

CITY OF MT. SHASTA

To: Mayor and Councilmembers
From: City Manager Bruce Pope
Subject: Activity Report – Month of November 2016
Date: December 2, 2016

This report is submitted to the City Council as an informational document outlining the City Department's activities pursued during the month of November 2016.

CITY MANAGER

During November your Manager attended various meetings including the Team Shasta meeting in Montague with Council Member Morter and Brett Waite of the Chamber of Commerce.

SPECIFIC PROJECT REVIEW:

Crystal Geysers: Draft EIR is reportedly on tract and should be released in the next week or two.

Broadband: Continues to progress with the feasibility study contract coming to the Council for approval in December.

The Landing: Progress is being made on the review of the existing Tax Sharing Agreement with the County. Management plans to meet with the County CEO in December to ascertain the County's position.

General Plan: Reviewed plan and discussed the document with the City Planner. The City Planner will present her annual report regarding the status of the General Plan after the first of the year.

Planning Department Project Update

New Projects

- The Planning Department and the City Manager has begun developing a Downtown Economic Assessment to identify strengths and weaknesses of the Mt. Shasta downtown area. The assessment will include shopper preference surveys, business owner interviews, and secondary research.

Planning Commission

- Planning Commission is finishing the final touches to a Smoke-Free Ordinance and Smoke-Free District for downtown Mt. Shasta. The ordinance amendments would lead to less secondhand smoke in the downtown area and around special areas. Once approved by the Planning Commission the ordinance would be presented to the City Council.
- The Planning Commission continues to review the sign ordinance and possible changes to update the ordinance. The Planning Commission hopes to improve the sign permitting process.

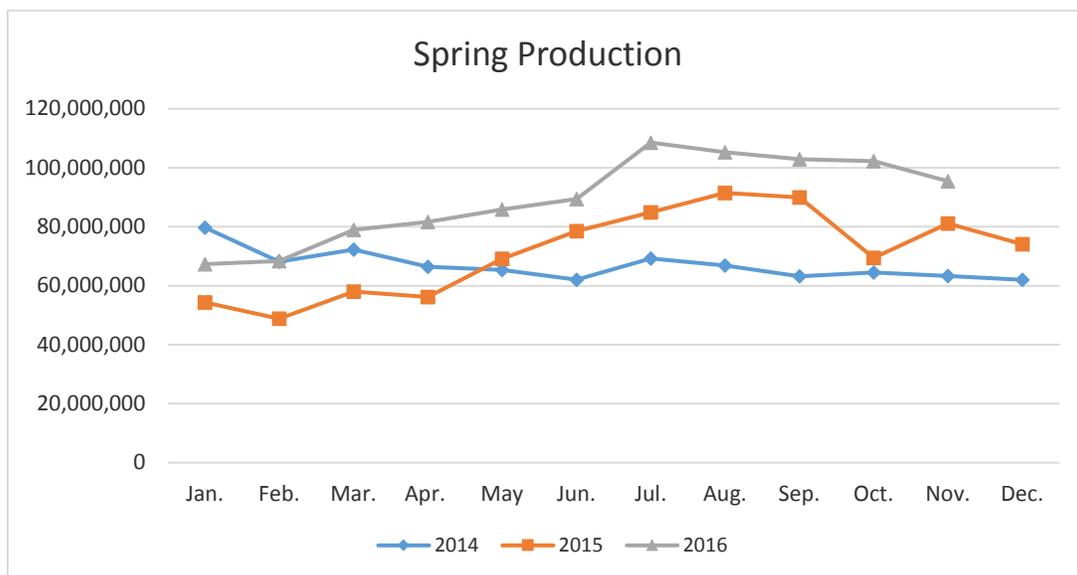
- The Planning Commission has recommended the City Council approve a work plan to integrate Broadband planning into the General Plan. The work plan would include surveying and interviewing residents and business about their internet service needs and preferences. The work plan will coordinate with the CTC proposal approved by City Council last month.

