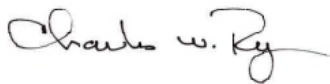
Please initial here _____ .

It is understood that the quotation for delivery of services is based on the order in which assignments are contracted, on a first come-first-served basis. I am prepared to complete this appraisal assignment within the outlined time period, provided this contract is returned within one week of this date. If it is not possible, please contact me to discuss this aspect. After the deadline of one week, the delivery date of the report shall be based on priority of assignments received and will be subject to negotiation.

Please endorse and return a copy of this letter which will confirm this arrangement at your earliest convenience.

Thank you very much for this opportunity, and I look forward to working with you.

Sincerely,



Charles W. Ryan, MAI
CA Cert. No. AG006156

FOLLOWING TO BE COMPLETED BY CLIENT:

Agreed and accepted this _____ day of _____, 20____ by

Signature: _____

Name _____
Company _____
Address _____
City, State Zip _____

Telephone _____
Fax _____
E-Mail _____



RYAN VALUATION SERVICES

Independent Valuations Since 1976

RYAN VALUATION SERVICES

P.O. Box 994226, Redding, CA 96099-4226

Phone: 530.292.8219 or 530.806.8787

E-mail: cwryan@rvsmx.com

APPRAISAL PROPOSAL

February 3rd, 2024

Todd Juhasz aka City Manager,
305 N. Mt. Shasta Blvd,
Mt Shasta, CA 96067
530.926.7510

Re: Appraisal Report, Brownell Vacant Parcels 057-191-150 and 180, Mt. Shasta, CA 96067

Siskiyou County Assessor Parcel Number 057-191-150 and 057-191-180

Dear Tom Hesseldenz:

This is an appraisal agreement for appraisal services on the above referenced property. The client has requested an appraisal that will be used by the client for the purpose of subject acquisition. The Client is the City of Mount Shasta, c/o Todd Juhasz (City Manager). The intended users of the report are the client, the City staff via Todd Juhasz, John Kenney (City Attorney), Tom Hesseldenz (Consulting landscape Architect), and City Council and Committee members, John Stackfleth (Mayor) and Tessa Clure. We propose a fee of \$5,500 for the Brownell Vacant Parcels appraisal report format.

If applicable; pre-trial preparation, depositions, and court appearances will be charged at the rate of \$250 per hour. Any court exhibits (maps, aerials, charts, etc.) needed to support data will be an additional expense.

It is clearly understood that the appraisal fees are not contingent upon a predetermined value conclusion. I am solely hired for my independent value conclusion and the end result may not be to the expectation of the client. Please initial here _____ .

Neither all or any part of the contents contained within this appraisal report, specifically any conclusions to value, the identity of the appraiser, or the firm with which the appraiser was contracted, shall be disseminated to the public through advertising, news, sales, public relations or any other means

without prior written approval and consent of the appraiser. The content of this appraisal report is confidential and the property of Ryan Valuation Services and its client.

The report will be prepared under reporting requirements set forth under Standards Rule 2-2(b) of the Uniform Standards of Professional Appraisal Practice for an appraisal report and supplemental Standards of Professional Appraisal Practice and Code of Professional Ethics of the Appraisal Institute. **We will provide you with a secured electronic copy.**

No retainer was requested. An invoice for the appraisal fee will be presented and payment is due in full within 30 days at the time the assignment is completed and delivered to you. Any payments not made within 30 days of receipt of appraisal are subject to interest in the amount of 10% per annum. If the unpaid balance is not remitted within 30 days, the undersigned is liable for all collection fees, court costs, attorney fees and other expenses associated with collecting fees due.

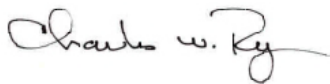
Please initial here _____ .

It is understood that the quotation for delivery of services is based on the order in which assignments are contracted, on a first come-first-served basis. I am prepared to complete this appraisal assignment within the outlined time period, provided this contract is returned within one week of this date. If it is not possible, please contact me to discuss this aspect. After the deadline of one week, the delivery date of the report shall be based on priority of assignments received and will be subject to negotiation.

Please endorse and return a copy of this letter which will confirm this arrangement at your earliest convenience.

Thank you very much for this opportunity, and I look forward to working with you.

