

Mt. Shasta City Council Regular Meeting Agenda

Monday, November 13, 2023, 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
	3.	Special Presentations: <ul style="list-style-type: none">a. Proclamation for Early Literacyb. Pat Titus, Fire Prevention Collaboration
	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: <ul style="list-style-type: none">a) Downtown Enhancement Advisory Committeeb) Library Tax Advisory Committeec) Beautification Committeed) Active Transportation Committee

	CITY COUNCIL BUSINESS
Page 6-47	<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: October 9, 2023 Regular Meeting b. Approval of Disbursements: Accounts Payable 10/10, 10/11, 10/20, 11/2, and 11/6/2023: Total Gross Payroll and Taxes: For Periods Ending 10/1, 10/15, and 1/29/2023 c. Monthly Investment and Financial Report for the Period Ending October 31, 2023 d. Police Department Monthly Report October 2023
Page 48-63	<p>8. Discussion and Possible Action: Modification to Snow Removal Operations on South Mt. Shasta Boulevard</p> <p><u>Background:</u> The City Council has asked staff to explore the idea of extending the section of Mt. Shasta Boulevard where snow gets plowed to the center of the street and then later removed. The initially proposed concept is to extend snow removal to Roelofs Court. Staff will present their report for discussion about various scenarios for snow removal operations in the City.</p> <p><u>Report By:</u> Ken Kellogg, Public Works Director</p> <p><u>Recommended Council Action:</u> Direct staff to contact the property and business owners on the approximate 900 Linear Foot portion of South Mt. Shasta Blvd. and discuss the proposal of a yearly charge for additional snow removal services once we have an adequate assessment of cost per household/business.</p>
Page 64-69	<p>9. First Reading of CCO-23-XX, Amendment to Mount Shasta Municipal Code Chapter 7.20 PARKS AND RECREATION AREAS</p> <p><u>Background:</u> At the October 9th, 2023 City Council meeting, Council approved a Memorandum of Understanding (MOU) between the City and Mt. Shasta Parks and Recreation District. This MOU enables the City Police Department to enforce City Municipal Codes on District Property, however, City code must be brought into alignment with the Parks District code. The proposed Municipal Code amendments will bring section 7.20 into alignment with the District code allowing for enforcement on Parks property.</p> <p><u>Report By:</u> Robert Gibson, Chief of Police</p> <p><u>Recommended Council Action:</u> Staff respectfully requests the City Council approve the first reading of CCO-23-XX, Amendments to the Mount Shasta Municipal Code Chapter 7.20 PARKS AND RECREATION AREAS, by title only, and move it to a second reading and adoption.</p>
Page 70-104	<p>10. Approval of Resolution CCR-23-XX, Approving the Application for the CALFIRE California Climate Investments Wildfire Prevention Grant</p> <p><u>Background:</u> The City has been awarded a grant totaling \$681,393 to fund fuel removal projects on City property. As a condition of approval, CALFIRE requires a resolution approving the grant application.</p> <p><u>Report By:</u> Cory Burns, Fire Chief</p> <p><u>Recommended Council Action:</u> Staff respectfully requests Council approve CCR-23-XX, a resolution of the City Council approving the application for the California Climate Investments Wildfire Prevention Grant Program</p>

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Page 105-126	<p>11. Adoption of the Raftelli's Final Drainage Impact Fee Report</p> <p><u>Background:</u> The City of Mt Shasta currently charges property owners a flat fee of \$1.00 per/mo. to help pay for the replacement of failing drainage infrastructure. To determine a fair rate for property owners to pay that will allow the City to start funding the replacement of failing infrastructure, the City contracted with a company titled Raftellis. Raftellis is considered a nationwide expert in performing such studies in a manner that employs very specific methodology that assesses the percentage of impervious surface per eligible parcel within the City's boundaries. The methodology to determine the rate is outlined in the agenda packet. The rate per Equivalent Residential Unit (ERU) will be used as the target rate for a Drainage Assessment to be considered in an 218 process/upcoming election.</p> <p><u>Report By:</u> Todd Juhasz, City Manager</p> <p><u>Recommended Council Action:</u> Staff recommends the review and acceptance of the Raftelli's Final Drainage Impact Fee Report.</p>
Page 127-136	<p>12. Discussion and Possible Action: Proposed Additional Chamber of Commerce Funding</p> <p><u>Background:</u> The City Council will hear a report and discuss the possibility of additional funding to be provided to the Chamber of Commerce.</p> <p><u>Report By:</u> Todd Juhasz, City Manager</p> <p><u>Recommended Council Action:</u> Staff recommends the provision of an additional \$15,000 per/year to support Chamber of Commerce activities.</p>
	CITY COUNCIL/STAFF REPORTING PERIOD
	<p>13. Reports Re: Outside Meetings: None</p>
	<p>14. Future Agenda Items and Meetings (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none">a. Selection of Mayor and Mayor Pro Tem – 11/27/2023b. Memorandum of Understanding Between the City and the Friends of the Library for Library Operations – TBDc. Discussion and Possible Action: Healthcare Benefits for City Council Membersd. Discussion and Possible Action: Setting Term Limits for Council Members - TBDe. Discussion and Possible Action: Increasing Council Compensation - TBDf. Amendment to the Municipal Code: Camping Ordinance - TBDg. Discussion and Possible Action: McCloud Avenue Parking Prohibition – TBDh. Discussion and Possible Action regarding the Active Transportation Committee – TBDi. Approval of Funds to Complete a Survey of Washington Avenue – TBDj. Amendment of Parklet Ordinance - TBD <p>Future Agenda Items Over 90 Days:</p> <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. Shasta

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15. 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.

Siskiyou County

PROCLAMATION for EARLY LITERACY

Sponsored By First 5 Siskiyou Children and Families Commission

WHEREAS, the ultimate goal of the First 5 Siskiyou Children and Families Commission is that all of Siskiyou's children from prenatal through 5 years of age will be healthy, ready to learn, and supported in safe, nurturing families and communities; and

WHEREAS, children in Siskiyou County from prenatal through 5 years of age have a successful start in life through daily reading with supportive and nurturing families, caregivers, educators and community leaders; and

WHEREAS, early literacy is the foundation for academic, social emotional, and economic success; and

THEREFORE, the City of Mt. Shasta hereby enthusiastically endorses daily reading, singing and playing with children as a critical foundation for healthy development and life long success.

Signed _____

Date: _____

Tessa McClure, Mayor, City of Mt. Shasta

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

Monday, October 9, 2023; 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 Clure called the meeting to order and led the audience in the flag salute.

2. Roll Call:

Council Members Present: Redmond, Stackfleth, Collings, Stearns, Clure

Council Members Absent: None

3. Special Presentations: Recognition of Mt. Shasta Police Department

Todd Juhasz, City Manager – Recognition of Mt. Shasta Police Department for potentially averting a school shooting.

Tessa Clure, Mayor – Comments expressing gratitude for impressive response. Read resolution aloud.

Robert Gibson, Chief of Police – Presented Certificates of Recognition to Dispatcher Jennifer Lensing, Officer Russell Gregory, and Sergeant Devon Priddy.

COUNCIL ACTION: Approve CCR-23-28, Recognizing Mt. Shasta Police Department Personnel for Outstanding Performance.

MOTION TO APPROVE: Stackfleth

SECOND: Stearns

AYES: Redmond, Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: None

ABSTAIN: None

4. Public Comment:

John Dell’Amico – Comments about time living in the City and previous time spent on the Planning Commission. Comments expressing concern about lack of secondary egress from the park when trains go by.

Monty Messenger – Comments expressing concern about lack of permanent fire department staff, volunteers, and equipment operators. Concern about the upcoming winter season and needed personnel. Clarifying questions from Council.

David Ream – Public comment.

Johanna Altorfer – Comments regarding emergency egress, emergency siren.

5. Council and Staff Comments:

Todd Juhasz, City Manager – Introduction of Jeff Mitchem, Planning Director.

Jeff Mitchem, Planning Director – Introduction, comments regarding priorities and the vision of Council.

Todd Juhasz, City Manager – Update on Enhanced Infrastructure Financing District process, development of The Landing, comments regarding the formation of a Public Facilities District. Update on Dex 6 well acquisition.

Robert Gibson, Chief of Police – Comments regarding school presentations, new officer, and new dispatcher.

Muriel Terrell, Finance Director – Review of monthly investment and financial report (Item 7c of the Consent Agenda). Overview of revenues through June 30, 2023.
Clarifying questions from Council.

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 Downtown Enhancement Advisory Committee activities.

Tessa Clure, Mayor – Review of Library Expansion Ad Hoc Committee activities.

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: September 25, 2023 Regular Meeting
- b. Approval of Disbursements: Accounts Payable 9/18, 9/19, 9/22, and 10/4/2023: Total Gross Payroll and Taxes: For Period Ending 9/17/2023
- c. Monthly Investment and Financial Report
- d. Second Reading and Adoption of Ordinance CCO-23-10 Amending chapters 18.08, 18.16, and 18.98 of the Land Development Code of the Mt. Shasta Municipal Code to comply with emergency shelter regulations in State law (Sections 65582 and 65583 of the California Government Code)
- e. Approval of Memorandum of Understanding Between the City of Mt. Shasta and the Mt. Shasta Recreation and Parks District
- f. Police Department Report: September 2023

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: None

ABSTAIN: None

- 8.** Approve Resolution CCR-23-29 Authorizing the City Manager to Execute Agreements with the California Department of Transportation for the City of Mt. Shasta Complete Street Plan

Todd Juhasz, City Manager – Review of item, Lake Street reconstruction successful grant application for planning design. Review of required Resolution.

Clarifying questions from Council.

No public comment.

COUNCIL ACTION: Adopt Resolution CCR-23-29 Authorizing the City Manager to Execute Agreements with the California Department of Transportation for the City of Mt. Shasta Complete Street Plan.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: None ABSTAIN: None
<p>9. Discussion and Possible Action: Appoint Two Members of the Public to the Public Finance Authority <u>Todd Juhasz, City Manager</u> – Review of item, need to appoint two members of the public to serve on the Public Finance Authority board. Council discussion and recommendations. No public comment. COUNCIL ACTION: Appoint Dorian Aiello and Geoff Harkness to the Public Finance Authority Board. MOTION TO APPROVE: Stearns SECOND: Redmond AYES: Redmond, Stackfleth, Collings, Stearns, Clure NOES: None ABSENT: None ABSTAIN: None</p>
<p>10. Discussion and Possible Action: Shifting from a 1-year to a 2-year budget process <u>Muriel Terrell, Finance Director</u> – Comments seeking direction from Council. Clarifying questions from Council No public comment. COUNCIL ACTION: Move from a one-year budget process to a two-year budget process. MOTION TO APPROVE: Stearns SECOND: Redmond AYES: Redmond, Stackfleth, Collings, Stearns, Clure NOES: None ABSENT: None ABSTAIN: None</p>
<p>11. Reports on Outside Meetings: Mayor Pro Tem Stackfleth gave an update on the Collier Interpretive and Information Center board meeting.</p>
<p>12. Future Agenda Items (Appearing on the agenda within 60-90 days):</p> <p>COUNCIL ACTION: Reviewed items a through g. Items added: Discussion regarding offering health insurance to Councilmembers, setting term limits, and adjusting City Council compensation.</p> <ul style="list-style-type: none">a. Discussion and Possible Action: Staff Recommendations for Improved Snow Plowing Operations – 10/23/2023b. Amendment to the Municipal Code: Camping Ordinance – 10/23/2023c. Discussion and Possible Action: McCloud Avenue Parking Prohibition – TBDd. Discussion and Possible Action regarding the Active Transportation Committee – TBDe. Approval of Funds to Complete a Survey of Washington Avenue – TBDf. Amendment of Parklet Ordinance - TBD <p>Future Agenda Items Over 90 Days:</p> <ul style="list-style-type: none">g. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta
<p>13. Adjourn: There being no further business, the meeting was adjourned at 6:45 p.m.</p>
<p>Respectfully Submitted By: Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk</p>

City Council Agenda Item #7b
Staff Report

Meeting Date: November 13, 2023
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 \$1,272,857.80.

Background & Summary:

Approval of Check Numbers 51275-51	\$ 947,225.07
Total Payroll Distribution	\$ 251,725.67
Total EFTPS – CalPERS, Nationwide	\$ 73,907.06
Total Payroll EFTPS Taxes	<u>\$ 116,116.53</u>
	\$1,272,857.80

Financial Impact:

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

Attachments:

- 1.) Check Registers – 10/10/23, 10/11/23, 10/20/23, 11/2/23, 11/6/23
- 2.) ACH Payroll Distribution – 10/5/23, 10/19/23, 11/1/23
- 3.) EFTPS Reports – 10/5/23, 10/19/23, 11/1/23

Check Register Report

Fiscal year 2023-2024

Date: 10/10/2023

Time: 8:52 am

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								
51275	10/10/23	Printed			25050	AT&T	Sep 23 phone & fax service	514.03
51276	10/10/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Oct 3	120.30
51277	10/10/23	Printed			12213	CAL-ORE COMMUNICATIONS	Sep 23 phone & internet serv	1,652.76
51278	10/10/23	Printed			12152	CALIFORNIA BUILDING STANDARDS	Jul-Sep 23 Building Stand Fees	11.00
51279	10/10/23	Printed			12200	CALIFORNIA SAFETY COMPANY	Oct 23 Shop alarm service	225.00
51280	10/10/23	Printed			12260	CASCADE FIRE EQUIPMENT	Debris carrier- FD	410.00
51281	10/10/23	Printed			12766	CRAFCO INC	Sewer Maint. supplies	113.14
51282	10/10/23	Printed			12820	CROSS PETROLEUM	Propane- WWTP	17.94
51283	10/10/23	Printed			13059	DAY MANAGEMENT CORP	New handheld radio- PD	136.65
51284	10/10/23	Printed			13198	DIVISION OF THE STATE	Jul-Sep 23 DAE fees	260.40
51285	10/10/23	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	377.10
51286	10/10/23	Printed			15221	FRIENDS OF THE MT SHASTA	Reimbursement for expenses and payroll 2023-2024	6,760.00
51287	10/10/23	Printed			18039	INNOCORP, LTD.	Program Kits- PD Prop 64 cohort 3	5,592.24
51288	10/10/23	Printed			18063	INTERSTATE BATTERY	Battery	319.95
51289	10/10/23	Printed			20004	MARC JONES	2023-24 work clothes reimb #2	138.94
51290	10/10/23	Printed			22140	KENNY & NORINE	Aug 23 Valtinjos LLC v MS 201 Eugene Ave	10,425.95
51291	10/10/23	Printed			22026	CHRIS MARRONE	Springhill Address Change Claim	115.67
51292	10/10/23	Printed			22122	MOUNT EDDY EMG PHY MED GRP INC	First Aid- Dog Bite J Capurro	1,020.32
51293	10/10/23	Printed			22300	MT. SHASTA RECREATION & PARKS	Sep 23 building rental	400.00
51294	10/10/23	Printed			22320	MT. SHASTA SPRING WATER	Sep 23 WWTP/ City Hall water	61.54
51295	10/10/23	Printed			28120	NAPA AUTO PARTS	Sep 23 equipment parts	568.41
51296	10/10/23	Printed			24033	OREILLY AUTOMOTIVE INC	Sep 23 equipment parts	170.41
51297	10/10/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	WWTP lab services	1,131.66
51298	10/10/23	Printed			25080	PACIFIC POWER & LIGHT	Oct 23 Ev Mem Flash	69.53
51299	10/10/23	Printed			25201	PLANWEST PARTNERS INC.	Housing Element Update Sep	3,960.00
51300	10/10/23	Printed			27078	RIVERVIEW INTERNATIONAL	PW # 34 parts returned	65.48
51301	10/10/23	Printed			28000	S.C.O.R.E.	2nd Quarter 23-24 work comp	78,485.30
51302	10/10/23	Printed			28378	SISKIYOU COUNTY GENERAL SERV	Sep 23 waste disposal	863.20
51303	10/10/23	Printed			28560	SISKIYOU OPPORTUNITY CENTER	Sep 23 city restroom janitoria	887.50
51304	10/10/23	Printed			28637	SONSRAY MACHINERY	PW 23 parts	4,806.26
51305	10/10/23	Printed			28686	MICHAEL STASZEL DO	A. Hobbs - work physical	125.00
51306	10/10/23	Printed			28800	STATE WATER RESOURCES	OIT I - T. Barnett	95.00
51307	10/10/23	Printed			28815	STERLING HEALTH ADMINISTRATION	10/5/2023 HSA Deductions	290.00
51308	10/10/23	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Oct 23 wide copier maintenance	251.67
51309	10/10/23	Printed			30069	US BANK CORPORATE PAYMENT SYS	Sep 23 credit card charges	10,320.38
51310	10/10/23	Printed			31023	VALLEY PACIFIC PETROLEUM	Sep 23 fuel - Fire	1,050.58
51311	10/10/23	Printed			31024	VALLEY PACIFIC PETROLEUM	Sep 23 fuel & heating oil	9,491.31
51312	10/10/23	Printed			31027	VEGA AMERICAS, INC	WWTP- parts	2,887.79
51313	10/10/23	Printed			32044	WASTE ZERO INC	Blue recycle bags	4,028.57
51314	10/10/23	Printed			28040	WAUSAU EQUIPMENT COMPANY INC	PW #8	1,911.38
51315	10/10/23	Printed			32140	WESTERN BUSINESS PRODUCTS	Copier maint & extra copies	305.51

Total Checks: 41

Checks Total (excluding void checks):

150,437.87

Total Payments: 41

Bank Total (excluding void checks):

150,437.87

Check Register Report

Fiscal Year 2022-2023

Date: 10/10/2023

Time: 9:46 am

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								
51316	10/10/23	Printed			12520	CITY OF DUNSMUIR	Dept Water Resources pmt #8 IRWM	3,499.00
51317	10/10/23	Printed			22045	MCCLOUD COMM. SERVICES	Dept Water Resources pmt IRWM pmt	20,795.71
51318	10/10/23	Printed			22200	MT. SHASTA CHAMBER OF COMMERCE	Apr-Jun 23 VCB allocation	16,250.00
51319	10/10/23	Printed			29192	SOUTH COAST CHAPTER OF TROUT	Dept Water Resources pmt IRWM pmt	40,312.18
					Total Checks: 4		Checks Total (excluding void checks):	80,856.89
					Total Payments: 4		Bank Total (excluding void checks):	80,856.89
					Total Payments: 4		Grand Total (excluding void checks):	80,856.89

Check Register Report

Fiscal Year 2023-2024

Date: 10/11/2023

Time: 11:18 am

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								
51320	10/11/23	Printed			10433	AWI MANAGERMENTS	COVID SUBSISTENCE	745.00
51321	10/11/23	Printed			12213	CAL-ORE COMMUNICATIONS	COVID SUBSISTENCE	54.95
51322	10/11/23	Printed			12238	CAMPORA PROPANE SERVICE	COVID SUBSISTENCE	299.99
51323	10/11/23	Printed			12444	CARLA CHARRAGA	COVID SUBSISTENCE	950.00
51324	10/11/23	Printed			12458	CHASE MORTGAGE	COVID SUBSISTENCE	2,075.89
51325	10/11/23	Printed			12540	CITY OF MONTAGUE	COVID SUBSISTENCE	399.58
51326	10/11/23	Printed			12551	CITY OF MT SHASTA	COVID SUBSISTENCE	461.83
51327	10/11/23	Printed			12580	CITY OF YREKA	COVID SUBSISTENCE	662.15
51328	10/11/23	Printed			12819	CROSSCOUNTRY MORTGAGE LLC	COVID SUBSISTENCE	1,326.31
51329	10/11/23	Printed			17102	HERITAGE ENTERPRISES &	COVID SUBSISTENCE	2,266.45
51330	10/11/23	Printed			17173	MICHELLE HILL	COVID SUBSISTENCE	785.00
51331	10/11/23	Printed			18097	STEPHEN ISLANDER	COVID SUBSISTENCE	2,242.47
51332	10/11/23	Printed			18930	JAGPAC LLC	COVID SUBSISTENCE	1,000.00
51333	10/11/23	Printed			20009	KARUK HOMES 1	COVID SUBSISTENCE	327.00
51334	10/11/23	Printed			20007	KARUK TRIBE HOUSING AUTHORITY	COVID SUBSISTENCE	150.00
51335	10/11/23	Printed			21200	MCCLOUD RIVER APARTMENTS	COVID SUBSISTENCE	1,254.00
51336	10/11/23	Printed			22146	MEAN GENE'S GAS, INC	COVID SUBSISTENCE	536.25
51337	10/11/23	Printed			23069	ATUL NIMJE	COVID SUBSISTENCE	1,350.00
51338	10/11/23	Printed			24001	OAKRIDGE MHP LLC	COVID SUBSISTENCE	570.37
51339	10/11/23	Printed			25080	PACIFIC POWER & LIGHT	COVID SUBSISTENCE	1,885.26
51340	10/11/23	Printed			25210	PRIME COUNTRY REAL ESTATE INC	COVID SUBSISTENCE	880.00
51341	10/11/23	Printed			27152	RIGHTPATH SERVICING	COVID SUBSISTENCE	515.27
51342	10/11/23	Printed			27874	ELEANOR SAENZ	COVID SUBSISTENCE	900.00
51343	10/11/23	Printed			28078	SELECT PORTFOLIO SERVICING INC	COVID SUBSISTENCE	724.50
51344	10/11/23	Printed			28124	SHADOW GARDEN APARTMENTS	COVID SUBSISTENCE	365.00
51345	10/11/23	Printed			28176	SHASTA COURTYARDS ESTATES LLC	COVID SUBSISTENCE	629.00
51346	10/11/23	Printed			28273	JOE SIINO	COVID SUBSISTENCE	1,171.66
51347	10/11/23	Printed			28476	SISKIYOU GARDENS INCORPORATED	COVID SUBSISTENCE	245.00
51348	10/11/23	Printed			28478	SISKIYOU HABITAT FOR HUMANITY	COVID SUBSISTENCE	1,397.65
51349	10/11/23	Printed			28981	T-MOBILE	COVID SUBSISTENCE	51.40
51350	10/11/23	Printed			29139	TINAVALEN LLC	COVID SUBSISTENCE	3,000.00
51351	10/11/23	Printed			30082	UNITED WHOLESALE MORTGAGE	COVID SUBSISTENCE	1,417.67
51352	10/11/23	Printed			29997	USDA-RD	COVID SUBSISTENCE	879.94
51353	10/11/23	Printed			31051	VYVE	COVID SUBSISTENCE	281.81
51354	10/11/23	Printed			34044	YREKA LODGE & TRAILER PARK	COVID SUBSISTENCE	4,470.33
51355	10/11/23	Printed			34052	YREKA RV PARK LLC	COVID SUBSISTENCE	1,350.00
					Total Checks: 36		Checks Total (excluding void checks):	37,621.73
					Total Payments: 36		Bank Total (excluding void checks):	37,621.73
					Total Payments: 36		Grand Total (excluding void checks):	37,621.73

Check Register Report

Fiscal Year 2023-2024

Date: 10/20/2023

Time: 8:12 am

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								
51356	10/20/23	Printed			10229	AMAZON CAPITAL SERVICES	Office Supplies- PW	302.11
51357	10/20/23	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Planning- computer dock	395.40
51358	10/20/23	Printed			10373	ARAMARK	Sep 23 CH,PD,FD linen serv	669.81
51359	10/20/23	Printed			10402	AT&T MOBILITY FIRSTNET	Sep 2023 cell phone service	1,873.74
51360	10/20/23	Printed			10429	AXON ENTERPRISE INC	Taser Licensing and Storage	19,739.83
51361	10/20/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Oct 10	240.60
51362	10/20/23	Printed			11252	BLUE STAR GAS	Annual tank rental - FD	2.14
51363	10/20/23	Printed			11398	MONA BRUNELLO	Refund- dismissed parking cite P6716	350.00
51364	10/20/23	Printed			12200	CALIFORNIA SAFETY COMPANY	Alarm Code Changes	28.00
51365	10/20/23	Printed			12300	CASH	Replenish petty cash	137.28
51366	10/20/23	Printed			12720	COOK CONCRETE PRODUCTS	Drainage system maint supplies	966.32
51367	10/20/23	Printed			15030	FERGUSON ENTERPRISES, INC.	Sewer system maint supplies	2,808.66
51368	10/20/23	Printed			15031	FERGUSON WATERWORKS FEI #3011	23-24 Sensus Software Support	2,832.68
51369	10/20/23	Printed			34040	GOLD NUGGET PRINTING	#10 Window Envelopes w/ logo	425.27
51370	10/20/23	Printed			17118	GABRIEL HERNANDEZ RAMIREZ	2023-24 work clothing reimb	204.99
51371	10/20/23	Printed			20041	KEN KELLOGG	Mileage Reimbursement	91.70
51372	10/20/23	Printed			22140	KENNY & NORINE	Sep 23 Valtinjos LLC v MS 201 Eugene Ave	6,008.15
51373	10/20/23	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Tracking/Trailing K9 Course W Moore & J Cassanova	3,200.00
51374	10/20/23	Printed			22111	MOTOROLA SOLUTIONS INC	Radio- PD	15,035.46
51375	10/20/23	Printed			22352	MUNICIPAL EMERGENCY SERVICES	SCBA Flow Test	1,171.56
51376	10/20/23	Printed			22370	MUNIMETRIX SYSTEMS CORP.	Sep 23 Image Silo software	39.99
51377	10/20/23	Printed			23023	NATIVE GROUNDS NURSERY	Parker Plaza- maintenance Sep 23	107.00
51378	10/20/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	WWTP lab services	366.21
51379	10/20/23	Printed			25020	PACE ENGINEERING INC	Sep 23 Collection System Imp	108,884.75
51380	10/20/23	Printed			25080	PACIFIC POWER & LIGHT	Oct 23 Pine Flash	69.54
51381	10/20/23	Printed			25114	R.J. PELLETIER CONST., INC.	Flower of Life project	1,086.00
51382	10/20/23	Printed			26096	RAFTELIS	Stormwater Utility Rate Study	3,495.00
51383	10/20/23	Printed			28340	SISKIYOU COUNTY AUDITOR	Jul-Sep 23 FD Dispatched Calls	760.00
51384	10/20/23	Printed			28372	SISKIYOU COUNTY ECONOMIC	Oct 23 Economic Dev Partners	2,500.00
51385	10/20/23	Printed			28480	SISKIYOU HUMANE SOCIETY	Jul-Sep 23 Animal Control Serv	1,151.00
51386	10/20/23	Printed			28561	SISKIYOU OUTDOOR RECREATION	2023-24 Donation(reissue)	5,000.00
51387	10/20/23	Printed			28594	SMITH BUILDING SERVICES LLC	Sep 23 Building Inspector serv	3,882.29
51388	10/20/23	Printed			28640	SOUSA READY MIX LLC	Ready Mix	3,304.55
51389	10/20/23	Printed			28740	STATE OF CALIFORNIA	Sep 23 live scans	437.00
51390	10/20/23	Printed			75080	TIMOTHY H. STEARNS	Reimburse for League of CA Cities Conference	693.14
51391	10/20/23	Printed			28815	STERLING HEALTH ADMINISTRATION	10/19/2023 HSA Deductions & employee frontload	790.00
51392	10/20/23	Printed			29011	TEAMSTERS LOCAL 137	Oct 23 Misc Union Dues	1,867.68
51393	10/20/23	Printed			29140	TIMBERWORKS	Oak St Area Water System Imp Aug 2023	200,231.22
51394	10/20/23	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Nov 23 pd copier maintenance	240.36
51395	10/20/23	Printed			31050	VERIZON CONNECT FLEET USA LLC	Nov 23 Police GPS subscription	280.00
51396	10/20/23	Printed			31040	VWR SCIENTIFIC	WWTP lab supplies	535.28
51397	10/20/23	Printed			32140	WESTERN BUSINESS PRODUCTS	New Printer- PD	257.50

Total Checks: 42

Checks Total (excluding void checks):

392,462.21

Check Register Report

Fiscal Year 2023-2024

Date: 11/02/2023

Time: 2:56 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								
51398	11/02/23	Printed			15194	22ND AVENUE ENTERTAINMENT	Nov 23 Hybrid Public Meeting	1,065.00
51399	11/02/23	Printed			10229	AMAZON CAPITAL SERVICES	Office Supplies- FD	126.85
51400	11/02/23	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Nov 23 IT Services	7,553.91
51401	11/02/23	Printed			11137	ADAM BATTLE	Refund PW work order 8049	465.76
51402	11/02/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Oct 31	250.85
51403	11/02/23	Printed			11327	BROOKE BOYER	2023-24 work clothing reimb	86.86
51404	11/02/23	Printed			12213	CAL-ORE COMMUNICATIONS	Oct 23 phone & internet serv	1,556.48
51405	11/02/23	Printed			12495	CITY CLERK'S ASSOC. OF CA.	2023-24 membership dues Kathy Joyce	250.00
51406	11/02/23	Printed			12640	COLONIAL LIFE & ACCIDENT INSUR	Nov 23 life/accident insurance	372.24
51407	11/02/23	Printed			12720	COOK CONCRETE PRODUCTS	Supplies- Mud Slide	999.75
51408	11/02/23	Printed			12820	CROSS PETROLEUM	Oct 23 fuel & heating oil	278.14
51409	11/02/23	Printed			12842	CROWN MOTORS	Parts- PW 4	298.69
51410	11/02/23	Printed			13059	DAY MANAGEMENT CORP	Battieres for Radios-PD	1,366.84
51411	11/02/23	Printed			13071	DELTA HEALTH SYSTEMS	Nov 23 health insurance	37,074.00
51412	11/02/23	Printed			14140	DON ERICKSON OIL INC	City Hall heating oil	623.67
51413	11/02/23	Printed			14880	FAILSAFE TESTING LLC	Fire Ladder Testing	704.56
51414	11/02/23	Printed			15010	FASTENAL COMPANY	Shop Supplies	195.01
51415	11/02/23	Printed			15020	FEDERAL EXPRESS	Oct 23 WWTP shipping charges	126.41
51416	11/02/23	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	440.68
51417	11/02/23	Printed			16030	GATEHOUSE MEDIA CALIFORNIA	Proff of Publication-Ordinance CCO-23-09	319.50
51418	11/02/23	Printed			17000	HACH COMPANY	WWTP lab supplies	407.43
51419	11/02/23	Printed			20003	JONES CARPET CLEANING &	Oct 23 cleaning services	800.00
51420	11/02/23	Printed			21103	LIBERTY LUMBERJACK LLC	Bucket Truck Rental- removal of bear	687.50
51421	11/02/23	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Oct 23 K-9 training	700.00
51422	11/02/23	Printed			23023	NATIVE GROUNDS NURSERY	Shasta Forest Bark- Mini	26,602.39
51423	11/02/23	Printed			23069	ATUL NIMJE	Refund credit on act SMTH-112-B-04	125.58
51424	11/02/23	Printed			24000	OFFICE DEPOT	Office Supplies	1,351.57
51425	11/02/23	Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	313.45
51426	11/02/23	Printed			25080	PACIFIC POWER & LIGHT	Oct 23 Corp Yard	13,372.84
51427	11/02/23	Printed			22104	PEPSI COLA BOTTLING MT SHASTA	Refund PW work order 8054	797.76
51428	11/02/23	Printed			25121	PITNEY BOWES INC	Postage meter ink cartridge	98.14
51429	11/02/23	Printed			26096	RAFTELIS	Stormwater Utility Rate Study	3,272.50
51430	11/02/23	Printed			27000	RAMSHAW'S ACE HARDWARE INC	Oct 23 misc supplies	553.46
51431	11/02/23	Printed			27040	RAY-MAC MECHANICAL INC	City Hall- AC maint	3,896.43
51432	11/02/23	Printed			28460	SISKIYOU COUNTY TAX COLLECTOR	037-200-200	2,702.10
51433	11/02/23	Printed			28466	SISKIYOU COUNTY TOURISM	Jan - Jun 23 SCTID Fees	113,007.20
51434	11/02/23	Printed			28594	SMITH BUILDING SERVICES LLC	Oct 23 Building Inspector serv	3,489.11
51435	11/02/23	Printed			32060	SOLANOS INC	Oct 23 misc supplies	988.02
51436	11/02/23	Printed			28815	STERLING HEALTH ADMINISTRATION	11/2/2023 HSA Deductions	290.00
51437	11/02/23	Printed			29021	ALI TAGHAVI	Refund- Denied Cultivation App	90.00
51438	11/02/23	Printed			17125	TOM HESSELDENZ & ASSOC.	Castle St and Couplet Initial Planning and Design	11,212.50
51439	11/02/23	Printed			15230	TYLER TECHNOLOGIES INC	Bar Code Scanner Annual Fees 2023-24	154.00
51440	11/02/23	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Nov 23 wide copier maintenance	290.25
51441	11/02/23	Printed			30060	UNITED PARCEL SERVICE	Late Fee	19.51
51442	11/02/23	Printed			32055	WECO INDUSTRIES LLC	PW #34 - Vacon parts	434.43
Total Checks: 45							Checks Total (excluding void checks):	239,811.37

Check Register Report

Fiscal Year 2023-2024

Date: 11/06/2023

Time: 9:56 am

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								
51443	11/06/23	Printed			10143	AIRPORT CHEVROLET GMC CADILLAC	New 2023 Chevy Silverado 1500 - PD	46,035.00
					Total Checks: 1		Checks Total (excluding void checks):	46,035.00
					Total Payments: 1		Bank Total (excluding void checks):	46,035.00
					Total Payments: 1		Grand Total (excluding void checks):	46,035.00

Muriel Terrell

From: Tri Counties Bank <tricoties@olbanking.com>
Sent: Wednesday, October 4, 2023 3:05 PM
To: Muriel Terrell
Subject: Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification



Report Date/Time 10/04/23 15:05:15 PDT

This transaction has been successfully completed.

