

Mt. Shasta City Council Regular Meeting Agenda

Monday, March 11, 2024, 5:30 p.m.

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

OR

Online at the following link:

MountShasta.22Ave.tv

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

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

Page	Item	STANDING AGENDA ITEMS
	1.	Call to Order and Flag Salute
	2.	Roll call
	3.	Special Presentation: None
	4.	Public Comment: This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Council when that item is open for public comment. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Council discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Council, please provide a minimum of seven (7) copies to the Deputy City Clerk. Email Comments may be submitted to the City Clerk’s Office (kjoyce@mtshastaca.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the City Council prior to the meeting. These items will NOT be read into the record.
	5.	Council and Staff Comments
	6.	Committee Updates: a) Downtown Enhancement Advisory Committee b) Library Tax Advisory Committee c) Beautification Committee d) Active Transportation Committee

	CITY COUNCIL BUSINESS
Page 4-29	<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: February 26, 2024 Regular and Special Meetings b. Approval of Disbursements: Accounts Payable: 2/21, 2/27, and 3/4/2024; Total Gross Payroll and Taxes: For Period Ending 2/18/2024 c. Police Department Report February 2024 d. Letter of Support for the Mt. Shasta Museum Lease
Page 30-34	<p>8. Resolution for Revised Snow Removal Fee in Downtown Area</p> <p><u>Background:</u> After conducting a study of actual costs for snow removal in the downtown shopping areas and seeing the discrepancy with what current snow removal fees are, the City Council directed Staff to bring back a plan to Council to increase the snow removal fee for service in which businesses are billed for the final cost on a square footage basis.</p> <p><u>Report By:</u> Ken Kellogg, Public Works Director</p> <p><u>Recommended Council Action:</u> Approve Resolution CCR-24-XX Adopting the Designated Snow Removal Area Map and Establishing the Amount to be Paid in Accordance with the Mt. Shasta Municipal Code.</p>
Page 35	<p>9. Approval of funds for grant writing services for the latest round of Federal Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant funds</p> <p><u>Background:</u> The RAISE discretionary grant program helps project sponsors at the state and local levels, including municipalities, Tribal governments, counties, and others, complete critical freight and passenger transportation infrastructure projects. The City of Mt Shasta is applying for RAISE grant funding again this year. We applied last year, but we were unsuccessful. However, staff spent time on the phone with U.S. DOT staff after asking for a debrief on ways that the City can strengthen our application for the 2024 cycle. Based on that information, Raftellis has rewritten the grant for us. Last year, Council agreed to spending just over \$13k to write last year’s grant. Given that some of the work is duplicative of what we submitted last year, we are looking for approval to spend \$6,330 for Raftelli’s grant application prep and submission.</p> <p><u>Report By:</u> Todd Juhasz, City Manager</p> <p><u>Recommended Council Action:</u> The City Manager recommends that Council approve \$6,330 in grant writing work by Raftelis for a Federal RAISE grant that will support the repaving of Mt Shasta Boulevard with the addition bike and pedestrian improvements.</p>

Mt. Shasta Regular City Council Meeting Agenda

Monday, March 11, 2024

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	CITY COUNCIL/STAFF REPORTING PERIOD
	10. Reports on Outside Meetings
	<p>11. Future Agenda Items and Meetings (Appearing on the agenda within 60-90 days):</p> <ul style="list-style-type: none">a. Noll & Tam Contract – 3/25/2024b. Fiscal year 24/25 budget projection – TBDc. Expansion of Enhanced Infrastructure Financing District boundaries – TBDd. Discussion and Possible Action: City Manager Salary – TBDe. Approval of Funds to Complete a Survey of Washington Avenue – TBDf. Amendment of Parklet Ordinance – TBDg. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBDh. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval – TBDi. General Plan & Housing Annual Progress Report – TBDj. Graffiti Ordinance – TBDk. Discussion and Possible Action: Rental, Lease, or Purchase of Lot Located at the northwest corner of Alma and N. Mt. Shasta Blvd – TBDl. Graffiti Ordinance – TBD <p>Future Agenda Items Over 90 Days:</p> <ul style="list-style-type: none">m. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shastan. Objective Design Standards Presentation/Discussion
	<p>12. Adjourn</p> <p>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.</p> <p>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.</p>

Mt. Shasta City Council Special Meeting Minutes

February 26, 2024, 5:00 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta

Meeting allowed for virtual attendance via ZOOM

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

STANDING AGENDA ITEMS

- 1. Call to Order and Roll Call:** At the hour of 5:00 p.m. Mayor John Stackfleth called the meeting to order.
Council Members Present: Stackfleth, Collings, Clure, Stearns. Redmond arrived at 5:02 p.m.
Council Members Absent: None

- 2. Interview of Applicant and Possible Appointment of Beautification Committee Member**

- a. Lynn Linebarger

COUNCIL ACTION: Appoint Lynn Linebarger to the Beautification Committee.

MOTION: Stearns

SECOND: Clure

AYES: Redmond, Stackfleth, Collings, Clure, Stearns

NAYS: None

ABSENT: None

ABSTAIN: None

- 3. Interview of Applicant and Possible Appointment of Planning Commissioner**

- b. Patty McCarthy

Deputy City Clerk Joyce noted that the interview of the applicant would be rescheduled due to illness.

- 4. Adjourn:** There being no further business, the meeting was adjourned at 5:03 p.m.

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

Mt. Shasta City Council Regular Meeting Minutes

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

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

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

STANDING AGENDA ITEMS

- 1. Call to Order and Flag Salute:** At the hour of 5:30 p.m. Mayor Stackfleth called the meeting to order and led the audience in the flag salute.
- 2. Roll Call:**
Council Members Present: Stackfleth, Collings, Redmond, Stearns, Clure
Council Members Absent: None
- 3. Special Presentation:** Melissa Cummins, Executive Director, Siskiyou County Local Transportation Commission
Review of responsibilities, current projects, grant opportunities.
Clarifying questions from Council.
- 4. Public Comment:**
Larry Auxter – Comments regarding sewer line maintenance and monthly charges.
Heather Damico – Comments regarding a live stream event, request for City sponsorship.
Tracy Costello – Comments regarding road conditions, parking spaces.
Johanna Altorfer – Comments regarding buses, evacuation plan, use of a siren.
- 5. Council and Staff Comments:**
Todd Juhasz, City Manager – Comments regarding the Landing, possible grant funds for paving, library expansion committee update, negotiations with One Shasta LLC regarding well. Comments regarding countywide Active Transportation Plan, update on old hospital property cleanup.
Clarifying questions from Council.
John Stackfleth, Mayor – Comments regarding drainage issues, Prop 218 stormwater drainage process.
- 6. Committee Updates: No Committee Updates**
 - a) Downtown Enhancement Advisory Committee
 - b) Library Tax Advisory Committee
 - c) Beautification Committee
 - d) Active Transportation Committee

CITY COUNCIL BUSINESS

7. Consent Agenda:

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

- a. Approval of Minutes: January 22, 2024 Regular and Special Meeting, February 12, 2024 Regular Meeting
- b. Approval of Disbursements: Accounts Payable: 2/8/2024; Total Gross Payroll and Taxes: For Period Ending 2/4/2024
- c. Mountain Runners 4th of July Letter of Support
- d. Monthly Investment and Revenue Report

COUNCIL ACTION: Approve January 22, 2024 Regular and Special Meeting minutes

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Stackfleth, Collings, Redmond

NOES: None

ABSENT: None

ABSTAIN: Clure, Stearns

COUNCIL ACTION: Approve February 12, 2024 Regular Meeting minutes

MOTION TO APPROVE: Stackfleth

SECOND: Stearns

AYES: Stackfleth, Collings, Stearns, Clure

NOES: None

ABSENT: None

ABSTAIN: Redmond

COUNCIL ACTION: Approve items b through d

MOTION TO APPROVE: Clure

SECOND: Stearns

AYES: Stackfleth, Collings, Stearns, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

8. Agreement Between the City and the Friends of the Library for Library Operations

Todd Juhasz, City Manager – Review of the current library management by Friends of the Library, review of proposed agreement.

No public comment.

COUNCIL ACTION: Approve the contract with Friends of the Library

MOTION: Stearns

SECOND: Clure

AYES: Stackfleth, Redmond, Collings, Clure, Stearns

NOES: None

ABSENT: None

ABSTAIN: None

9. Approval of Scope of Work from Noll & Tam Architects for the Mt. Shasta Library Renovation Project
Todd Juhasz, City Manager – Review of process to seek a firm for library renovation, decision to utilize Noll and Tam Architects. Review of meeting and public outreach plan.

Clarifying questions from Council.

No public comment.

Tessa Clure, Councilmember – Comments regarding library ad hoc committee meeting; in support of Noll and Tam.

COUNCIL ACTION: Approve the final scope of work for the Mt. Shasta Library expansion, renovation, and modernization.

MOTION: Clure

SECOND: Stearns

AYES: Stackfleth, Redmond, Collings, Clure, Stearns

NOES: None

ABSENT: None

ABSTAIN: None

10. Engagement letters for the commercial appraisal of three APNs that comprise the Brownell parcels
Todd Juhasz, City Manager – Review of ad hoc committee work towards the daylighting of Castle Creek and a one-way street couplet. Review of structure and parking areas on Chestnut, current lease agreements, appraisals needed.

Clarifying questions from Council.

No public comment.

COUNCIL ACTION: Approve funding for appraisals up to \$10,000 depending upon the circumstances the City Manager has referred to.

MOTION: Stearns

SECOND: Clure

AYES: Stackfleth, Redmond, Collings, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

11. Budget Adjustments

Muriel Terrell, Finance Director – Review of proposed budget adjustments and amounts, reasons for the adjustments. Review of proposed professional services and software purchase and cost.

Clarifying questions from Council.

Heather Damico – Comments in support of software.

Johanna Altorfer – Comments in support of new software.

Council discussion.

COUNCIL ACTION: Approve CCR-24-04, budget adjustment for professional services

MOTION: Stearns

SECOND: Redmond

AYES: Stackfleth, Redmond, Collings, Clure, Redmond

NOES: None

ABSENT: None

ABSTAIN: None

COUNCIL ACTION: Approve CCR-24-05, budget adjustment for software yearly subscription

MOTION: Stearns

SECOND: Redmond

Council discussion.