Sincerely,



Charles W. Ryan, MAI
CA Cert. No. AG006156

FOLLOWING TO BE COMPLETED BY CLIENT:

Agreed and accepted this _____ day of _____, 20____ by

Signature: _____

Name _____
Company _____
Address _____
City, State Zip _____

Telephone _____
Fax _____
E-Mail _____

DATE: February 26, 2024

TO: Mayor Stackfleth and City Council

FROM: Finance Director Terrell

SUBJECT: 2023-2024 Budget Adjustments After Mid-year Report

RECOMMENDATION:

We respectfully request your review and discuss the Proposed Budget Adjustments fiscal year 2023-2024 after Mid-year Reporting.

BACKGROUND:

The Council has already discussed the professional services changes expected to be contracted with providers before the end of the fiscal year. Plan West is extending their work to include the potential annexations that will affect both the general and water funds. The cost expected to occur before the year end is \$15,000 to be split between the general and water fund. The parking fund will be paying rent for the parking area on Chestnut Street in order to do some environmental assessment for that area. We expect the rent to be \$3,600 between now and the end of the fiscal year and the environmental work to be \$5,000 between now and the end of the fiscal year. In the Library Fund we will be contracting to do scoping, public outreach and conceptual plans and that cost is expected to be \$19,000 between now and the end of the fiscal year.

The next two budget adjustment requests are for new software. The city has not had updated software for more than twenty-five years. In our assessment of the selected cloud-based software we took more than a year to research and review many different applications. We strived to bring areas that are currently done by hand and integrate all areas to achieve effectiveness and efficiencies throughout. Each module interacts with each other reducing duplication of effort. This system will integrate Planning, Public Works, Building, Administration, and Finance processes. There will be an employee portal for their earning information. Utility customers will have access to an on-line account for history, usage and ability to make payments. Forms will be developed for on-line submission and payment in a variety of areas. All modules are connected to the same data base thus allowing easy access to customers and their city activity in every area whether it be utilities, building, licensing and planning. This wholistic approach serves the city's customers, staff efficiencies, and brings us into the current century.

The Finance Committee met and discussed each module with a representative from Springbrook. The representative answered questions posed by the committee.

We intend to expand the service to include the following modules costs are included here:

	Yearly Subscription	Installation, setup
Springbrook	30% Discount	50% Discount
Utility Billing	\$13,700	\$25,200
Building Permits	\$3,010	\$4,800
Licenses and Permits	\$3,010	\$5,400
Finance Suite	\$9,030	\$18,000
Payroll	\$5,005	\$30,000
Project Management	\$3,465	\$2,640
Employee Self- Serve	\$1,680	\$1,680
Fixed Assets	<u>\$3,325</u>	<u>\$2,640</u>
Total	\$38,115	\$90,360

	Subscription	Installation set-up
Xpress Bill Pay		
Forms Builder	\$2,062/yr	\$2,035
Support/Hosting	<u>\$1,200/yr</u>	<u>\$0</u>
Grand total	\$41,377	\$92,395

Subscriptions are recognized as an expense in the current year and installation set-up is recognized as a capital outlay as outlined in the budget adjustment request.



City of Mt Shasta

Budget Adjustment Request

Budget Adjustment Number: 2023-2024

FUND/ DEPARTMENT	ACCOUNT NUMBER	CURRENT BUDGET	ADJUSTMENT AMOUNT	ADJUSTED BUDGET
General Fund	10-730-7110	\$60,000	\$7,500	\$67,500
Water Fund	40-200-7110	\$150	\$7,500	\$7,650
Parking Fund	66-000-7300 rent	\$0	\$3,600	\$3,600
Parking Fund	66-000-7110	\$0	\$5,000	\$5,000
Library Fund	68-000-7110	\$160,000	\$19,000	\$179,000

JUSTIFICATION:	General Fund and Water Fund is for professional contract work from Plan West to do annexations. The Parking Fund is for rent and professional contract work for environmental and appraisal. The Library Fund is for professional contract to do scoping, public outreach and conceptual plans.
FUNDING SOURCE:	All are from contingency

COUNCIL APPROVAL	Required <input checked="" type="checkbox"/>
	Not Required <input type="checkbox"/>
COUNCIL MEETING DATE:	
RESOLUTION NUMBER:	

DEPARTMENT APPROVALS	
Department Head	_____
Finance Director	_____
City Manager	_____
CITY CLERK	I certify that the City Council approved the above resolution incorporating this budget amendment. _____



City of Mt Shasta

Budget Adjustment Request

Budget Adjustment Number: 2023-2024

FUND/ DEPARTMENT	ACCOUNT NUMBER	CURRENT BUDGET	ADJUSTMENT AMOUNT	ADJUSTED BUDGET
General Fund	10-525-8801	\$0	\$54,561	\$54,561
Water Fund	40-200-8801	\$0	\$9,851	\$9,851
Sewer Fund	45-200-8801	\$0	\$12,467	\$12,467
Garbage Fund	35-000-8801	\$0	\$7,235	\$7,235
Drainage Fund	30-200-8801	\$0	\$8,281	\$8,281