Transaction Number: ACH-01004956

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 10/05/2023

Total Credits: \$77,862.94 (50)

Total Debits: \$0.00 (0)

Status: Completed

Jodi Polk

From: Tri Counties Bank <tricoties@olbanking.com>
Sent: Wednesday, October 18, 2023 11:30 AM
To: Jodi Polk
Subject: Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification



Report Date/Time 10/18/23 11:30:08 PDT

This transaction has been successfully completed.

Transaction Number: ACH-01019203

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 10/19/2023

Total Credits: \$86,280.20 (45)

Total Debits: \$0.00 (0)

Status: Completed

Jodi Polk

From: Tri Counties Bank <tricoties@olbanking.com>
Sent: Wednesday, November 1, 2023 3:05 PM
To: Jodi Polk
Subject: Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification



Report Date/Time 11/01/23 15:05:10 PDT

This transaction has been successfully completed.
Transaction Number: ACH-01033443
ACH Company: City Mt Shasta
Company Entry Description: ACHTRANS
Payment Date: 11/02/2023
Total Credits: \$87,582.53 (56)
Total Debits: \$0.00 (0)
Status: Completed

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		10/01/23
PAYROLL DATE:		10/05/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$14,224.16
MEDICARE	11-000-2110	\$3,326.64
FED. WITHHOLDING	11-000-2120	\$13,856.13
TOTAL DEPOSIT:		\$31,406.93
EFTPS CONFIRMATION NO:		23279630
EFTPS BANK DEBIT DATE:		10/10/2023
APPROVED: <i>[Signature]</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		10/01/23
PAYROLL DATE:		10/05/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$3,405.99
STATE DISABILITY INS	11-000-2140	\$957.76
TOTAL DEPOSIT:		\$4,363.75
EDD CONFIRMATION # (STATE):		7390262
EDD CONFIRMATION # (SDI):		7390263
EDD BANK DEBIT DATE:		10/10/2023
APPROVED: <i>M Jerrill</i>		

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		10/15/23
PAYROLL DATE:		10/19/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$15,826.62
MEDICARE	11-000-2110	\$3,701.38
FED. WITHHOLDING	11-000-2120	\$15,698.14
TOTAL DEPOSIT:		\$35,226.14
EFTPS CONFIRMATION NO:		31538923 Made by Phone
EFTPS BANK DEBIT DATE:		10/23/2023
APPROVED: <i>M. Jewell</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		10/15/23
PAYROLL DATE:		10/19/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$4,103.60
STATE DISABILITY INS	11-000-2140	\$1,066.83
TOTAL DEPOSIT:		\$5,170.43
EDD CONFIRMATION # (STATE):		7412854
EDD CONFIRMATION # (SDI):		7412855
EDD BANK DEBIT DATE:		10/24/2023
APPROVED: <i>M. J. Ferrell</i>		

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		10/29/23
PAYROLL DATE:		11/02/23
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$15,920.36
MEDICARE	11-000-2110	\$3,723.40
FED. WITHHOLDING	11-000-2120	\$15,362.80
TOTAL DEPOSIT:		\$35,006.56
EFTPS CONFIRMATION NO:		01026466
EFTPS BANK DEBIT DATE:		11/7/2023
APPROVED: <i>11/1/2023</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		10/29/23
PAYROLL DATE:		11/02/23
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$3,888.47
STATE DISABILITY INS	11-000-2140	\$1,054.25
TOTAL DEPOSIT:		\$4,942.72
EDD CONFIRMATION # (STATE):		7433439
EDD CONFIRMATION # (SDI):		7433442
EDD BANK DEBIT DATE:		11/7/2023
APPROVED: <i>M J Ferrell</i>		

CalPERS Electronic Funds Transfer

Date: 10/5/2023

CalPERS ID: 6941008066
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:
09/18/2023-10/01/2023**Contribution for Defined Benefit - CalPERS**

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan	Member Contributions		825.51
925	Employer Contributions		1,425.17
Miscellaneous	Total		\$2,250.68
Rate Plan	Member Contributions		221.89
926	Employer Contributions		504.03
Safety - Fire	Total		\$725.92
Rate Plan	Member Contributions		531.81
927	Employer Contributions		1,203.20
Safety - Police	Total		\$1,735.01
Rate Plan	Member Contributions		1,691.72
25861	Employer Contributions		1,665.87
Safety - Fire New	Total		\$3,357.59
Rate Plan	Member Contributions		2,032.34
25862	Employer Contributions		2,001.30
Safety - Police New	Total		\$4,033.64
Rate Plan	Member Contributions		4,035.70
27429	Employer Contributions		3,999.26
Miscellaneous New	Total		\$8,034.96
	Total		<u>\$20,137.80</u>

Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID	450083	Member Contributions	500.00
	Total		<u>\$500.00</u>
	Grand Total		<u>\$20,637.80</u>

CalPERS Electronic Funds Transfer

Date: 10/20/2023

CalPERS ID: 6941008066
 Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:
 10/02/2023-10/15/2023

Contribution for Defined Benefit - CalPERS

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan	Member Contributions		825.51
925	Employer Contributions		1,425.17
Miscellaneous	Total		\$2,250.68
Rate Plan	Member Contributions		221.89
926	Employer Contributions		504.03
Safety - Fire	Total		\$725.92
Rate Plan	Member Contributions		552.08
927	Employer Contributions		1,248.13
Safety - Police	Total		\$1,800.21
Rate Plan	Member Contributions		1,691.72
25861	Employer Contributions		1,665.87
Safety - Fire New	Total		\$3,357.59
Rate Plan	Member Contributions		2,639.29
25862	Employer Contributions		2,598.96
Safety - Police New	Total		\$5,238.25
Rate Plan	Member Contributions		4,291.67
27429	Employer Contributions		4,252.92
Miscellaneous New	Total		\$8,544.59
Total			<u>\$21,917.24</u>

Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID	450083	Member Contributions	500.00
Total			<u>\$500.00</u>
Grand Total			<u>\$22,417.24</u>

CalPERS Electronic Funds Transfer

Date: 11/3/2023

CalPERS ID: 6941008066
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:
10/16/2023-10/29/2023

Contribution for Defined Benefit - CalPERS

Rate Plan	Type	Amount Outstanding	Amount Paid
Rate Plan	Member Contributions		825.51
925	Employer Contributions		1,425.17
Miscellaneous	Total		\$2,250.68
Rate Plan	Member Contributions		221.89
926	Employer Contributions		504.03
Safety - Fire	Total		\$725.92
Rate Plan	Member Contributions		531.81
927	Employer Contributions		1,203.20
Safety - Police	Total		\$1,735.01
Rate Plan	Member Contributions		1,691.72
25861	Employer Contributions		1,665.87
Safety - Fire New	Total		\$3,357.59
Rate Plan	Member Contributions		2,356.57
25862	Employer Contributions		2,320.57
Safety - Police New	Total		\$4,677.14
Rate Plan	Member Contributions		4,397.69
27429	Employer Contributions		4,357.99
Miscellaneous New	Total		\$8,755.68
	Total		<u>\$21,502.02</u>

Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID	450083	Member Contributions	500.00
		Total	<u>\$500.00</u>
		Grand Total	<u>\$22,002.02</u>



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	10-06-2023
Submission time	6:39:32 AM
Pay date	10-05-2023
Payment amount	\$2,925.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	10-09-2023



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

FastPay

Payroll
detail
payment
submission

Plan name	MOUNT SHASTA457 PLAN & TRUST	NO CO UN TE LE
Plan number	0041004001	
Pay Center	MOUNT SHASTA457 PLAN & TRUST	
Submission date	10-20-2023	
Submission time	6:43:15 AM	
Pay date	10-19-2023	
Payment amount	\$2,925.00	
DebitACH account	Checking	
Bank routing number	*****5045	
Bank account number	*****0938	
Debit account type	Checking	
DebitACH draft date	10-24-2023	



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

FastPay

Payroll
detail
payment
submission

NOV 03 08:17 PM '23

Plan name	MOUNT SHASTA457 PLAN & TRUST
Plan number	0041004001
Pay Center	MOUNT SHASTA457 PLAN & TRUST
Submission date	11-03-2023
Submission time	8:17:40 AM
Pay date	11-02-2023
Payment amount	\$3,000.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	11-06-2023

City Council Agenda Item # 7c
Staff Report

Meeting Date: November 13, 2023

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 October 31, 2023

	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 October 2023.

Property Tax Revenue:

The City has not received property tax for the current fiscal year. The first payment will occur sometime in December.

Sales Tax Revenue:

The City has received \$306,736 through October 31 2023 in sales tax for fiscal year 2023-2024 for July and August, 2023. This is 20.91% higher than last year's results.

Transient Occupancy Tax:

The city has received \$472,426 in TOT for the first quarter of fiscal year 2022-2023. The prior year amount was \$433,719 for the first quarter. This represents an increase of approximately 9%.

As of October 31, 2023, the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$251,640.47. The October 2023 LAIF statement is attached, along with the performance data for the month of September. 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.	September 30, 2023	3.534%
Treasury Note – 3 month	September 29, 2023	5.45%
Treasury Note – 2 Yr.	September 29, 2023	5.05%
Treasury Note – 5 Yr.	September 29, 2023	4.61%
Treasury Note – 10 Yr.	September 29, 2023	4.57%
Treasury Note – 30 Yr.	September 29, 2023	4.70%

Bloomberg as reported by Chandler Asset Management

The LAIF average increased slightly from last month, all notes experienced increases except the 3 month note which remained constant. 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
- October 2023 Chandler Asset Management

OCTOBER 2023



Market Data

 World Stock Market Indices
 data as of 09/29/2023

	Change (08/31/2023)	%CHG
S&P 500		
4,288.05	(219.61)	(4.87%)
NASDAQ		
13,219.32	(815.65)	(5.81%)
DOW JONES		
33,507.50	(1,214.41)	(3.50%)
FTSE (UK)		
7,608.08	168.95	2.27%
DAX (Germany)		
15,386.58	(560.50)	(3.51%)
Hang Seng (Hong Kong)		
17,809.66	(572.40)	(3.11%)
Nikkei (Japan)		
31,857.62	(761.72)	(2.34%)

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

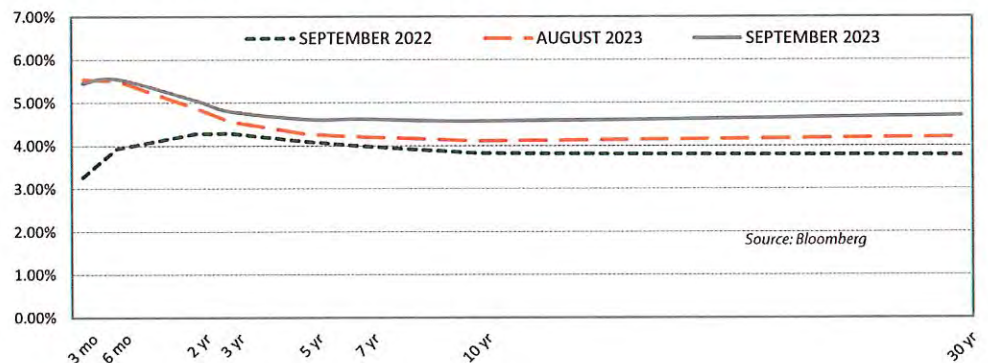
Market Summary

Recent economic data continues to suggest positive but below trend growth this year. Labor markets remain solid, and the U.S. consumer has demonstrated resiliency. Inflationary trends are subsiding, but core levels remain well 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 remain data dependent as they tread cautiously going forward.

As anticipated at the September meeting, the Federal Open Market Committee voted unanimously to maintain the target Federal Funds at the range of 5.25 - 5.50%. The Fed's Summary of Economic Projections (SEP) also revealed expectations of higher economic growth, reduced unemployment, and a gradual easing of inflation compared to earlier forecasts. The Fed is continuing to focus on achieving price stability and bringing inflation down toward their 2% policy objective, while leaving the option open for the possibility of additional rate hikes in the future if needed.

Bond yields rose in September, with the long end of the curve bearing the brunt of the increase. During the month, the 2-year Treasury yield increased by 18 basis points, ending at 5.04%, while the 5-year Treasury yield increased by 36 basis points to 4.61%. Additionally, the 10-year Treasury yield saw a notable uptick of 46 basis points, reaching 4.57%. The yield curve remains inverted but has become less so over the past few months as market participants adjust to the Fed's new narrative of higher for longer. It is worth noting that the yield curve has remained inverted since July 2022, signaling potential economic concerns or uncertainties.

Treasury Yields Rose Across the Curve in September



Bond yields rose across the yield curve in September as the Federal Reserve and market participants adopted the narrative of higher for longer related to interest rates. The inversion between the 2-year Treasury yield and 10-year Treasury yield narrowed to -48 basis points at September month-end, from -76 basis points at August month-end. The spread between the 2-year Treasury and 10-year Treasury yield one year ago was -45 basis points. The inversion between 3-month and 10-year Treasuries narrowed to -88 basis points in September from -134 basis points in August. The shape of the yield curve indicates that the probability of recession persists.

TREASURY YIELDS	Trend (▲/▼)	09/29/2023	08/31/2023	Change
3-Month	-	5.45	5.45	0.00
2-Year	▲	5.05	4.87	0.18
3-Year	▲	4.80	4.56	0.25
5-Year	▲	4.61	4.26	0.36
7-Year	▲	4.62	4.21	0.41
10-Year	▲	4.57	4.11	0.46
30-Year	▲	4.70	4.21	0.49

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.

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change
3-month top rated commercial paper	0.09	0.05	0.04
2-year A corporate note	0.49	0.41	0.08
5-year A corporate note	0.77	0.72	0.05
5-year Agency note	0.11	0.09	0.02

Data as of 09/29/2023

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(58.30) \$Bln AUG 23	(64.72) \$Bln JUL 23	(67.32) \$Bln AUG 22
Gross Domestic Product	2.10% JUN 23	2.20% MAR 23	(0.60%) JUN 22
Unemployment Rate	3.80% SEP 23	3.80% AUG 23	3.50% SEP 22
Prime Rate	8.50% SEP 23	8.50% AUG 23	6.25% SEP 22
Refinitiv/CoreCommodity CRB Index	284.53 SEP 23	281.91 AUG 23	268.29 SEP 22
Oil (West Texas Int.)	\$90.79 SEP 23	\$83.63 AUG 23	\$79.49 SEP 22
Consumer Price Index (y/o/y)	3.70% SEP 23	3.70% AUG 23	8.20% SEP 22
Producer Price Index (y/o/y)	2.50% SEP 23	2.10% AUG 23	11.60% SEP 22
Euro/Dollar	1.06 SEP 23	1.08 AUG 23	0.98 SEP 22

Economic Roundup

Consumer Prices
Inflation data continues to provide encouraging indications of moderating inflation trends. The Consumer Price Index (CPI) witnessed a monthly increase of 0.6% in August, while the annual rate of the CPI rose to 3.7% due to an unfavorable year-over-year comparison. The core Consumer Price Index, excluding volatile food and energy costs, showed a modest 0.3% rise, reaching a year-over-year rate of 4.3%, down from 4.7% in July. The Personal Consumption Expenditures (PCE) index rose as expected by 3.3% year-over-year in July, up from a 3.0% year-over-year gain in June. Core PCE, the Federal Reserve's preferred inflation gauge, increased by 4.2% year-over-year in July, up from a 4.1% increase in June. Personal spending remained robust, but the personal savings rate decreased to 3.5% from 4.3% in July. Inflation remains above the Fed's 2% target.

Retail Sales rose 0.6% in August, exceeding the consensus forecast. Sales of motor vehicles and higher gasoline prices drove greater than expected gains. However, Control Group Sales, which are used to calculate gross domestic product and exclude food services, auto dealers, building materials stores and gasoline stations, rose just 0.1%, the smallest advance in five months. On a year-over-year basis, retail sales growth decelerated to a 2.5% gain in August versus a downwardly revised 2.6% gain in July. The Conference Board's Consumer Confidence Index dropped more than expected to 103.0 in September from an upwardly revised 108.7 in August, primarily due to significantly weaker future expectations for employment. 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.

The U.S. economy added 336,000 jobs in September, exceeding consensus expectations of 170,000, and the last two months were revised upward by 119,000 jobs. The largest gains came from leisure and hospitality, bringing restaurant and bar employment back in-line with pre-pandemic levels. The pace of job growth has picked up recently, with the three-month moving average payrolls at 266,000 and the six-month moving average at 234,000. The unemployment rate was unchanged at 3.8%, and the labor participation rate was consistent with last month's report at 62.8%. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons declined slightly to 7.0% from the prior month at 7.1%. Average hourly earnings declined to 4.2% year-over-year in September from 4.3% in August. Employment remains strong by historical standards.

Starts of new homes slowed -11.3% to 1.283 million units at a seasonally adjusted annual rate in August after a downward revision to 1.447 million units in July. The slower starts came from both a 4.3% decline in single-family home starts and 26.3% decline in multi-family homes, continuing the reversal of strong multi-family homebuilding in the second half of 2022 and early 2023. Total starts of new homes are down 14.8% year-over-year. According to Freddie Mac, average 30-year fixed rate mortgage rates increased to 7.35% as of September 28th. Rising mortgage rates are prompting homebuilders to offer incentives to attract buyers and has caused homebuilder sentiment to reach a five-month low. According to the Case-Shiller 20-City Home Price Index, housing prices rose 0.1% year-over-year in July, improving from a 1.2% decline in June. 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 rate risk. In the event of rising interest rates, the value of fixed income investments may decline. Rising interest rates may also result in lower principal payments and higher costs to refinance debt. Lower-rated bonds generally have to pay higher interest rates to attract investors willing to take on greater risk. Market risk: the bond market in general could decline due to economic conditions, especially during periods of rising interest rates.



PMIA/LAIF Performance Report as of 10/18/23



Quarterly Performance Quarter Ended 09/30/23

LAIF Apportionment Rate ⁽²⁾ :	3.59
LAIF Earnings Ratio ⁽²⁾ :	0.00009812538629360
LAIF Administrative Cost ^{(1)*} :	0.29
LAIF Fair Value Factor ⁽¹⁾ :	0.986307739
PMIA Daily ⁽¹⁾ :	3.48
PMIA Quarter to Date ⁽¹⁾ :	3.42
PMIA Average Life ⁽¹⁾ :	256

PMIA Average Monthly Effective Yields⁽¹⁾

September	3.534
August	3.434
July	3.305**
June	3.167
May	2.993
April	2.870

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 09/30/23 \$156.4 billion

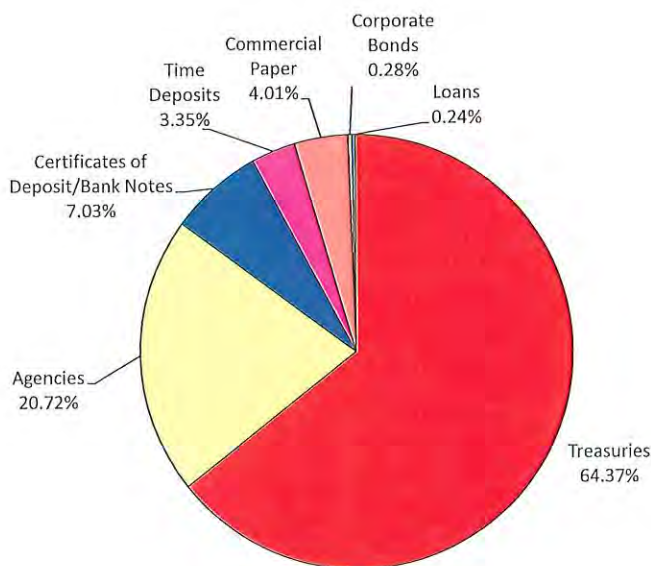


Chart does not include \$2,444,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

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.*

**** Revised**

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

California State Treasurer
Fiona Ma, CPA



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

November 08, 2023

[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

October 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
10/13/2023	10/12/2023	QRD	1741682	N/A	SYSTEM	2,248.91

Account Summary

Total Deposit:	2,248.91	Beginning Balance:	249,391.56
Total Withdrawal:	0.00	Ending Balance:	251,640.47

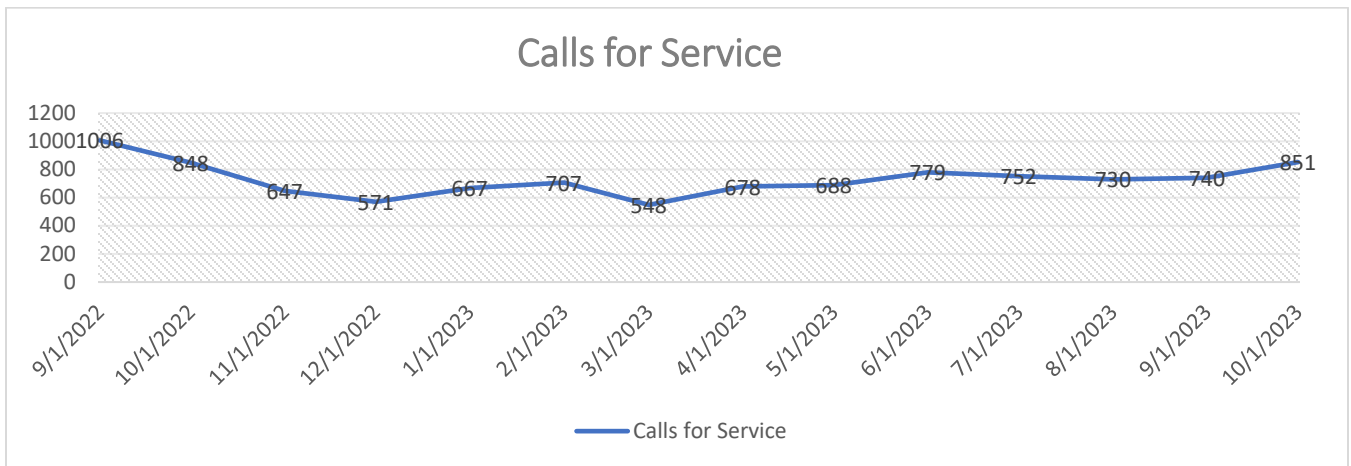


Fair Value Including Accrued Interest	\$	165,101,492,376.64
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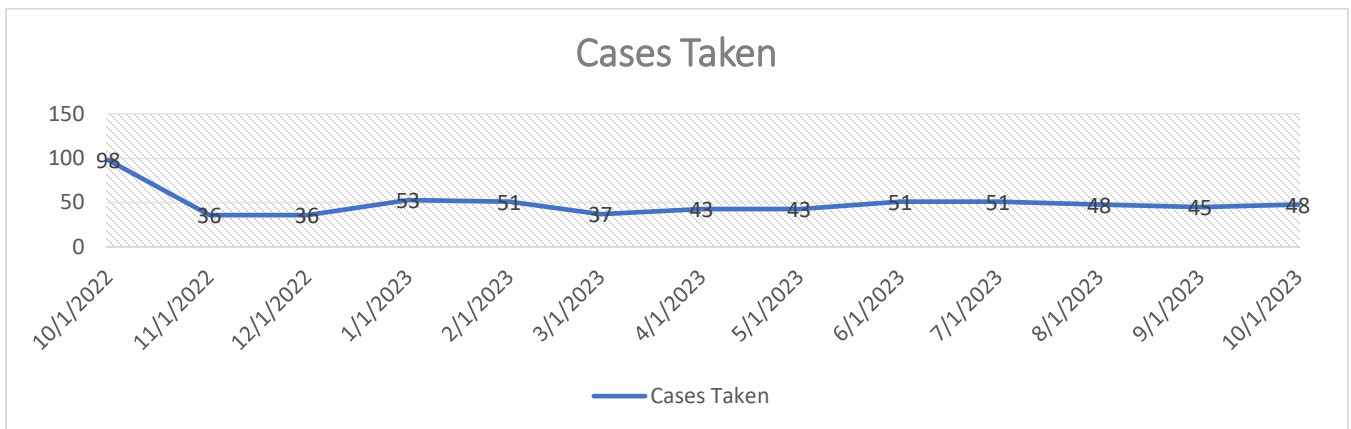
Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).