AYES: Stackfleth, Redmond, Clure, Redmond

NOES: Collings

ABSENT: None ABSTAIN: None
12. Reports on Outside Meetings: None
13. Future Agenda Items (Appearing on the agenda within 60-90 days): <u>COUNCIL ACTION:</u> Reviewed items a through m. <ul style="list-style-type: none">a. Sidewalk Snow Removal In the Downtown – 3/11/2024b. Fiscal year 24/25 budget projection – TBDc. Expansion of Enhanced Infrastructure Financing District boundaries – TBDd. Discussion and Possible Action: City Manager Salary – TBDe. Approval of Funds to Complete a Survey of Washington Avenue – TBDf. Amendment of Parklet Ordinance – TBDg. Discussion and Possible Action: Downtown Enhancement Advisory Committee Fiscal Review and Project Approval - TBDh. Discussion and Possible Action: Beautification Committee Fiscal Review and Project Approval – TBDi. General Plan & Housing Annual Progress Report – TBDj. Graffiti Ordinance – TBDk. Discussion and Possible Action: Rental, Lease, or Purchase of Lot Located at the northwest corner of Alma and N. Mt. Shasta Blvd - TBD Future Agenda Items Over 90 Days: <ul style="list-style-type: none">l. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shastam. Objective Design Standards Presentation/Discussion
14. Adjourn: There being no further business, the meeting was adjourned at 7:27 p.m.
Respectfully Submitted By: Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk

City Council Agenda Item #7b
Staff Report

Meeting Date: March 11, 2024
To: Mayor and City Council
From: Muriel Howarth Terrell, Finance Director
Subject: Approval of Warrants and Payroll

	Regular
x	Consent
	Closed
	Presentation

Recommendation:

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$536,428.95.

Background & Summary:

Approval of Check Numbers 51983-52055	\$ 384,723.24
Total Payroll Distribution	\$ 85,547.46
Total EFTPS – CalPERS, Nationwide	\$ 26,801.62
Total Payroll EFTPS Taxes	<u>\$ 39,356.63</u>
	\$ 536,428.95

Financial Impact:

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

Attachments:

- 1.) Check Registers – 2/21/24, 2/27/24, 3/4/24
- 2.) ACH Payroll Distribution – 2/22/24
- 3.) EFTPS Reports – 2/22/24

Check Register Report

Fiscal Year 2023-2024

Date: 02/21/2024

Time: 11:44 am

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check N	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks								
51983	02/21/24	Printed			10229	AMAZON CAPITAL SERVICES	Water Maint Supplies	150.46
51984	02/21/24	Printed			10231	AMERICAN ASSOCIATION OF	WWTP ELAP renewal assessment	6,897.46
51985	02/21/24	Printed			10338	APEX TECHNOLOGY MANAGEMENT	Window Server Upgrade	667.50
51986	02/21/24	Printed			10373	ARAMARK	Jan 24 Shop linen service	482.46
51987	02/21/24	Printed			25050	AT&T	Jan 24 phone & fax service	525.56
51988	02/21/24	Printed			10402	AT&T MOBILITY FIRSTNET	Jan 2024 cell phone service	1,836.98
51989	02/21/24	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Feb 8	200.50
51990	02/21/24	Printed			11252	BLUE STAR GAS	Propane - PW building	764.08
51991	02/21/24	Printed			12198	CALIFORNIA RURAL WATER ASSOC.	2024-2025 membership dues	945.00
51992	02/21/24	Printed			12820	CROSS PETROLEUM	Heating Oil- Library	1,080.30
51993	02/21/24	Printed			13200	DEPT. OF TRANSPORTATION	Oct-Dec 23 St Lite Electricity	310.85
51994	02/21/24	Printed			14140	DON ERICKSON OIL INC	City Hall heating oil	313.21
51995	02/21/24	Printed			14198	ANNA EVANS	Credit Refund- BRUS-600-06	62.67
51996	02/21/24	Printed			15010	FASTENAL COMPANY	Shop Supplies	108.34
51997	02/21/24	Printed			15168	FIRST RESPONDER OUTFITTERS	Uniform - J Capurro	551.24
51998	02/21/24	Printed			16045	GEOCON CONSULTANTS INC	Dec 23 Landing cleanup	27,561.41
51999	02/21/24	Printed			16205	AURORA LUNA GRIGGS	Refund special event app-event will not have over 50 people	130.00
52000	02/21/24	Printed			18000	IDEXX LABORATORIES	WWTP lab supplies	1,669.16
52001	02/21/24	Printed			20008	TODD JUHASZ	League of Cities City Manager Conference- Reimbursements	538.14
52002	02/21/24	Printed			22071	MENDES SUPPLY COMPANY	Earplugs- FD	74.77
52003	02/21/24	Printed			22317	MT. SHASTA VALERO	Jan 24 fuel	102.83
52004	02/21/24	Printed			23078	NOR CAL FAMILY	Professional Services	200.00
52005	02/21/24	Printed			11140	PACE ANALYTICAL SERVICES LLC	WWTP lab services	1,057.23
52006	02/21/24	Printed			25020	PACE ENGINEERING INC	Jan 24 Collection System Imp	31,316.50
52007	02/21/24	Printed			27040	RAY-MAC MECHANICAL INC	Library- Planned Maint	519.60
52008	02/21/24	Printed			28372	SISKIYOU COUNTY ECONOMIC	Feb 24 Economic Dev Partners	2,500.00
52009	02/21/24	Printed			28378	SISKIYOU COUNTY GENERAL SERV	Jan 24 waste disposal	1,264.44
52010	02/21/24	Printed			28560	SISKIYOU OPPORTUNITY CENTER	Jan 24 city yard janitorial	887.50
52011	02/21/24	Printed			28740	STATE OF CALIFORNIA	Jan 24 live scans	381.00
52012	02/21/24	Printed			29140	TIMBERWORKS	Oak St Area Water System Imp Nov 23	177,059.12
52013	02/21/24	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Mar 24 pd copier maintenance	317.44
52014	02/21/24	Printed			30069	US BANK CORPORATE PAYMENT SYS	Jan 24 credit card charges	7,363.69
52015	02/21/24	Printed			31023	VALLEY PACIFIC PETROLEUM	Jan 24 fuel - Fire	1,193.62
52016	02/21/24	Printed			31024	VALLEY PACIFIC PETROLEUM	Jan 24 fuel	11,205.92
52017	02/21/24	Printed			32066	WEIST LAW	Bond Counsel fees- 2023	4,500.00
52018	02/21/24	Printed			32157	WINTER EQUIPMENT COMPANY INC	Snow Cutting Edges	3,519.12
					Total Checks: 36		Checks Total (excluding void checks):	288,258.10
					Total Payments: 36		Bank Total (excluding void checks):	288,258.10
					Total Payments: 36		Grand Total (excluding void checks):	288,258.10

Check Register Report

Fiscal Year 2023-2024

Date: 02/27/2024

Time: 9:48 am

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check N.	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks								
52019	02/27/24	Printed			12213	CAL-ORE COMMUNICATIONS	REISSUE COVID SUBSISTENCE	474.69
52020	02/27/24	Printed			23011	NEWREZ LLC	REISSUE COVID SUBSISTENCE	867.01
52021	02/27/24	Printed			25202	PENNYMAC LOAN SERVICES LLC	REISSUE COVID SUBSISTENCE	964.75
52022	02/27/24	Printed			28078	SELECT PORTFOLIO SERVICING INC	REISSUE COVID SUBSISTENCE	1,537.74
52023	02/27/24	Printed			28124	SHADOW GARDEN APARTMENTS	REISSUE COVID SUBSISTENCE	762.00
					Total Checks: 5		Checks Total (excluding void checks):	4,606.19
					Total Payments: 5		Bank Total (excluding void checks):	4,606.19
					Total Payments: 5		Grand Total (excluding void checks):	4,606.19

Check Register Report

Fiscal Year 2023-2024

Date: 03/04/2024

Time: 10:40 am

Page: 1

City of Mt. Shasta

BANK: TRI COUNTIES BANK

Check N	Check jer	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COUNTIES BANK Checks									
52024		03/04/24	Printed			15194	22ND AVENUE ENTERTAINMENT	Mar 24 Hybrid Public Meeting	3,195.00
52025		03/04/24	Printed			10229	AMAZON CAPITAL SERVICES	Parts FD 1651	120.16
52026		03/04/24	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Feb 22	280.70
52027		03/04/24	Printed			11252	BLUE STAR GAS	Propane - Pine Street Fire Hall	1,159.98
52028		03/04/24	Printed			11359	ALAN BROWNELL	Rent- APN 057-191-170	2,250.00
52029		03/04/24	Printed			12260	CASCADE FIRE EQUIPMENT	Reissue PD #423 New 2023 Chevy Upfit	41,536.14
52030		03/04/24	Printed			12269	COMCAST	Secure LEAH Web Router	96.67
52031		03/04/24	Printed			13064	DE LAGE LANDEN	03/01/24-05/31/24 copier maint	1,234.18
52032		03/04/24	Printed			14140	DON ERICKSON OIL INC	City Hall heating oil	353.75
52033		03/04/24	Printed			13210	DOOLEY ENTERPRISES	Ammunition - Police	1,973.70
52034		03/04/24	Printed			13224	DRY CREEK LANDFILL INC	Sludge Removal- WWTP	1,522.66
52035		03/04/24	Printed			14198	ANNA EVANS	Credit Refund BRUS-600-06	87.33
52036		03/04/24	Printed			15020	FEDERAL EXPRESS	Feb 24 WWTP shipping charges	28.17
52037		03/04/24	Printed			15030	FERGUSON ENTERPRISES, INC.	Water system maint supplies	3,154.65
52038		03/04/24	Printed			17000	HACH COMPANY	WWTP lab supplies	436.46
52039		03/04/24	Printed			22061	BEN MATTOX	Credit Refund LAKE-210-08	85.47
52040		03/04/24	Printed			23023	NATIVE GROUNDS NURSERY	Snow Removal- Parker Plaza	45.00
52041		03/04/24	Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	673.87
52042		03/04/24	Printed			25080	PACIFIC POWER & LIGHT	Feb 24 Pine Fire Hall	22,615.72
52043		03/04/24	Printed			25120	PERSONNEL PREFERENCE INC	Credit Check- L. Cardiel	25.00
52044		03/04/24	Printed			25121	PITNEY BOWES INC	Postage meter Lease	179.02
52045		03/04/24	Printed			25160	POSTMASTER	2024-25 Bulk Permit #1 fee	320.00
52046		03/04/24	Printed			27040	RAY-MAC MECHANICAL INC	Fabricate snow diverter	385.05
52047		03/04/24	Printed			28446	SISKIYOU COUNTY SART	2023-24 contribution	500.00
52048		03/04/24	Printed			28480	SISKIYOU HUMANE SOCIETY	Oct-Dec 23 Animal Control Serv	1,735.00
52049		03/04/24	Printed			28647	SOMACH SIMMONS & DUNN	Professional Services- Crystal Geyser Site	310.00
52050		03/04/24	Printed			28640	SOUSA READY MIX LLC	Truck Rental for snow removal	1,796.20
52051		03/04/24	Printed			28815	STERLING HEALTH ADMINISTRATION	2/22/2024 HSA Deductions & employee frontload	1,800.00
52052		03/04/24	Printed			29011	TEAMSTERS LOCAL 137	Feb 24 Misc Union Dues	2,009.16
52053		03/04/24	Printed			30004	U.S. BANK EQUIPMENT FINANCE	Mar 24 wide copier maintenance	290.25
52054		03/04/24	Printed			31050	VERIZON CONNECT FLEET USA LLC	Mar 24 Police GPS subscription	35.00
52055		03/04/24	Printed			32140	WESTERN BUSINESS PRODUCTS	Copier maint & extra copies	1,624.66
Total Checks: 32						Checks Total (excluding void checks):			91,858.95
Total Payments: 32						Bank Total (excluding void checks):			91,858.95
Total Payments: 32						Grand Total (excluding void checks):			91,858.95