JUSTIFICATION:

Software update to Springbrook one time installation amount \$92,395 to capital outlay once

FUNDING SOURCE:

All are from contingency

COUNCIL APPROVAL

Required

☒

Not Required

☐

COUNCIL MEETING DATE:

RESOLUTION NUMBER:

DEPARTMENT APPROVALS

Department Head _____

Finance Director _____

City Manager _____

CITY CLERK

I certify that the City Council approved the above resolution incorporating this budget amendment.



City of Mt Shasta

Budget Adjustment Request

Budget Adjustment Number: 2023-2024

FUND/ DEPARTMENT	ACCOUNT NUMBER	CURRENT BUDGET	ADJUSTMENT AMOUNT	ADJUSTED BUDGET
General Fund	10-525-7250	\$25,200	\$22,604	\$47,804
Water Fund	40-200-7250	\$13,000	\$4,674	\$17,674
Sewer Fund	45-200-7250	\$3,000	\$5,633	\$8,633
Garbage Fund	35-000-7250	\$0	\$3,715	\$3,715
Drainage Fund	30-200-7250	\$0	\$4,099	\$4,099

JUSTIFICATION:	Software update to Springbrook yearly amount \$41,375 to expense each year
FUNDING SOURCE:	All are from contingency

COUNCIL APPROVAL	Required <input checked="" type="checkbox"/>
	Not Required <input type="checkbox"/>
COUNCIL MEETING DATE:	
RESOLUTION NUMBER:	

DEPARTMENT APPROVALS	
Department Head	_____
Finance Director	_____
City Manager	_____
CITY CLERK	I certify that the City Council approved the above resolution incorporating this budget amendment. _____

RESOLUTION CCR-24-XX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
APPROVING BUDGET ADJUSTMENT
FOR PROFESSIONAL SERVICES THROUGH FISCAL YEAR 2023-2024 IN
THE GENERAL FUND FOR \$7,500, WATER FUND FOR \$7,500, PARKING
FUND FOR 8,600 AND LIBRARY FUND FOR \$19,000 FOR A TOTAL OF
\$42,600**

WHEREAS, the City Council has approved additional professional services contracts to be entered into before the end of the fiscal year of 2023-2034, and

WHEREAS, the City Council has given approval for the City Manager to enter into such contracts, and

WHEREAS, the Mid-Year Budget review did not include these changes, and

WHEREAS, to formalize these budget changes the finance staff has prepared a budget adjustment request, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Shasta that Budget Adjustment increasing the professional services line items by the amounts referenced above is hereby approved.

The foregoing resolution was passed and adopted this this 26th day of February 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 26, 2024

CITY OF MT. SHASTA:

ATTEST:

John Stackfleth, Mayor

Kathryn Joyce, Deputy City Clerk

RESOLUTION CCR-24-XX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
APPROVING BUDGET ADJUSTMENT
FOR SOFTWARE YEARLY SUBSCRIPTION AS AN EXPENSE AND
SOFTWARE INSTALLATION AS CAPITAL OUTLAY IN FISCAL YEAR 2023-
2024 AND AUTHORIZE THE CITY MANAGER TO ENTER INTO
AGREEMENTS WITH SPRINGBROOK AND XPRESS BILLPAY TOTALING
\$133,772**

WHEREAS, the City Finance Committee has approved for new City-Wide Software contracts to be entered into before the end of the fiscal year of 2023-2034, and

WHEREAS, we recommend that the City Council give approval for the City Manager to enter into such contracts, and

WHEREAS, the Mid-Year Budget review did not include these changes, and

WHEREAS, to formalize these budget changes the finance staff has prepared a budget adjustment request for both the software subscription recognized as an expense and installation of software recognized as a fixed asset, and

WHEREAS, the detail of each budget adjustment is outlined in the requested budget adjustments, and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Shasta that Budget Adjustment increasing the yearly subscriptions budget by \$41,377 and the capital outlay budget one-time cost by \$92,395 totaling \$133,772 is hereby approved.

The foregoing resolution was passed and adopted this this 26th day of February 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: February 26, 2024

CITY OF MT. SHASTA:

ATTEST:

John Stackfleth, Mayor

Kathryn Joyce, Deputy City Clerk