Department Statistics

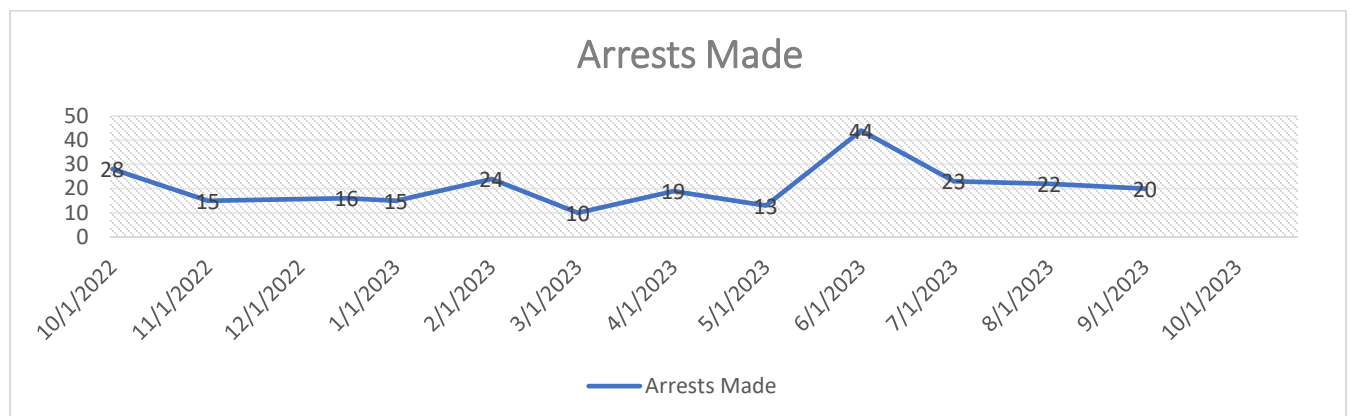
Calls for Service	October 2022	October 2023	Change
	848	851	+0.35%



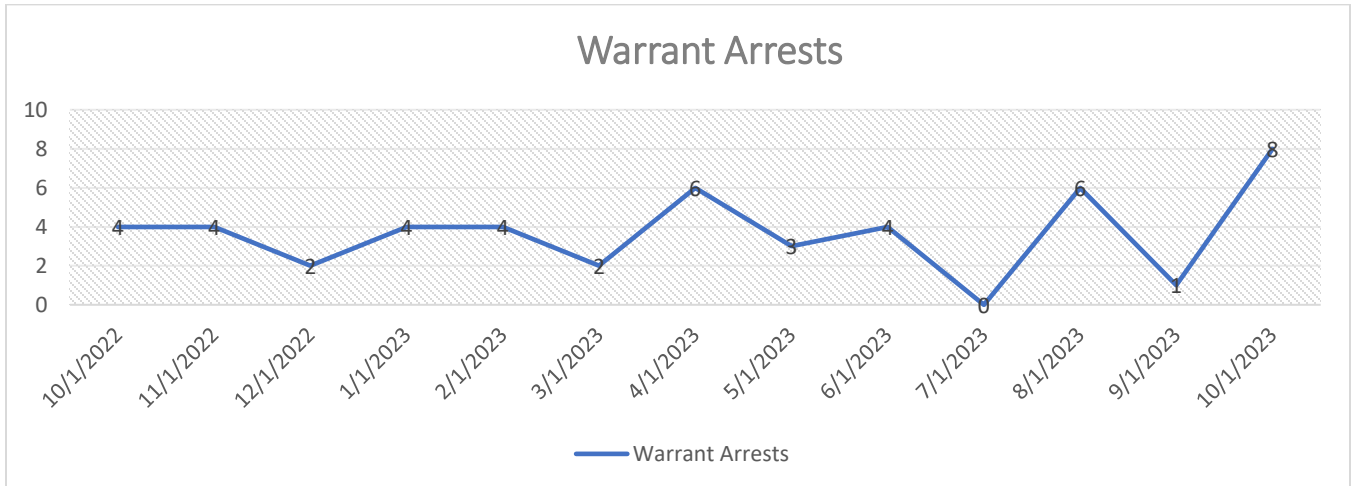
Cases Taken	October 2022	October 2023	Change
	98	48	-51.02%



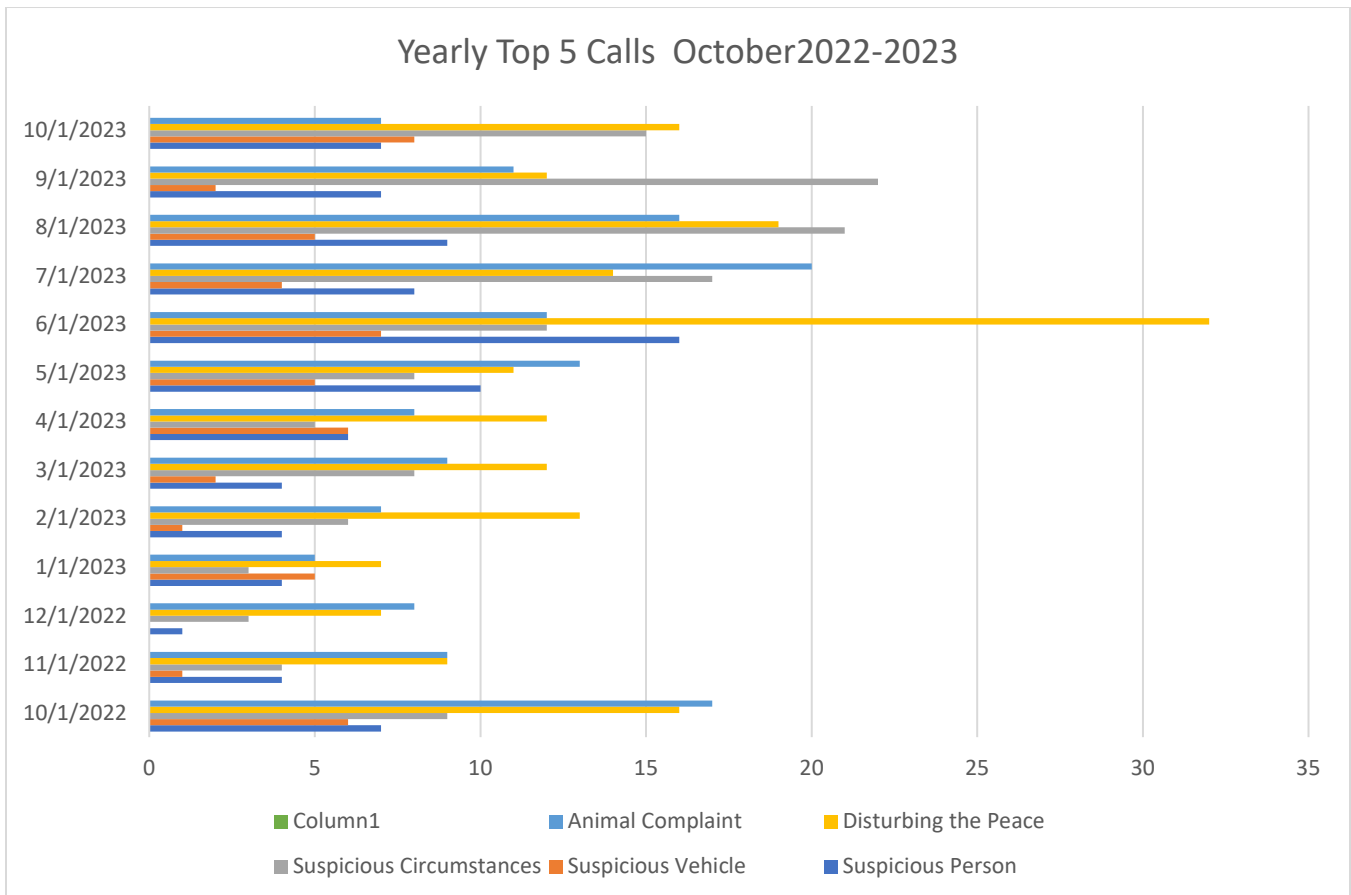
Arrests Made	October 2022	October 2023	Change
	28	20	-28.57%



Warrant Arrests	October2022	October2023	Change
	4	8	+100%



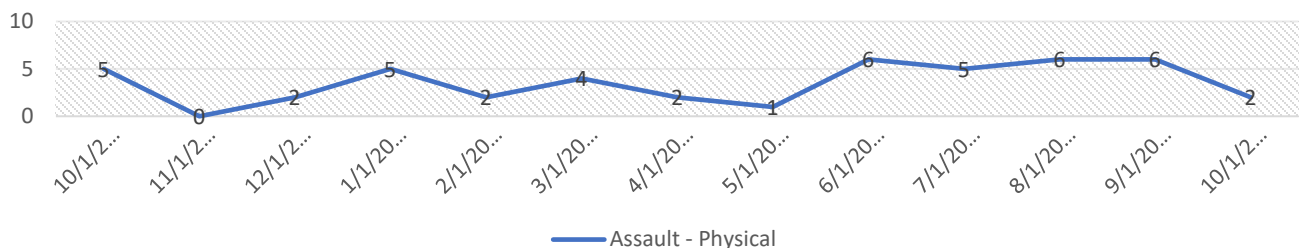
Top 5 Calls			
October 2022		October 2023	
Medical	39	Public Assist	28
Public Assist	37	Medical	27
Out w/a Person	34	Trespassing	19
Out w/a Vehicle	27	Check Business	17
Alarm	17	415- Disturbing the Peace	16



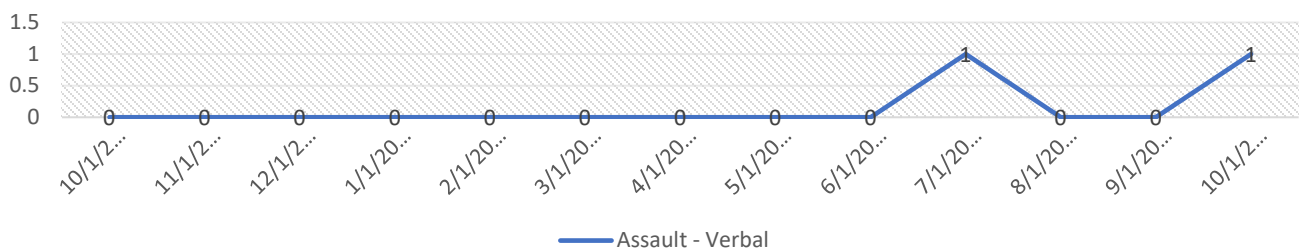
Crime Statistics

Crimes				
	October 2022	October 2023	Change	October 2022- October 2023 Yearly Total
Assault – Physical	5	2	-60%	46
Assault – Verbal	0	1	+100%	2
Disturbing the Peace	16	16	0%	180
Domestic Disturbance	4	0	-100%	15
Domestic Violence	1	0	-100%	13
Fraud	1	4	+300%	15
Public Intoxication	2	2	0%	40
Stolen Vehicle	0	0	0%	12
TC Hit & Run	1	1	0%	19
Theft from Vehicle	0	2	+100%	2
Theft – Grand	1	0	-100%	7
Theft – Petty	5	1	-80%	49
Theft – Shoplifting	0	0	0%	0
Trespassing	15	19	+26.66%	209
Vandalism	3	5	+66.66%	52

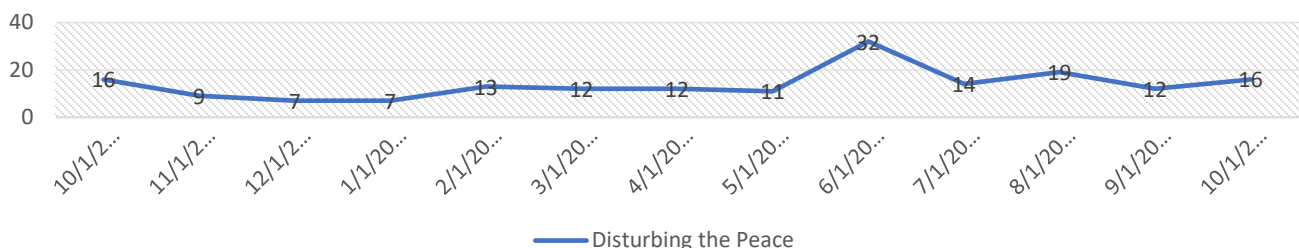
Assault - Physical



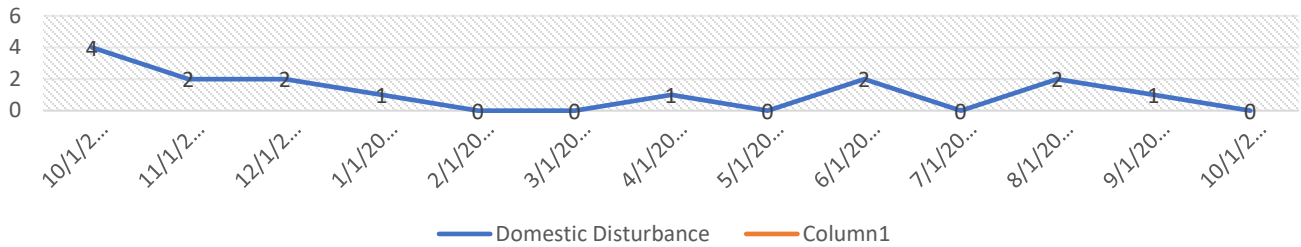
Assault - Verbal



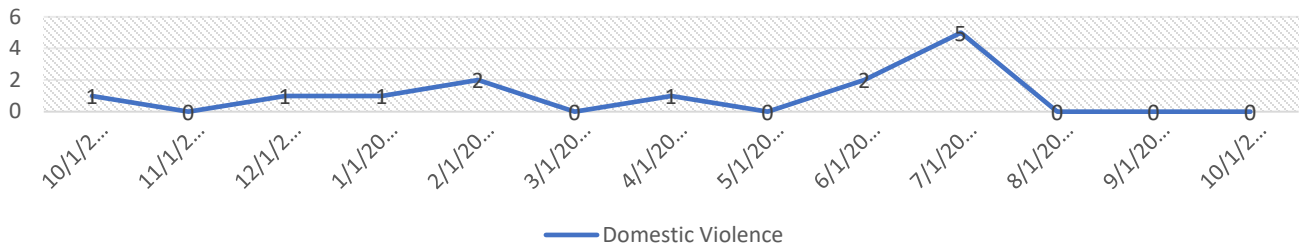
Disturbing the Peace



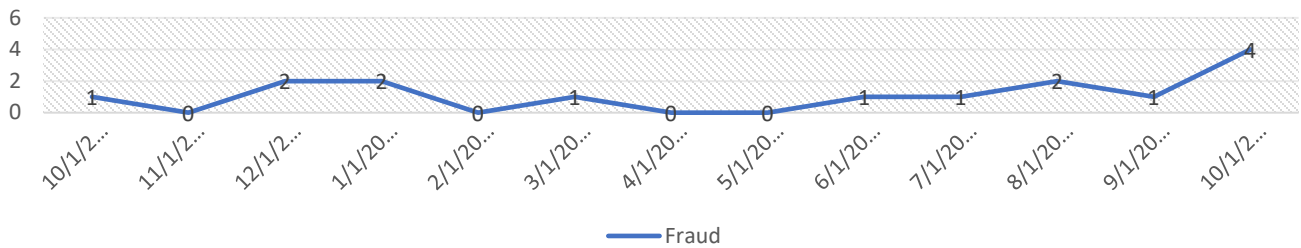
Domestic Disturbance



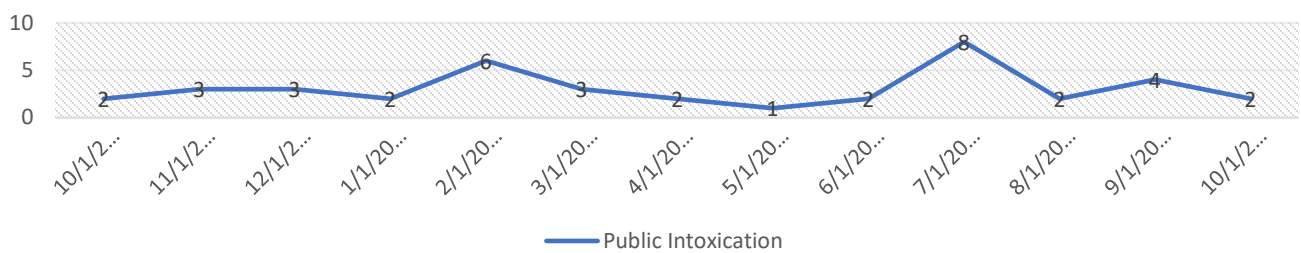
Domestic Violence



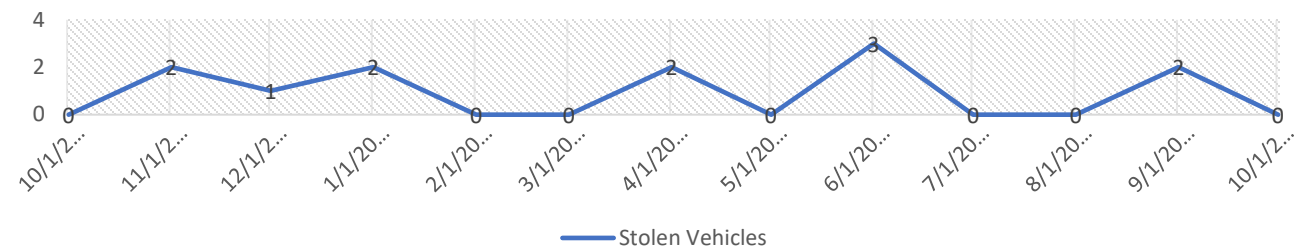
Fraud



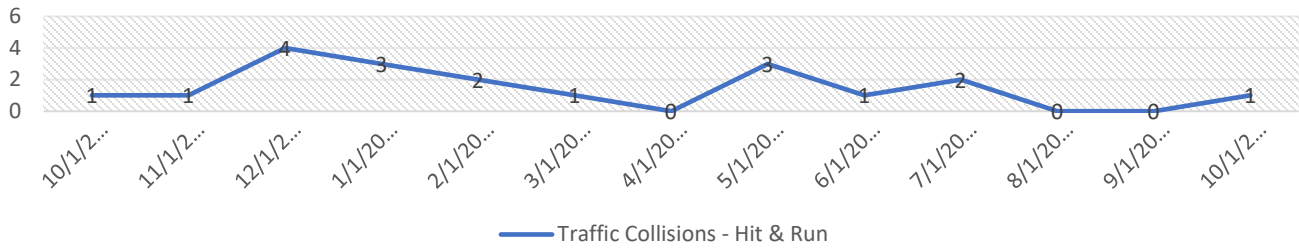
Public Intoxication



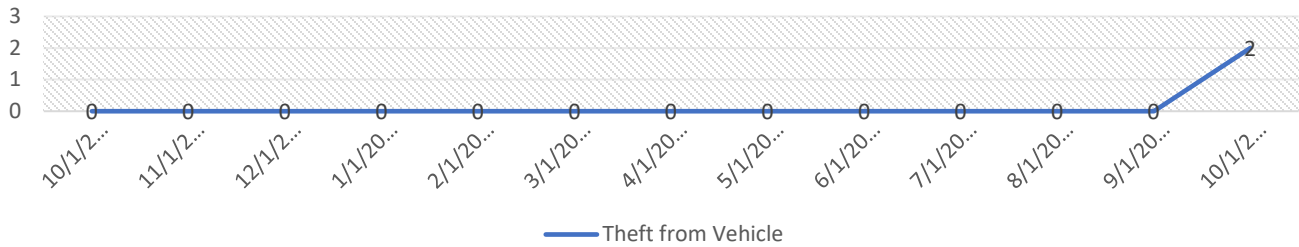
Stolen Vehicles



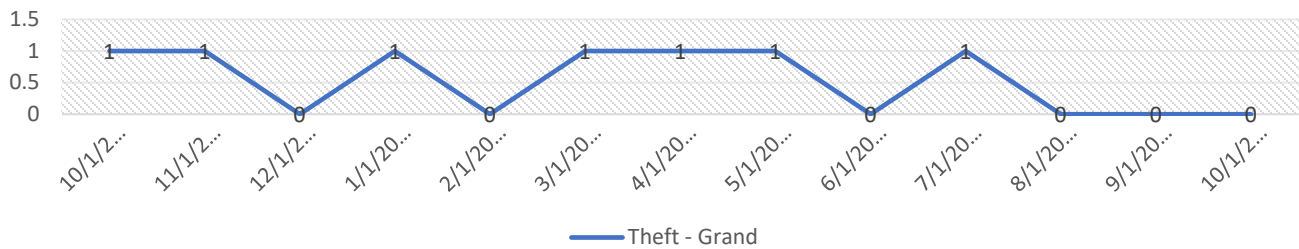
Traffic Collisions - Hit & Run



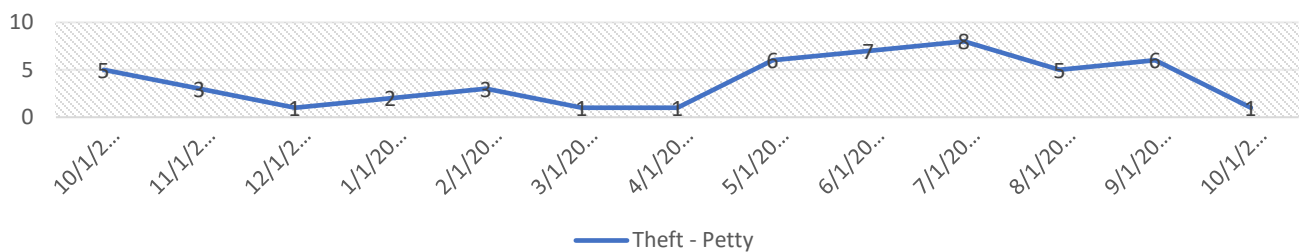
Theft from Vehicle



Theft - Grand

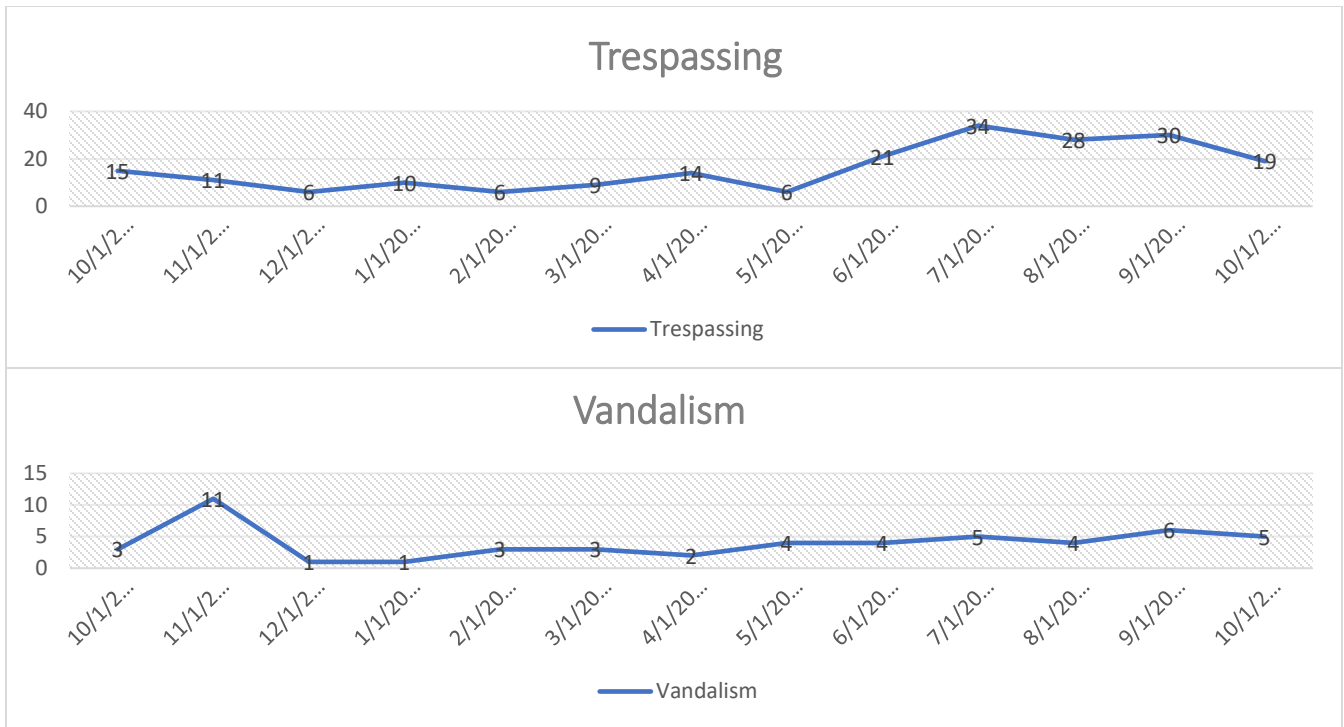


Theft - Petty



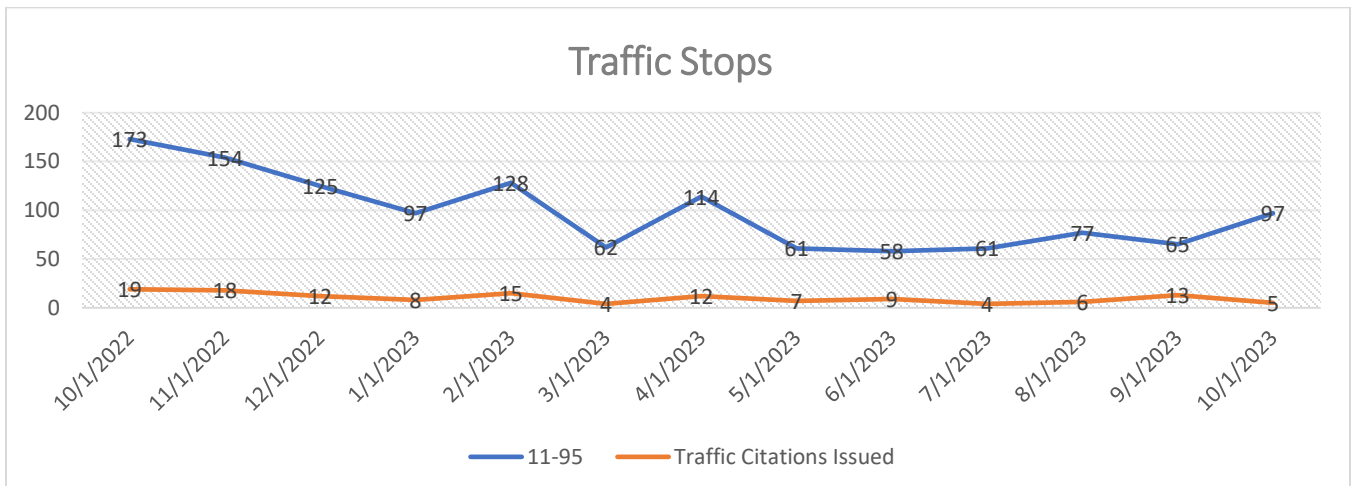
Theft - Shoplifting



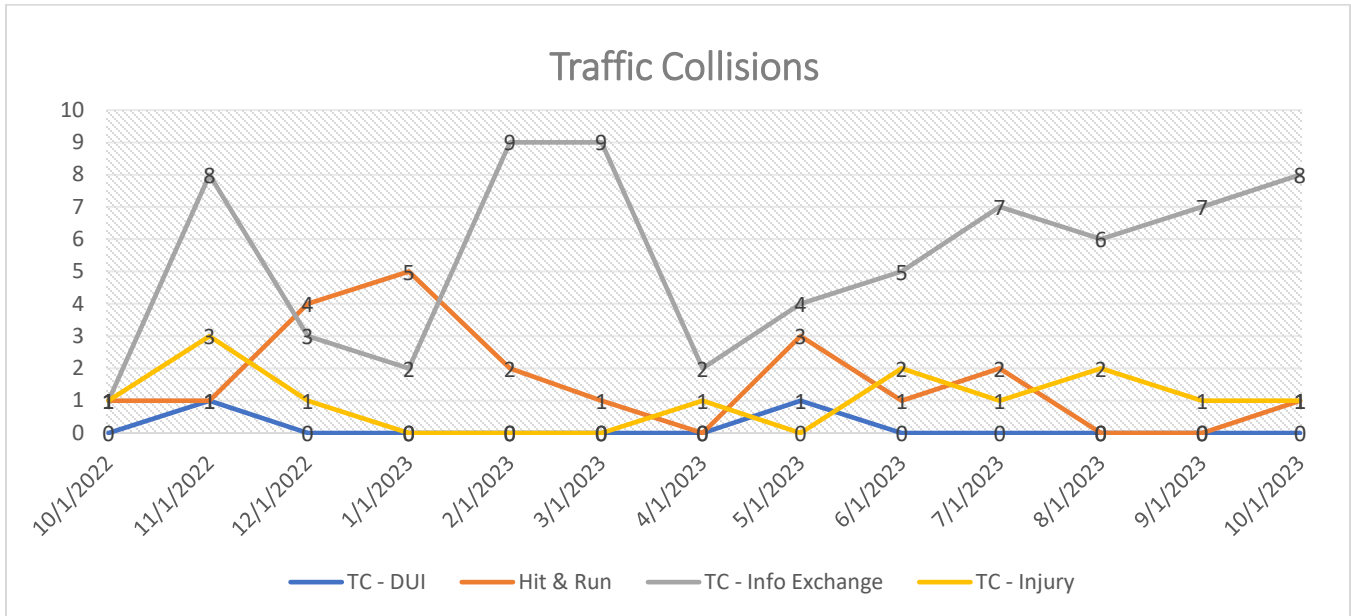


Traffic Summary

	October 2022	October 2023	Change
Traffic Stops	173	97	-43.93%
Traffic Citations Issued	19	5	-73.68%



Traffic Collisions				
	October 2022	October 2023	Change	October 2022-October 2023 Yearly Total
TC – DUI	0	0	0%	2
TC – Hit & Run	1	1	0%	21
TC – Info Exchange	1	8	+700%	79
TC - Injury	1	1	0%	13
Total	3	10	+233.33%	107

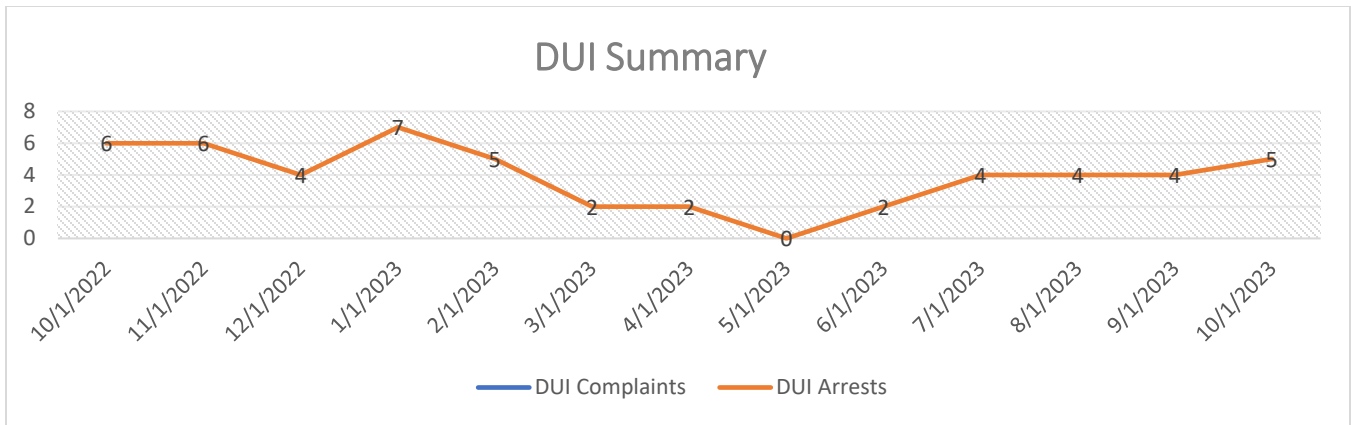


Traffic Accident Location Summary

10/10/2023 TC Information Exchange, 408 S Mt Shasta Blvd, Neg Injuries
 10/10/2023 TC Information Exchange, Rays Shopping Center, Neg Injuries
 10/12/2023 TC with Injury. I-5 SB/Abrams Lake, Outside Assist
 10/12/2023 TC Informational Only, 1-5/89, No further details
 10/18/2023 TC Information Exchange, 215 Ski Village Dr, Neg Injuries, Case Taken
 10/21/2023 TC Information Exchange, 401 Berry St, Neg Injuries
 10/22/2023 TC Information Exchange, E Lake St/N Mt Shasta Blvd, Neg Injuries
 10/24/2023 TC Information Exchange. 316 N Mt Shasta Blvd, Neg Injuries
 10/30/2023 TC Information Exchange, Chestnut St/E Lake St, Neg Injuries

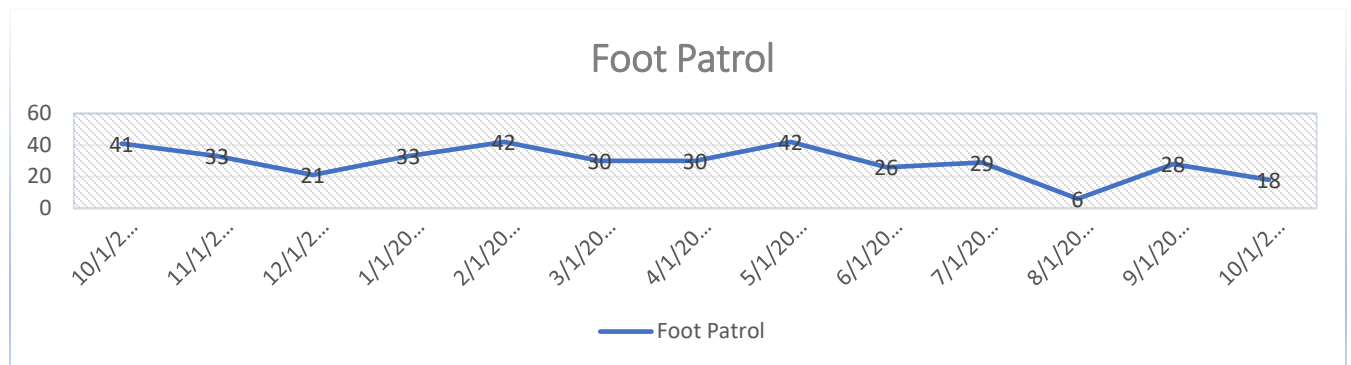
DUI Summary			
	October 2022	October 2023	Change
DUI Complaints	NA	NA	NA
DUI Arrests	6	5	-16.66%

* DUI Complaints no longer tracked in new CAD system as of 11/01/2022.



