

## CITY OF MT. SHASTA

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To: Mayor and Councilmembers  
From: City Manager Todd Juhasz  
Subject: Bi-Weekly Report  
Date: March 29, 2022

1) Police: Meeting with Mayor Collings regarding future city and department needs. Attended Proposition 64 cohorts 2 directors meeting. Was out of the office for vacation, the 24<sup>th</sup> thru the 27<sup>th</sup>.

During the week the department handled, calls for service: 159, Arrests: 4, Cases Taken: 9

2) City Manager: Renegotiated expired contracts with Weed for mutual fire protection services; Renegotiated expired contract with County for the provision of roadway repairs and maintenance; negotiated new contract with Humane Society for care of animals picked up by code enforcement/animal control; held interviews for a new Public Works Director; answered queries from potential respondents for City's fire and police consolidation RFP; reviewed RFP responses to Stormwater Utility Rate Study RFP, then awarded contract; met with new owners of the Crystal Geyser property-interest by owner for annexing into the City; homework on ways to resolve ongoing graffiti issues/vandalism within the City; meeting and phone discussions with developer interested in purchasing a ten acre parcel at the Landing; met with Siskiyou County Economic Development about the potential for applying for an Economic Development Administration Grant to fund new infrastructure at the Landing; read history on solar powered city storage facility-set up meeting with Johnson Controls to better understand maintenance issues; met in field with Public Works Supervisor about locations to install new bike racks; meeting with city attorney about what is needed for annexation of CG property into the City; attended the SCORE Board of Directors meeting; held Water Rate Study sub-committee meeting; met with code enforcement about the abatement of a property.

3) Fire: The Mount Shasta Fire Department responded to 20 Calls;

Structure Fire-1

Medicals-11

Traffic Collision-1

Unauthorized Burning-1

Public Assists-5

Dispatched and Canceled enroute-1

9 of the 19 calls were after normal work hours. (6:00 pm to 8:00 am)

Mount Shasta Fire Department personnel worked throughout the week on general duties as well as keeping the Fire Department clean and sanitized.; personnel all continued to work on the Roseburg Property Fuel Reduction/ Fuel Break project; staff attended an Incident Command Systems Intermediate I-300 class that the county held in Yreka; Mount Shasta Fire Department assisted Dunsmuir Fire with a structure fire early last Wednesday morning-crews stayed for much of the day assisting with overhaul and investigation purposes; Chief Duncan and Captain Burns assisted the Code Enforcement Officer with a residential inspection. Chief Duncan phoned in on the Siskiyou County Chiefs Association meeting.

4) Public Works: Weekly Bac-T routine samples tested and ok; began abandonment of original Tank 2, 8" water supply line (from 1945). The work created a section of 300 feet of stagnant water. The fabricated wye was cut out and a section of new pipe was inserted; Public Works eliminated a 320 foot section of 10" waterline from the original Tank 1 town supply line of rivetted pipe. The line was cut and capped eliminating stagnant water; PWs began fabricating 4" steel pipe bollards for the sign post base for the installation of no parking signs along the center of the E. Castle street parking area- these signs have been a maintenance problem as relates to snow and from damage from vehicles. installed lights on the face of the new garage at the Corp Yard; replaced street light along Rockfellow Drive at the entrance of Shastice Park; crew painted red curb along W. Lake Street in front of Starbucks; the street sweeper operated 2 days this week; repaired several potholes at various locations; The PW's Crew responded to 9 USA notifications, 1 customer water shut offs, 1 customer water turn ons, 2 meter reads and repaired 0 water leak.

**Tank 1 Project** - Contractor continued working on Quail Hill Tank site piping.

**WWTP** - Contractor continued pouring concrete walls for main structure. staff was on call for the week and performed the daily plant checks and weekly lab tests; a backhoe was used to clean the back-40 and prep for new burn piles on Tuesday; performed lab work; cleared brush and hauled to the burn piles; finished hauling, make tubes, weekly safety checks, and plant checks; replaced a pump; did daily plant check; read BOD sample result;. finished monthly report and submitted to the state; washed glassware; took phone calls from outside lab and state regulator;; cleaned truck; and entered data.

5) Planning:

**Permit applications**

- Carmen Street Building Permit approval letter issued; sign off on building plans; check in with building official to inform him that planning has signed off and this project can move forward.
- 709 Rockfellow Home Occupations review

- Design Review app for Mountainside Cannabis – review of application, start hold letter, and refer out to limited agencies within design review scope
- Bring Starbucks variance to PC hearing
- Business license app reviews for 407 S MSB, 624 Kenneth Way, 803 Carmen Apt C

#### **General requests for information**

- Renden – project cost info requested by Renden for 101 Old McCloud
- First Baptist request for table at Parker Plaza. Talk to City Atty to confirm that religious groups are protected by law – misunderstanding that City could not support church on request due to “separation of church and state.” Follow up with Rhonda and applicant to clarify terms of approval.
- EDC questions from Allie regarding MF zone.
- Adam Battle – questions about obtaining an address for parcel.
- Code enforcement inquiry re: Vyve illegal temp sign – referred to code enforcement
- Sign permit info for Glenn Kaufman Astrology sign on Mt Shasta BLVD – follow up by requesting a building permit to formally convert a portion of the structure from residential to commercial prior to allowing for new commercial signs.

#### **Home Occupations**

- Follow up on observation that business licenses have improperly been issued in C districts without home occupations permits or planning approval – this has resulted in conversion of residences to commercial structures without meeting planning or building requirements. Discuss with City Manager, City Attorney, and Planning Commission. Discuss with Building official and Fire Chief. Obtain list of potentially affected properties from Rhonda and review all the associated address files. Change process to require planning review of business licenses consistent with other jurisdictions practices.

#### **Outdoor Dining**

- Review history and approval process; check in with Erin to make sure encroachments are being renewed.

#### **The Landing**

- Meeting with Bob Kendrick

#### **Administrative work**

- Print out PC meeting packets and place hardcopies in PC folders
- Post additional info online
- Check in with new media provider for PC meeting setup, provide support for PC members signing in; Meet early at venue to go over procedures with media provider
- Serve PC meeting as administrative assistant and take notes for meeting minutes
- Check in with media provider for review of what worked. Assist in break-down of room and lock up after media group leave.
- Follow up after PC meeting approval and inform applicant of approval and notice of appeal period both via email and US mail. Document to file.
- Draft PC minutes

- Scheduling for special event meeting

#### **Ordinances**

- Research in response to PC request - data and research on restaurants, drive thrus and fast food franchises.

#### **Transportation Planning**

- Check in with Alta re: WBR and ATP grant

#### **Archaeological**

- NE Info Center Agreement form – submit signed form back to NE Info center

#### **Cannabis**

- Livescan issues for 625 S Mt Shasta Green Heart – request re-scan by PD.
- Mapping per paid request for Elevate Shasta Cannabis