Muriel Terrell

From: Tri Counties Bank <tricoties@olbanking.com>
Sent: Wednesday, February 21, 2024 3:05 PM
To: Muriel Terrell
Subject: Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification



Report Date/Time 02/21/24 15:05:15 PST

This transaction has been successfully completed.

Transaction Number: ACH-01149772

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 02/22/2024

Total Credits: \$85,547.46 (47)

Total Debits: \$0.00 (0)

Status: Completed

FEDERAL PAYROLL TAX PAYMENT (EFTPS-941)		
PAYROLL PERIOD ENDING:		02/18/24
PAYROLL DATE:		02/22/24
ACCOUNT NAME:	ACCT.#	AMOUNT
SOCIAL SECURITY	11-000-2110	\$16,478.72
MEDICARE	11-000-2110	\$3,853.90
FED. WITHHOLDING	11-000-2120	\$13,354.75
TOTAL DEPOSIT:		\$33,687.37
EFTPS CONFIRMATION NO:		72575250
EFTPS BANK DEBIT DATE:		2/27/2024
APPROVED: <i>M. Snell</i>		

STATE PAYROLL TAX PAYMENT (EDD)		
PAYROLL PERIOD ENDING:		02/18/24
PAYROLL DATE:		02/22/24
ACCOUNT NAME:	ACCT.#	AMOUNT
STATE WITHHOLDING	11-000-2130	\$4,323.57
STATE DISABILITY INS	11-000-2140	\$1,345.69
TOTAL DEPOSIT:		\$5,669.26
EDD CONFIRMATION # (STATE):		7642615
EDD CONFIRMATION # (SDI):		7642670
EDD BANK DEBIT DATE:		2/27/2024
APPROVED: <i>M. Jewell</i>		

CalPERS Electronic Funds Transfer

Date: 2/23/2024

CalPERS ID: 6941008066
Employer: City of Mt Shasta

Fiscal Year: 2023/2024

Service Period:
02/05/2024-02/18/2024**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		544.90
927	Employer Contributions		1,232.19
Safety - Police	Total		\$1,777.09
Rate Plan	Member Contributions		2,135.13
25861	Employer Contributions		2,102.51
Safety - Fire New	Total		\$4,237.64
Rate Plan	Member Contributions		2,695.19
25862	Employer Contributions		2,654.02
Safety - Police New	Total		\$5,349.21
Rate Plan	Member Contributions		4,400.40
27429	Employer Contributions		4,360.68
Miscellaneous New	Total		\$8,761.08
Total			<u>\$23,101.62</u>

Contribution for 457 Supplemental Income Plan - CalPERS

SIP Plan ID	450083	Member Contributions	500.00
Total			<u>\$500.00</u>
Grand Total			<u>\$23,601.62</u>



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

FastPay

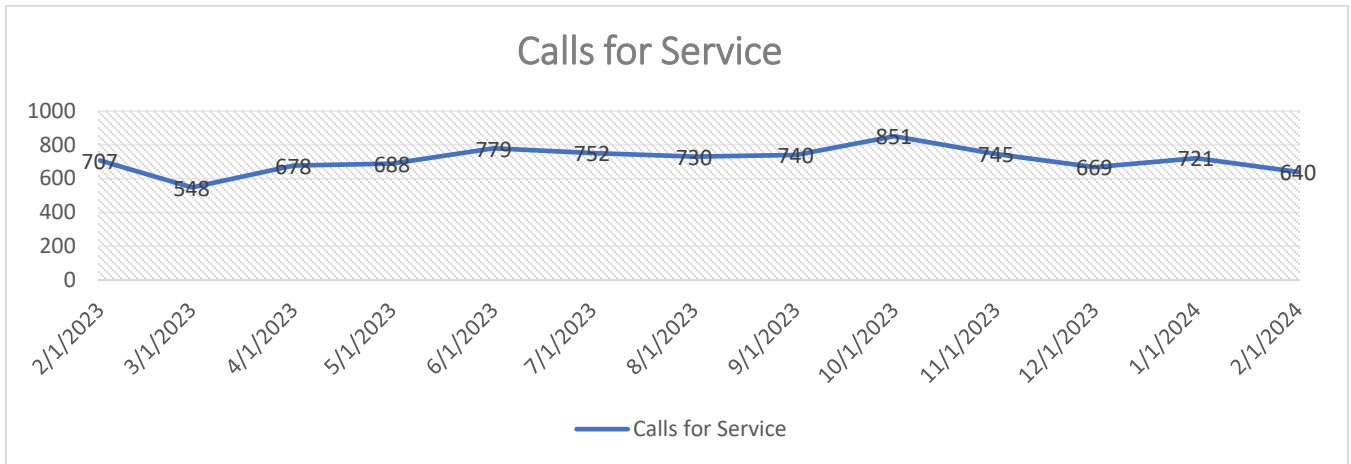
Payroll
detail
payment
submission

Plan name	MOUNT SHASTA457 PLAN & TRUST
Plan number	0041004001
Pay Center	MOUNT SHASTA457 PLAN & TRUST
Submission date	02-23-2024
Submission time	7:54:46 AM
Pay date	02-22-2024
Payment amount	\$3,200.00
DebitACH account	Checking
Bank routing number	*****5045
Bank account number	*****0938
Debit account type	Checking
DebitACH draft date	02-26-2024

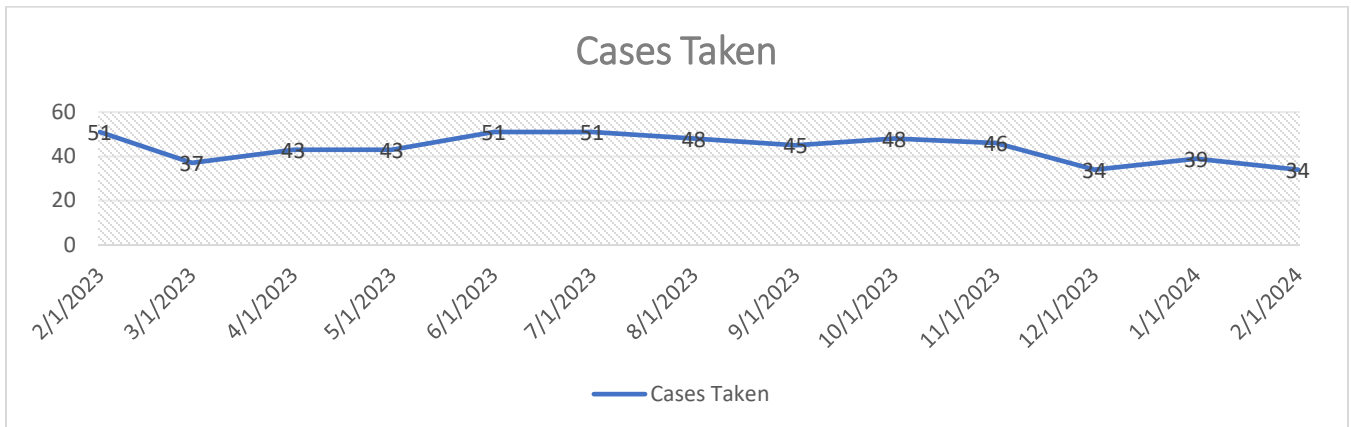
[+] Feedback

Department Statistics

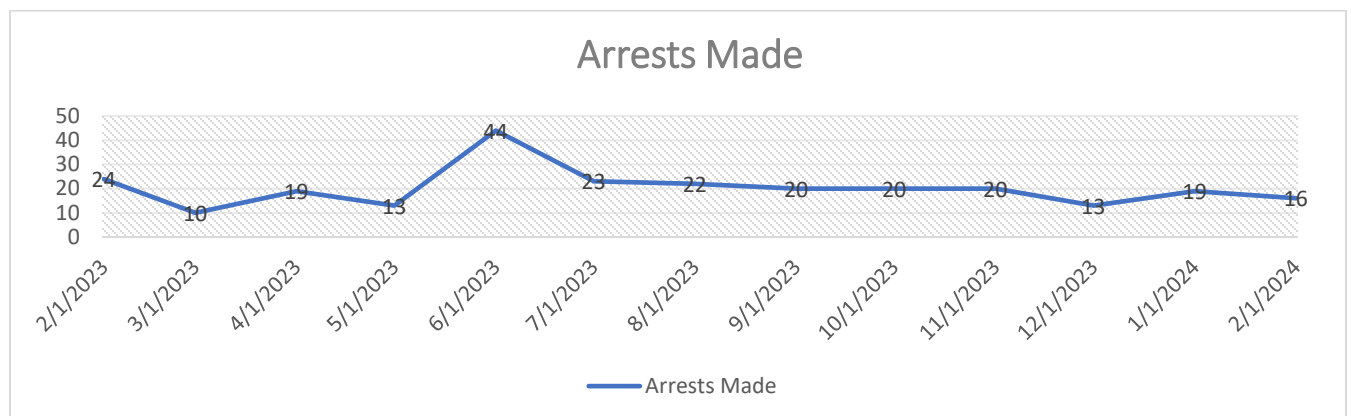
Calls for Service	February 2023	February 2024	Change
	707	640	-9.47%