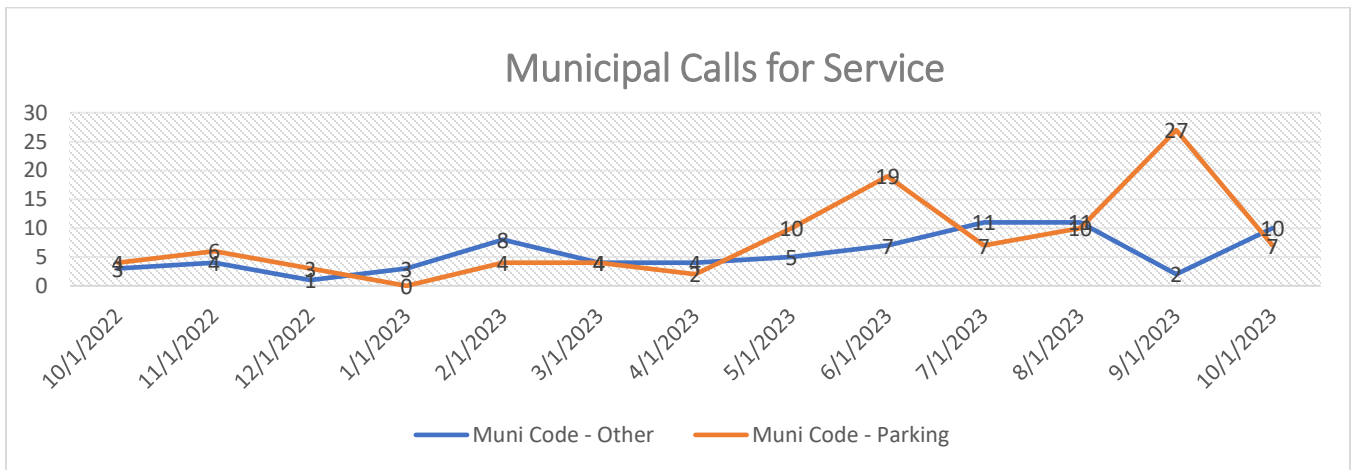
Patrol Information

Foot Patrol			
October 2022	October 2023	Change	October 2022- October 2023 Yearly Total
41	18	-56.09%	379
<p>Frequent foot patrol areas include:</p> <ul style="list-style-type: none"> • City Park • Shastice Park • Downtown Mount Shasta • Roseburg Property • Behind commercial business such as Ray's Food Place, the Cinema, and Rite Aid • Dense brush areas in multiple residential areas. 			



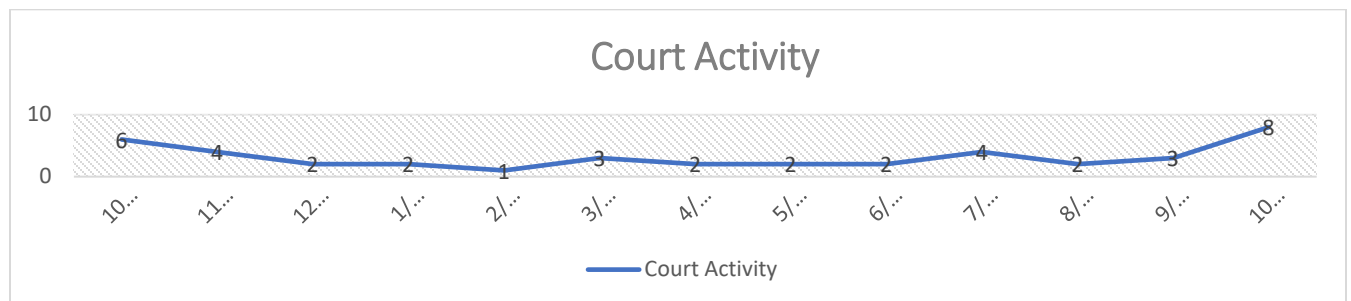
Municipal Summary

Municipal Calls for Service			
	October 2022	October 2023	October 2022- October 2023 Yearly Total
Muni Code – Other	3	10	73
Muni Code - Parking	4	7	103
Total	7	17	173



LiveScans	October 2022	October 2023
	10	10

Court Activity



Social Media



Facebook				
Followers	Posts	Reach	Engaged Users	Reactions
11,766	16	128,283	12,933	3133



Twitter			
Followers	Tweets	Impressions	Mentions
393	0	48	0



Instagram		
Followers	Posts	Likes
2099	13	508



Nextdoor		
Posts	Impressions	Reactions
0	0	0

City Council Agenda Item # 8
Staff Report

Meeting Date: November 13, 2023
To: Mayor and City Council
From: Public Works Director, Kellogg

X	Regular
	Consent
	Closed
	Presentation

Subject: Modification to Snow Removal Operations on South Mt. Shasta Blvd.

Background & Summary:

Currently, during snowfall events, Public Works plows snow to the center of the street on Mt. Shasta Blvd. from Alma Street, South to Forest Street. It does the same on Chestnut from Ivy, South to Mt. Shasta Blvd. After being plowed to the center of the street, the snow is moved a second time. It is loaded into dump trucks and taken to the old mill site and deposited. The process of plowing to the center of the street is directed in the Municipal Code:

12.24.070 Downtown sidewalk snow removal.

MSMC [12.24.070](#) through [12.24.100](#) are established to protect and provide for the safety and general welfare of the public using the “downtown shopping” areas where snow is plowed from the street curb to the center of the street, and establish that sidewalk snow removal is a direct benefit to all businesses and properties within the mandatory removal district. (Ord. CCO-06-01, 2006; Ord. 406 § 8, 1982)

This process of handling the snow twice adds significantly to the cost of clearing the snow from our streets. This last snow season the city spent \$46,573 on contractors hauling snow to the old mill site. Another approximately \$48,529 was expended through force account, preparing a site for the snow to be deposited and loading the contractor’s trucks as well as running one of our own. This totals to \$95,102. For reference, the total winter’s snow plowing operations for the city was \$300,804. Please remember, this removal cost is for where we are currently plowing only.

Council has asked staff to explore the idea of extending the length of the section of Mt. Shasta Blvd. where snow gets plowed to the center and then removed. The initially proposed concept is to extend snow removal to Roelofs Court.

Police Chief Robert Gibson, Public Works Supervisor David Torres and Public Works Director Ken Kellogg conducted a site assessment of the proposed section of South Mt. Shasta Blvd. The northern portion of the proposed section, from Sisson down to the Alpine Lodge area has a street width of 44 to 47 feet. This is too narrow to allow for adequate travel lanes, parking lanes and center snow storage. Sidewalks in this stretch of the Boulevard are also too narrow to use a skid steer for snow removal. The portion of South Mt. Shasta Blvd. south of Old McCloud is 54 feet in width which is like the 57-foot width downtown. This will provide adequate spacing for

parking and travel lanes as well as snow storage. It was also noted that the portion of road south of Old McCloud has wider sidewalks allowing for the use of a skid steer for sidewalk snow removal. In observing the traffic and evaluating the site distances for safe turning at the Old McCloud intersection, it was determined that the center berm of snow should not extend north beyond Seven Suns. From there it would extend south to the southern end of the Native Grounds property; approximately 900 feet. A gap will be provided at the Holly Street intersection.

Snow that has been plowed to the center of the road reduces sight distances for drivers and pedestrians, prevents left hand turns except at intersections and promotes icy pavement with repeated freeze-thaw cycles. It needs to be removed as soon as practicable. Adding the proposed section of South Mt. Shasta Blvd to the city crew's workload would increase that removal time by days. The solution to this is to use contractors for the additional portion of South Mt. Shasta Blvd having center plowed snow. This will also simplify the tracking of the additional expenses.

Using last winter as an example, a preliminary estimate using contractors to clear snow from the center of the road and plow the sidewalks for the full winter season would be \$36,000 for the to be plowed section of S Mt Shasta Boulevard and adjacent sidewalks. The city is reimbursed by the state for 50% of it's snow removal costs. So, the additional cost burden would be \$18,000. For the new section of proposed plowing there is 1800 LF of frontage given both sides of the street. The cost per LF of property fronting the street would be \$10/LF/Year. As an example, if your property had a frontage of 100' on S. Mt. Shasta Blvd., the additional yearly snow removal cost (due to plowing to the center of the road and subsequent removal, as well as clearing snow from the sidewalks) would be \$1000. This cost projection is preliminary and would need to be examined on a regular basis and adjusted as necessary.

As a comparison, the city of Truckee removes snow in a similar fashion, plowing to the center and removing it with loaders filling dump trucks. They will sometimes use loader mounted snow blowers to fill the trucks or in cases where they plow to the sides, use snow blowers to fill trucks or blow it into snow storage easements that are 20' to 50' in width. Truckee also utilizes several methods to pay for snow removal including "Pay to Park" and an assessment for the downtown district to cover sidewalk clearing performed by facilities crew and walk behind snow blowers.

Caveat: the City is still waiting for a call back from the City of Truckee for the assessment costs for snow removal. We are also waiting on an estimate of an appropriate snow blower from removal of snow from the streets. Please note that Truckee has a downtown snow removal assessment fee, a sidewalk snow removal assessment fee, and a general snow removal assessment fee for the entire City. The Public Works' Director is waiting on specific numbers per property for each assessment.

Recommendation:

Contact the property and business owners on the approximate 900 LF portion of South Mt. Shasta Blvd. and discuss the proposal of a yearly charge for additional snow removal services once we have an adequate assessment of cost per household/business.

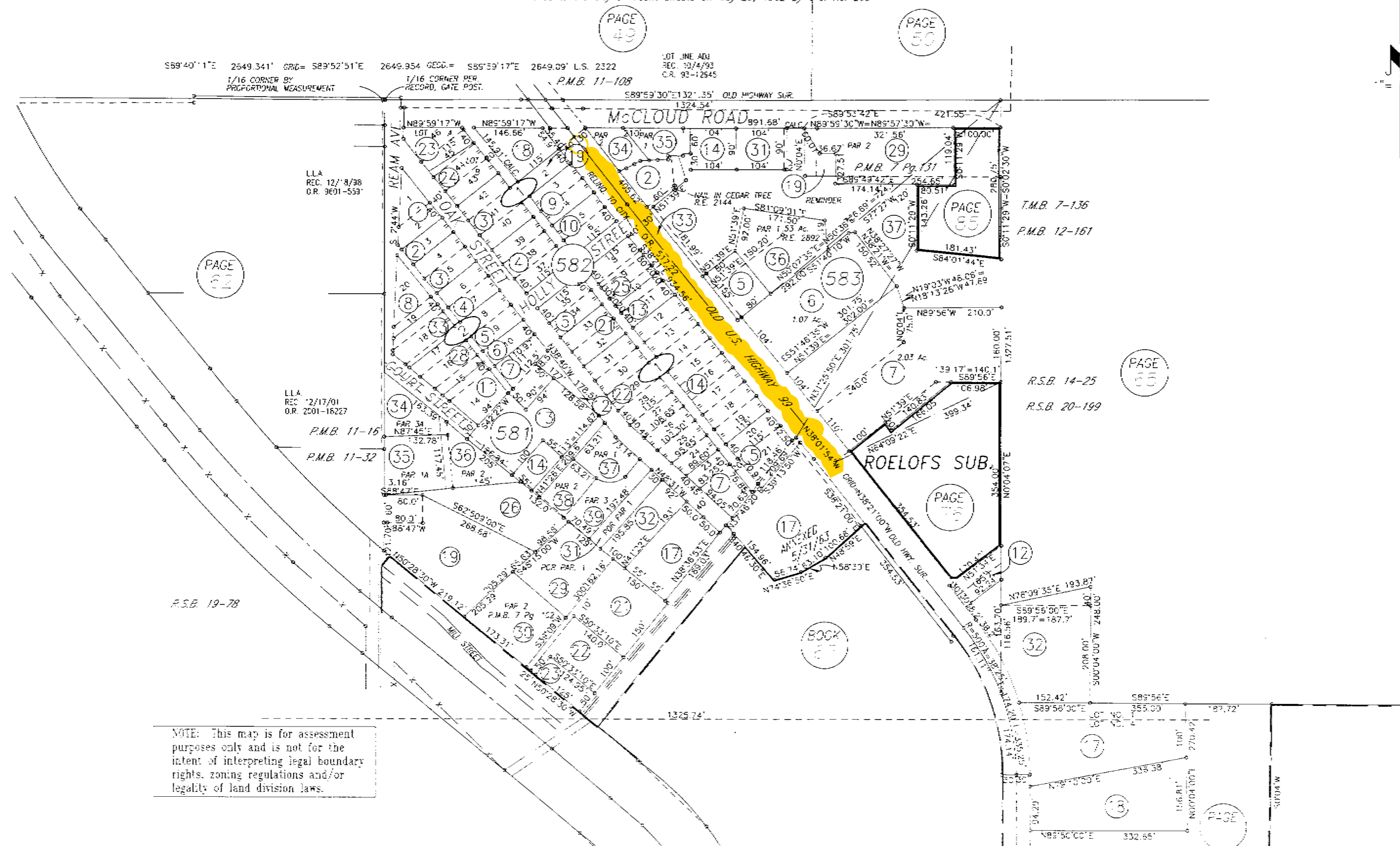
Attachment:

Tax Map with delineation
Truckee Winter Maintenance
Snow Management Policy Mammoth
Pay to Park

THE SOUTH MOUNT SHASTA ANNEX

Annexed to the City of Mount Shasta on May 29, 1962 By Ord. No. 205

Tax Area Code 57-58



Winter Road Maintenance



Town of Truckee Public Works Department

(530) 582-7707

Winter road crews work to accommodate the snow removal needs of our entire community. Snowplow operators clear snow from public roadways with the goal being to make all public roads in Truckee passable. We prioritize by supporting emergency response needs first, followed by clearing main arterial and school bus routes, all residential streets, and high elevation areas subject to high winds.

The Department of Public Works monitors the weather and street conditions daily. When determining how to respond to weather events, Public Works supervision will make a professional judgment based on road conditions and various weather factors. Plow operations generally begin when snow accumulation is 4 inches or greater. Less than 4 inches of accumulation may or may not be plowed based on conditions.

Staffing: The Public Works Department is led by the Public Works Director and Street Maintenance Manager who oversees three Street Maintenance Supervisors, three Senior Street Maintenance Workers, eleven full-time equipment operators, and eighteen winter seasonal equipment operators. We have three designated work groups: Day Plow Operations, Night Plow Operations, and Sand Truck Operations. Shifts are staggered to accommodate a 7 day a week, 24 hour per day coverage schedule. All department personnel are available for snow and ice control operations as conditions warrant. The Town may utilize contract services to assist with the snow removal operations as necessary.

Service Methods: Snow removal operations are dispatched from the Town Public Service Center located at 10969 Stevens Lane, and the Tahoe Donner Shop located at 14528 Northwoods Blvd. During a winter storm event, day plow routes begin at 6:00 AM and night plow routes begin at 6:00 PM. Day sand route routes begin

at 4:00 AM and night sand routes begin at 4:00 PM. Snow removal crews will work an 8 to 12-hour shift as needed. Public Works has four service categories; Main Arterial and School Bus Routes, Residential Streets, Parking, Trails and Sidewalks. Each category has different needs and snow removal methods. More information about each category is provided below.

Sand Routes - Main Arterials and Bus Routes: Sand routes are serviced by a combination of sand trucks, graders and a brine truck. Sand and brine are only applied to main arterials and bus routes. The use of sand is limited to hills, curbs, intersections and traditionally icy areas. The application of sand is done sparingly as to not adversely affect Town infrastructure, water quality, and the environment. Graders are used on an as-needed basis for snowpack removal on main arterials and bus routes as these routes are the most heavily traveled and accumulate more pack than residential streets. Brine trucks operate exclusively on sand routes in traditionally icy and high traffic volume areas. Brine is primarily applied on designated roadways prior to forecast snow events. During snow events, sand routes are plowed continually. Please see the Winter Maps page for a map of designated sand routes.

Residential Streets: Loaders are used to plow residential streets to remove as much snow and ice as possible from the roadway and to create the greatest road width possible based on conditions. Streets are primarily plowed with a three-pass method; one pass down the center and two in each travel direction. On a wide road, a four-pass method may be used. As roads narrow, crews may shift to a two-pass strategy. Intersections and cul-de-sacs are cleared by loaders with snow being piled in designated snow pile locations. It is the goal of the Public Works Department to plow each residential street two times over a 24 hour period during sustained snow events. Depending on storm conditions and unforeseen circumstances, plow times on residential streets may vary. Please see the Winter Maps page for a map of designated plow routes.

Town Maintained Parking Areas: Town maintained parking areas downtown are plowed once per 24 hour period and are generally done so overnight. Snow cleared from parking areas is piled in designated locations throughout the downtown corridor. Snow piles are removed by Public Works crews and disposed of in offsite locations. The Town maintained parking area also includes several residential streets adjacent to downtown parking areas. These streets include Church Street, E Street, D Street, and School Street.

Post-Storm Cleanup: After each significant snow event, post-storm cleanup is required and may last for several days. Post-storm cleanup operations are as follows:

1. Continued application of deicing materials and/or sweeping up of deicing materials as needed.
2. Removal of snow from bridges and guardrails.
3. Off haul of downtown and other designated snow pile locations.
4. Removal of snow packed down on streets using graders and loaders.
5. Blowing of main arterials, bus routes and residential streets as needed.
6. Clearing of snow from signs and intersections.

Town Maintained Trails and Sidewalks: The responsibility for snow removal from sidewalks falls under three categories:

1. Town maintained due to no adjacent property owners;
2. Town maintained, but funded by adjacent property owner approved special district funding; and
3. Owner maintained with responsibility for snow removal placed on property owner adjacent to the sidewalk per the California Streets and Highways Code.

Town maintained trails and sidewalks are cleaned once per day after an accumulation of snow. Trails and sidewalks are primarily cleared with a blower, but may occasionally be plowed by small equipment. Blowers used on trails and sidewalks are similar to equipment used by private driveway contractors. Routes are serviced by the Facilities Maintenance Division of the Department of Public Works. Deicing/traction material will be applied as needed on curves, hills and shaded areas.

The Town's trail system is a combination of privately and publicly maintained trails.

1. Truckee River Legacy Trail from the Truckee River Regional Park to Glenshire.
2. Brockway Rd. Trail from the Truckee River Regional Park to Martis Valley Road.
3. The Frischman Hollow Trail connections from the Alder Creek Middle School to the TDRPD Recreation Center.
4. 89 South Round-Abouts Roadside Trails.
5. 89 North Round-Abouts Roadside Trails.
6. Pioneer Trail Round-Abouts Roadside Trails.
7. McIver Round-About Sidewalks.
8. Martis Valley Road Round-Abouts Sidewalks.
9. Commercial Row Sidewalks between McIver Crossing and Spring Street.

TOWN OF MAMMOTH LAKES
PUBLIC WORKS DEPARTMENT

SNOW MANAGEMENT POLICY

Goal

The goal of the Town of Mammoth Lakes snow management effort is to provide for the safest possible movement of traffic throughout the community during winter months and particularly during storm periods.

The Snow Management Policy is intended to provide Town staff with guidance and to insure that:

- Public safety is always the primary concern;
- All areas are treated equitably;
- Priorities are understood by all; and,
- Proper responsibility and authority is established.

There are approximately 104 lane miles of roads which receive snow removal. During normal storms [up to one(1) foot six (6) inches of snow fall] it takes Town crews approximately 12 hours to plow every street in Town and approximately 20 hours to blow every street. After storms, clean-up is necessary which takes between 12 and 24 hours to accomplish.

Snow management in the Town of Mammoth Lakes is a function of manpower and equipment. We have Ten (10) full time operators and four (4) temporary operators during the winter. We also have five (5) full-time mechanics that are used as snow removal operators during storm periods. The snow removal equipment includes five (5) loaders with blades, two (2) trucks with plows and cinder spreaders, one (1) grader and three (3) snowblowers. The manpower and equipment are divided into two 12-hour shifts during storm periods. The night shift starts at midnight and goes continuously until noon. The day shift begins at noon and continues until midnight.

The Town currently contracts out snow removal for all assessment and benefit assessment districts, including the Bluffs and Juniper Ridge. For the Bluffs and Juniper Ridge, snow removal consists of plowing and blowing streets. For North Village and Old Mammoth Road, snow removal consists of plowing streets, blowing streets and sidewalks and hauling snow with trucks. Sidewalks shall be blown once per day or when the snow accumulates in excess of 6 inches or more either at the conclusion of or during a storm event. Sidewalk ice conditions shall either be removed by chipping or by other means appropriate to the Division Maintenance Manager, including ice melt and/or cinders. This includes Town sidewalks and trails that are currently being cleared and those sidewalks to be cleared in the future. Snow berms on Old Mammoth Road and in North Village shall be removed within four (4) days following the conclusion of a storm event, then removal of the berm shall occur more frequently as time permits during the storm cycle.

Priorities

In an effort to achieve the Town's goal of safe snow removal operations, priorities are set, as conditions change, to establish an efficient and safe order of snow management.

Priority Order:

1. Support for emergency agency responses.
2. Main arterials and bus routes.
3. Secondary residential streets.
4. Cul-de-sacs.

5. Scenic loop.
6. Park and ride lot.
7. Sidewalks and trails.
8. Bus shelters.
9. Traffic signals and pedestrian beacons.

Level 1 Operations:

During normal, manageable storms, all roads are considered top priority with preference given to main arterials and bus routes. When a crew goes into an area, all streets will be plowed before leaving that area. Bus routes will be plowed prior to 7:00 a.m. and maintained in a safe condition during the day. Blowers are generally 2-1/2 to 3 hours behind plows and will blow all streets to the snow stake line before leaving an area. The Public Works Maintenance Manager may close roads and determine detours whenever it is deemed necessary for public safety.

Level II Operations:

When snowfall exceeds the ability of Town crews to successfully perform normal operations throughout the Town, the Public Works Maintenance Manager may, with the concurrence of the Public Works Director and Town Manager, implement Level II operations.

During Level II Operations, the 4th through 9th level priorities may be suspended until such time as normal operations are again possible. Personnel from other Town departments may be assigned to storm related duties. The Public Works Maintenance Manager may close roads and determine detours whenever it is deemed necessary for public safety. Additionally, the standards for the 3rd priority, secondary residential streets, may be lowered to allow for one lane of traffic only, with turnouts for passing about every 100 yards. This reduction in standards may also apply during normal operations when there is inadequate snow storage area within the Town rights-of-way to blow snow without the possibility of damaging private property.

Level III Operations:

When snowfall exceeds the ability of Town crews to successfully perform Level II operations throughout the Town, the Public Works Maintenance Manager, with the concurrence of the Public Works Director and Town Manager, may implement Level III, or emergency operations. During Level III operations, priority levels 3 through 9 are suspended. Emergency snow removal contracts may be implemented. The Town Manager, if a state of emergency is declared, may conscript whatever manpower and/or equipment needed for the purpose of providing adequate public safety. This can include use of all contracted private operators removing snow in the assessment district areas.

Whenever it is deemed necessary for public safety, The Public Works Maintenance Manager may close roads and determine detours.

Specific Procedures

- A. Lake Mary Road, from the Juniper Ridge development to Twin Lakes Bridge, is under USFS jurisdiction and snow removal operations will be guided in compliance with the agreement between the Town and the USFS. It is our intent to keep the roadway open whenever it can be safely achieved.
- B. The Mammoth Scenic Loop Road will be included in snow removal operations during daylight hours only. As conditions on Town roads deteriorate, Town representatives will determine when the Scenic Loop Road is to be removed from snow removal operations and closed until such time as all other Town roads have been cleared.

- C. Roads in the Sierra Valley Sites will be included in normal plowing operations. However, due to heavy residential congestion blowing operations will take place during daylight hours only. Due to this restriction, this area shall receive first priority when daylight is sufficient for operations under Level I and II Operations.
- D. Snow management on the State Route 203 frontage roads will be performed between the hours of 2:00 a.m. and 6:00 a.m. due to parking regulations.
- E. Cinders shall be used on Town roads to assist in traction of vehicles, especially following snow removal as needed.
- F. All contractors employed by the Town to remove snow for assessment districts shall comply with the goals and objectives contained in this policy.

Municipal Code Sections:

- A. Section 10.12.100 establishes parking regulations during winter months. Parking control will be handled by the MLPD.
- B. Section 12.04.080 governs snow Management on Town rights-of-way.
- C. Sections 12.16.040 through 12.16.080 regulate private snow removal operations.

Miscellaneous

- A. The Public Works Maintenance Division has established snow management guidelines for all Town operators. If necessary, the Public Works Maintenance Manager is authorized to amend the guidelines to implement this policy and shall inform the Public Works Director, when convenient, but no later than 12 hours following the decision to implement this policy. Nothing in this policy is intended to interfere with the Manager's duty to make decisions necessary to implement the goals and objectives of the Town of Mammoth Lakes.
- B. The Town operates a snow storage pit under private contract. The Pit is located on the north side of State Route 203 between Meridian Blvd and the USFS Welcome Center. The Pit is open from 2:00 a.m. to 12:00 p.m. seven days a week. The Town has identified several other sites for use when conditions and circumstances warrant. Please contact the Public Works Maintenance Manager for other site locations.

... Pay to park in downtown Truckee? Seriously, who do they think they are, San Francisco? I live 20 miles away on the West Shore of Lake Tahoe, so my primary exposure to paying to park in Truckee was through letters to the editor from those complaining about it. I decided it was time to investigate: why is there paid parking in downtown Truckee and is it working?

The Problem:

Parking spaces on Commercial Row in downtown Truckee are a rare commodity. Most businesses have no parking of their own and depend upon limited street parking and a number of small lots tucked around downtown. Some of these lots are owned by the Union Pacific Railroad, which for years has leased them to individual businesses or groups of businesses.

Finding a parking spot downtown has been a challenge for a long time and many business owners felt that the lack of parking cost them business. Downtown merchants clamored for something to be done.

Fuel was added to the fire when the Railroad doubled lease fees for their parking lots (as well as other land they own) starting in 2000. In 2003 the Town of Truckee and downtown merchants decided they could no longer afford to make these lease payments and the Railroad responded by declaring they would barricade the parking lots for public use if rent was not paid.

The Solution:

Two options were evaluated by the Town and downtown

merchants to deal with the parking problem. One option was to have all businesses downtown agree to contribute money to pay for existing leased parking lots and additional parking. But the Town and the merchant association came to the realization that the majority of businesses would not agree to tax themselves for such an arrangement. Instead they implemented the second option: a paid parking program, which would require those who use the parking spaces to pay for the cost of providing them. In addition to instituting paid parking downtown, the program provided for employee parking lots away from the main commercial core. The goal was that money gathered from parking fees and fines would pay for the town's parking staff, leases on parking areas and snow removal, as well as for the purchase and maintenance of additional parking areas.

Stephanie Olivieri, who owns Cabona's on Commercial Row, says that paid parking is misunderstood by the public. 'We have less parking spaces than we should have by a considerable amount. We had a major parking problem. Customers complained about it time and time again. People wouldn't come downtown because there wasn't a place to park.' And what really caused the problem? According to Olivieri, 'on any given day, half the spaces were filled with employees.'

Paid parking has been in effect in downtown Truckee since October 2005. To avoid having hundreds of meters downtown, the Town of Truckee went with a system of multi-space parking kiosks. You park your car, and if its between 10 a.m. and 6 p.m. when payment is required, you walk over to the nearest machine, put coins or a credit card

into the machine, get a ticket and then place it on your dashboard. There are several different discount plans available for regular parkers, and some merchants will reimburse you for the cost of parking if you come in the store and ask for it.

Kelly Beede, the Town of Truckee's Parking Services Manager, says the parking machines have been very reliable and that they do not receive many complaints. 'Most people have been able to figure them out,' she says. Beede asserts that they have also received phone calls from people who have been visiting Truckee for years who say, 'this time I was able to find a place right in front of the business, when before I had to walk or couldn't find a place at all.' Beede says that the focus of the parking program is not on dishing out tickets, but on helping people understand and support the system.

Is It Working?

Just 10 days before Christmas, after the first major snowstorm of the season, I drove to downtown Truckee to test the parking system. While about 70 percent of the parking spaces were taken I had no trouble finding a spot just across the street from Cabona's. I walked about 20 feet to the nearest parking kiosk, which was plainly marked, and stared at the machine for a minute with a befuddled look on my face. Eventually I figured out where I could plunk in a few quarters, pushed a button and a receipt popped out. Then I tromped back through the snow to my car and put the receipt inside. It took me about three minutes. Not bad if you have plans to hang out downtown for an hour, but a royal pain if you are in a hurry and just wanted to quickly

stop and pick something up. I then stood on the street and watched people confront the parking situation. The first couple I watched got out of their car, started walking towards a shop and then saw the sign to pay for parking. They went back to the car, dug around for some change, went back to the machine, pointed at it a few times, scratched their heads and then put a few quarters in. It didn't appear to be a painful experience, but it certainly was mildly inconvenient.

Beede says she believes that over 75 percent of the merchants now support the parking program. 'We had about 300,000 transactions in '07/'08 and only wrote 3,500 tickets. Parking enforcement officers are parking ambassadors. We have a light-handed approach on parking enforcement and have a pretty high compliance rate.'

Olivieri says, 'I think the program has worked tremendously. It got the employees off the main street. You can find a parking space.' She understands that 'it is a deterrent to some people and can be inconvenient,' but urges people to 'weigh that against the problem of wondering around looking for a space. You can't have it both ways.'

Mike Preaseau owner of The Cooking Gallery on Commercial Row said that he 'understands the reasons behind it, and felt it was the right decision. It really helped get the employees out of the parking spaces and customers were excited that they could find parking.' But now that the economy is slower, and unfortunately parking spots are not as much of a premium as they used to be, he is concerned

that it may be hurting business. He expresses frustration that many locals are opposed to the parking plan. 'If I can take 30 minutes to explain all the reasons behind it, people understand, but who has the time to do that?'

How Can It Be Improved?

Truckee resident and commercial realtor Mike Dunsford says he has adjusted to the parking system but he feels that, 'climbing over berms in a snowstorm seems like a real nuisance to visitors. Especially people not dressed for the conditions. I'm sure there is a real frustration factor there. Considering all the costs in lost business I am not sure if it is worth it or not.

Perhaps they could make it seasonable, just have it in the summer when people don't have to climb over snowbanks.' Dwight McCarthy longtime Truckee resident says, 'Many locals time their visits to downtown to avoid having to pay to park.' He agrees with Dunsford, 'Using these stations is pretty awkward and inconvenient for out of towners. Whatever is a benefit to the economy of Truckee I am for, I'm just not sure if this is it.'

There seems to be ambivalence regarding the paid parking from many Truckee residents. They see the benefits, but worry about the costs. Some question why the machines don't take dollar bills (because they frequently jam). Now you have to find and plunk down quarters, which many people no longer carry, or pay the \$2 minimum to use your credit card.

Additional education for the public on the parking system

and on the merchant rebates is key. The Town's website is very helpful, but perhaps making the machines more user-friendly would be a big step in the right direction. In regards to the rebate program provided by downtown merchants, I'm sure many customers feel uncomfortable (and like a cheapskate) having to ask a merchant for a dollar rebate. They may just save the buck and decide to park elsewhere. Perhaps a simpler system of validation by merchants could be created so that customers don't have to feel like they are begging for dollars.

There really is no definitive answer on whether paid parking is working in Truckee. It does appear that it is easier to find a place to park on Commercial Row than it used to be. Much of this is probably related to employees parking somewhere else. But a slower economy, ads espousing 'free parking' from businesses outside of the commercial core, and a desire from some locals to avoid having to face the hassle of the machines are also certainly factors.

City Council Agenda Item #9
Staff Report

Meeting Date: November 13, 2023

To: Mayor and City Council

From: Robert Gibson, Chief of Police

Subject: First Reading of CCO-23-XX, Amendment to Mount Shasta Municipal Code Chapter 7.20 PARKS AND RECREATION AREAS

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests the City Council approve the first reading of CCO-23-XX, Amendments to the Mount Shasta Municipal Code Chapter 7.20 PARKS AND RECREATION AREAS, by title only, and move it to a second reading and adoption.

Background & Summary:

At the October 9th 2023 City Council meeting, Council approved a Memorandum of Understanding (MOU) between the City and Mt. Shasta Parks and Recreation District. This MOU enables the City Police Department to enforce City Municipal Codes on District Property. The proposed Municipal Code amendments will bring section 7.20 into alignment with the District code, and also includes additions such as the prohibition of nudity in the park.

