

## CITY OF MT. SHASTA

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To: Mayor and Councilmembers  
From: City Manager Bruce Pope  
Subject: Activity Report – Month of October  
Date: November 4, 2016

This purpose of this document is to provide members of the City Council and the public with an update of the projects that City Departments are presently working on and to identify future projects which staff has already been directed to undertake.

### CITY MANAGER

During the month of October, the Manager's primary activities have involved getting acquainted with Council, staff and members of the community and attended eleven outside meetings with other organizations.

### SPECIFIC PROJECT REVIEW:

Crystal Geysir EIR  
Broadband – Internet Program - review  
The Landing Project – Plan, status, progress, tax sharing agreement  
The Orchards Project - status  
Strategic Plan – analysis, goals, and actions  
General Plan – review elements – determine adequacy  
Team Shasta Plan – assess opportunities – constraints  
Downtown Streetscape Master Plan – review

### FOCUS FOR NOVEMBER

Begin preparation of critical path plan for the Landing  
Draft revised Tax Sharing agreement for the Landing  
Draft Tax Sharing agreement for the Orchard  
Outline Downtown Revitalization Plan process for Council consideration  
Continue to assist in the development of a Broadband system for the City  
Develop process for implementing Team Shasta Housing Proposal

### CITY CLERK

Prepared RFP for audio visual equipment for City meetings  
Preparing new Councilmember training program for orientation  
Prepared Council and Committee agendas/Council minutes  
Attended Council meetings  
Completed Notary licensing  
Attended Webinars

## PLANNING

Projects completed, Mt. Shasta Pop-up Art Display at Parker Plaza.

### New Projects

Under direction of the City Manager the Planning Department is developing a Downtown Economic assessment. The assessment is the first step to a Downtown Revitalization Plan which will develop specific projects and funding to ensure a viable downtown district. The Revitalization Plan will include issues such as Façade Improvements, permitted uses, parking and circulation, infrastructure improvements and economic incentive programs.

City staff is working on a Timber Harvest Plan proposal to address potential fire hazards on the east and west side of the Landing.

The Timber Plan would include hiring a registered Forester and submitting a Timber Harvest Plan to Cal Fire.

Developing a schedule for infrastructure development for the Landing.

Developing a model to illustrate the current and estimated total public cost of development in comparison to the estimated project revenue to the City.

Begin surveying businesses and residents about their current and future needs for internet service. This information will be necessary when the City begins negotiations with potential providers.

Planning staff has begun reviewing and prioritizing section of the General Plan, beginning with the Noise Element. A full review will include the required Progress Report on the General Plan as required under State Law. Included in the discussion is the possible inclusion of an Energy Element, Water Element, a Community Facilities Element and a Community Services Element.

## PLANNING COMMISSION

The Planning Commission has begun the review of the City Sign Ordinance. The intent is to update the ordinance to the most recent legal standards and create a more accessible permitting process.

Planning Commission will hold the first reading of the amendments to the Smoking section of the Municipal Code in November. The amendments are in response to a resident petition asking for a smoke-free downtown.

## FIRE

- The Mt Shasta Fire Department had a total of 77 calls for the month of October.  
Call Types:
- Structure Fires: 1
- Passenger Vehicle Fire: 1