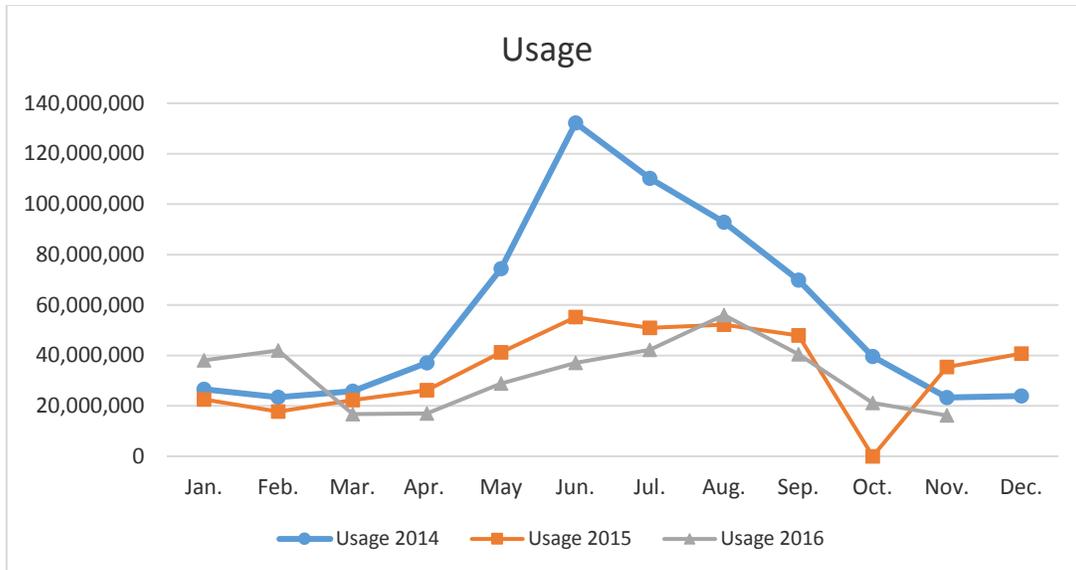
General Plan

- A joint meeting between the Planning Commission and City Council will occur in the future to review the annual progress toward the General Plan goals. The joint meeting will also discuss what the planning priorities of the city will be in the coming years. The meeting will be publicly noticed following Brown Act standards. The public is invited to join and comment on the General Plan Progress and initiatives.

Public Works

- Water Production/Demand: Cold Spring continues to produce more water than previous years, currently averaging 2,211 gallons per minute (gpm). This is slightly down from October’s 2,289 gpm flow rate. Usage continues to drop, following the expected trend for this time of year. Usage, calculated from the water meter readings, averaged 1168 gpm.





Usage data notes: the dip in usage from February to March is showing the change from reading the “master” usage meter which was reading all water leaving Quail Hill, presumably being “used” by the City. From March forward, the usage data point represent the total of all installed water meters, which is a more accurate representation of water usage.

- Ream Avenue: The City has been allocated \$30,000 for the first two phases of the project; Project Approval/Environmental Documentation (PA/ED) and Plans, Specifications, and Estimate (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 a funding agreement very soon 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, 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 last parallel line replacement on Quail Hill that got held up due to easement issues has been completed. 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 Study Schedule:

December 2016	Council selects two members for ad hoc committee
Dec 2016-Feb 2017	Four (4) ad hoc committee meetings
January 2017	Public/Council Presentation #1
February 2017	Public/Council Presentation #2
April 2017	Final Public Presentation to Council/Public
April 2017	City mail Prop 218 ballots
June 2017	Prop 218 public hearing
July 1, 2017	New utility rates go into effect

- Big Lakes Water Line Project – The project is complete.
- State Mandated WWTP Project- the timeline below has been updated and some dates have been extended.

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

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

*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.

FINANCE DEPARTMENT

- The Finance Department continues to address challenges surrounding the installation of water meters, data entry into the utility billing system, monthly reading and customer usage in a coordinated effort with Public Works. Our goal is to prepare the billing system and have viable processes in place that will accurately charge utility customers for usage once new rates are established. Approximately 700 utility accounts were updated with corrected latitude and longitude data. A draft Water Leak Adjustment Policy is currently under review.