Attachments:

Proposed Amendment to Chapter 7.20 PARKS AND RECREATION AREAS

ORDINANCE CCO-23-XX

**AN ORDINANCE OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
AMENDING CHAPTER 7.20 OF THE MT. SHASTA
MUNICIPAL CODE**

BE IT ORDAINED that the City Council of the City of Mt. Shasta does amend the Mt. Shasta Municipal Code Sections 7.20.030, 7.20.070, 7.20.110, 7.20.120, 7.20.130, 7.20.140, to read as follows:

**Chapter 7.20.030
HOURS OF OPERATION**

All parks and recreational areas under the jurisdiction of the City or the Mt. Shasta recreation and parks district ownership or lease-contract for use, shall be open to the public every day of the year from sunrise to sunset and no person shall be in a park except for those hours without prior written approval from the Administrator. The opening and closing hours for recreational areas shall be made available for public information.

**Chapter 7.20.070
ANIMALS**

No person shall:

- (A) Leave, drive, entice, conduct, ride or otherwise bring any horse, mule, ass, cattle, goat, sheep, swine, or other animals or fowl of any kind in any park or recreation area without written permission from the Administrator;
- (B) Permit, allow or suffer any domestic dog to enter upon or remain in any park or recreational area, unless such dog is confined in a vehicle or fastened to and restrained by a chain or leash not more than eight feet long;
- (C) Hunt, chase, shoot, trap, throw missiles at, molest, disturb, snare, catch, injure or destroy any animal, bird or fish in any park or recreational area unless under the direction of a police officer of the City of Mt. Shasta; and
- (D) Allow dogs in park areas when the City or the district board of directors feels that it is high public usage, when properly notified and posted. (Ord. CCO-15-05, 2015; Ord. CCO-11-05 § 18, 2011; Ord. 396 Art. III § 2, 1982)
- (E) Allow his or her dog or other pet or domestic animal to exhibit aggressive behavior, to bite or in any way molest or annoy park visitors. No person shall permit his or her dog or other pet or domestic animal to bark continuously or otherwise disturb the peace and tranquility of the park.

7.20.110

OVERNIGHT CAMPING

No person shall camp, lodge, sleep or tarry overnight in any park or recreation area without written permission from the Administrator. This section shall be applicable to camper-type trucks, camp-trailers and similar conveyances

7.20.120

POLLUTING WATER

No person in a park or recreational area shall:

(A) Throw, discharge, or otherwise place or cause to be placed in the waters of any fountain, pond, lake, stream, swimming pool or other body of water any dirt, filth, substance, matter or thing, liquid or solid, which will or may result in the pollution of said waters;

(B) Swim, bathe or wade in water of any fountain, pond, lake, stream, or other body of water, except that wading and swimming shall be permitted in pools provided for these purposes. (Ord. CCO-15-05, 2015; Ord. CCO-11-05 § 18, 2011; Ord. 396 Art. III § 3, 1982)

(C) No person shall allow a pet, including a service animal to swim or wade in the waters of the park.

7.20.130

ALCOHOLIC BEVERAGES

(A) No alcoholic beverages of any sort may be sold within City parks or recreation areas without first obtaining the express written permission of the City or the Mt. Shasta recreation and parks district board of directors upon approval of the Mt. Shasta City Council and obtaining necessary permits from the State of California. Beverages must not be dispensed in glass containers, but in cans, or paper or plastic cups. No opening or possessing alcoholic beverages in an open container or consuming any alcoholic beverage in any area of the park, unless expressly designated by the park Administrator.

(B) No person shall remain or loiter about in any City park or recreation district area in a state of intoxication.

7.20.140

MISCELLANEOUS PROHIBITED ACTS

No person in a park or recreational area shall:

(A) Take into, have brought or have in his possession, exhibit or set off or otherwise cause to explode or discharge or burn any firecrackers, torpedoes, rockets, or other fireworks or explosives or inflammable materials, or discharge them or throw them into any such area from land or highway adjacent thereto. This prohibition includes any substance, compound, mixture or article that in conjunction with any other substance or compound would be dangerous from any of the foregoing standpoints;

(B) Fire or carry any pellet gun, BB gun, handgun, rifle, cannon or other firearm, unless under the direction of a police officer of the City of Mt. Shasta or Siskiyou County Sheriff or an approved district representative, and shall act in accordance with State law;

(C) Practice, carry on, conduct, or solicit for any trade, occupation, or profession, without the written permission of the Administrator;

(D) Use restrooms and washrooms designated for the opposite sex; provided, that this shall not apply to children under seven years of age accompanied by their father, mother, guardian or custodian;

(E) Erect, construct, install, or post any structure, wire, pipe or sign of any kind whatsoever without prior written permission of the Administrator;

(F) No sound amplification system used for the amplification of music shall be permitted to be used in any park without the prior approval of the Administrator, who may deny approval if such use will unduly disturb users of, or neighbors to, the park. Permits will be issued only as a part of a permit being issued under this chapter. The permittee shall keep the sound level of such amplification system at a reasonable level to avoid disturbing other people using the park;

(G) Claim exclusive use of, prevent the use by others of, nor reserve for use any park area without prior written permission of the Administrator;

(H) Violate the regulation that use of the individual fireplaces together with tables and benches follows generally the rule of “first come, first served,” with the exceptions that those units may be reserved by an authorized permit signed by the Administrator or his representative;

(I) No person shall take part in or abet the playing of games involving batted, thrown or otherwise propelled objects of danger such as golf balls, baseballs, stones, arrows, javelins, or model airplanes, motorized or not, in any park or recreation area except in areas set apart for such forms of recreation. The use of golf clubs, bats or other similar objects, and playing of rough or competitively dangerous games such as football, soccer or baseball, is prohibited except in the fields or area provided therefor. (Ord. CCO-15-05, 2015; Ord. CCO-11-05 § 18, 2011; Ord. 396 Art. III § 1, 1982)

(J) No person shall be nude upon any city park or parks and recreation district property or any portion of private property that is visible from park property, including street, sidewalk, bike path, alley, parking lot, plaza, playground, pool, beach or adjacent waters or other places open to the public.

Exception- This section shall not apply to:

1. Children under the age of five (5) years
2. The exposure of a breast while breastfeeding a nursing child
3. Theatrical performances in a theater, concert hall or other similar establishment located on public property

4. Nudity within a fully enclosed structure intended to allow brief nudity, such as a bathroom, locker room, dressing room or changing room

5. Any act that is expressly permitted by any law of the State of California.

BE IT FURTHER ORDAINED that the City Council of the City of Mt. Shasta does further amend the Mt. Shasta Municipal Code by adding the following sections:

7.20.145

DRUG FREE ZONE

(A) All City Parks and parks administered by the City or the Mount Shasta Parks and Recreation District, including adjacent public parking lots and sidewalks, are declared as Drug Free Zones pursuant to California Health and Safety Code section 11380.5, which sets for the enhanced penalties for specified offenses involving the possession or sale of controlled substances upon the grounds of the parks and playground.

(B) Smoking is prohibited, including cannabis related substances in all parks as set forth in Mount Shasta Municipal Code sections 6.20.

7.20.147

FIRES

(A) No person shall build, light, or maintain any open outdoor fire within the city park or park and recreation district area, except in those facilities or areas provided and so designated for that purpose. Exceptions to this requirement must be obtained in writing from the Mount Shasta Fire Department. Wood or other flammable materials are prohibited in bar-b-q pits or bar-b-q pedestals, briquettes only.

(B) All fires must have an adult in attendance. All bar-b-q pits or bar-b-q pedestals fires shall be fully extinguished before leaving unattended.

BE IT FURTHER ORDAINED that the City Council of the City of Mt. Shasta does further amend the Mt. Shasta Municipal Code by amending the following section:

7.20.180

VIOLATION-PENALTY

(A) Violation of this chapter shall constitute an infraction, and shall follow penalties set forth in Chapter 1.03 MSMC.

(B) Except as otherwise provided, enforcement of this chapter is at the sole discretion of the City. Nothing in this chapter shall create a right of action in any person against the City or its agents to compel public enforcement of this chapter against private parties.

(C) Nothing herein shall prevent a person who violates this chapter from, in the alternative, being charged with and convicted of a misdemeanor or felony under any other applicable provision of the California Penal Code or other local, County, State, or Federal law or regulation.

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of Mt. Shasta held on this **XXX**, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

ATTEST:

CITY OF MT. SHASTA

Kathryn M. Joyce, Deputy City Clerk

Tessa Clure, Mayor

FORM APPROVED:

John Sullivan Kenny, City Attorney

CERTIFICATION

I HEREBY CERTIFY that the foregoing Ordinance CCO-23-**XX** was introduced, by title only, at a regular meeting of the Mt. Shasta City Council on the 13th day of November 2023, and was adopted at a regular meeting of said Council on **XX**, 2023.

Kathryn M. Joyce, Deputy City Clerk

City Council Agenda Item # 10
Staff Report

Meeting Date: November 13, 2023

To: Mayor and City Council

From: Cory Burns, Fire Chief

Subject: CALFIRE California Climate Investments Wildfire Prevention Grant

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff respectfully requests Council approve CCR-23-XX, a resolution of the City Council approving the application for the California Climate Investments Wildfire Prevention Grant Program

Background & Summary:

In early 2023, the fire department partnered with the McConnell Foundation to write a grant for fuel removal projects on City property. This grant included the purchase of a track loader with a masticator attachment for ongoing maintenance of the property after the period of performance of the grant has expired. In October, the City was notified that the grant had been awarded for a total amount of \$681,393. This amount includes the purchase of the track loader, fuel removal equipment such as chainsaws, PPE, and three part-time personnel dedicated to the fuel removal on 150 acres of City property. As a condition of acceptance, CALFIRE requires the approval of the attached resolution.

Attachments:

CCR-23-XX

Grant agreement and application with budget and City map of treatment areas

RESOLUTION CCR-23-XX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
APPROVING THE APPLICATION
FOR THE CALIFORNIA CLIMATE INVESTMENTS
WILDFIRE PREVENTION GRANTS PROGRAM**

WHEREAS, the Governor of the State of California in cooperation with the California State Legislature has enacted State of California **Climate Investment**, which provides funds to the State of California and its political subdivision for **fire prevention programs**; and

WHEREAS, the State Department of Forestry and Fire Protection (CAL FIRE) has been designated the responsibility for the administration of the program within the State, setting up necessary procedures governing applications by local agencies, non-profit organizations, and others under the program; and

WHEREAS, the applicant will enter into an agreement with the State of California to carry out the City of Mt Shasta Wildfire Mitigation project.

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

1. Approved the filing of an application for “**California Climate Investments Wildfire Prevention Grants Program**”, and
2. Certifies that said application has or will have sufficient funds to operate and maintain the project, and
3. Certifies that funds under the jurisdiction of the City of Mt Shasta are available to begin the project.
4. Certifies that said application will expend grant funds prior to March 15, 2029.
5. Appoints the Fire Chief or designee, to conduct all negotiations, execute and submit all documents including but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.

The foregoing resolution was approved and adopted by the City Council of the City of Mt. Shasta, State of California this 13th day of November 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

DATED: November 13, 2023

CITY OF MT. SHASTA

Tessa Clure, Mayor

ATTEST:

Kathryn Joyce, Deputy City Clerk

I Kathryn Joyce, Deputy City Clerk of the City of Mt Shasta do certify that this is a correct and accurate copy of CCR-23-~~XX~~, approved by the City Council of the City of Mt. Shasta on November 13, 2023. Witness my hand or the seal of the City of Mt. Shasta on the ~~XX~~ day of November, 2023.

Kathryn Joyce, Deputy City Clerk

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 653-7772
Website: www.fire.ca.gov



October 26, 2023

Cory Burns
City of Mt Shasta
305 N. Mt Shasta Blvd
Mt Shasta, CA, 96067

5GG22131; City of Mt Shasta, “City of Mt. Shasta Wildfire Mitigation”

This Agreement cannot be considered binding on either party until approved by appropriate authorized CAL FIRE designee. No services should be provided prior to approval, as the State is not obligated to make any payments on any Agreement prior to final approval. FAILURE TO RETURN ALL DOCUMENTS BY DATE BELOW MAY RESULT IN LOSS OF FUNDING.

Please contact Steve Wilson at (530) 598-2604 if you have questions concerning services to be performed.

1. ☒ Full grant agreement including terms and conditions, project grant application form, scope of work, budget, map, and other exhibits enclosed. Please sign, scan, and return the agreement to Aaron Sabin at Aaron.Sabin@fire.ca.gov no later than **November 20, 2023**.

Alternatively, you may opt to print (single sided), sign in blue ink, and return the agreement with original signature to:
CAL FIRE

Attn: Grants Management Unit/WP Grants
P.O. Box 944246
Sacramento, CA 94244-2460

In order to expedite your agreement, a scanned/electronic signature copy of the agreement is preferred.

2. ☐ Enclosed for your record is one fully executed copy of the agreement referenced above. When billing for services performed under this agreement, your invoices must reference the agreement number above and be submitted to the contract manager.

Thank you,

Aaron Sabin
Grants Analyst
Grants Management Unit

CC: Steve Wilson
CNR Grants
Tiffany Kelly

Enclosures

State of California
Department of Forestry and Fire Protection (CAL FIRE)
Resource Management
GRANT AGREEMENT

APPLICANT: City of Mt Shasta
PROJECT TITLE: City of Mt. Shasta Wildfire Mitigation
GRANT AGREEMENT: 5GG22131

PROJECT PERFORMANCE PERIOD is from date of latter signature by CAL FIRE Deputy Director or Grantee through March 15, 2029.

Under the terms and conditions of this Grant Agreement, the applicant agrees to complete the project as described in the project description, and the State of California, acting through the Department of Forestry & Fire Protection, agrees to fund the project up the total state grant amount indicated.

PROJECT DESCRIPTION: The City of Mount Shasta Wildfire Mitigation project will reduce hazardous fuels on City owned property and City maintained right of ways (ROW) within the City of Mount Shasta. The project will treat approximately 150 acres on the primary ROW and City owned property under prioritization of Mt. Shasta Fire Department.

Total State Grant not to exceed \$ **681,393.00** (or project costs, whichever is less).

**The Special and General Provisions attached are made a part of and incorporated into this Grant Agreement.*

City of Mt Shasta

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

Applicant

By

Signature of Authorized Representative

Print Name/

Title:

Date

By

Title: **Daniel Berlant, Deputy Director**

Date

CERTIFICATION OF FUNDING

GRANT AGREEMENT NUMBER 5GG22131	PO ID	SUPPLIER ID
FUND 3228	FUND NAME Greenhouse Gas Reduction Fund	
PROJECT ID N/A	ACTIVITY ID N/A	AMOUNT OF ESTIMATE FUNDING \$ 681,393.00
GL UNIT N/A	BUD REF 601	ADJ. INCREASING ENCUMBRANCE \$ 681,393.00
PROGRAM NUMBER 2470010	ENY 2021	ADJ. DECREASING ENCUMBRANCE \$ 0.00
ACCOUNT 5340580	ALT ACCOUNT 5340580000	UNENCUMBERED BALANCE \$ 681,393.00
REPORTING STRUCTURE 35405909	SERVICE LOCATION 96217	

Acknowledged - I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance.

Certification of CAL FIRE Accounting Officer

Date

TERMS AND CONDITIONS OF GRANT AGREEMENT

I. RECITALS

1. This Agreement, is entered into between the State of California, by and through the California Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as “STATE” and, City of Mt Shasta, hereinafter referred to as “GRANTEE”.
2. The STATE hereby grants to GRANTEE a sum (hereinafter referred to as “GRANT FUNDS”) not to exceed Six Hundred and Eighty-One Thousand, Three Hundred and Ninety-Three Dollars (\$681,393.00).
3. In addition to the terms and conditions of this Agreement, the STATE and GRANTEE agree that the terms and conditions contained in the documents set forth below are hereby incorporated and made part of this agreement.
 - a. California Climate Investments Department of Forestry and Fire Protection Wildfire Prevention Grants Program Procedural Guide 2022-2023
 - b. The submitted Application, Scope of Work, Project Workbook, GHG Emissions Workbook and Exhibits
 - c. ADDENDUM – CALIFORNIA CLIMATE INVESTMENTS (CCI) GRANT PROJECTS

4. SPECIAL PROVISIONS

1. Recipients of GRANT FUNDS pursuant to California Public Resources Code Section §4124.5 shall abide by the provisions in this Agreement. This includes the requirement that work shall not commence prior to the execution of this Agreement by both parties. Any work started prior to the execution of this Agreement will not be eligible for funding under the terms of this Agreement.
2. As precedent to the STATE’s obligation to provide funding, GRANTEE shall provide to the STATE for review and approval a detailed budget, specifications, and project description. Approval by the STATE of such plans and specifications, or any other approvals provided for in this Agreement, shall be for scope and quality of work, and shall not relieve GRANTEE of the obligation to carry out any other obligations required by this Agreement, in accordance with applicable law or any other standards ordinarily applied to such work or activity.
3. All informational products (e.g., data, studies, findings, management plans, manuals, photos, etc.) relating to California’s natural environment produced with the use of GRANT FUNDS shall be available for public use.

III. GENERAL PROVISIONS

1. Definitions

- a. The term “Agreement” means grant agreement number 5GG22131.
- b. The term “GRANT FUNDS” means the money provided by the STATE to the GRANTEE in this Agreement.
- c. The term “GRANTEE” means an applicant who has a signed Agreement for the award for GRANT FUNDS.
- d. The term “Other Sources of Funds” means all matching fund sources that are required or used to complete the Project beyond the GRANT FUNDS provided by this Agreement.
- e. The term “STATE” means the State of California, Department of Forestry and Fire Protection (CAL FIRE).
- f. The term “Project” means the development or other activity described in the “Project Scope of Work”.
- g. The term “Project Budget Detail” as used herein defines the approved budget plan.
- h. The term “Project Scope of Work” as used herein means the individual scope of work describing in detail the approved tasks.

2. Project Representatives

The project representatives during the term of the agreement will be:

STATE: CAL FIRE	GRANTEE: City of Mt Shasta
Section/Unit: SKU/Siskiyou County	Section/Unit: N/A
Attention: Steve Wilson	Attention: Cory Burns
Mailing Address: 1809 Fairlane Rd., Yreka, CA. 96097	Mailing Address: 305 N. Mt Shasta Blvd Mt Shasta, CA, 96067
Phone Number: (530) 598-2604	Phone Number: 530-926-7546 Secondary:
Email Address: Steve.Wilson@fire.ca.gov	Email Address: cburns@mtshastaca.gov

Changes to the project representatives during the term of the agreement shall be made in writing. Notice shall be sent to the above representative for all notice provisions of this Agreement.

3. Project Execution

- a. Subject to the availability of grant monies, the STATE hereby grants to the GRANTEE a sum of money (GRANT FUNDS) not to exceed the amount stated on Section I. RECITALS, Paragraph 2 in consideration of and on condition that the sum be expended in carrying out the purposes as set forth in the description of the Project in this Agreement and its attachments and under the terms and conditions set forth in this Agreement.
- b. GRANTEE shall assume any obligation to furnish any additional funds that may be necessary to complete the Project. Any amendment to the Project as set forth in the Application on file with the STATE must be submitted to the STATE for approval in writing. No amendment is allowed until written approval is given by the STATE.
- c. GRANTEE shall complete the Project in accordance with the time of Project performance set forth in this Agreement, unless an amendment has been approved and signed by the STATE under the terms and conditions of this Agreement. Amendments must be requested in advance and will be considered in the event of circumstances beyond the control of the GRANTEE, but no less than 60 days from the Agreement expiration date. The STATE may waive the minimum timeframe for

amendments at their discretion. Approval of amendment is at the STATE's discretion.

- d. GRANTEE certifies that the Project Scope of Work complies with all local, State, and federal laws and regulations.
- e. GRANTEE shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental laws. A copy of the certified CEQA document must be provided to STATE before any GRANT FUNDS are made available for any Project activity that could directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.). CEQA compliance shall be completed within one (1) year from start date of the Agreement. The start date is considered the latter date of signature by the Grantee Authorized Representative or CAL FIRE Deputy Director. GRANT FUNDS will be made available in advance of CEQA compliance for project activities that do not have the potential to cause a direct environmental impact (e.g. project planning, locating and marking property or project boundaries, contacting and signing up landowners, etc.).
- f. GRANTEE shall permit periodic site visits by representative(s) of the STATE to ensure program compliance and that work is in accordance with the approved Project Scope of Work, including a final inspection upon Project completion.
- g. GRANTEE, and the agents and employees of GRANTEE, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents, of the STATE. No person who, as an officer, employee, or agent of the STATE participated in the preparation or creation of or determination to award this Grant Agreement shall serve as an agent or employee of GRANTEE including but not limited to those acts prohibited by Government Code Sections 1090, and 87100.

4. Project Costs and Payment Documentation

- a. Payment by the STATE shall be made after receipt of an acceptable invoice and approval by a duly authorized representative of the STATE. GRANTEE shall submit an invoice for payment to the CAL FIRE Project Representative of the STATE. A final invoice shall be submitted no later than 30 days after completion, expiration, or termination of this Agreement.

- b. For services satisfactorily rendered, and upon receipt and approval of invoices for payment, the STATE agrees to compensate GRANTEE for actual expenditures incurred in accordance with the rates and activities specified in the Final Project Budget Detail, Application, Scope of Work and Exhibits, and made a part of this Agreement.
- c. Equipment purchased using GRANT FUNDS, wholly or in part, must be used by the GRANTEE for the project for which it was acquired. STATE retains a vested interest in the equipment for the useful life of the equipment, even after completion of the grant. GRANTEE shall provide written disposition of the equipment upon completion of the grant and upon any changes to the disposition of the equipment. Such disposition must be approved in advance by STATE. Equipment purchased using GRANT FUNDS cannot be used as collateral, financed, or sold without prior written approval from the STATE. Grantee must provide reporting on equipment disposition no less frequently than biannually to CAL FIRE or upon CAL FIRE's request after completion of the grant project until notified in writing by the CAL FIRE Wildfire Prevention Grant Program that additional reporting is no longer required.
- d. GRANTEE shall submit, in arrears, not more frequently than once a month, and required quarterly, an invoice to the STATE for costs paid by GRANTEE pursuant to this Agreement. In the event no expenses are incurred, GRANTEE shall identify that no costs have been incurred within the respective quarterly progress report in lieu of submitting a zero balance invoice. Each invoice shall contain the following information: the Agreement number, the dates or time period during which the invoiced costs were incurred, signature of an authorized representative of GRANTEE, expenditures for the current invoice and cumulative expenditures to date by major budget category (e.g., salaries, benefits, supplies, etc.), match funds when applicable, and appropriate supporting documentation consistent with the Project Costs section, as detailed in the California Climate Investments Department of Forestry and Fire Protection Wildfire Prevention Grants Program Procedural Guide 2022-2023.
- e. GRANT FUNDS in this Agreement have a limited period in which they must be expended. All GRANTEE expenditures must occur prior to the end of the Project performance period of this Agreement.
- f. Except as otherwise provided herein, GRANTEE shall expend GRANT FUNDS in the manner described in the Budget approved by the STATE. The dollar amount of an item in a budget category may be increased or decreased by up to ten percent (10%) of the budget item through reallocation of funds from other budget categories, without approval by the STATE; however, GRANTEE shall notify the STATE in writing when any such reallocation is made, and shall identify both the item(s) being

increased and those being decreased. Any increase or decrease of an item of more than ten percent (10%) of the budget category must be approved in writing by the STATE before any such increase or decrease is made. A formal approved amendment is required to increase the total amount of GRANT FUNDS.

- g. GRANTEE shall promptly submit any and all records at the time and in the form as the STATE may request.
- h. GRANTEE shall submit each invoice for payment electronically using the grants management system identified by CAL FIRE. Hard copy submissions will not be accepted.
- i. Notwithstanding any of the provisions stated within this Agreement, the STATE may at its discretion make advance payment from the grant awarded to the GRANTEE if GRANTEE is a nonprofit organization, a local agency, a special district, a private forest landowner or a Native American tribe. Advance payment made by the STATE shall be subject to the following provisions.
 - GRANTEE shall submit a written request identifying how funds will be used over a six-month period. The written request must be accompanied by an invoice that contains the same level of detail as a regular invoice.
 - GRANTEE shall file an accountability report with STATE four months from the date of receiving the funds and every four months thereafter.
 - Multiple advance payments may be made to a GRANTEE over the life of a project.
 - No single advance payment shall exceed 25% of the total grant amount. For grants funding equipment, the maximum advance request may be increased up to 50% of the total grant amount or cost of equipment purchase, whichever is less. Advance funds and must be spent on eligible costs within six months of the advance payment receipt.
 - GRANTEE may request additional time to spend advance funds but must be approved in writing by the STATE. CAL FIRE will bill for the return of unliquidated advance funds after the approved timeframe..
 - All work under a previous advance payment must be fully liquidated via an invoice and supporting documentation and completed to the STATE's satisfaction before another advance payment will be made.
 - Any advance payment received by a GRANTEE and not used for project eligible costs within the time period approved by STATE

shall be returned to the STATE. The amount will be returned to the grant balance.

- Advance payments must be deposited into an interest-bearing account. Any interest earned on advance payment funds must be accounted for and used toward offsetting the project cost or returned to the STATE.
- j. The GRANTEE shall immediately reimburse or credit, as determined by the STATE, the STATE for any over payment of any invoice, including final invoice, when either party determines an overpayment was made.

5. Budget Contingency Clause

- a. If STATE funding for any fiscal year is reduced or deleted for purposes of the Wildfire Prevention Program California Climate Investments Grant Program, the STATE shall have the option to either cancel this Agreement with no liability occurring to the STATE, or if possible and desirable, offer an Agreement amendment to GRANTEE to reflect the reduced amount available for the Project.

6. Project Administration

- a. GRANTEE must report to the STATE all sources of other funds for the Project. If this provision is deemed to be violated, the STATE will request an audit of GRANTEE and can delay the disbursement of funds until the matter is resolved.
- b. GRANTEE shall promptly submit written Project reports as the STATE may request throughout the term of this Agreement.
- c. GRANTEE shall submit a final accomplishment report, final invoice with associated supporting documentation, and copies of materials developed using GRANT FUNDS, including but not limited to plans, educational materials, etc. within 30 days of Project completion.

7. Financial Records

- a. GRANTEE shall retain all records described in Section 7(c) below for three (3) years after final payment by the STATE. In the case an audit occurs, all such records shall be retained for one (1) year from the date the audit is completed or the three (3) years, whichever date is later.
- b. GRANTEE shall maintain satisfactory financial accounts, documents, and records for the Project and make them available to the STATE for review during reasonable times. This includes the right to inspect and make

copies of any books, records, or reports of GRANTEE pertaining to this Agreement or matters related thereto.

- c. GRANTEE shall keep such records as the STATE shall prescribe, including, but not limited to, records which fully disclose (a) the disposition of the proceeds of state funding assistance, (b) the total cost of the Project in connection with such assistance that is given or used, (c) the amount and nature of that portion of the Project cost supplied by other sources, and (d) any other such records as will facilitate an effective audit. All records shall be made available to the STATE, other State of California agency, or other entity as determined by the State of California for auditing purposes at reasonable times.
- d. GRANTEE shall use any generally accepted accounting system.

8. Research

- a. GRANTEE that receives funding, in whole or in part, in the form of a research grant shall provide for free public access to any publication of a peer-reviewed manuscript describing STATE funded knowledge, STATE funded invention, or STATE funded technology shall be subject to the following conditions:
 - i. GRANTEE is responsible for ensuring that any publishing or copyright agreements concerning peer-reviewed manuscripts fully comply with this section
 - ii. GRANTEE shall report to STATE the final disposition of the peer-reviewed manuscript, including, but not limited to, if it was published, date of publication, where it was published, and, when the 12-month time period from official date of publication expires, where the peer-reviewed manuscript will be available for open access.
- b. For a peer-reviewed manuscript that is accepted for publication pursuant to the terms and conditions of this Agreement, the GRANTEE shall ensure that an electronic version of the peer-reviewed manuscript is available to STATE and on an appropriate publicly accessible repository approved by the state agency, including, but not limited to, the University of California's eScholarship Repository at the California Digital Library, the California State University's ScholarWorks at the Systemwide Digital Library, or PubMed Central, to be made publicly available not later than 12 months after the official date of publication. GRANTEE shall make reasonable efforts to comply with this requirement by ensuring that the peer-reviewed manuscript is accessible on an approved publicly accessible repository, including notifying the state agency that the manuscript is available on a state-agency-approved repository. If the grantee is unable to ensure that his or her manuscript is accessible on an approved, publicly accessible

repository, the grantee may comply by providing the manuscript to the state agency not later than 12 months after the official date of publication.

- c. For publications other than those described in (b), including scientific meeting abstracts, GRANTEE shall comply by providing the manuscript to the STATE not later than 12 months after the official date of publication.
- d. The grant shall not be construed to authorize use of a peer-reviewed manuscript that would constitute an infringement of copyright under the federal copyright law described in Section 101 of Title 17 of the United States Code and following.
- e. Use of GRANT FUNDS for publication costs, including fees charged by a publisher for color and page charges, or fees for digital distribution are allowable costs but must be within the GRANT FUNDS and item 4 of the agreement.
- f. GRANTEE may request a waiver to the publication requirement if GRANTEE has an existing publication requirement that meets or exceeds the requirements of the research provision. Waiver shall include information on GRANTEE's existing requirements. Approval of the waiver is at STATE's discretion.

9. Project Termination

- a. This Agreement may be terminated by the STATE or GRANTEE upon 30-days written notice to the other party.
- b. If either party terminates the Agreement prior to the completion of the Project, GRANTEE shall take all reasonable measures to prevent further costs to the STATE under the Agreement and the STATE shall be responsible for any reasonable and non-cancelable obligations incurred by GRANTEE in the performance of this Agreement prior to the date of the notice to terminate, but only up to the undisbursed balance of funding authorized in this Agreement.
- c. Failure by GRANTEE to comply with the terms of this Agreement may be cause for suspension of all obligations of the STATE hereunder at the discretion of the STATE.
- d. Failure of GRANTEE to comply with the terms of this Agreement shall not be cause for the suspension of all obligations of the STATE hereunder if in the judgment of the STATE such failure was due to no fault of GRANTEE. At the discretion of the STATE, any amount required to settle at minimum cost any irrevocable obligations properly incurred shall be eligible for reimbursement under this Agreement.

- e. Final payment to GRANTEE may not be made until the STATE determines the Project conforms substantially to this Agreement.

10. Hold Harmless

- a. GRANTEE shall defend, indemnify and hold the STATE, its officers, employees, and agents harmless from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by or result from the negligent or intentional acts or omissions of GRANTEE, its officers, agents, or employees. The duty of GRANTEE to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes GRANTEE's right as a public entity to indemnify (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.
- b. GRANTEE waives any and all rights to any type of express or implied indemnity or right of contribution from the STATE, its officers, agents, or employees for any liability resulting from, growing out of, or in any way connected with or incident to this Agreement.
- c. Nothing in this Agreement is intended to create in the public or in any member of it rights as a third-party beneficiary under this Agreement.