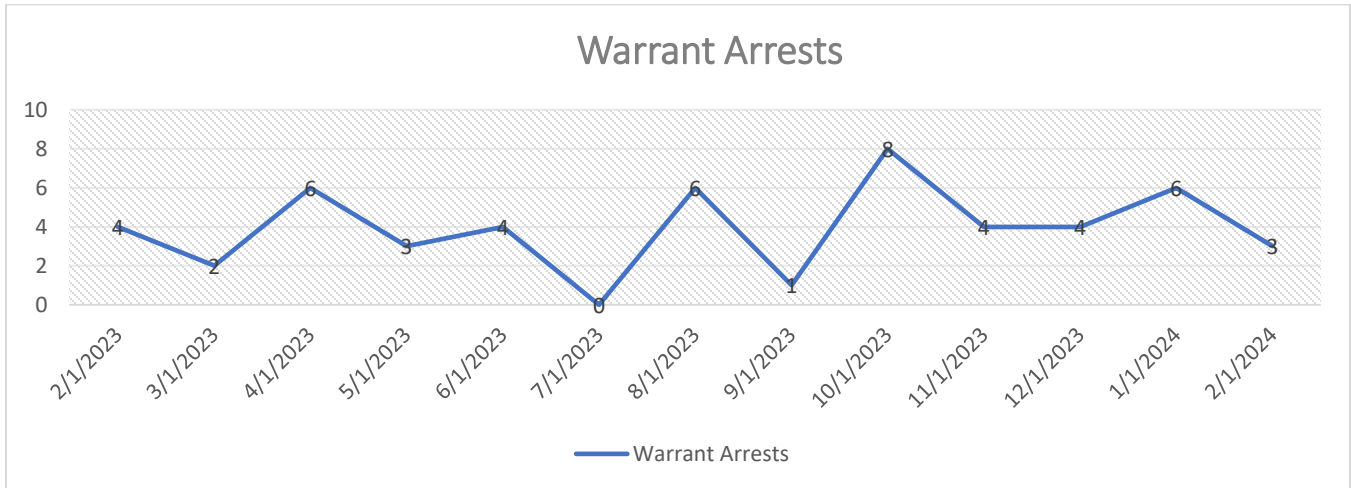
Cases Taken	February 2023	February 2024	Change
	51	34	-33.33%



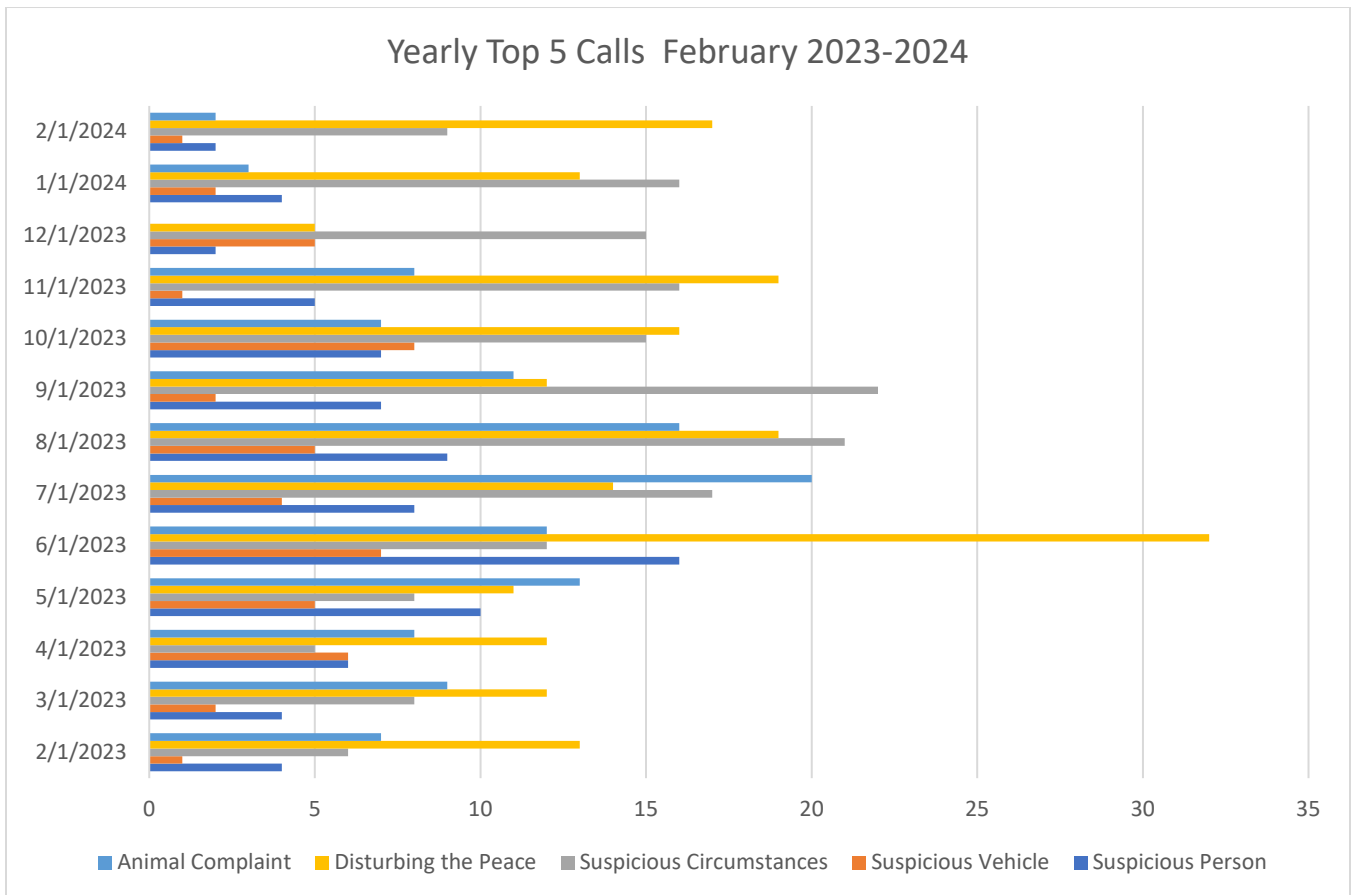
Arrests Made	February 2023	February 2024	Change
	24	16	33.33%



Warrant Arrests	February 2023	February 2024	Change
	4	3	-25%

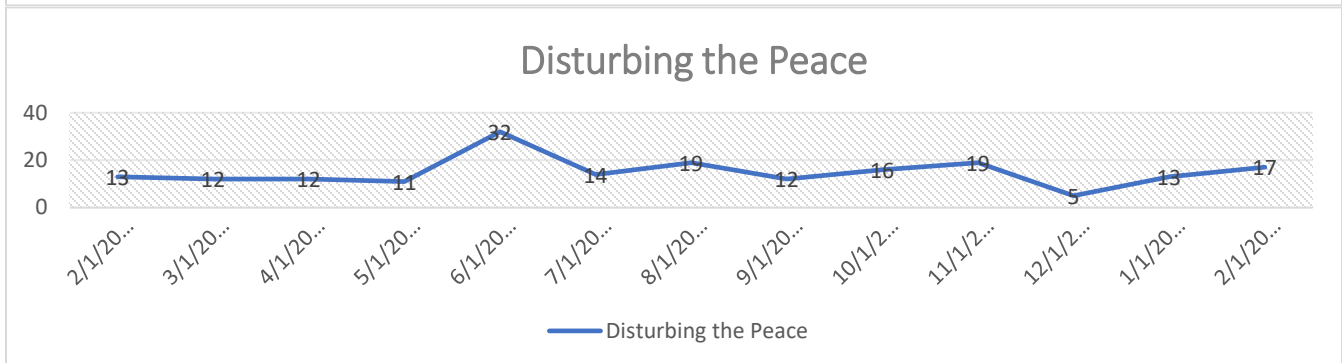
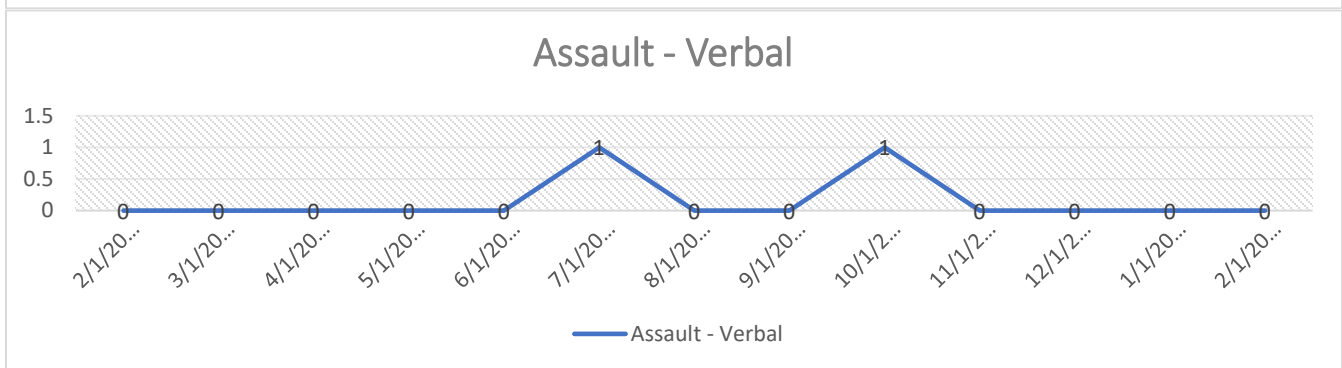
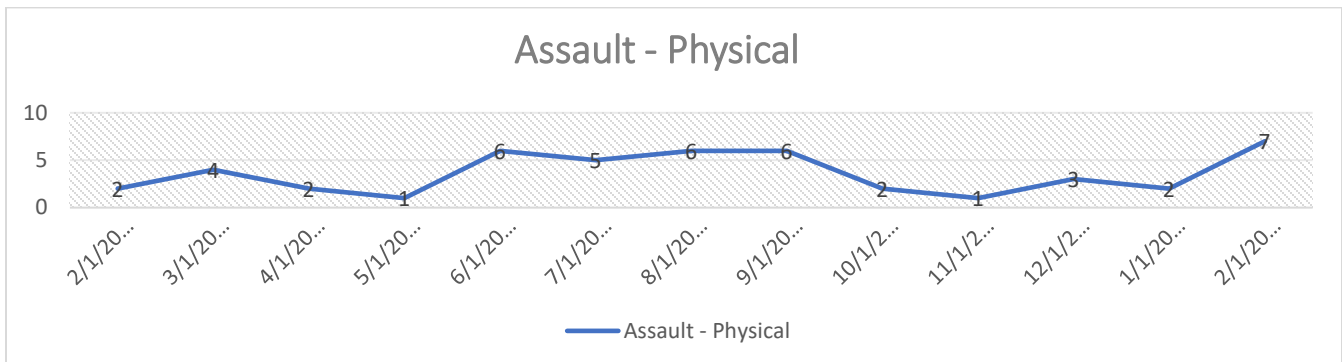