- Reports were compiled for Pace Engineering on water usage and sewer account data, and for Public Works on excessive water use.
- There were 27 utility customers who closed accounts and 16 who opened accounts, as well as input of 33 Work Orders requiring water, sewer and street Public Works response.
- On behalf of the City, and in coordination with Public Works, a coliform notification was mailed to all utility customers.
- Seven building permits were issued for the month of November with Fees totaling \$13,632 and Valuations of \$191,428.
- A total of \$269,972 was collected for Third Quarter Transit Occupancy Tax.
- Assisting Great Northern Corporation, the Senior Snow Removal application process was successfully completed. All 121 applications were accepted and 12 snow removal routes established.
- A resource list of volunteers and low cost snow removal providers was compiled for city residents requiring assistance and is available at City Hall.
- Six new businesses were opened – 2 retail, 2 contractors, 1 personal service and 1 travel service.
- Health open enrollment was successfully coordinated between Delta Health and the City's employees.
- Calendar year-end preparation, including the implementation of new labor and employee related laws, is ongoing.
- A couple of long-term workers compensation cases were effectively closed.

Police Department Monthly Report November 2016

- On 11/16/16 Officer Goulart single handedly stopped and disarmed a suspect armed with an AR 10 rifle who was attempted to make contact with a subject in Starbucks Yreka. Officer Goulart who was in Yreka due to a hearing at the court house. According to Officer Goulart, he observed a subject in the parking lot with what he thought to be a can of spray paint and a mask on his face. Goulart made contact with subject and while with this subject, the suspect with the rifle came through a fence entering the parking lot. Goulart stated that he then quickly rushed the suspect and grabbed the rifle from the suspect who was wearing a mask as well. Officer Goulart to three suspects into custody.
- Winter Magic/Christmas Tree Lighting went well. The street closure was successful and there were no injuries or incidents reported.
- New hire Judd Hembree is performing as expected. His previous experience is truly a benefit to the department and we expect him to be working independently in the next several weeks.
- Department Stats:

CALL FOR SERVICE- 483

ARRESTS-12

TRANSIENT CONTACTS-55

SECURITY CHECKS-1436

Fire Department Monthly Report for November

- The Mt Shasta Fire Department had a total of 72 calls for the month of October.
 - Call Types
 - Structure Fires: 3
 - Passenger Vehicle Fire: 1
 - Commercial Vehicle Fires: 1
 - Traffic Collisions: 7
 - Medical Aids: 31
 - Haz-Mat: 1
 - Public Assists: 8
 - False Alarms: 11
 - Canceled En Route: 9
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- Landing fuel reduction: (nothing new to report this month)
 - 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 if money will be budgeted for this project before we can move forward.
I spoke with the Fire Safe Council about grants that may come available in the near future. There will be a federal grant's opening for fuel reduction that the City may want to apply for. This will be an ongoing project throughout the winter months.
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- The Fire Department did joint training with Dunsmuir/Castella Fire Department and McCloud Fire Department on structure fire attack and ventilation. Battalion Chief Johnathan Duncan and Captain Marquis Smith are in their 4th week of EMT class this month in McCloud.
 - The 2005 Mini Pumper has sold to Greenville Township in Ohio for \$90,000.00. Staff will be presenting a staff report to City Council to go to RFP for a new Mini Rescue.
 - The Fire Department was busy this last week helping Santa with the tree lighting on November 25. The event was well attended.

- The Fire Department will be helping Santa again this year when he makes his annual trip around town on December 17 and 18. The route and times will be announced in the Mt Shasta Herald and on the Mt Shasta web page.
- Staff has received the new Chiefs vehicle and is in the process of installing all the equipment.
- Fuel reduction projected is being continued from last year at the City Park. This is a small part of the Spring Hill fuel reduction project that the Mt Shasta Fire Safe Council will be starting in the near future.