11. Tort Claims

FEDERAL:

The United States shall be liable, to the extent allowed by the Federal Tort Claims Act 28 United States Code 2671-2680, for claims of personal injuries or property damage resulting from the negligent or wrongful act or omission of any employee of the United States while acting within the scope of his or her employment, arising out of this Agreement.

STATE:

The State of California shall be liable, to the extent allowed by law and subject to California Government Code, Title 1, Division 3.6, providing for the filing of tort claims against the State of California, for personal injuries or property damage resulting from the negligent or wrongful act or omission of State of California employees while acting within the scope of his or her employment, arising out of this Agreement.

12. Nondiscrimination

The State of California prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, sex, marital status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance program. GRANTEE shall not discriminate against any person on any of these bases.

13. Conflict of Interest

GRANTEE or anyone acting on behalf of GRANTEE shall not have any conflicting personal and/or financial interests in carrying out the duties of the Agreement.

14. Incorporation

The grant guidelines and the Project Scope of Work, Project Budget Detail and any subsequent amendments or modifications to the Project Scope of Work and Project Budget Detail approved in writing by the STATE are hereby incorporated by reference into this Agreement as though set forth in full in this Agreement.

15. Severability

If any provision of this Agreement or the Project Scope of Work thereof is held invalid, that invalidity shall not affect other provisions or applications of this Agreement which can be given effect without the invalid provision or application, and to this end the provisions of this Agreement are severable.

16. Waiver

No term or provision hereof will be considered waived by either party, and no breach excused by either party, unless such waiver or consent is in writing and signed on behalf of the party against whom the waiver is asserted. No consent by either party to, or waiver of, a breach by either party, whether expressed or implied, will constitute consent to, waiver of, or excuse of any other, different, or subsequent breach by either party.

17. Assignment

This Agreement is not assignable by GRANTEE either in whole or in part.

18. Survival Clause

The obligations of the Parties under Section III General Provisions, Items 4 (c) and (j) of the Project Costs and Payment Documentation and Item 10 Hold Harmless of this Agreement shall survive the termination or expiration of the Agreement.

ADDENDUM – CALIFORNIA CLIMATE INVESTMENTS (CCI) GRANT PROJECTS

I. SPECIAL PROVISIONS

1. Grant funds shall be used on projects with the primary goal of reducing greenhouse gases (GHGs) and furthering the purposes of California's Global Warming Solutions Act of 2006, Division 25.5 (commencing with Section 38500) of the Health and Safety Code, and related statutes.
2. Grant funds shall be used on projects limited to specific activities as described in CCI Grants Procedural Guides.
3. Grantee shall report project and benefits information when requested by the State. This may include, but is not limited to, funding expended, acres treated, GHG emissions, trees planted, disadvantaged community benefits, energy/water savings, job creation, and other co-benefits.
4. Grantee shall maintain accurate and detailed records documenting project description, project location, and schedule, CCI dollars allocated, and leveraged funds throughout the duration of the project.
5. Failure of Grantee to meet the agreed upon terms of achieving required GHG reduction may result in project termination and recovery of funds.

II. MONITORING AND REPORTING REQUIREMENTS

All funds expended through CCI are subject to emissions reporting and requirements. Grantee is expected to provide the appropriate materials for completing program quantification methodology. Grantee shall use the current reporting template provided by the STATE. The reporting shall be submitted to the STATE no less frequently than quarterly. In addition, STATE may request additional information in order to meet current CARB reporting requirements. The requirements are available on the CARB CCI Quantification, Benefits and Reporting Materials webpage:

<https://ww2.arb.ca.gov/resources/documents/ci-quantification-benefits-and-reporting-materials>.

III. PROGRAM ACKNOWLEDGEMENT/RECOGNITION

1. All projects funded both fully and partially by the GGRF must clearly display, identify and label themselves as being part of the “California Climate Investments” program. The acknowledgement must contain the California Climate Investments and CAL FIRE logos as well as the following statement:

“Funding for this project provided by the California Department of Forestry and Fire Protection’s Wildfire Prevention Program as part of the California Climate Investments Program.”

A draft of the acknowledgement must be approved by the STATE prior to publication. For stationary projects, acknowledgement may include, but is not limited to, a sign on the project site. For other project types, such as vehicles, equipment, and consumer-based incentives, acknowledgement is encouraged by using a decal, sticker or other signage.

Guidance on California Climate Investments logo usage, signage guidelines, and high-resolution files are contained in a style guide available at:
www.caclimateinvestments.ca.gov/logo-graphics-request.

2. In addition, all projects funded both fully and partially by GGRF must contain the following statement in public announcements or press releases on said projects:

“City of Mt. Shasta Wildfire Mitigation, is part of California Climate Investments, a statewide program that puts billions of Cap-and-Trade dollars to work reducing GHG emissions, strengthening the economy, and improving public health and the environment– particularly in disadvantaged communities. The Cap-and-Trade program also creates a financial incentive for industries to invest in clean technologies and develop innovative ways to reduce pollution. California Climate Investments projects include affordable housing, renewable energy, public transportation, zero-emission vehicles, environmental restoration, more sustainable agriculture, recycling, and much more. At least 35 percent of these investments are located within and benefiting residents of disadvantaged communities, low-income communities, and low-income households across California. For more information, visit the California Climate Investments website at: www.caclimateinvestments.ca.gov.”

22-WP-SKU 48447141

Application Form :

Profile : mterrell@mtshastaca.gov

Project Information

Project Name/Title : City of Mt. Shasta Wildfire Mitigation

In which county is the majority of your project located? : Siskiyou County

**The full Project Tracking Number will be auto-generated within Grants Portal. Please use the format 22-WP-
UUU and replace your 3-character unit identifier from your selected county above.** : 22-WP-SKU

Are there additional counties? : No

In which California State Assembly district(s) is your project located? :

1st - Alpine, Amador, El Dorado, Lassen, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou

In which California State Senate district(s) is your project located? :

1st - Butte, Colusa, Glenn, Lassen, Modoc, Nevada, Placer, Plumas, Shasta, Sierra, Siskiyou, Sutter, Tehama, Yuba

Project End Date : 2029-03-15

Project Description Summary

Please provide a paragraph summarizing proposed project including the location, habitable structures, acres treated, etc. : The City of Mount Shasta Wildfire Mitigation project will reduce hazardous fuels on City owned property and City maintained right-of-ways (ROW) within the City of Mount Shasta. City staff will implement this work. The small City of Mount Shasta currently provides limited wildfire mitigation to City maintained property, but the current work is not at the scale required for public safety and evacuation, due to overgrown conditions. This grant will provide additional resources that will enable the City to perform initial treatments that will bring vegetation level to a manageable condition where ongoing maintenance by the City is feasible. When ROW clearance work is performed on City property, the work requires coordination with City staff, including the need for encroachment permits and/or road closure, regardless of whether the work is performed under contract or implemented by City staff. Due to this required coordination and oversight, it is more efficient for City staff to perform the ongoing maintenance work rather than under contract. The project will treat approximately 150 acres on the primary ROW and City owned property under prioritization of Mt. Shasta Fire Department.

Award Request Amount

Total Amount of Award Request : \$681,393.00

Indirect Cost Rate

Are you requesting an Indirect Cost Rate in excess of 12%? : No

Organization Information

Organization Type : Incorporated Cities and Counties

Board Resolution or Attesting Document : CALFIRE grant 2023 resolution.docx

Sponsoring Organization : City of Mt Shasta

Project Manager Name : Cory Burns

Project Manager Mailing Address : 305 N. Mt Shasta Blvd

Project Manager Mailing Address Line 2 :

City : Mt Shasta

State : US-CA

Zip Code : 96067

Project Manager Phone Number : 530-926-7546

Project Manager Email : cburns@mtshastaca.gov

Project Activities

For which primary activity is funding being requested? : Hazardous Fuels Reduction

Primary Vegetation Management Practice Type : Shaded fuelbreak /Understory clearing

Does the project include Grazing as a component of the hazardous fuels reduction project? : No

Does the project include transportation and/or disposal of woody biomass : No

Project Treatment Area

Primary Land Cover Type : Forest

Primary Land Ownership Class : Local Government

Does your project include work on Tribal Lands? : No

Limiting Factors: Check the box if there are any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the fire prevention proposed activity? :

Timber Harvest Plans (THP): For Hazardous Fuels Reduction projects, If there is a timber harvesting document on any portion of the proposed project area for which a "Notice of Completion" has not been filed with CAL FIRE check the box. :

California Environmental Quality Act (CEQA) Compliance: Describe how compliance with CEQA will be achieved in the Scope of Work. Is there an existing CEQA document that addresses this project or can be used to meet CEQA requirements?

Please indicate the CEQA document type (For planning, education and other projects that are exempt from CEQA, select “Not Applicable”) : Notice of Exemption

Existing Document Identification Number :

Federal Responsibility Area: Does your project include work on Federal Lands that might require a National Environmental Policy Act (NEPA) document, or use a framework similar to Good Neighbor Authority? : No

Community Metrics

Fire Risk Reduction Community List (FRRC)

Is the Sponsoring Organization a local agency? (city, county, or other publicly funded entity serving a city and/or county) : Yes

If yes, please select from the Fire Risk Reduction Community List options : Not on the FRRC list

If yes, is the Sponsoring Organization reporting defensible space data to CAL FIRE? :

Community at Risk: Is the project associated with a community that is listed as a Community at Risk? : Yes

Number of Risk Communities in the project area : 1

Disadvantaged/Low Income Community: Is the project associated with a disadvantaged/low-income community? : Yes

If Yes, select all that applies: :

Low Income

Project Area Statistics: For all Hazardous Fuels Reduction projects, provide an estimate of the Treatment Influence Zone (TIZ) acres. Include Local Responsibility Area (LRA), Federal Responsibility Area (FRA) and State Responsibility Area (SRA) as applicable for TIZ.

The Treatment Influence Zones (TIZ) are the treatment areas within a project, where on-the-ground activities are accomplished. There can be multiple treatment areas associated with a project. Wildfire Prevention Planning and Wildfire Prevention Public Education projects will NOT have treatment areas.

Local Responsibility Area (LRA) TIZ acres : 150.00

Federal Responsibility Area (FRA) TIZ acres : 0.00

State Responsibility Area (SRA) TIZ acres : 0.00

Total TIZ Acres : 150

Fire Hazard Severity Zones (FHSZ)

What Fire Hazard Severity Zones (FHSZ) are in the project area? Fire Hazard Severity Zone ratings are available at: <https://osfm.fire.ca.gov/divisions/community-wildfire-preparedness-and-mitigation/wildfire-preparedness/fire-hazard-severity-zones/> (<https://osfm.fire.ca.gov/divisions/community-wildfire-preparedness-and-mitigation/wildfire-preparedness/fire-hazard-severity-zones/>). Copy and paste the link or right-click to open in a new tab. Please provide an approximate number of acres or percentage of the project area in each zone.

Number of Acres in the Very High SRA FHSZ : 98

Number of Acres in the Very High LRA FHSZ : 138

Number of Acres in the High SRA FHSZ : 33

Number of Acres in the High LRA FHSZ : 0

Number of Acres in the Moderate SRA FHSZ : 0

FHSZ Total Acres : 269

Document Uploads

Letters of Support : Mt Shasta 2023 LOS.zip

Letters of Commitment : Mt Shasta 2023 LOC.zip

In addition to the online project mapping program treatment Geopoint and polygons, include a pdf map(s) of the project with the project application. The maps shall meet the requirements of Appendix G in the Procedural Guide.

PDF Project Map : 22-WP-SKU 48447141_Maps.zip

The below required standard forms can be found in the forms section of the solicitation. To get to the Solicitation Link click back to the solicitation, then click on the three lines next to the application and click the solicitation link.

STD 19 Nondiscrimination Compliance Statement form : 22-WW-SKU-48447141-std19.pdf

STD 21 A Drug-Free Workplace Certification form : 22-WW-SKU-48447141-Std 21.pdf

STD 204 Payee Data Record form : 22-WP-SKU-48447141-Std 204.pdf

Miscellaneous Form Upload Field #1 :

Miscellaneous Form Upload Field #2 :

Miscellaneous Form Upload Field #3 :

Project Mapping Program

Project Mapping Program: Create a Geopoint and Polygon(s) via the weblink. copy and paste the link or right-click to open in a new tab:<https://grant-access-calfire-forestry.hub.arcgis.com> (<https://grant-access-calfire-forestry.hub.arcgis.com>) The Online Project Mapping Component is a requirement for a complete application submission.

View Budget Worksheet : <https://portal.ecivis.com/#/peerBudget/ACDE2779-3EA2-4EEA-923F-F795C56BDADA>

Average Score : 0.00

Application Goals :

View Application Goals : <https://portal.ecivis.com/#/peerGoals/48837139-C55B-4CFA-8308-A536F0E54460>

of Reviews : 1

of Denials : 0

Created by : zengine+35323@srm.ecivis.com

Record ID # : 48447141

Last change : 2023-10-18T17:51:55+0000

City of Mt Shasta Wildfire Mitigation

Linked Form Profile :

Linked Form Submissions : 22-WP-SKU 48447141

Scope of Work :

Project Name : City of Mt Shasta Wildfire Mitigation

Project Tracking Number : 22-WP-SKU-48447141

Please use the Tracking Number that was automatically assigned by Grants Portal. The format will be 22-WP-UUU-XXXXXXX

Project Description

Please provide a comprehensive project description including the location, habitable structures, acres treated, etc. (please note there are no space limitations) : The City of Mt. Shasta Wildfire Mitigation project will reduce hazardous fuels on City owned property and City maintained right-of-ways (ROW) within the City of Mt. Shasta. City staff will implement this work. The small City of Mt. Shasta currently provides limited wildfire mitigation to City maintained property, but the current work is not at the scale required for public safety and evacuation, due to overgrown conditions. This grant will provide additional resources that will enable the City to perform initial treatments that will bring vegetation level to a manageable condition where ongoing maintenance by the City is feasible. When ROW clearance work is performed on City property, the work requires coordination with City staff, including the need for encroachment permits and/or road closure, regardless of whether the work is performed under contract or implemented by City staff. Due to this required coordination and oversight, it is more efficient for City staff to perform the ongoing maintenance work rather than under contract. The project will treat approximately 150 acres on the primary ROW and City owned property under prioritization of Mt. Shasta Fire Department. The project will tie into, but not overlap with other planned treatments. For example, the project will be coordinated with work under development by The McConnell Foundation (TMF), the Fire Safe Council of Siskiyou County (FSCSC) and Shasta Valley RCD (SVRCD). TMF's has a project under development that will perform approximately 1,500 acres of fuel treatments along the eastern side of Mt. Shasta. The SVRCD has received CEQA clearance under the CalVTP for the West Mt. Shasta Forest Resiliency Project covering potential treatments on 13,000 acres on the western side of Mt. Shasta. The FSCSC has several projects along strategic corridors throughout south Siskiyou County. The SVRCD, FSCSC and TMF will perform significant work around the City, but ROW clearance work and treatments on City improved property is limiting and often difficult to implement under the scope of these projects. For these reasons, fire mitigation work on City maintained ROW and City owned property is most efficiently performed by City staff in coordination with entities performing work on adjacent land.

Section I :

Primary Activity Type : Hazardous Fuels Reduction

Hazardous Fuels Reduction

1. Describe the geographic scope of the project, including an estimate of the number of habitable structures and the names of the general communities that will benefit. : The project is entirely within the City of Mt. Shasta. There are 1,642 structures with the LRA. Data is not readily available to accurately distinguish habitable structures from commercial structures. In the past decade, the number of acres burned in forested regions

has increased relative to other vegetation strata. This is due to increased fuel loading in that ecotype over the past century. The destructive fire history in the county and likelihood of future high-severity fire makes the region and the population highly vulnerable to catastrophic wildfire events.

2. Describe the goals, objectives, and expected outcomes of the project. : The project will treat approximately 150 acres over the period of performance. The focus of the project is to protect public ROW and public infrastructure, water systems, public utilities and public land and buildings. Wildfire mitigation performed on publicly owned and maintained property will lessen wildfire impacts to public property, surrounding private property and provide safe ingress and egress along the public ROW.

3. Provide a clear rationale for how the proposed project will reduce the risks associated with wildfire to habitable structures. : This project will be coordinated with other projects with the combined work providing significant reduction in risk to habitable structures. This project will provide safe ingress and egress along public ROW, providing safe evacuation of residents and access for responding firefighting resources. A well maintained public ROW is a tactical location for fire suppression and will aid in protection of neighboring habitable structures. Collaborative work under development from the Fire Safe Council of Siskiyou County, Shasta Valley RCD and The McConnell Foundation will provide greater community protection to habitable structures, with this project reducing the need for those entities to perform work requiring encroachment permits or work that may affect public infrastructure, allowing more efficient implementation.

4. Identify any additional assets at risk from wildfire that will benefit from the proposed project. These may include, but are not limited to, domestic and municipal water supplies, power lines, communication facilities and community centers. : The City of Mt. Shasta is the regional hub for public infrastructure, transportation, communication and utilities. Mt. Shasta is located on the central Interstate 5 corridor and is the largest community between Redding and Yreka. • Public buildings include, schools (3 main public and 2 main charter school), government administrative buildings (U.S. Forest Service admin, City admin, Siskiyou County public health), regional hospital (Mercy Medical Center of Mt. Shasta) • Numerous commercial (hotels, retail, service sector, etc.), and community centers (public library, parks district, community centers, and religious centers) • Pacific Power provides electrical service to Mt. Shasta • City of Mt. Shasta provide municipal water service • Sacramento River provides critical water for the state agriculture feeding Shasta Lake • Interstate 5 - key transportation corridor • Union Pacific Railroad railway - key supply and transportation corridor of the west • Pacific Power Transmission Corridor - 69 kV line runs through the corridor • California-Oregon Transmission Project - 110 kV runs through the corridor • Forested and timberland managed by private timber companies and U.S. Forest Service. All of these assets are at risk from wildfire.

5. How will the project/activity utilize the left over woody biomass? Will the project/activity use a biomass facility to reduce greater greenhouse gas emissions? : The project will not utilize left over woody biomass, but the reduction in wildfire emissions and associated emissions that would occur with loss of public and private infrastructure can be significant.

6. Does the project include grazing as a component of the hazardous fuels reduction project? :

Section II :

Degree of Risk

1. Discuss the location of the project in relation to areas of moderate, high, or very high fire hazard severity zone as identified by the latest Fire and Resource Assessment Program maps. : Mt. Shasta and the surrounding area exists almost entirely within the State's designated "High or Very High Fire Hazard Severity Zone" and is located in Tie 2 "Elevated" and Tier 3 "Extreme" on the CPUC Fire Threat Map where there is an extreme chance for human and property impacts due to wildfire.

2. Describe the geographic proximity of the project to structures at risk to damage from wildfire in the WUI.

: The work will take place entirely within the limits of the City of Mt. Shasta. There are ____ structures within the City. Southern Siskiyou County is a region that normally receives high annual precipitation able to support a high biomass, biodiverse temperate coniferous forest. However, recent high-severity wildfire activity in similar forest types in Shasta, Siskiyou and neighboring counties is evidence that these forests are in threat of destabilizing and risk conversion to vegetation dominated by shrubs and fire-prone species reducing fire resiliency and increasing wildfire threat to the surrounding ecosystems and communities (Serra-Diaz et al. 2018). Research suggests that California's northern coastal mountains will see intensified burn severity during low-precipitation years. Studies found that areas of these forests that burned had much lower fuel moisture and higher climatic water deficit and the percentage of high-severity burn areas doubled, especially during the 2012-2016 drought. The findings highlight the importance of targeting areas with high burn severity risk, such as northern California temperate coniferous forests, when planning for fire adaptation and mitigation strategies in a changing climate and intensifying extremes (Huang et al. 2020). Human caused fires frequently start in lower elevations at the base or lower portion of slopes, i.e. roadsides, stream or river corridors, hiking trails, or railway corridors adjacent to community structures or neighborhoods that can rapidly turn into deadly and damaging wildfires (Siskiyou CWPP 2019). Evidence of the destructive potential of human and lightning caused wildfires burning into Siskiyou County communities is evident in the 2018 through 2022 wildfire seasons where numerous high-severity wildfires heavily impacted the northern Sacramento River watershed or Siskiyou County. The 2022 Mill Fire burned 3,935 acres, destroyed 118 structures and caused two deaths. The 2022 McKinney Fire burned 60,138 acres, destroyed 185 structures and caused 4 deaths. The 2022 Mountain Fire burned 13,440 acres and destroyed 4 structures. The 2021 Lava Fire burned 26,409 acres and destroyed 23 structures. The 2021 River Complex burned 199,353 acres and destroyed 94 structures. The 2021 Salt Fire burned 12,660 acres and destroyed 21 homes. The 2021 Antelope Fire burned 145,632 acres. The 2021 Tennant Fire burned 10,580 acres. The 2020 Slater Fire burned 157,229 acres, destroyed 150 structures and caused 2 deaths. The 2018 Carr, Delta and Hirz Fires combined to burn 339,112 acres, destroyed 1,640 structures and caused eight deaths. Regions that have not burned in this period (such as the Mt. Shasta region) still have extreme vegetation density due to an average Fire Return Interval Departure of over 100 years and are at high-risk of destructive wildfire.

Section III :

Community Support

1. Does the project include any matching funds from other funding sources or any in-kind contributions

that are expected to extend the impact of the proposed project? : The McConnell Foundation will provide a contribution of a used, but in good condition, gooseneck trailer to haul the equipment purchase of a Track Loader and Masticator attachment. The equipment is valued at between \$20,000 and \$30,000.

2. Describe plans for external communications during the life of the project to keep the effected community informed about the goals, objectives and progress of the project. Activities such as planned press releases, project signage, community meetings, and field tours are encouraged.

: The project does not require external communication because the work will exclusively take place on City owned and maintained property.

3. Describe any plans to maintain the project after the grant period has ended.

: The City of Mt. Shasta will maintain the ROW and City owned property after the grant performance period. The grant will provide additional resources that will enable the City to perform initial treatments bringing the vegetation level to a manageable condition where ongoing maintenance by the City is feasible.

4. Does the proposed project work with other organizations or agencies to address fire hazard reduction at the landscape level?

: The project will be coordinated with Shasta Valley Resource Conservation District (RCD), the Fire Safe Council of Siskiyou County, The McConnell Foundation (TMF), the US Forest Service and CAL FIRE Siskiyou Unit. Combined these organizations and agencies are implementing significant work in the Mt. Shasta area

to address fire hazard reduction at the landscape level. However, the majority of the work proposed by collaborating organizations is focused on either private property in the Wildland Urban Interface (WUI) in the State Responsibility Area (SRA) or on U.S. Forest Service land in the Federal Responsibility Area (FRA). The City's proposed project extends the effectiveness of those treatments by bringing the work onto City property and City ROW in the Local Responsibility Area (LRA). This coordinated effort provides the most cost effective approach to community wildfire mitigation with each entity covering their area of expertise. This project is complementary to and extends the influence of each collaborating organization or agency. For example, within the SRA the SVRCD received CEQA under the CalVTP for 13,000 acres on the west side of Mt. Shasta and TMF has a project proposed with funding from CalOES under the Hazard Mitigation grant program for 1,500 acres on the eastern side of Mt. Shasta, primarily in the SRA. These coordinated projects will provide significant treatment around Mt. Shasta, but the scope of the adjacent projects do not cover City maintained ROW or City owned property, leaving a critical gap in treatment within the community. This project will fill the gap in treatments to provide more comprehensive protection across the WUI and landscape.

Section IV :

Project Implementation

1. Discuss the anticipated timeline for the project. Make sure to take seasonal restrictions into account. :

The proposed implementation period will be over approximately 3.5 to 4 years. Each year the treatment period will be approximately 1.5 to 2.5 months in the spring and fall, accounting for seasonal / operational period restrictions. Total combined project implementation period is expected to be between 12 to 16 months over the period of performance with a performance period ending March 15, 2029.

2. Verify the expected timeframes to complete the project will fall under the required completion dates depending on the source of the funds awarded. : The work proposed under this project will be complete by March 15, 2029; however, the City of Mt. Shasta will continue to provide maintenance on City maintained ROW and City owned property in perpetuity. The funding will provide critical resources for the City to bring vegetation density to manageable levels enabling the City to perform ongoing periodic maintenance.

3. Using bullets, list the milestones that will be used to measure the progress of the project. :

- Equipment purchase. Vendors will be contacted to purchase track loader and masticator attachment. (Months 1-2)
- ROW clearance prioritization. Mt. Shasta Fire will prioritize ROW treatment areas. (Months 1-3)
- City property CEQA exemption. (Months 1-6)
- City property prioritization. Mt. Shasta Fire will prioritize City property treatment areas. (Months 1-12)
- ROW treatments. City staff will begin treatments on priority ROW. (Months 4-48)
- City property surveys. Any required survey work (archeological and/or biological) will occur on City property prior to treatments. (Months 6-40)
- City property treatments. (Months 6-48)

4. Using bullets, list the measurable outcomes (i.e. project deliverables) that will be used to measure the project's success. :

- Equipment purchase. Vendors will be contacted to purchase track loader and masticator attachment.
- ROW clearance prioritization. Mt. Shasta Fire will prioritize ROW treatment areas.
- City property CEQA exemption.
- City property prioritization. Mt. Shasta Fire will prioritize City property treatment areas.
- City property surveys. Any required survey work (archeological and/or biological) will occur on City property prior to treatments. (Required survey records will be kept to maintain CEQA compliance and made available upon request)
- City property treatments. Between 150 and 200 acres (minimum of 150 acres) will be treated and mapped as complete on City ROW and City owned property.

5. If applicable, how will the requirements of the California Environmental Quality Act (CEQA) be met? : The City of Mt. Shasta anticipates CEQA exemption for City owned and maintained property and city maintained ROW. Archeological and biological surveys are expected as a component of the project.

6. List any existing forest or land management plans; Conservation Easements; Covenant, Conditions & Restrictions (CC&R's); matters related to zoning; use restrictions, or other factors that can or will limit the wildfire prevention proposed activity? : None

Section V :

Administration

1. Describe any previous experience the project proponent has with similar projects. Include a list of recent past projects the proponent has successfully completed if applicable. Project applicant or manager having no previous experience with similar projects should discuss any past experiences that may help show a capacity to successfully complete the project being proposed. This may include partnering with a more experienced organization that can provide project support. : The City of Mt. Shasta currently operates and maintains equipment in both the Public Work Department and Fire Department. Wildfire mitigation work will be completed under the supervision of the Fire Department, including prioritization of vegetation treatments in the City ROW and on City owned property. The Public Work Department and Fire Department currently maintain the ROW and city owned property. The City currently implements wildfire mitigation work and no additional experience is required to execute this work, except hiring and training additional staff. This grant will provide resources to increase the capacity of the City to implement work at the scale required to mitigate fire risk to the City.

2. Identify who will be responsible for tracking project expenses and maintaining project records in a manner that allows for a full audit trail of any awarded grant funds. : The City of Mt. Shasta administrative staff will be responsible for tracking project expenses and maintaining project records. Mt. Shasta Fire will be responsible for prioritizing and overseeing implementation and will work with administrative staff to maintain project records.

Section VI :

Budget

A detailed project budget should be provided in the online budget included in this solicitation. The space provided here is to allow for a narrative description to further explain the proposed budget.

1. Explain how the grant funds, if awarded, will be spent to support the goals and objectives of the project. If equipment grant funds are requested, explain how the equipment will be utilized and maintained beyond the life of the grant. : This grant will provide funding for to increase City of Mt. Shasta staff dedicated to ROW clearance and hazardous fuel reduction on City owned property. The grant will provide equivalent to 7,400 additional hours of work for this work and will add to current resources dedicated to maintenance of City property. The grant funds will not be used to cover Public Works or Fire Department duties not associated with the increase in ROW and City property vegetation management. To achieve this, the City of Mt. Shasta will track the work performed using grant funds in order to meet the goals and objectives of this project; performing a minimum of 150 acres of treatment on public owned property and City ROW. The purchase of a track loader and masticator head will be utilized for to maintain the ROW and city owned property for the useful life of the equipment, or the equipment is replaced by equipment equal to or greater in capacity for the same purpose and for a time period equivalent to the useful life of the original equipment. The City of Mt. Shasta currently maintains similar equipment and is capable of providing in-house equipment maintenance for the purchased equipment. The purchased equipment will not require additional resources or expertise from the City to maintain the equipment.

2. Are the costs for each proposed activity reasonable for the geographic area where they are to be performed? Identify any costs that are higher than usual and explain any special circumstances within the project that makes these increased costs necessary to achieve the goals and objectives of the project. :

The City of Mt. Shasta recently received contract bids for hazardous fuel treatments ranging from \$3,500 to \$5,000 per acre on unimproved City property. This grant will propose to complete fuel treatments on City property and City ROW for an equivalent cost per acre \$4,333. The contract bids do not factor in added costs for ROW treatments that would be increase due to operational logistics and may be subject to prevailing wage requirements, which would likely push costs to the upper range of prior bids. The project also provides the following co-benefits: • The City will be hire an additional three full time, limited-term equivalent staff to complete the fuel treatments off peak fire season and these staff will be made available for as firefighting resources during peak fire season. • The project will enable collaborative organizations to implement work more efficient and with less risk if the collaborating organizations do not need to work within the City ROW. • The City is able to cover maintenance with existing City resources with no additional costs allocated to the grant for maintenance. • The City will utilize the equipment for fuel treatment maintenance beyond the period of performance.

3. Is the total project cost appropriate for the size, scope, and anticipated benefit of the project? : The cost per acre is reasonable at \$4,542.62 per acre. The funds will provide additional resource for the City to build on existing resources for wildfire mitigation to City ROWs (ROW) and City property with public infrastructure. Since work on City property requires City oversight and direct involvement, the work is most efficiently implemented by City staff. Alternatives, to performing this work, including under contract, will be less efficient due to duplicative requirement of City staff to oversee contractors and that work done under contract may be subject to prevailing wage requirements. In addition, the funding will enable the City to acquire equipment and expertise available after the performance period of the grant to maintain the City owned property in perpetuity after the fuel loads are brought to manageable levels.

4. Using bullets please list each object category amount that you are requesting and the detail of how that would support meeting the grant objectives. : • Equipment. Purchase of a Track Loader and Masticator attachment at a price of \$190,385 will provide the equipment required to implement treatments. The City currently does not have this type of equipment or any equipment capable of fuel treatments. • Staff Wages will cover 7,400 total hours of work over the period of performance at a total cost of \$237,700. This is equivalent to one Fuels Crew Supervisor working 4-6 hours per day and two Fuels Crew members working full time during the 4-month annual operational period (2 months in the fall and 2 months in the spring). • Employee benefits for covering 7,400 hours of work at a cost of \$155,700 • Supplies (Small tools, chainsaws, PPE, etc.) will cover hand tools and PPE necessary to implement fuel treatments. \$15,000. • Other Costs. Environmental surveys and consulting (archeological, botanical, RPF) required to meet environmental compliance. \$30,000.