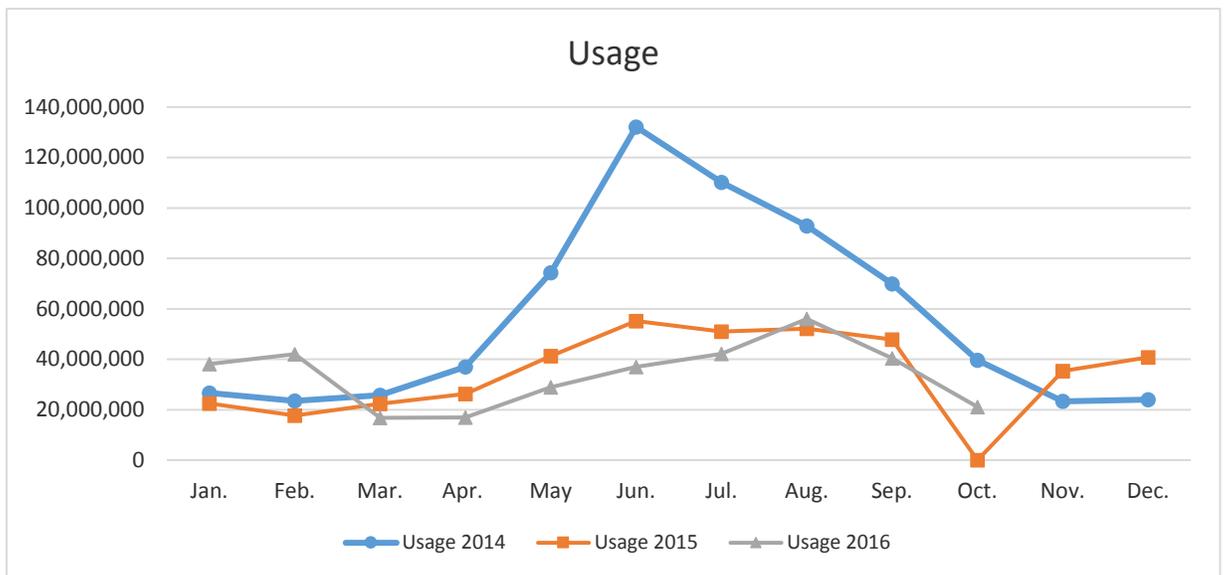
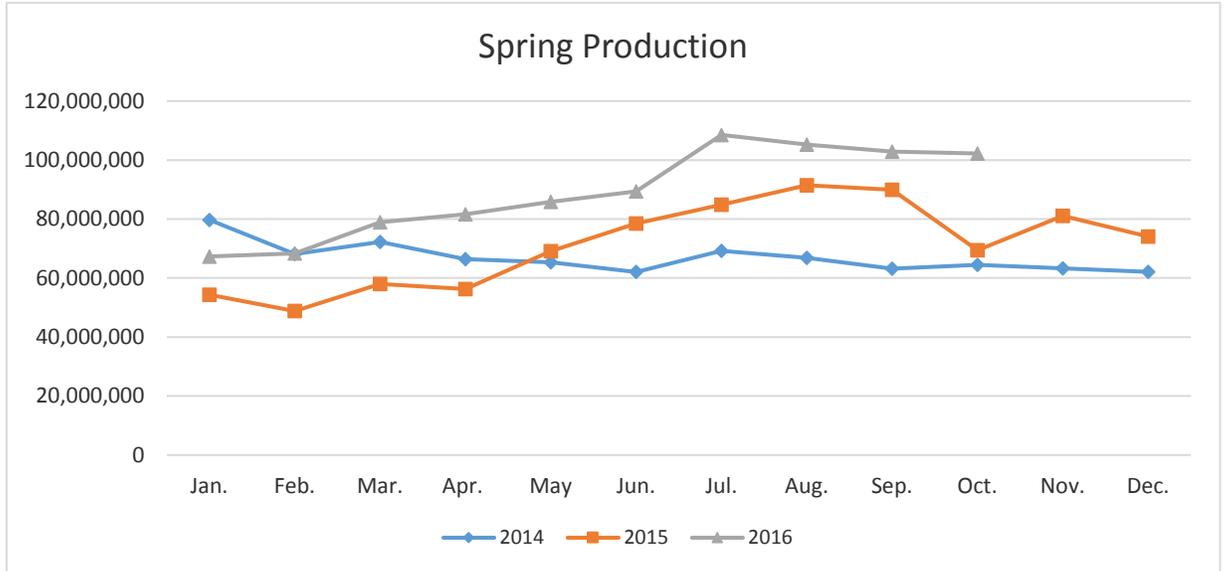
- Commercial Vehicle Fires: 1
- Traffic Collisions: 8 (One T.C. included a 27 year old male that was trapped under a vehicle. Due to the knowledge and quick response from the Fire Department, I am happy to report that he is doing well and should be home in the near future).
- Medical Aids: 41
- Haz-Mat: 1
- Public Assists: 11
- False Alarms: 3
- Canceled En Route: 9
- Landing fuel reduction:
 

City Staff are working on a Timber Harvest Plan beginning with the east side of the property. The plan would consist of a registered forester assessing the age, density, and type of timber on the property. The end goal is to reduce the amount of fuel on the property to reduce fire risk. From the information gathered this is not a cost effective way to do a shaded fuel break due to the lack of marketable timber on the property. City Council will have to discuss whether or not money will be budgeted for this project before we can proceed.

I spoke with the Fire Safe Council about grants that may come available in the near future. There will be a federal grant opening for fuel reduction that the City may wish to apply for.
- The Mt Shasta Fire Department will be helping crews in the next few weeks on a fuel reduction project near Mt Shasta High School.
- The Fire Department has completed a under story burn near the City well property.
- The Fire Department did joint training with Dunsmuir/Castella Fire Department on ladder truck placement and roof operation. Battalion Chief Johnathan Duncan and Captain Marquis Smith have started EMT class this month in McCloud.
- Utility 1651 (2008 Ford F250 pick up that was declared surplus August 22, 2016, City Council Meeting) has been sold to the Castella Fire Protection District for \$14,000.00.
- October was fire prevention month, the Firefighters did fire education at the local school. Fire prevention materials were donated by Servpro of North Shasta.