Top 5 Calls			
February 2023		February 2024	
Alarm	25	Public Assist	23
Out w/a Vehicle	23	Outside Assist	22
Medical	18	Trespassing	20
415- Disturbing the Peace	13	Medical	18
Out w/a Person	13	415- Disturbing the Peace	17

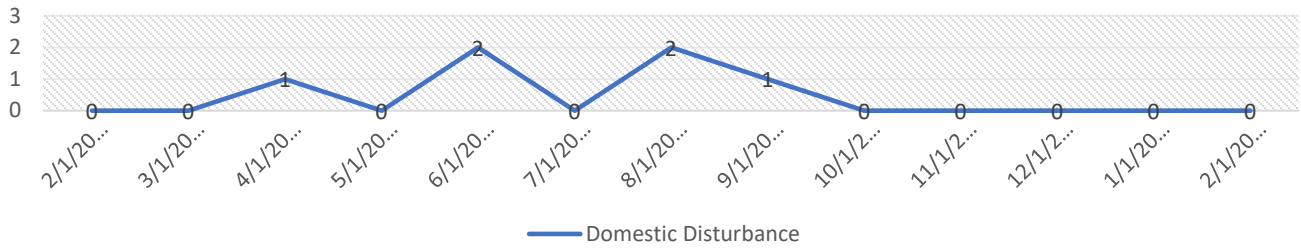


Crime Statistics

Crimes				
	February 2023	February 2024	Change	February 2023-February 2024 Yearly Total
Assault – Physical	2	7	+250%	47
Assault – Verbal	0	0	0	2
Disturbing the Peace	13	17	+30.76%	195
Domestic Disturbance	0	0	0%	6
Domestic Violence	2	1	-50%	14
Fraud	0	1	+100%	12
Public Intoxication	6	3	-50%	37
Stolen Vehicle	0	0	0%	10
TC Hit & Run	2	2	0%	18
Theft from Vehicle	0	0	0	3
Theft – Grand	0	2	+200%	6
Theft – Petty	3	2	-33.33%	54
Theft – Shoplifting	0	0	0	0
Trespassing	6	20	+233.33%	240
Vandalism	3	7	+133333%	52