5. Does your project include the purchase of capital equipment (more than \$5,000 per item)? : Yes

6. Provide a cost-benefit analysis to justify the purchase of equipment versus leasing : Options to purchase the equipment from Peterson Cat (Reese Choy 530 520-8391) totals: - 299 Cat D3 Tracked Skid Steer w/ land management package & Cat Drum: \$171,542.00 - 299 Cat D3 Tracked Skid Steer w/ land management package & Fecon Drum: \$173,078.00 Options to Lease the equipment from Holt of California (Noah Wolfe 916-871-2586) total: - 297 Cat Tracked Sid Steer with Paladin MM60 Drum Mulcher (includes round trip delivery to Mt. Shasta). Rental and transport cost is for 2 months in the spring and for 2 months in the fall for a total of 4 months per year for 4 consecutive years (2024 – 2028): \$28,484.00 per month. (16 month total: \$455,744.00) Options to Lease the equipment from Rental Guys (Chris Bleigh 530 521-9721) total: - T770 Bobcat Tracked Sid Steer with 60" Bobcat Drum Mulcher (includes road trip delivery to Mt. Shasta). Rental and transport cost is for 2 months in the spring and for 2 months in the fall for a total of 4 months per year for 4 consecutive years (2024 – 2028): \$12,228 per month. (16 month total: \$195,648). Other market research performed, but vendors did not have lease options for fuel reduction equipment: - Pape' Machinery, Cresco, I5 Rentals, and United Rentals. The purchase option is more cost effective for the City of Mt. Shasta based on market research. Purchase option better meets operational needs: The City anticipates variable use of staff and equipment to implement the proposed work over the performance period and purchase option will best enable variable use of the equipment, subject to staff availability operational periods. The purchase option enables the City to utilize the equipment that is better aligned with operational logistics. For

example, operational periods due to winter weather (snow) or fire danger (low humidity) are difficult to predict and are subject to change based on unpredictable weather conditions. Often a two-week period opens between winter snowstorms or a late spring or early summer rainstorm. The purchase option will enable the operational periods to be maximized, while the lease option restricts use operational periods that need to be predicted in advance. Purchase option enables equipment use beyond period of performance: The City will continue to utilize the equipment for fuel reduction needs beyond the grant period of performance and will continue to use the equipment for the equipment's useful life.

Section VII :

California Climate Investments

The space provided here is to allow for a narrative description to further explain how the project/activity will reduce Greenhouse Gas emissions.

1. How will the project/activity reduce Greenhouse Gas emissions? : Wildfire can originate from urban areas and burn into forest landscape or come from forest landscapes and burn into urban areas. Both have contributions to GHG emissions and associated emission from structure loss and wildfire emissions can be significant. During moderate-to high-severity wildfires, the plume can emit millions of metrics tons of CO₂ in a few weeks in addition to carbon monoxide and particulates, including black carbon. Wildfire is the single biggest source of black carbon emissions in the State (California Air Resources Board, 2017). Observations suggest that a portion of high severity burn areas within these fires may not reestablish as forests, but rather will transition to shrub systems (Collins & Roller, 2013). Fire frequency has been found to increase in these areas as fuel conditions are created that allow for repeated high-severity fire in short succession, hindering the regrowth of forest and maintaining shrub dominance (Coppoletta, Merriam, & Collins, 2016). Reducing fire severity will reduce the need of this management effort which is often fragmented based on ownership. Where land is not managed post-fire, the land is likely to convert to shrub cover for many years, resulting in reduced fire resiliency, fewer trees and less carbon sequestration. Where management activities didn't remove dead trees, emissions from a burned area may be five times greater than the active fire emissions (Auclair & Carter, 1993) due to decay if biomass is not utilized. In a forest wildfire, less than 15% of the carbon in a stand is usually emitted in the plume (Campbell, Fontaine, & Donato, 2016). In a high severity burned area, the remaining 85% will decay in subsequent decades or be emitted in a future wildfire plume. The loss of sequestration and subsequent decay from the now dead trees could make the stand a net source of emissions for a decade or more (Dore et al., 2012) until the trees regrow sufficiently to sequester the carbon release from the decaying material. The project will reduce the severity and extent of future wildland fires through tools such as fuels reduction, thinning, and sustainable timber management practices, including biomass utilization. These activities will reduce greenhouse gas emissions. Biomass utilization, unknown at this time, is expected from this project and will reduce decay from biomass being left on site and can offset fossil fuel consumption. Coupled with other mitigation projects in south Siskiyou County, the project seeks to limit shrub invasion and reduce potential of moderate-to high-severity burns by managing hazard fuels and vegetation to remove competition from many small, closely-spaced, fire-vulnerable species into a smaller number of resilient larger trees, thereby improving fire resiliency and carbon stocks.

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Budget Report

Passthrough Agency: California Department of Forestry and Fire Protection (CAL FIRE)
 Program: FY 2022-2023 Wildfire Prevention Grants
 Stage: Pre-Award

Report Date: 10/23/2023
 Requested By: Muriel Terrell
mtterrell@mtshastaca.gov

Budget Items

Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share
Salaries & Wages									
	Fuels Crew Supervisor	Crew Supervisor	1800	\$39.50	\$71,100.00	\$71,100.00	\$8,532.00		\$0.00
	Fuels Crew	Fuels Crew	2800	\$29.75	\$83,300.00	\$83,300.00	\$9,996.00		\$0.00
	Fuels Crew	Fuels Crew	2800	\$29.75	\$83,300.00	\$83,300.00	\$9,996.00		\$0.00
Salaries & Wages Total			7400	\$99.00	\$237,700.00	\$237,700.00	\$28,524.00		\$0.00
Employee Benefits									
	Fuels Crew Supervisor	Crew Supervisor	1800	\$23.50	\$42,300.00	\$42,300.00	\$5,076.00		\$0.00
	Fuels Crew	Fuels Crew	2800	\$20.25	\$56,700.00	\$56,700.00	\$6,804.00		\$0.00
	Fuels Crew	Fuels Crew	2800	\$20.25	\$56,700.00	\$56,700.00	\$6,804.00		\$0.00
Employee Benefits Total			7400	\$64.00	\$155,700.00	\$155,700.00	\$18,684.00		\$0.00
Contractual									
	Environmental Consulting and Survey	Archeological, Botanical and RPF	1	\$30,000.00	\$30,000.00	\$30,000.00	\$3,600.00		\$0.00
Contractual Total			1	\$30,000.00	\$30,000.00	\$30,000.00	\$3,600.00		\$0.00
Travel & Per Diem									
	Use Titles to briefly describe each item. Cost Share from the grantee and from a partner can be tracked on separate lines. Note that your indirect cost rate setting (which must be between 0 and 12%) will automatically apply to each line	In each row Description, enter the unit of measurement and choose from only the following labels: Hours, Days, Each, Report, Contract, Miles, Daily, Acres	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Travel & Per Diem Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Supplies									
	Hand Tools and PPE	Chainsaws, hand tools and PPE need for fuels treatment	1	\$15,000.00	\$15,000.00	\$15,000.00	\$1,800.00		\$0.00
Supplies Total			1	\$15,000.00	\$15,000.00	\$15,000.00	\$1,800.00		\$0.00
Equipment									
	Track Loader and Masticator Attachment	Peterson Cat of Redding quote with 10% price escalator	1	\$190,385.00	\$190,385.00	\$190,385.00	\$0.00		\$0.00
	Trailer	McConnell Foundation	0	\$0.00	\$0.00	\$0.00	\$0.00		\$20,000.00
Equipment Total			1	\$190,385.00	\$190,385.00	\$190,385.00	\$0.00		\$20,000.00
Other Costs									
Other Costs Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Indirect Cost									
	To be used by CAL FIRE staff only	To be used by CAL FIRE staff only	0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Indirect Cost Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Other									
Category	Title	Description	Units	Unit Cost	Extended Cost	Direct Cost	Indirect Cost	GL Account	Cost Share
Other									
Other Total			0	\$0.00	\$0.00	\$0.00	\$0.00		\$0.00
Grant Total			14803	\$235,548.00	\$628,785.00	\$628,785.00	\$52,608.00		\$20,000.00
Total						\$	681,393.00		



The McConnell
Foundation



RCD
SHASTA VALLEY
RESOURCE CONSERVATION DISTRICT



FireSafe
COUNCIL
of Siskiyou County



CITY OF MT. SHASTA
INCORPORATED 1890

Project Name: City of Mt. Shasta Wildfire Mitigation

Project Tracking Number: 22-WP-SKU 48447141

Mt Shasta Collaborative Projects in the LRA and SRA

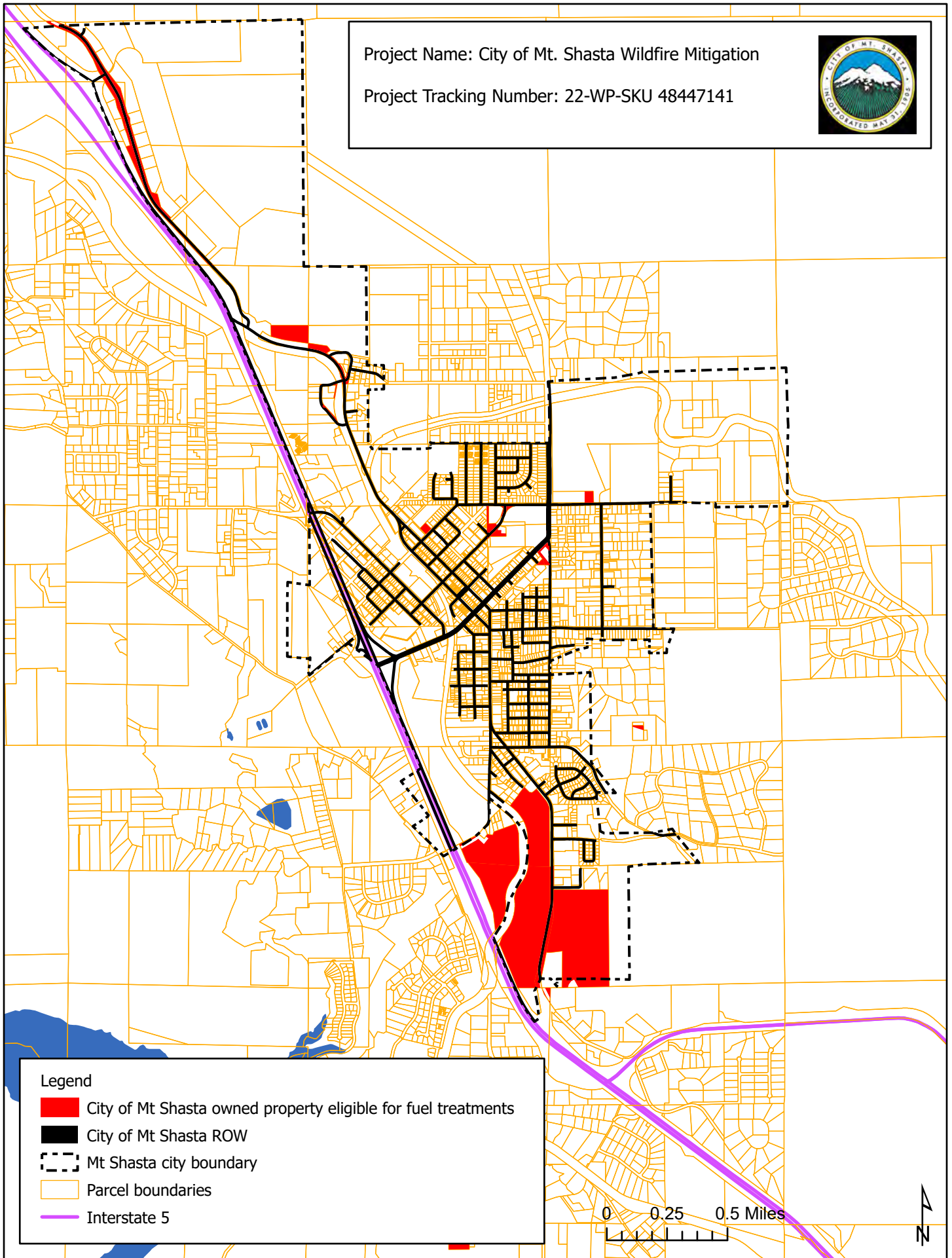
- City of Mt Shasta owned property eligible for fuel treatments
- City of Mt Shasta ROW
- Siskiyou Fire Safe Council Old Stage fuel mitigation project
- Shasta Valley RCD CEQA & planned fuel treatments
- McConnell Foundation FEMA Hazard Mitigation Grant Program fuel treatments
- US Forest Service ownership
- Mt Shasta city boundary

0 0.25 0.5 Miles



Project Name: City of Mt. Shasta Wildfire Mitigation

Project Tracking Number: 22-WP-SKU 48447141



Legend

- City of Mt Shasta owned property eligible for fuel treatments
- City of Mt Shasta ROW
- Mt Shasta city boundary
- Parcel boundaries
- Interstate 5

0 0.25 0.5 Miles



Project Name: City of Mt. Shasta Wildfire Mitigation



Project Tracking Number: 22-WP-SKU 48447141



NORTH MT SHASTA BOULEVARD

WEST LAKE STREET

Legend

-  City of Mt Shasta ROW
-  City of Mt Shasta paved public streets

0 240 480 Feet



Agenda Item # 11

Staff Report

Meeting Date: November 13th, 2023

To: City Council

From: City Manager

Subject: Acceptance of the Raftelli's Final Drainage Impact Fee Report

X	Regular
	Consent
	Closed
	Presentation

Recommended Action:

Staff recommends the review and acceptance of the Raftelli's Final Drainage Impact Fee Report.

Summary:

The City of Mt Shasta currently charges property owners a flat fee of \$1.00 per/mo. to help pay for the replacement of failing drainage infrastructure, an amount that is woefully inadequate. To determine a fair rate for property owners to pay that will allow the City to start funding the replacement of failing infrastructure, the City contracted with a company titled Raftellis. Raftellis is considered a nationwide expert in performing such studies in a manner that employs very specific methodology that assesses the percentage of impervious surface per eligible parcel within the City's boundaries. The methodology to determine the aforementioned rate is outlined below. The rate per Equivalent Residential Unit (ERU) will be used as the target rate for a Drainage Assessment to be considered in an 218process/ upcoming election.

The required increases over a five year period that will allow the City to fund the replacement of failing drainage infrastructure over a five year period are outlined in the table below:

	FY 2024 [1]	FY 2025	FY 2026	FY 2027	FY 2028
Months Effective	5	12	12	12	12
Proposed Rate per ERU	\$15.00	\$15.00	\$20.00	\$24.00	\$28.00

The Executive Summary outlining the current rate, funding needs, methodology, and assumptions are outlined in the Executive Summary to the report are outlined in the text to follow (the full report is included as an addendum):

Executive Summary:

1.1. Introduction

The City of Mt. Shasta (City) currently provides stormwater service within its boundaries, recovering revenue through a flat fee charged to its approximately 2,028 water accounts. The City’s stormwater utility is intended to be financially self-sufficient with funding for capital and operating requirements derived primarily from user charges, which amount to approximately \$24,000 annually. The City’s stormwater system consists of remnant creeks and wetlands interconnected to a network of pipes, drains, ditches, and culverts. Much of the current system is aging and in need of repair or replacement to continue proper function and prevent system failure. As annual user charges currently provide inadequate funding to meet requirements for both operating and capital needs, the City has been unable to complete relevant capital projects. The need has become more apparent as the City has begun to experience storms of greater intensity which exacerbate the City’s drainage issues. The aging infrastructure of the City must be addressed to continue to provide benefits to the community. An update of the Stormwater Master Plan in 2020 identified opportunities to implement multi- benefit projects which address the stormwater challenges experienced by the City.

Raftelis used industry standard methodologies to develop a financial plan and rate structure alternatives with needed, enhanced funding to support a more robust stormwater program and allow the City to take opportunities to improve local water quality, flood management, and the local environment through stormwater management.

1.2. Study Goals and Objectives

The goal for this study was to develop a 5-year financial plan for the City’s stormwater utility from FY 2024 – FY 2028 (study period) in which:

- Rate revenues are sufficient to meet annual operating and capital expenditures,
- Reserve levels are maintained in accordance with industry best practices¹, and
- The rate structure provides enhanced equity between customer classes compared with a flat rate.

1.3. Study Findings

The study team found that projected stormwater service revenue under the current rates and rate structure is insufficient to meet annual revenue requirements through the study period. To meet the City’s objectives, Raftelis recommends revenue adjustments following the schedule below for FY 2024 through FY 2028.

Table 1: Required Revenue Adjustments, FY 2024 - 2028

	FY 2024 [1]	FY 2025	FY 2026	FY 2027	FY 2028
Annual Revenue Adjustments	1,193%	140%	33%	20%	17%

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

These adjustments would increase annual rate revenues from approximately \$24,000 to an average of approximately \$1.4 million by FY2028, allowing the utility to enhance stormwater management. Following

1 “Cash Reserve Policy Guidelines”, American Water Works Association, 2018

FY2028, Raftelis recommends annual revenue adjustments of 3.0%. In addition, Raftelis recommends instituting an impervious area (IA)-based rate structure with equivalent residential units (ERUs) serving as the units of charge. An IA-based rate structure will improve the equity of revenue recovery between classes compared with the current flat rate per account. Under the recommended revenue adjustment and rate structure, the monthly bill for a typical single-family property will increase from \$1.00 to \$15.00 in February 2024.

Table 2: Recommended Rate Structure

Land Use Type	Rate Structure
Single-Family Residential (SFR)	Flat fee, 1 ERU per parcel
Non-Single Family Residential (NSFR)	Fee calculated on measured IA; 1 ERU per 3,000 sq ft IA

Raftelis recommends that the stormwater financial plan be updated annually to reflect current estimates of revenue, operating expenses, capital improvement needs, and maintenance of reserve targets.

2.3 Revenues

2.3.1. Current Rate Revenue

The main source of funds for the stormwater utility is stormwater rate revenue. The current monthly stormwater fee of \$1.00 per account generates approximately \$24,000 annually.

2.3.2. Grants and Other Sources of Funding

The City actively pursues additional sources of funding in addition to rate revenues. In July 2023, Raftelis worked with the City to complete a submission for funding through the Clean Water State Revolving Fund (CWSRF) Program. The submission requested financial assistance in the form of planning and design funds for drainage improvement projects totaling \$1,575,000. The CWSRF Program will provide funds in the fall of 2023. Following the planning and design stage, funding opportunities also exist with the CWSRF program; should the City decide to apply for this funding in the future, there is a better chance of award if the City can show the ability to match funds.

Raftelis also worked with the City to complete a submission in June for the Charging and Fueling Infrastructure (CFI) Discretionary Grant Program. This submission requested planning and design funds for deployment of alternative fuel infrastructure, which would include extensions of storm drainage infrastructure to the proposed sites. The total anticipated cost for planning and design is \$2.7 million; the City has requested

\$2.16 million as part of this submission and, if awarded the grant, will require a 20% match. As this grant is currently pending, it has not been included as a source of revenue for this study. Should it be awarded, Raftelis recommends the City update its financial plan to account for the additional revenue.

2.3.3. Recommended Revenue Adjustments

Stormwater rate revenue should be set at a level that is sufficient to meet revenue requirements, finance the capital improvement program, and maintain adequate reserves. Raftelis recommends the City set target operating reserves at 60 days of operating expenses and capital reserves at the annual average of 5-year capital expenses. This amount provides a reasonable operating allowance for sound stormwater utility operations and exceeds the reserve recommendation in the industry for a utility of this size, which is a reserve equal to 60 days of operating expenses.

The City’s revenue under current rates is far outpaced by revenue requirements. To meet the City’s objectives, Raftelis has calculated the required revenue adjustments from FY 2024 – FY 2028. This adjustment would increase annual rate revenues from approximately \$24,000 to \$1.4 million in FY2028, allowing the utility to meet its objectives.

Table 5: Stormwater Utility Financial Plan Projections

Description	FY2024	FY2025	FY2026	FY2027	FY2028
Annual Revenue	1,193%	140%	33%	20%	17%
Adjustment					
Total Rate Revenues	\$314,625 [1]	\$755,100	\$1,006,800	\$1,208,160	\$1,409,520
Total Expenditures	\$139,332	\$267,301	\$284,469	\$1,144,327	\$1,552,392
Net Cash Flows	\$1,750,293	\$487,799	\$722,331	\$63,833	(\$142,872)
Ending Balance	\$1,750,293	\$2,238,092	\$2,960,423	\$3,024,256	\$2,881,384
Target Reserves	\$254,605	\$509,209	\$763,814	\$1,018,419	\$1,273,023
Over/(Under) Target	\$1,495,689	\$1,728,883	\$2,196,609	\$2,005,838	\$1,608,361

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

In addition, Raftelis recommends updating the current rate structure from a per-account charge to an impervious area-based rate structure with equivalent residential units (ERUs) serving as the units of charge. An IA-based rate structure will improve rate recovery equity between classes and clarity for customers. Under the recommended rate structure, the monthly fees for a typical single-family property are shown in the table below. This rate structure and its development are discussed in detail in the following section.

Table 6: Proposed Monthly Fee per ERU

Description	FY2024 [1]	FY2025	FY2026	FY2027	FY2028
Months Effective	5	12	12	12	12
Monthly Fee per ERU	\$15.00	\$15.00	\$20.00	\$24.00	\$28.00

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024

CITY OF MT SHASTA, CA

Stormwater Rate Study

FINAL REPORT / OCTOBER 12, 2023



October 12, 2023

Mr. Todd Juhasz
City Manager
City of Mt. Shasta
305 North Mt Shasta Boulevard
Mt Shasta, CA 96067

Subject: Stormwater Study Report

Dear Mr. Juhasz,

Raftelis is pleased to provide this Stormwater Rate Study Report (Report) for the City of Mt. Shasta (City) to support the City in establishing updated stormwater rates.

The major objectives of the study include the following:

- Develop financial plans for the stormwater utility to ensure financial sufficiency, meet operation and maintenance (O&M) costs, and ensure sufficient funding for capital needs.
- Review current rate structures for the stormwater utility and design rate alternatives that recover annual revenue requirements and improve customer class equity.

The report summarizes the key findings and recommendations related to the development of the financial plans for the utility and the development of alternative stormwater rates.

It has been a pleasure working with you, and we thank you and the City staff for the support provided during the course of this study.

Sincerely,

Henrietta Locklear
Vice President

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1. Executive Summary

1.1. Introduction

The City of Mt. Shasta (City) currently provides stormwater service within its boundaries, recovering revenue through a flat fee charged to its approximately 2,028 water accounts. The City's stormwater utility is intended to be financially self-sufficient with funding for capital and operating requirements derived primarily from user charges, which amount to approximately \$24,000 annually. The City's stormwater system consists of remnant creeks and wetlands interconnected to a network of pipes, drains, ditches, and culverts. Much of the current system is aging and in need of repair or replacement to continue proper function and prevent system failure. As annual user charges currently provide inadequate funding to meet requirements for both operating and capital needs, the City has been unable to complete relevant capital projects. The need has become more apparent as the City has begun to experience storms of greater intensity which exacerbate the City's drainage issues. The aging infrastructure of the City must be addressed to continue to provide benefits to the community. An update of the Stormwater Master Plan in 2020 identified opportunities to implement multi-benefit projects which address the stormwater challenges experienced by the City.

Raftelis used industry standard methodologies to develop a financial plan and rate structure alternatives with needed, enhanced funding to support a more robust stormwater program and allow the City to take opportunities to improve local water quality, flood management, and the local environment through stormwater management.

1.2. Study Goals and Objectives

The goal for this study was to develop a 5-year financial plan for the City's stormwater utility from FY 2024 – FY 2028 (study period) in which:

- Rate revenues are sufficient to meet annual operating and capital expenditures,
- Reserve levels are maintained in accordance with industry best practices¹, and
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1.3. Study Findings

The study team found that projected stormwater service revenue under the current rates and rate structure is insufficient to meet annual revenue requirements through the study period. To meet the City's objectives, Raftelis recommends revenue adjustments following the schedule below for FY 2024 through FY 2028.

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FY2028, Raftelis recommends annual revenue adjustments of 3.0%. In addition, Raftelis recommends instituting an impervious area (IA)-based rate structure with equivalent residential units (ERUs) serving as the units of charge. An IA-based rate structure will improve the equity of revenue recovery between classes compared with the current flat rate per account. Under the recommended revenue adjustment and rate structure, the monthly bill for a typical single-family property will increase from \$1.00 to \$15.00 in February 2024.

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Raftelis recommends that the stormwater financial plan be updated annually to reflect current estimates of revenue, operating expenses, capital improvement needs, and maintenance of reserve targets.

2. Financial Plan

2.1. Assumptions

The following data includes the major assumptions used in the study.

Table 3: Assumptions

Expense Inflation Factors	
Operations and Maintenance	7.0% FY24; 3.0% thereafter
Capital	7.0%
Current Stormwater Accounts	
Residential	1,660
<u>Non-Residential</u>	<u>174</u>
Total	2,028
Current Stormwater Fee (per account per month)	
Residential	\$1.00
Non-Residential	\$1.00

2.2. Revenue Requirements

2.2.1. Expenditures

The current and anticipated uses of funds include capital expenditure and operation and maintenance expenses (O&M). The costs of the City's anticipated capital projects for FY2024 - 2028 are approximately \$3.2 million (inflated). The largest projects are part of the Cold Creek Realignment and Restoration. This multi-phase project is expected to be completed in FY 2031 and is projected to cost approximately \$6.1 million (inflated). Other projects include storm drainage replacement, street improvements, and retrofits, as well as installation of green infrastructure to provide proper storm drainage and treatment infrastructure.

O&M costs consist of regular inspections, cleaning, and maintenance, as well as seasonal program costs. O&M averages approximately \$40,000 annually during the study period.

2.2.2. Reserves

The City does not currently maintain a reserve balance. Raftelis recommends the City set target operating reserves at 60 days of operating expenses and capital reserves at the annual average of 5-years of capital expenses. This amount provides a reasonable operating allowance for sound stormwater utility operations and meets the reserve recommendation in the industry for a utility of this size.

To mitigate the impact that establishing operating and capital reserves in one year would have on rates, Raftelis recommends that both O&M and capital reserve targets be met by increasing the reserve amount incrementally. The annual average O&M reserve target over the study period is approximately \$6,500; Raftelis recommends using 60-day calculated expenses from FY 2028 as a target. The annual average of 5-years of capital expenses ranges from a low of \$850,000 to a high of \$1.5 million over the course of the study period. Raftelis recommends using the 5-year average calculated in FY 2028 as a capital reserve target, which

is approximately \$1.3 million. By phasing in the reserve target at 20% annually, the full reserve target will be met by the end of the study period.

Table 4: Reserve Targets

Reserve Type	Policy	Target Reserve (end of study period)	20% of Total Reserve Target (added per year)
O&M	60-day fund	\$6,929	\$1,386
Capital	5-year average of capital expenses	\$1,266,094	\$253,219
Total		\$1,186,616	\$254,605

2.3. Revenues

2.3.1. Current Rate Revenue

The main source of funds for the stormwater utility is stormwater rate revenue. The current monthly stormwater fee of \$1.00 per account generates approximately \$24,000 annually.

2.3.2. Grants and Other Sources of Funding

The City actively pursues additional sources of funding in addition to rate revenues. In July 2023, Raftelis worked with the City to complete a submission for funding through the Clean Water State Revolving Fund (CWSRF) Program. The submission requested financial assistance in the form of planning and design funds for drainage improvement projects totaling \$1,575,000. The CWSRF Program will provide funds in the fall of 2023. Following the planning and design stage, funding opportunities also exist with the CWSRF program; should the City decide to apply for this funding in the future, there is a better chance of award if the City can show the ability to match funds.

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2.3.3. Recommended Revenue Adjustments

Stormwater rate revenue should be set at a level that is sufficient to meet revenue requirements, finance the capital improvement program, and maintain adequate reserves. Raftelis recommends the City set target operating reserves at 60 days of operating expenses and capital reserves at the annual average of 5-year capital expenses. This amount provides a reasonable operating allowance for sound stormwater utility operations and exceeds the reserve recommendation in the industry for a utility of this size, which is a reserve equal to 60 days of operating expenses.

The City's revenue under current rates is far outpaced by revenue requirements. To meet the City's objectives, Raftelis has calculated the required revenue adjustments from FY 2024 – FY 2028. This adjustment would increase annual rate revenues from approximately \$24,000 to \$1.4 million in FY2028, allowing the utility to meet its objectives.

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[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

In addition, Raftelis recommends updating the current rate structure from a per-account charge to an impervious area-based rate structure with equivalent residential units (ERUs) serving as the units of charge. An IA-based rate structure will improve rate recovery equity between classes and clarity for customers. Under the recommended rate structure, the monthly fees for a typical single-family property are shown in the table below. This rate structure and its development are discussed in detail in the following section.

Table 6: Proposed Monthly Fee per ERU

Description	FY2024 [1]	FY2025	FY2026	FY2027	FY2028
Months Effective	5	12	12	12	12
Monthly Fee per ERU	\$15.00	\$15.00	\$20.00	\$24.00	\$28.00

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

3. Rate Structure

3.1. Background

The City's current rate structure is a fixed charge per water account of \$1 per month. There were no records to indicate whether this rate, established in the 1990s, was based upon the results of a utility rate study². The purpose of the rate structure analysis is to revisit the City's existing rate structure and provide recommendations on updates to the rate structure to improve equity, clarity, collections, administration, and/or revenue generation as needed.

3.2. Rate Structure Analysis

The rate structure currently in place in the City is a uniform flat monthly charge per account. Under this rate structure, all accounts are charged the same rate. The simplicity of this rate structure offers several benefits, primarily that it is easy to communicate and does not present an administrative burden. In addition, there is equality between all users, who are charged the same regardless of the characteristics of the land or developments associated with their account.

However, the current uniform rate structure presents certain drawbacks. The most significant disadvantage is the lack of precision in reflecting the impact of each property on stormwater runoff. Properties with significantly different levels characteristics that impact the quality and quantity of stormwater runoff might pay the same fee. As the main purpose of a stormwater utility is to manage stormwater runoff, charging all properties as if they have the same impact results in inequitable distribution of costs associated with this management.

The most important factor influencing a property's demand upon the City's stormwater system and program is stormwater runoff and the best surrogate for that demand is a measure of is impervious area. Using a rate structure founded on measured or effective IA is industry best practice. Implementation of a stormwater fee based on IA is a fair, equitable, and legally defensible stormwater rate structure. This approach directly ties fees to properties demand upon the system through their stormwater runoff, providing a rational nexus between a property's charge and the demands upon the utility. Properties with more impervious surfaces, which contribute more to runoff and require increased stormwater management efforts, pay higher fees.

As such, Raftelis recommends implementing an impervious area-based rate structure which will recover the required revenues in an equitable manner that reflects the demand placed by each property. Included in this analysis is an updated Equivalent Residential Unit (ERU) determination, the methodology for which is described in detail below. The ERU represents the amount of impervious surface area of a typical single family residential (SFR) property in the City and serves as the unit of charge. ERUs should be periodically updated over time to ensure that they continue to accurately reflect the IA of a typical residential property as the development occurs and characteristics of the City change.

² RFP: Professional Services for Stormwater Utility Rate Study, City of Mt Shasta, issued January 21, 2022.