## Public Works

- Water Production/Demand:



- Guardrail Replacement Project-Construction is complete.
- Ream Avenue: The City has been allocated \$30,000 for the first two phases of the project; PA/ED and PS&E. PA/ED has been completed. PS&E will be completed in the coming months. Construction funds, in the amount of \$242,000, are anticipated to be requested in FY 17/18.
- CWSRF - Clean Water SRF Planning Grants: We have signed funding agreements for all three projects. PACE has been authorized to complete all of the planning work for all 3 projects which are:
  1. State-Mandated WWTP Improvements-\$200,000
  2. Downtown Collection System Improvements-\$245,000
  3. Interceptor Sewer Replacement Project-\$255,000
- DWSRF-We are expecting soon a funding agreement in the amount of \$470,000 for a planning grant that will pay for the application development costs, environmental, preliminary engineering report, surveying, right of way acquisition services, and plans and bid documents for the Roseburg Water System Improvement Project and the Tank 1 Replacement Project (one Project), and the water portion of the rate study.
- Supply Line Replacement Project- The Contractor came back and is working on the last parallel line replacement on Quail Hill that got held up due to easement issues. Those easement issues have been resolved. Other easement issues remain near the springs/Tank 4 site, which are needed to run power to the site.
- Water & Sewer Rate Studies – PACE was awarded the contract to perform the rate studies. Work has begun.
- Big Lakes Water Line Project – The project is complete with only minor punch list items remaining.
- State Mandated WWTP Project-

**SM-WWTP & Rate Studies Schedule (updated July 1, 2016)**

- |                                            |                           |
|--------------------------------------------|---------------------------|
| ○ Consultant begin water/sewer rate study  | current                   |
| ○ Finish collecting water consumption data | Oct-16                    |
| ○ Complete water/sewer utility rate study  | Mar-17                    |
| ○ Initiate Proposition 218 proceedings     | Apr-2017                  |
| ○ Complete Prop 218 proceedings            | Aug-17                    |
| ○ Obtain CWSRF Construction funding        | Feb-18                    |
| ○ 50% Design                               | Apr-17 or Jun-18 (Note 1) |
| ○ Final Design                             | Dec-17 or Jan 19 (Note 1) |
| ○ Bidding/Award/Contract Execution         | Mar-18 or Mar 19 (Note 1) |
| ○ Completion                               | Dec-19 or Dec-20 (Note 1) |

Note 1: We show two dates for the design and construction phase of the work because it depends on whether the City wants to initiate design of the improvements prior to obtaining a funding commitment from CWSRF. If the City waits until the CWSRF funding commitment (for construction) in Feb-18, it can add about 1 year to the project.

RSTP Project- The City was awarded the Regional Surface Transportation Program funding allocation at the last LTC meeting in the amount of \$124,092. The project will consist of sidewalk, curb ramp, and tree replacements on North and South Mt. Shasta Boulevard and Lake Street. Staff and the City Engineer will prioritize those areas in need of improvement and get the project ready for bid in early 2017.

#### **MONTHLY UPDATE/POLICE DEPARTMENT**

- On 10/8/16 at 0300 hrs officers responded to Ida and S. A st. regarding a man lying in the roadway. At arrival officers observed a CHP vehicle on top of the reported man lying in roadway. Medical and fire responded by lifting CHP off of victim then transporting to Mercy Mt. Shasta where the victim was subsequently transported to Redding Mercy due to the significance of the injuries.  
As for an update of the victim, it is heard that he is making progress and has begun the recovery process.
- IMPACT Program-INFORMED MERCHANTS PREVENTING ALCOHOL RELATED CRIME TENDENCIES  
In early August the Chief and Council Member Mortar met with representatives from the city of Yreka which included their police chief, city manager and a council member regarding the success of the IMPACT Program. The meeting discussion included how the city of Yreka could incorporate the program into their city.
- On 11/5/16 officers attended the memorial service for Deputy Jack Hopkins of Modoc County in Yreka. Deputy Hopkins was killed in the line of duty on October 19, 2016 in Modoc County. There was an estimate of 2000 officers from around the County who were in attendance. There were officers from New York PD, Chicago PD, and many other long distance police departments. Deputy Jack Hopkins was buried at the Little Shasta Cemetery.