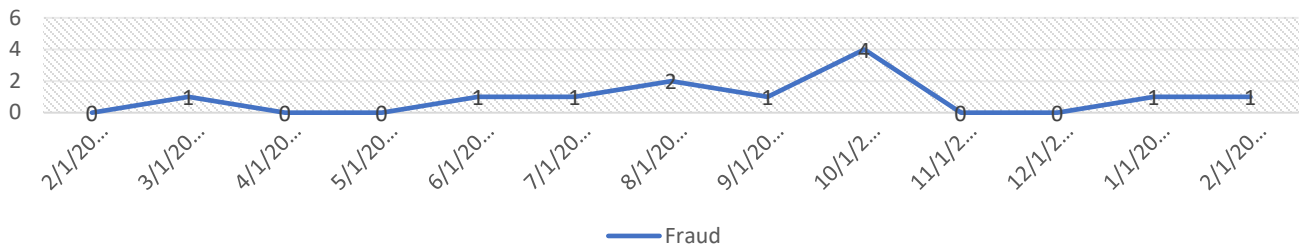
Domestic Disturbance



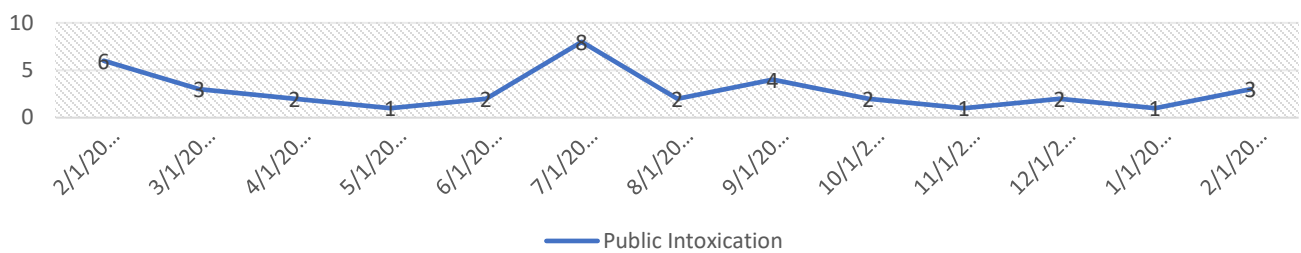
Domestic Violence



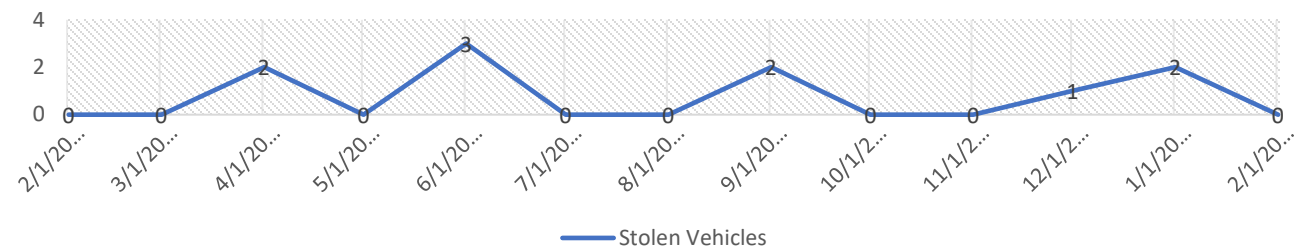
Fraud



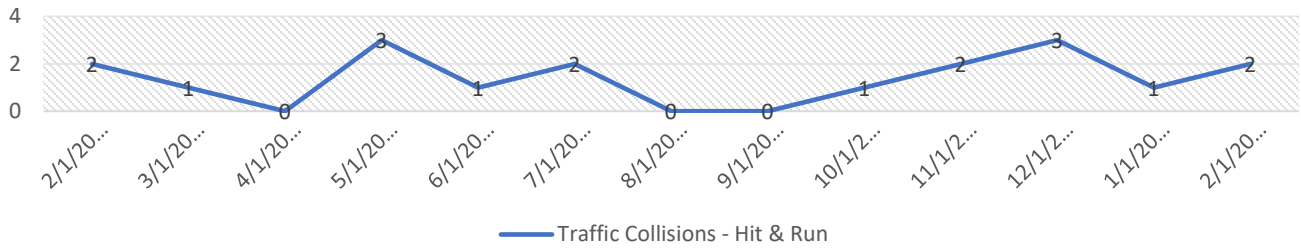
Public Intoxication



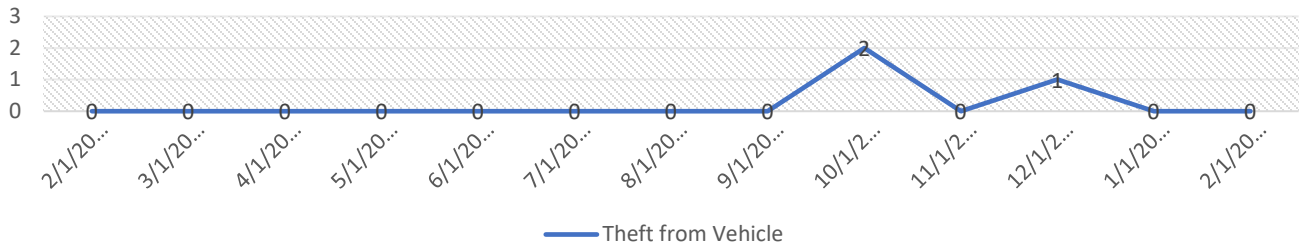
Stolen Vehicles



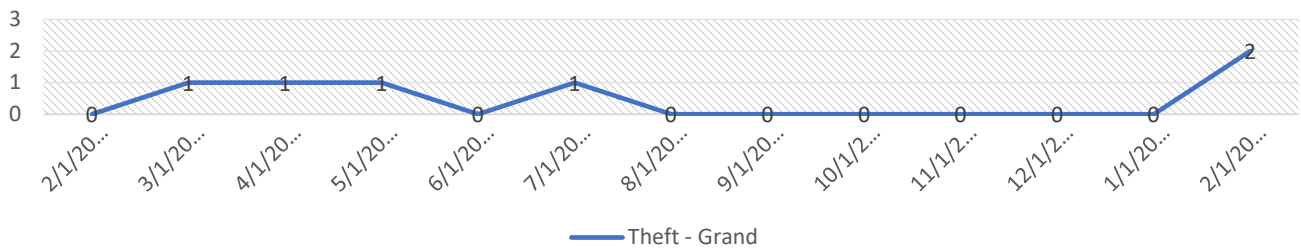
Traffic Collisions - Hit & Run



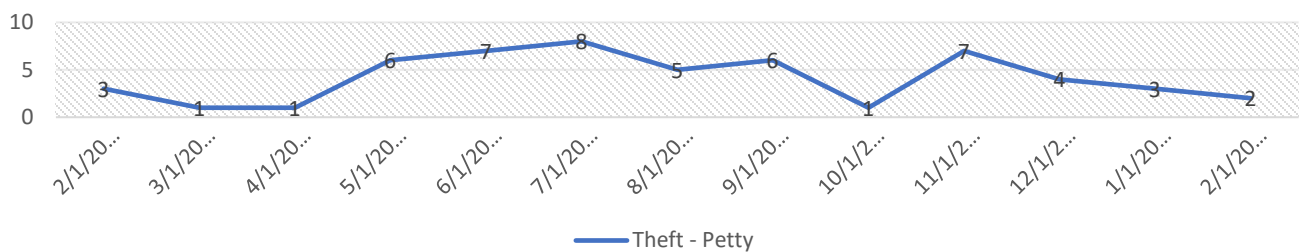
Theft from Vehicle



Theft - Grand

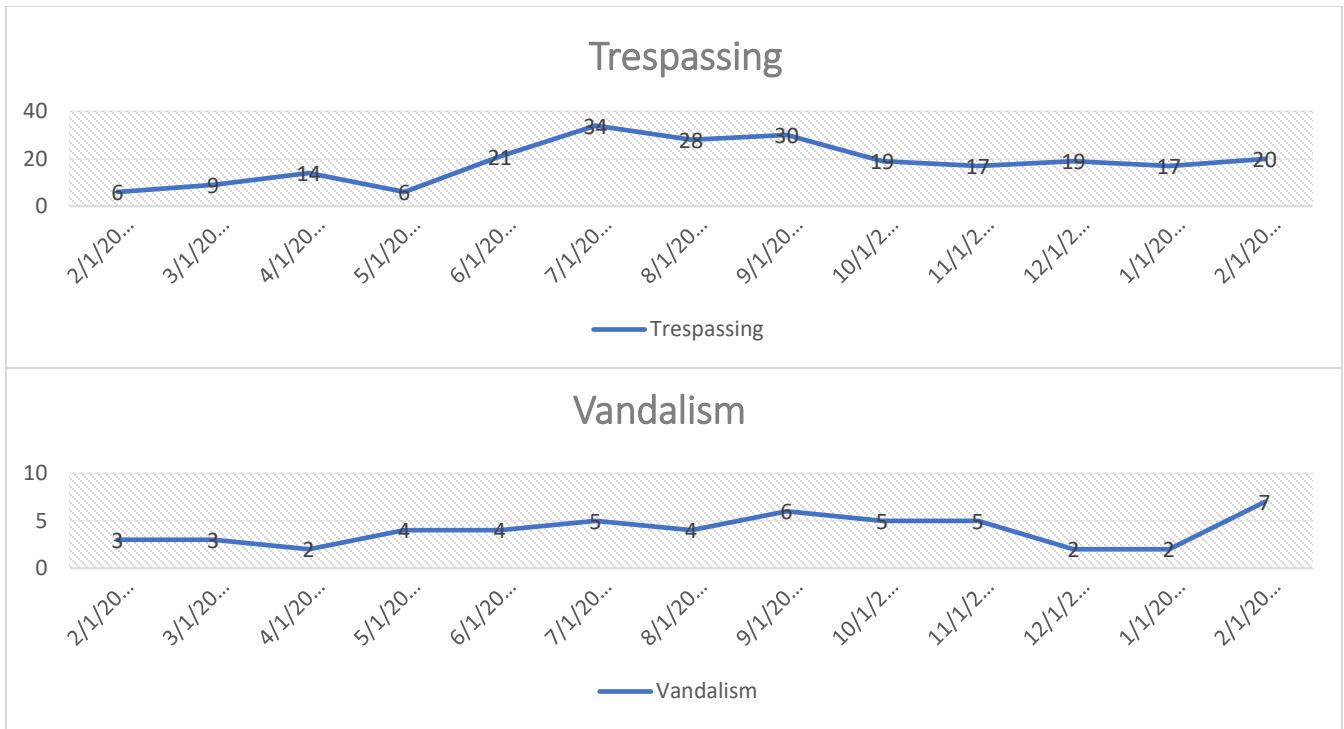


Theft - Petty



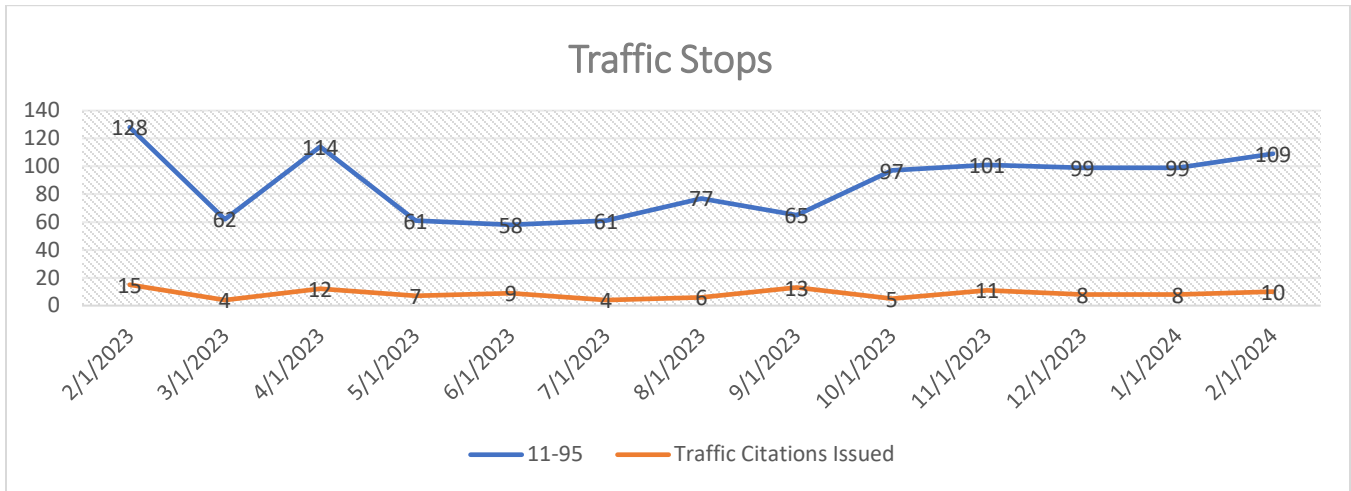
Theft - Shoplifting



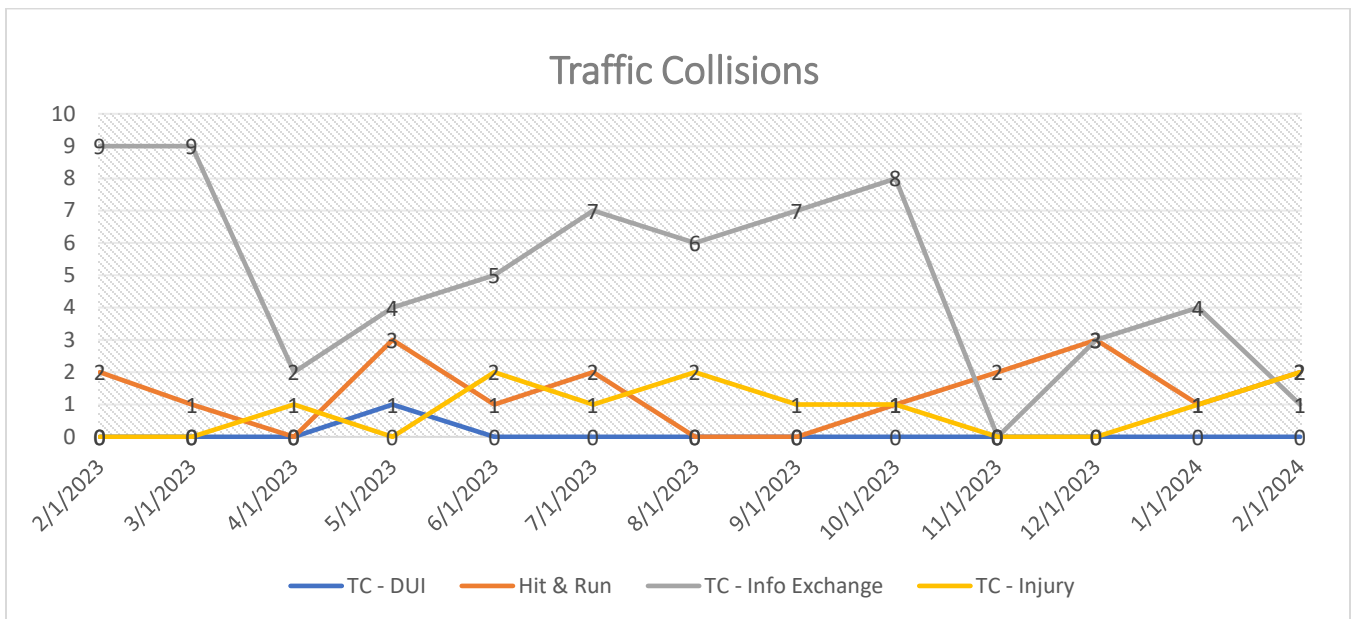


Traffic Summary

	February 2023	February 2024	Change
Traffic Stops	128	109	-14.84%
Traffic Citations Issued	12	10	-16.66%



Traffic Collisions				
	February 2023	February 2024	Change	February 2023-February 2024 Yearly Total
TC – DUI	0	0	0%	1
TC – Hit & Run	2	2	0%	18
TC – Info Exchange	9	1	-88.88%	65
TC - Injury	0	2	+200%	11
Total	11	5	-54.54	95

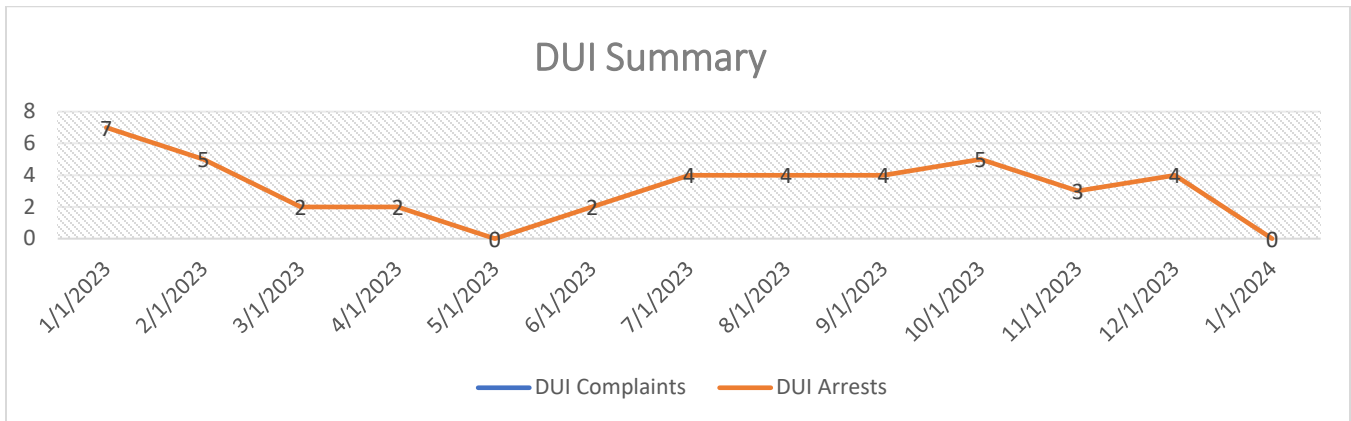


Traffic Accident Location Summary

02/04/2024 W Lake St & Maple St- TC with Injury, case taken for vehicle versus pedestrian.
 02/05/2024 Hatchery Ln & N Old Stage Rd, TC Information Exchange, No injuries.
 02/06/2024 W Lake St & N Mt Shasta Blvd- TC with Injury, case taken.
 02/07/2024 911 McCloud Ave- TC Hit & Run-No injuries, case taken.
 02/29/2024 312 Maple St- TC Hit & Run, no injuries, case taken.