3.2.1. Data

Raftelis used aerial imagery from 2022 and tax assessor data from Siskiyou County, CA to conduct the analysis. This data was used to determine which properties in the City were SFR and which were non-single family residential (NSFR) properties. SFR properties typically have one or two residential units per property. NSFR properties include all properties not captured in the SFR definition, including multi-family, commercial, industrial, and institutional properties. To determine the proper classification for each parcel, Raftelis reviewed Siskiyou County tax assessor land use codes and reviewed aerial imagery. Table 7 includes land use codes that were determined to be SFR properties based upon land use codes and visual assessment of aerial imagery³. All other properties were considered to be NSFR.

Table 7: SFR Land Use Codes

Land Use Code	Description	Detail
112A	Single Family Residential	Mobile Home (A=LPT, B=Licensed)
113	Single Family Residential	Class 1 to 3 Residence
114	Single Family Residential	Class 4 Residence
115	Single Family Residential	Class 5 Residence
115M	Single Family Residential	Class 5 Residence
116	Single Family Residential	Class 6 Residence
116M	Single Family Residential	Class 6 Residence
117	Single Family Residential	Class 7 Residence
118	Single Family Residential	Class 8 to 10 Residence
214	Multi-Residential - Nonconforming use	Class 4 Residence on Multi-Residential
215	Multi-Residential - Nonconforming use	Class 5 Residence on Multi-Residential
216	Multi-Residential - Nonconforming use	Class 6 Residence on Multi-Residential
221	Multi-Residential - Nonconforming use	Duplex Type
313	Commercial - Nonconforming use	Class 1 to 3 Residence on Commercial
314	Commercial - Nonconforming use	Class 4 Residence on Commercial
315	Commercial - Nonconforming use	Class 5 Residence on Commercial
316	Commercial - Nonconforming use	Class 6 Residence on Commercial
112A	Single Family Residential	Mobile Home (A=LPT, B=Licensed)

3.3. Units of Service

To determine the units of service that will serve as the basis upon which all properties are built, Raftelis calculated the City's ERU value using a sample of SFR properties. This value represents the amount of IA of a typical SFR within the City. We are recommending a flat rate for SFRs; thus, each SFR will be assigned 1 ERU in the computation of units of service. Next, the impervious area on all NSFRs is digitized to determine the IA for each property, which is used to calculate the ERUs of each property. The sum of SFR and NSFR ERUs is the total units of service for the City and are used to calculate rates. The process of developing units of service is described in detail below.

³As properties can occasionally be misclassified in property records, individual property classes can be overridden in the bill file. This initial effort was completed to determine the population of SFRs versus non-SFRs.

3.3.1. Data Development and ERU Calculation

To calculate the ERU for the City, we conducted a random sample of 270 parcels which were determined to be single-family residences. This sample size was selected to ensure a 95% confidence level in the result. We ensured by visual review of the sample parcels that they encompassed a representative range of geography, structure age, and housing type. In some cases, an original randomly selected sample SFR property was not suitable to be included because it was obscured by vegetation and could not be accurately measured. In these cases, a visibly similar property from the same geographic region (the same block, if possible) was chosen to replace that sample property.

Once identified, the IA on each sample SFR parcel was digitized. Impervious areas include any surface that does not allow water to infiltrate the ground. Typical examples of IA include:

- Building roof top and canopies
- Concrete and asphalt pavement
- Structural decks and patios
- Brick and concrete pavers
- Gravel used for vehicular or pedestrian traffic and/or vehicle parking.

Figures 1 and 2 show examples of digitized SFR parcels. The sample property's boundary is outlined in yellow while IA is shown in translucent blue.



Figures 1 & 2: Digitized SFR Parcels

Once properties were digitized, Raftelis calculated summary statistics for the sample set.

Table 8: Sample Statistics

Maximum IA	18,060 sq ft
Minimum IA	1,099 sq ft
Average IA	3,429 sq ft
Median IA	3,082 sq ft

Based on this analysis, Raftelis recommends that the City define its ERU value as 3,000 to align with the calculated median IA of 3,082.

3.3.2. Units of Service Calculation

Raftelis calculated units of service separately for SFR and NSFR properties. SFRs were determined to be 1 ERU; therefore, these units were determined using a simple count of SFR properties.

NSFR units of service were calculated using a three-step process. First, NSFR properties were identified as those which did not fall into the SFR classification. Second, IA on these properties was digitized to determine the total square feet of impervious area for each property. Last, the ERUs for each parcel were calculated by dividing IA by the recommended ERU value of 3,000 sq ft, then rounding up to the next whole integer, as shown in the example below.

Table 9: Sample Property ERU Calculation Example

IA = 4,968 sq ft
ERUs = 4,968 sq ft / 3,000 sq ft per ERU = 1.656 → 2 ERUs

The updated units of service calculated for this study include 1,206 SFR and 2,989 NSFR ERUs.

3.4. Rates Under Recommended Structure

Using the calculated units of service and rate requirements for each fiscal year of the study period, Raftelis calculated the required monthly rates under an IA-based rate structure.

Table 10: Calculated Monthly Rates Under Recommended Structure, FY 2024 – FY 2028

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Units of Service					
SFR	1,206	1,206	1,206	1,206	1,206
NSFR	2,989	2,989	2,989	2,989	2,989
Total ERUs	4,195	4,195	4,195	4,195	4,195
Expenses					
O&M	\$37,450	\$38,574	\$39,731	\$40,923	\$42,150
Capital	\$101,882	\$228,728	\$244,738	\$1,103,404	\$1,510,242
Reserve Targets					
O&M	\$1,386	\$1,386	\$1,386	\$1,386	\$1,386

Capital	\$253,219	\$253,219	\$253,219	\$253,219	\$253,219
Revenue Requirement	\$393,896	\$521,865	\$539,033	\$1,398,891	\$1,806,957
Non-Rate Revenue	\$1,575,000	\$0	\$0	\$0	\$0
Revenue to be Collected from Rates	-\$1,181,104	\$521,865	\$539,033	\$1,398,891	\$1,806,957
Calculated Rate per ERU	-\$23.47	\$10.37	\$10.71	\$27.79	\$35.90

The calculations in the table above assume rates will be in effect for 12 consecutive months starting at the beginning of the fiscal year (July 1). While these rates would provide adequate funding for planned expenditures over the study period, they fluctuate noticeably from year to year, and feature large rates that may be intolerable to rate payers. To avoid such variability in rates and keep rates from reaching such high peaks in later years, Raftelis recommends beginning with a lower rate and increasing rates gradually over the course of the study. Raftelis recommends using the rate schedule detailed below for FY 2024 through FY 2028.

Table 11: Proposed Rates Under Recommended Structure, FY 2024 – FY 2028

Description	FY 2024 [1]	FY 2025	FY 2026	FY 2027	FY 2028
Months Effective	5	12	12	12	12
Proposed Rate per ERU	\$15.00	\$15.00	\$20.00	\$24.00	\$28.00

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

Raftelis recommends instituting an impervious area (IA)-based rate structure with equivalent residential units (ERUs) serving as the unit of charge. An IA-based rate structure will improve equity of revenue recovery between classes. Under this structure, all parcels with an SFR land use code will be charged using a flat rate of 1 ERU. The units of service for NSFRs will be calculated by dividing IA by the ERU value of 3,000 sq ft, then rounding up to the nearest whole number, as shown in the example in Table 9. This structure is shown in the table below.

Table 12: Recommended Rate Structure

Land Use Type	Rate Structure
Single-Family Residential (SFR)	Flat fee, 1 ERU per parcel
Non-Single Family Residential (NSFR)	Fee calculated on measured IA; 1 ERU per 3,000 sq ft IA

Under the recommended rate structure, the monthly bill for a typical single-family property will increase from \$1 to \$15.00 in February 2024.

Table 13: Comparison of FY2023 Current and Recommended Rates

Description	Current Rates, FY 2023	Recommended Rates, FY 2024 [1]
Charge per bill	\$1.00 per account	\$15.00 per ERU

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

4. Final Recommendations

The study team found that projected stormwater service revenue is insufficient to meet annual revenue requirements through the study period. Raftelis recommends rates be increased to meet revenue requirements and sufficiently fund operating and capital expenditures, as well as provide adequate reserves through the study period.

To meet this goal, Raftelis recommends revenue adjustments following the schedule below for FY 2024 through FY 2028.

Table 14: Recommended Revenue Adjustments, FY 2024 - 2028

	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028
Annual Revenue Adjustments	1,193%	140%	33%	20%	17%

These adjustments will increase annual rate revenues from approximately \$24,000 to an average of approximately \$1.0 million, allowing the utility to meet its goals. Following FY 2028, Raftelis recommends annual revenue adjustments of 3.0%. In addition, Raftelis recommends instituting an impervious area-based rate structure with equivalent residential units (ERUs) serving as the units of charge. Under the recommended rate structure, SFRs will be charged as 1 ERU, and units of service for NSFRs will be calculated based on measured IA.

Table 15: Recommended Rate Structure

Land Use Type	Rate Structure
Single-Family Residential (SFR)	Flat fee, 1 ERU per parcel
Non-Single Family Residential (NSFR)	Fee calculated on measured IA; 1 ERU per 3,000 sq ft IA

Under this rate structure and recommended revenue adjustments, the monthly bill for a typical single-family property will increase from \$1.00 to \$15.00 in February 2024. Proposed rates are shown in the table below.

Table 16: Proposed Rates Under Recommended Structure, FY 2024 – FY 2028

	FY 2024 [1]	FY 2025	FY 2026	FY 2027	FY 2028
Months Effective	5	12	12	12	12
Proposed Rate per ERU	\$15.00	\$15.00	\$20.00	\$24.00	\$28.00

[1] Rate adjustments in FY2024 are expected to be implemented beginning in February 2024.

Raftelis recommends that the stormwater financial plan be updated annually to reflect current estimates of revenue, operating expenses, capital improvement needs, and maintenance of reserve targets.

Agenda Item # 12

Staff Report

Meeting Date: November 13th, 2023

To: City Council

From: City Manager

Subject: Proposed additional funding for the Chamber of Commerce

X	Regular
	Consent
	Closed
	Presentation

Recommended Action:

Staff recommends the provision of an additional \$15,000 per/year to support Chamber of Commerce activities.

Summary:

The last contract between the City of Mount Shasta and the Chamber of Commerce was approved by Council in June of 2016. In the signed agreement, \$65k in annual funding was to be paid in four annual installments for the operation of the Visitor's Bureau and to fund Chamber led events. However, this was not consistent with the draft agreement shared with the Chamber. Under the reviewed draft agreement, there was a clause stating that the Chamber would be funded at a rate of 13% of annual TOT. However, before presenting the final contract to the Chamber the City Manager at the time swapped that clause with a flat rate of \$65,000 to be paid in four annual installments. This change was not disclosed to the Chamber, though the Chamber failed to read the final agreement.

During the last six months, the City Manager has met with the Chamber on a couple of occasions where they have shared that they have been struggling to stay open and have moved from a seven to a five day schedule. In addition, the Chamber's Director has struggled to keep up with paying for certain Chamber-led community events, paying certain bills and hiring part time administrative staff. Instead of asking for the City to reconsider providing a certain percentage of TOT to help fund the Chamber, they've asked that the City provide an additional \$15,000 in annual funding.

During the last meeting with Casey Clure, the head of the Chamber's Board of Directors, Muriel inquired as to whether the Chamber has reached out to the Siskiyou Economic Development Commission (SEDC) about the potential availability of TBID Funding. After our meeting, Casey called SEDC and they were told that there are (10) \$3,000 grants available for Siskiyou County winning applicants each year to fund marketing services. The Chamber has agreed to apply for one of these grants, but even if they have success, \$3,000 only helps fund only one year of marketing services and can't be counted on as part of a consistent stream of operating revenue. Based on the profit and loss statements provided by the Chamber, staff believes that the request

is in the best interest of marketing the City effectively into the future and in the generation of additional TOT and TUT.

Mt. Shasta Chamber of Commerce Inc.

Income Statement

October 2022 through September 2023

	Oct '22 - Sep 23
Income	
4000 · Membership Dues	36,097.50
Pavilion Sales	
4100 · Taxable Retail Sales	14,367.39
4105 · Taxable Online Sales	444.30
4110 · Non Taxable Food	856.04
4140 · Donations at Pavilion	135.88
Total Pavilion Sales	15,803.61
Event Income	
4146 · Event Reimbursements	4,596.00
4150 · 4th of July Event Income	2,700.00
4200 · 4th of July Parade Income	585.00
4210 · 4th of July Vendors Income	23,820.00
4215 · Event Taxable Sales	34,375.30
4221 · Golf Tournament	7,640.00
4222 · Golf Tee Sponsors	3,019.00
4223 · Golf Raffle	2,109.00
4237 · Fall Events	2,200.00
4251 · Winter Holiday Light Parade	315.00
4253 · Winter Holiday Tree Sponsors	2,600.00
4254 · Winter Holiday Event	2,768.00
Total Event Income	86,727.30
Advertising Income	
4605 · Attractions Map	4,105.00
4620 · Other Media	35,700.00
Total Advertising Income	39,805.00
Other Income	
4800 · Admin Fees	103.50
4810 · Interest Income	16.13
4815 · Donations	300.00
4816 · Miscellaneous Income	133.06
4817 · Mt. Shasta City TOT	65,000.00
4828 · Refunds/Reimbursements	1,052.37
4850 · GC Breakage Income	7,321.00
4900 · Grants/Other Income	15,000.00
Total Other Income	88,926.06
Total Income	267,359.47
Cost of Goods Sold	
4920 · Inventory Adjustment	1,634.23
4930 · Merchandise Purchases	10,380.53
Total COGS	12,014.76
Gross Profit	255,344.71

Mt. Shasta Chamber of Commerce Inc.

Income Statement

October 2022 through September 2023

	Oct '22 - Sep 23
Expense	
Payroll Expenses	
5000 · Gross Wages	84,695.80
5045 · Vacation Accrued	2,121.58
5050 · Workers' Comp Insurance	1,384.21
Total Payroll Expenses	88,201.59
Payroll Taxes	
5010 · Social Security Tax	5,326.00
5020 · FUTA	271.62
5030 · Medicare Tax	1,245.61
5040 · SUI	596.42
5041 · ETT	32.15
Total Payroll Taxes	7,471.80
6000 · Accounting Exp	12,135.50
Advertising	
6120 · Other Media	37,550.00
Total Advertising	37,550.00
Event Expenses	
6418 · Event Supplies	3,754.02
6419 · Event Entertainment/Labor	16,350.00
6421 · Golf Tournament Expense	6,382.09
6423 · Golf Raffle Expense	250.33
6424 · Fall Events Expense	395.00
6425 · July 4th Vendors Refunds	175.00
6430 · July 4th Event Expense	16,362.55
6435 · July 4th Parade	400.00
6446 · Winter Holiday Expense	2,368.07
Total Event Expenses	46,437.06
Overhead Expense	
6500 · Bad Debts Expense	1,987.98
6510 · Bank Charges	3,241.04
6520 · Cash Over/Short	-23.17
6525 · Dues & Subscriptions	7,082.78
6530 · Finance Charge/Late Fees	584.70
6532 · Gifts & Promotional Expenses	390.00
6533 · Insurance-General/Liability	4,832.90
6534 · Insurance - Building & Property	1,170.80
6535 · Insurance-D&O	1,254.00
6538 · Lease/Rent Equipment	4,913.08
6545 · Equipment Expense	2,391.82
6548 · Office Supplies	3,011.32
6550 · Postage	676.74
6555 · Printing/Reproduction/Design	1,196.72
6560 · Storage Rent	1,200.00
6565 · Repair & Maint-Bldg/Grnds	2,918.94
6571 · Shipping Online Sales	132.88
6570 · Repair & Maint-Equipment	438.75

12:07 PM

10/23/23

Accrual Basis

Mt. Shasta Chamber of Commerce Inc.

Income Statement

October 2022 through September 2023

	<u>Oct '22 - Sep 23</u>
6575 · Supplies	1,410.49
6580 · Licenses/Permits/Fees	1,261.50
6584 · Taxes - Bus. Ppty.	112.91
6585 · Telephone Exp	3,568.62
6590 · Utilities Exp	3,180.52
	<hr/>
Total Overhead Expense	46,935.32
6595 · Donations	70.00
6596 · Meals	169.03
6600 · Web Page Expense	848.49
6610 · Webcam Expense	3,682.26
6689 · Sales Tax Adjustment	-5.14
6690 · Training	30.85
	<hr/>
Total Expense	243,526.76
	<hr/>
Net Income	<u><u>11,817.95</u></u>

	Oct '22 - Sep 23	Oct '21 - Sep 22	\$ Change	% Change
Income				
Pavilion Sales				
4100 · Taxable Retail Sales	14,367.39	13,137.46	1,229.93	9.4%
4105 · Taxable Online Sales	444.30	0.00	444.30	100.0%
4110 · Non Taxable Food	856.04	765.22	90.82	11.9%
4115 · Non Taxable Postage Stamps	0.00	14.00	-14.00	-100.0%
4140 · Donations at Pavilion	135.88	247.15	-111.27	-45.0%
Total Pavilion Sales	15,803.61	14,163.83	1,639.78	11.6%
Advertising Income				
4605 · Attractions Map	4,105.00	0.00	4,105.00	100.0%
4620 · Other Media	35,700.00	8,700.00	27,000.00	310.3%
Total Advertising Income	39,805.00	8,700.00	31,105.00	357.5%
Other Income				
4810 · Interest Income	0.76	0.75	0.01	1.3%
4816 · Miscellaneous Income	0.06	800.00	-799.94	-100.0%
4817 · Mt. Shasta City TOT	65,000.00	76,250.00	-11,250.00	-14.8%
Total Other Income	65,000.82	77,050.75	-12,049.93	-15.6%
Total Income	120,609.43	99,914.58	20,694.85	20.7%
Cost of Goods Sold				
4910 · Inventory Adj. Donations	0.00	-40.00	40.00	100.0%
4920 · Inventory Adjustment	1,634.23	-409.25	2,043.48	499.3%
4930 · Merchandise Purchases	10,380.53	6,177.77	4,202.76	68.0%
Total COGS	12,014.76	5,728.52	6,286.24	109.7%
Gross Profit	108,594.67	94,186.06	14,408.61	15.3%
Expense				
Payroll Expenses				
5000 · Gross Wages	41,625.97	32,862.32	8,763.65	26.7%
5045 · Vacation Accrued	634.46	402.35	232.11	57.7%
5050 · Workers' Comp Insurance	1,006.07	701.09	304.98	43.5%
Total Payroll Expenses	43,266.50	33,965.76	9,300.74	27.4%
Payroll Taxes				
5010 · Social Security Tax	2,580.80	2,045.32	535.48	26.2%
5020 · FUTA	199.19	86.57	112.62	130.1%
5030 · Medicare Tax	603.54	478.36	125.18	26.2%
5040 · SUI	449.89	447.23	2.66	0.6%
5041 · ETT	23.56	14.41	9.15	63.5%
Total Payroll Taxes	3,856.98	3,071.89	785.09	25.6%
6000 · Accounting Exp	5,957.75	4,831.50	1,126.25	23.3%
Advertising				
6120 · Other Media	37,550.00	16,424.99	21,125.01	128.6%
Total Advertising	37,550.00	16,424.99	21,125.01	128.6%

Mt. Shasta Chamber of Commerce Inc.
Profit & Loss VB
October 2022 through September 2023

	Oct '22 - Sep 23	Oct '21 - Sep 22	\$ Change	% Change
Overhead Expense				
6500 · Bad Debts Expense	1.41	0.00	1.41	100.0%
6510 · Bank Charges	1,443.67	1,714.01	-270.34	-15.8%
6520 · Cash Over/Short	-12.91	1.59	-14.50	-912.0%
6525 · Dues & Subscriptions	1,854.01	845.13	1,008.88	119.4%
6532 · Gifts & Promotional Expenses	0.00	40.00	-40.00	-100.0%
6533 · Insurance-General/Liability	1,064.73	1,135.30	-70.57	-6.2%
6534 · Insurance - Building & Prope...	585.36	0.00	585.36	100.0%
6535 · Insurance-D&O	627.00	627.00	0.00	0.0%
6538 · Lease/Rent Equipment	1,644.48	2,525.15	-880.67	-34.9%
6545 · Equipment Expense	1,259.88	0.00	1,259.88	100.0%
6548 · Office Supplies	1,231.91	1,612.67	-380.76	-23.6%
6550 · Postage	324.99	292.00	32.99	11.3%
6555 · Printing/Reproduction/Design	523.33	597.43	-74.10	-12.4%
6560 · Storage Rent	600.00	550.00	50.00	9.1%
6565 · Repair & Maint-Bldg/Grnds	895.00	150.00	745.00	496.7%
6571 · Shipping Online Sales	132.88	0.00	132.88	100.0%
6570 · Repair & Maint-Equipment	371.25	125.00	246.25	197.0%
6575 · Supplies	780.62	547.56	233.06	42.6%
6580 · Licenses/Permits/Fees	100.00	100.00	0.00	0.0%
6584 · Taxes - Bus. Pty.	56.45	47.55	8.90	18.7%
6585 · Telephone Exp	1,765.00	1,626.76	138.24	8.5%
6590 · Utilities Exp	1,460.92	1,295.19	165.73	12.8%
Total Overhead Expense	16,709.98	13,832.34	2,877.64	20.8%
6600 · Web Page Expense	398.74	406.24	-7.50	-1.9%
6689 · Sales Tax Adjustment	-5.14	-3.17	-1.97	-62.2%
Total Expense	107,734.81	72,529.55	35,205.26	48.5%
Net Income	859.86	21,656.51	-20,796.65	-96.0%

Mt. Shasta Chamber of Commerce Inc.

Profit & Loss VB

Accrual Basis

October 2018 through September 2023

	Oct '18 - Sep 19	Oct '19 - Sep 20	Oct '20 - Sep 21	Oct '21 - Sep 22	Oct '22 - Sep 23	TOTAL
Income						
Pavilion Sales						
4100 · Taxable Retail Sales	20,994.76	14,244.89	16,561.83	13,137.46	14,367.39	79,306.33
4105 · Taxable Online Sales	0.00	0.00	0.00	0.00	444.30	444.30
4110 · Non Taxable Food	1,019.10	1,481.42	1,256.90	765.22	856.04	5,378.68
4115 · Non Taxable Postage Stamps	0.00	27.65	14.00	14.00	0.00	55.65
4139 · Discounts	0.00	-16.50	-2.13	0.00	0.00	-18.63
4140 · Donations at Pavilion	785.42	471.84	245.70	247.15	135.88	1,885.99
Total Pavilion Sales	22,799.28	16,209.30	18,076.30	14,163.83	15,803.61	87,052.32
Advertising Income						
4605 · Attractions Map	0.00	0.00	0.00	0.00	4,105.00	4,105.00
4610 · Visitors Guide Income	100.00	0.00	0.00	0.00	0.00	100.00
4620 · Other Media	0.00	0.00	0.00	8,700.00	35,700.00	44,400.00
Total Advertising Income	100.00	0.00	0.00	8,700.00	39,805.00	48,605.00
Other Income						
4810 · Interest Income	1.53	0.76	0.75	0.75	0.76	4.55
4816 · Miscellaneous Income	0.00	0.00	20.00	800.00	0.06	820.06
4817 · Mt. Shasta City TOT	65,000.00	48,750.00	52,500.00	76,250.00	65,000.00	307,500.00
4830 · Online Non-taxable Income	0.00	13.19	0.00	0.00	0.00	13.19
4835 · OtherTxble Income	0.00	0.00	120.88	0.00	0.00	120.88
Total Other Income	65,001.53	48,763.95	52,641.63	77,050.75	65,000.82	308,458.68
Total Income	87,900.81	64,973.25	70,717.93	99,914.58	120,609.43	444,116.00
Cost of Goods Sold						
4910 · Inventory Adj. Donations	0.00	69.75	8.82	-40.00	0.00	38.57
4920 · Inventory Adjustment	937.16	-465.87	-710.33	-409.25	1,634.23	985.94
4930 · Merchandise Purchases	10,748.93	7,579.42	8,408.94	6,177.77	10,380.53	43,295.59
Total COGS	11,686.09	7,183.30	7,707.43	5,728.52	12,014.76	44,320.10
Gross Profit	76,214.72	57,789.95	63,010.50	94,186.06	108,594.67	399,795.90
Expense						
Payroll Expenses						
5000 · Gross Wages	43,696.00	32,853.34	20,514.38	32,862.32	41,625.97	171,552.01
5045 · Vacation Accrued	604.43	379.49	96.06	402.35	634.46	2,116.79
5050 · Workers' Comp Insurance	315.31	186.63	1,237.25	701.09	1,006.07	3,446.35
5060 · ER Pension Match	249.38	0.00	0.00	0.00	0.00	249.38
Total Payroll Expenses	44,865.12	33,419.46	21,847.69	33,965.76	43,266.50	177,364.53
Payroll Taxes						
5010 · Social Security Tax	2,709.16	2,036.93	1,271.88	2,045.32	2,580.80	10,644.09
5020 · FUTA	149.75	111.04	41.55	86.57	199.19	588.10
5030 · Medicare Tax	633.60	476.36	297.45	478.36	603.54	2,489.31
5040 · SUI	1,246.12	853.25	263.15	447.23	449.89	3,259.64
5041 · ETT	23.13	18.51	6.92	14.41	23.56	86.53
Total Payroll Taxes	4,761.76	3,496.09	1,880.95	3,071.89	3,856.98	17,067.67
6000 · Accounting Exp	6,053.00	5,268.00	4,924.00	4,831.50	5,957.75	27,034.25
Advertising						
6120 · Other Media	2,492.34	828.00	11,809.60	16,424.99	37,550.00	69,104.93
Total Advertising	2,492.34	828.00	11,809.60	16,424.99	37,550.00	69,104.93
Overhead Expense						
6500 · Bad Debts Expense	0.00	0.00	0.00	0.00	1.41	1.41
6510 · Bank Charges	910.39	709.04	1,067.07	1,714.01	1,443.67	5,844.18
6520 · Cash Over/Short	-98.29	-10.51	-4.32	1.59	-12.91	-124.44
6525 · Dues & Subscriptions	2,275.92	283.42	577.99	845.13	1,854.01	5,836.47
6530 · Finance Charge/Late Fees	1.04	2.08	2.07	0.00	0.00	5.19
6532 · Gifts & Promotional Expenses	0.00	16.66	0.00	40.00	0.00	56.66
6533 · Insurance-General/Liability	1,116.50	1,026.32	862.40	1,135.30	1,064.73	5,205.25
6534 · Insurance - Building & Property	0.00	0.00	0.00	0.00	585.36	585.36
6535 · Insurance-D&O	741.96	682.16	632.22	627.00	627.00	3,310.34
6538 · Lease/Rent Equipment	980.14	990.73	1,075.49	2,525.15	1,644.48	7,215.99
6545 · Equipment Expense	429.01	128.99	439.52	0.00	1,259.88	2,257.40
6548 · Office Supplies	1,736.13	1,420.53	1,495.24	1,612.67	1,231.91	7,496.48
6550 · Postage	366.62	259.00	413.20	292.00	324.99	1,655.81
6555 · Printing/Reproduction/Design	491.62	546.00	409.50	597.43	523.33	2,567.88
6560 · Storage Rent	600.00	600.00	650.00	550.00	600.00	3,000.00
6565 · Repair & Maint-Bldg/Grnds	976.99	966.84	550.12	150.00	895.00	3,538.95
6571 · Shipping Online Sales	0.00	0.00	0.00	0.00	132.88	132.88
6570 · Repair & Maint-Equipment	142.50	138.75	5.89	125.00	371.25	783.39

Mt. Shasta Chamber of Commerce Inc.

Profit & Loss VB

Accrual Basis

October 2018 through September 2023

	Oct '18 - Sep 19	Oct '19 - Sep 20	Oct '20 - Sep 21	Oct '21 - Sep 22	Oct '22 - Sep 23	TOTAL
6575 · Supplies	127.81	626.62	261.51	547.56	780.62	2,344.12
6580 · Licenses/Permits/Fees	217.50	222.50	100.00	100.00	100.00	740.00
6584 · Taxes - Bus. Ppty.	36.55	31.67	27.09	47.55	56.45	199.31
6585 · Telephone Exp	2,060.56	1,862.55	1,576.46	1,626.76	1,765.00	8,891.33
6590 · Utilities Exp	1,515.65	940.10	1,142.18	1,295.19	1,460.92	6,354.04
Total Overhead Expense	14,628.60	11,443.45	11,283.63	13,832.34	16,709.98	67,898.00
6596 · Meals	51.93	0.00	0.00	0.00	0.00	51.93
6600 · Web Page Expense	535.52	157.50	534.95	406.24	398.74	2,032.95
6688 · Plaza Maintenance Expense	6,600.00	5,450.00	0.00	0.00	0.00	12,050.00
6689 · Sales Tax Adjustment	2.90	-1.34	-1.63	-3.17	-5.14	-8.38
Total Expense	79,991.17	60,061.16	52,279.19	72,529.55	107,734.81	372,595.88
Net Income	-3,776.45	-2,271.21	10,731.31	21,656.51	859.86	27,200.02

City Council Agenda Item #10

Date: June 27, 2016

To: Mayor and City Council

From: Paul Eckert, City Manager

Subject: Resolution Approving Agreement with Mt. Shasta Chamber of Commerce for Operation of the Visitors Bureau for the period of July 1, 2016 through June 30, 2019.

X	Regular Session
	Special Session
	Emergency Session
	Closed Session

Recommendation:

Staff respectfully recommends adoption of Resolution Number CCR 16-29 authorizing an agreement between the City of Mt. Shasta and the Mt. Shasta Chamber of Commerce for operation of the Visitors Bureau for the period of July 1, 2016 through June 30, 2019.

Background:

The current agreement between the City and the Chamber for the operation of the Visitor's Bureau and community-wide events expires on June 30, 2016. The City has provided funding to the Chamber of Commerce for the past 14 years, funded with Transient Taxes collected from visitors staying at local hotels. The City Council allocated \$65,000 annually of the prior year's TOT. Staff has negotiated a new three-year agreement with the Chamber that clearly outlines the services to be provided by the Chamber and sets reporting guidelines, tracking of performance under the agreement, and a review process for each fiscal year.

The attached agreement is a comprehensive contract and includes specific duties and responsibilities in Exhibit A. Staff recommends \$65,000 be provided annually for each of the three years of the proposed agreement. In addition to operating the Visitor's Center and managing Special Events, the Chamber will sponsor Business Informational Meetings in coordination with the City on common issues to the community, including the new Team Shasta Initiative. Mixers, promotional events, ribbon cuttings, and business seminars are described, along with a local business shopping program targeted at keeping our dollars at home. Finally, the agreement contains a termination clause that allows the Council in event of a fiscal emergency to use the TOT funds funding the agreement for other purposes.

Staff recommends approval of the resolution and agreement as presented. The City Attorney has reviewed the format and content and concurs with the recommendation.

Financial Impact:

There are no cost increases associated with the proposed agreement with the Chamber of Commerce.

Compliance with the City Council's 2014-2017 Strategic Plan:

The City Council's efforts to maintain and enhance our Visitor Services Bureau falls under: Strategic Focus I – Expand Quality of Life; Strategic Focus II – Maximize our "Destination Location" Opportunities; and Strategic Focus IV – Grow Mt. Shasta Pride and Quality.

Attachments:

Resolution CCR 16-29, Agreement, and Exhibit