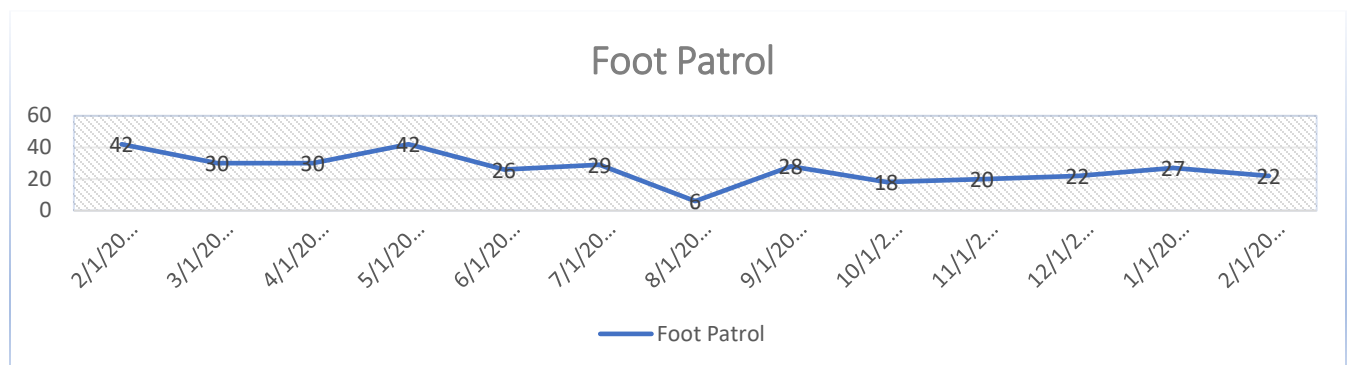
DUI Summary			
	February 2023	February 2024	Change
DUI Complaints	NA	NA	NA
DUI Arrests	5	2	-60%

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



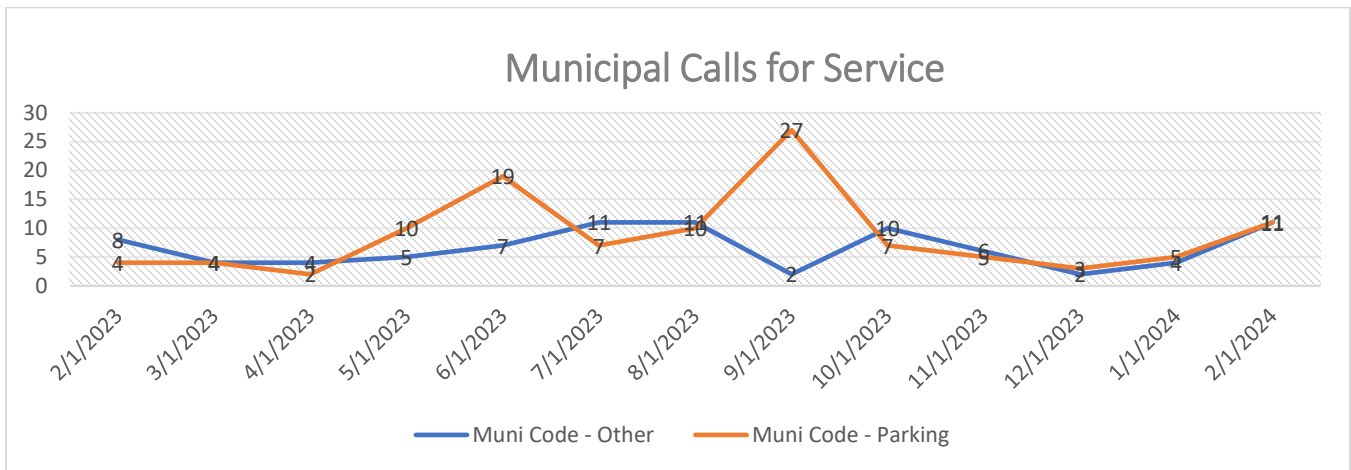
Patrol Information

Foot Patrol			
February 2023	February 2024	Change	February 2023- February 2024 Yearly Total
42	22	-47.61%	342
<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. 			



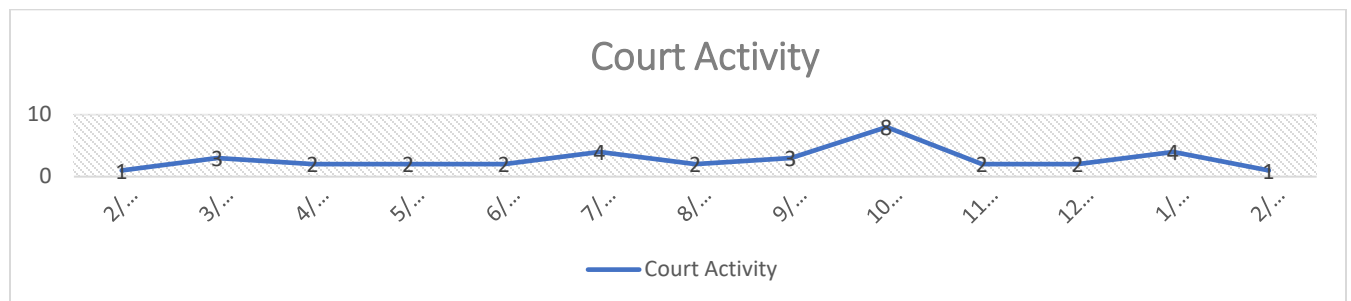
Municipal Summary

Municipal Calls for Service			
	February 2023	February 2024	February 2023- February 2024 Yearly Total
Muni Code – Other	8	11	77
Muni Code - Parking	4	11	103
Total	12	22	199



LiveScans	February 2023	February 2024
	17	14

Court Activity



Social Media



Facebook				
Followers	Posts	Reach	Engaged Users	Reactions
12,023	7	20,808	4263	745



Twitter			
Followers	Tweets	Impressions	Mentions
396	0	0	0



Instagram		
Followers	Posts	Likes
2139	7	241



Nextdoor		
Posts	Impressions	Reactions
0	0	0



CITY OF MT. SHASTA

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

Honorable Bill Dodd
Chair Government Organization Committee
California Senate

Dear Senator Dodd:

The Mt. Shasta City Council strongly supports the passage of Senate Bill 1009-Dahle, authorizing the Department of Fish and Wildlife to lease historic Building A at the Mt. Shasta Hatchery to the Mt. Shasta Museum Association at no cost.

The Mt. Shasta Sisson Museum has operated at this site for over 40 years, and the public benefit from this Museum is incomparable. It serves almost 14,000 visitors every year offering cultural and scientific educational benefits to all ages.

Its visitors come from all over the world, and it recently hosted almost 150 Taiwanese university students. The Museum is an integral part of many visitor's experience when recreating in Mt. Shasta and Siskiyou County. Many make the trek to the Museum annually.

Its interactive exhibits engage both children and adults, and provides opportunity for a unique family learning experience. The Museum's sponsored presentations have included history, geology, hydrology, and local culture among others, and provide an unparalleled immersion into the history of our area. They also serve as a destination for bringing the community together.

The Mt. Shasta Museum Association, as successor to the Mt. Shasta Chamber of Commerce which was originally granted a no cost lease for via Senate Bill 323, 1981, has rescued a historic building that was slated for destruction and turned it into a vibrant part of our State. It has also operated via mostly through the generous donation of collective volunteer hours for 4 decades. This would not be possible if it were now to have to pay market rate rent on the now restored building. We strongly urge the legislature to approve Senate Bill 1009-Dahle and allow this treasure to continue educating and delighting for the next 25 or 100 years.

Sincerely,

John Stackfleth, Mayor
City of Mt. Shasta

CAPITOL OFFICE
STATE CAPITOL
ROOM 2054
SACRAMENTO, CA 95814
TEL (916) 651-4001

DISTRICT OFFICES
11230 GOLD EXPRESS DRIVE
SUITE 304
GOLD RIVER, CA 95670
TEL (916) 464-4201
1320 YUBA STREET
SUITE 102
REDDING, CA 96002
TEL (530) 224-7001

California State Senate

SENATOR
BRIAN DAHLE
FIRST SENATE DISTRICT



VICE CHAIR
ENERGY, UTILITIES
AND COMMUNICATIONS

MEMBER
BANKING AND
FINANCIAL INSTITUTIONS
BUDGET AND FISCAL REVIEW
SUBCOMMITTEE #2 ON
RESOURCES, ENVIRONMENTAL
PROTECTION, ENERGY AND
TRANSPORTATION

EDUCATION
ENVIRONMENTAL QUALITY
TRANSPORTATION

SB 1009: Mt. Shasta Sisson Museum Lease Renewal

SUMMARY

This bill, designated as special legislation would authorize the Department of General Services to lease property at no cost to the Mt. Shasta Museum Association for the next 25 years.

BACKGROUND

In 1981 through SB 323, the Mt. Shasta Chamber of Commerce leased Building A of the Mount Shasta Fish Hatchery to operate as an historical museum. The community of Mt. Shasta restored the facility to operational status with a combination of State funds, local donations, and an overwhelming outpouring of volunteer labor.

The Mt. Shasta Museum Association, as the successor lessee to the Mt. Shasta Chamber of Commerce, has operated the museum since July 1983 with an all-volunteer staff and funded solely by memberships, grants, and donations.

The museum has become a treasure to the community and a focal point of public visitation at the Mount Shasta Fish Hatchery. The Mt. Shasta Sisson Museum receives almost 14,000 visits a year and has recently recorded its 500,000th visitor during its 36 years of operation. Visitors come from all over the State of California and the world.

The continued operation of the Mt. Shasta Sisson Museum serves to enhance the City of Mt. Shasta, the County of Siskiyou, as well as the State of California.

Issue

Due to the expiration of the original lease agreement in 2006, the Mt. Shasta Museum Association has been operating the Museum for the last fifteen years under a month to month lease extension. The Department of Fish and Wildlife does not have the departmental authority under DGS protocols to enter into a viable lease agreement for a unique situation such as the Museum's.

SOLUTION

The bill would allow the museum to continue to operate as a public benefit at no or at a nominal cost. This means the Museum would be able to continue to provide free or low-cost educational programs and exhibits.

City Council Agenda Item # 8
Staff Report

Meeting Date: March 11, 2024

To: Mayor and City Council

From: Public Works Director, Ken Kellogg

Subject: Resolution for Revised Snow Removal Fee in Downtown Area

X	Regular
	Consent
	Closed
	Presentation

Background & Summary:

After conducting a study of actual costs for snow removal in the downtown shopping areas and seeing the discrepancy with what current snow removal fees are, the City Council directed Staff to bring back a plan to Council to increase the snow removal fee for service in which businesses are billed for the final cost on a square footage basis. The final cost is the actual snow removal cost minus the 50% reimbursement from the state. The billing for the final cost of snow removal will be sent out after the snow removal season and before the end of the fiscal year.

Attachment:

Resolution CCR-24-XX

Exhibit A

Exhibit B

RESOLUTION CCR-24-XX

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF MT. SHASTA
ADOPTING THE DESIGNATED SIDEWALK
SNOW REMOVAL AREA MAP AND ESTABLISHING
THE AMOUNT TO BE PAID IN ACCORDANCE
WITH MT. SHASTA MUNICIPAL CODE CHAPTER 12.24**

WHEREAS, Mt. Shasta Municipal Code chapter 12.24 sets forth the conditions for snow removal in the City of Mt. Shasta; and

WHEREAS, section 12.24.075 designates mandatory sidewalk snow removal in the ‘downtown shopping areas’; and

WHEREAS, the City of Mt. Shasta shall by resolution designate the mandatory sidewalk areas in which the owners or occupants of properties abutting said sidewalk areas shall be responsible for the removal of snow accumulated on said sidewalk; and

WHEREAS, the cost accumulated by the City for clearing sidewalks of snow in mandatory areas as set forth in section 12.24.075 shall be paid to the City on an annual basis by the property occupant or owner; and

WHEREAS, the cost of sidewalk snow removal was last set in 1982 at \$12 per property; and

WHEREAS, the City Council wishes to recoup the actual cost of snow removal in a fair and equitable manner to business and property owners.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mt. Shasta hereby resolves the following:

1. The map of designated mandatory sidewalk snow removal areas is attached as ‘Exhibit A’.
2. Property occupant or owner shall reimburse the City on an annual basis for the actual cost of snow removal during the prior winter season.
3. Billing shall be prorated on the basis of commercial space square footage.

The foregoing Resolution was approved this 26th day of February 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED: March 11, 2024

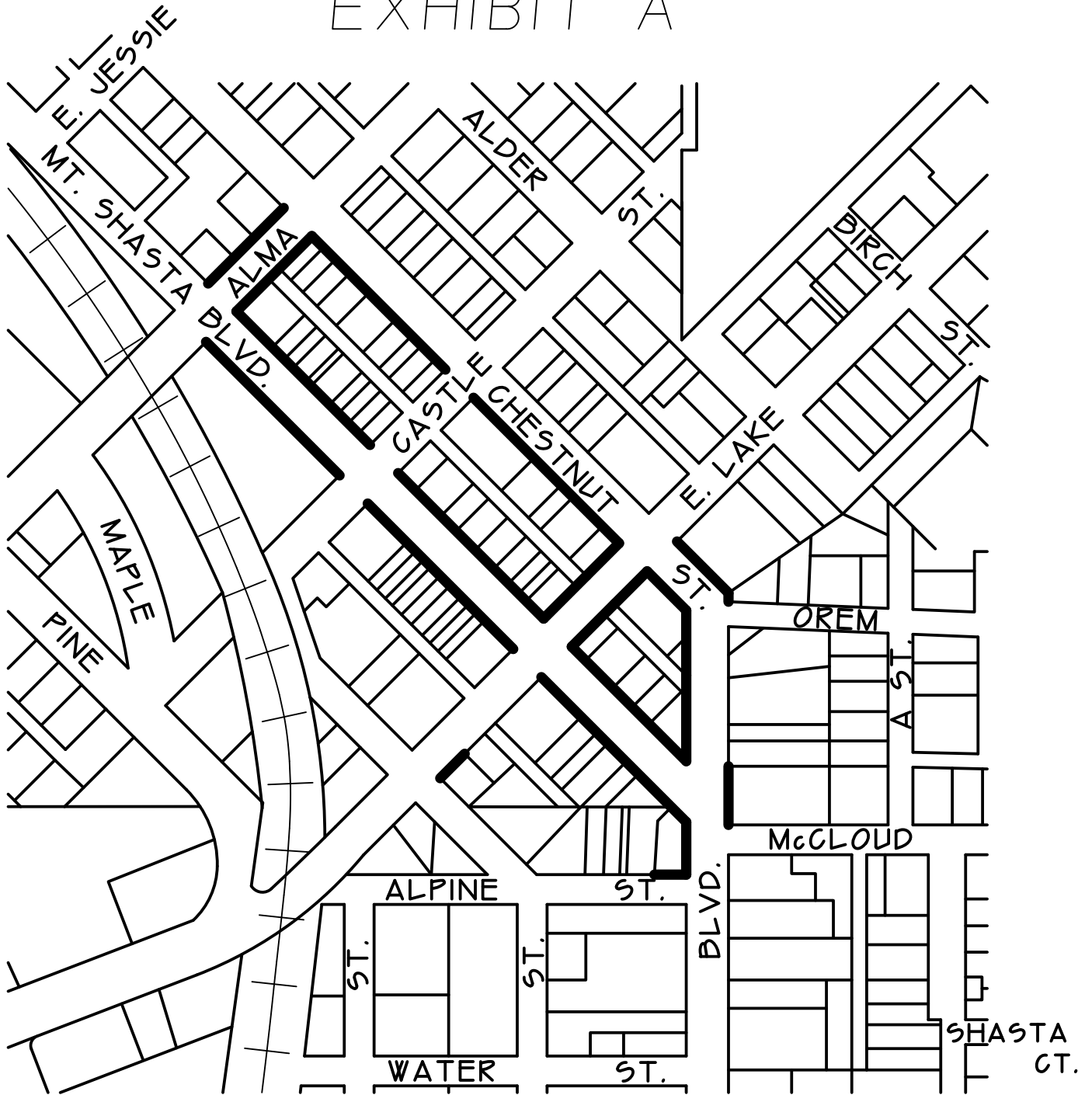
ATTEST:

CITY OF MT. SHASTA

Kathryn M. Joyce, Deputy City Clerk

John Stackfleth, Mayor

EXHIBIT A



— BOUNDARY OF DESIGNATED SIDEWALK SNOW REMOVAL AREA

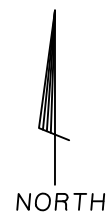


EXHIBIT B

Cost for snow removal and sidewalk clearing in downtown area on a square footage basis

Examples drawn from current and last year's winter season

Winter of 2022/2023

Cost to city = \$60,618

Total downtown commercial square footage = 221,625 SF

Cost/SF = \$0.2735/SF

<u>Example Business</u>	<u>SF times cost/SF</u>	<u>Annual Billing</u>
Pipeline Restaurant	1800 SF(.2735)	\$492.33
Fifth Season	4000 SF(.2735)	\$1094.00
Mt. Shasta IT	400 SF(.2735)	\$109.40
Due Diligence Bookkeeping	100 SF(.2735)	\$41.03

Current Winter (to date)

Cost to city = \$3016

Total downtown commercial square footage = 221,625 SF

Cost/SF = \$0.0136/SF

<u>Example Business</u>	<u>SF times cost/SF</u>	<u>Annual Billing</u>
Pipeline Restaurant	1800 SF(.0136)	\$24.50
Fifth Season	4000 SF(.0136)	\$54.40
Mt. Shasta IT	400 SF(.0136)	\$5.44
Due Diligence Bookkeeping	100 SF(.0136)	\$2.04

kek 3-06-2024

City Council Agenda Item # 9
Staff Report

Meeting Date: March 11th, 2024
To: Mayor and City Council
From: City Manager, Todd Juhasz

X	Regular
	Consent
	Closed
	Presentation

Subject: Approval to fund grant writing for the latest round of Federal RAISE funds

Recommendation:

The City Manager recommends that Council approve \$6,330 in grant writing work by Raftellis for a Federal RAISE grant that will support the repaving of Mt Shasta Boulevard with the addition bike and pedestrian improvements.

Information:

The RAISE discretionary grant program helps project sponsors at the state and local levels, including municipalities, Tribal governments, counties, and others complete critical freight and passenger transportation infrastructure projects. The eligibility requirements of RAISE allow project sponsors to obtain funding for projects that may be harder to support through other U.S. DOT grant programs.

Recent examples of funded projects include a grade separation project in Chula Vista, California, a new downtown transit center in New Orleans, and reconstruction of Route 6 on the Standing Rock Indian Reservation in South Dakota.

The City of Mt Shasta is applying for RAISE grant funding again this year. We applied last year, but we were unsuccessful. However, staff spent time on the phone with U.S. DOT staff after asking for a debrief on ways that the City can strengthen our application for the 2024 cycle. Based on that information, Raftellis has rewritten the grant for us. Last year, Council agreed to spending just over \$13k to write last year's grant. Given that some of the work is duplicative of what we submitted last year, we are looking for approval to spend \$6,330 for Raftelli's grant application prep and submission.

In the grant application itself, the City is asking for \$6.645 M in funds to reconstruct Mt Shasta Boulevard while adding new bike lanes and pedestrian improvements.