

CITY OF MT. SHASTA

To: Mayor and Councilmembers
From: City Manager Todd Juhasz
Subject: Bi-Weekly Report
Date: February 8, 2023

1) Police: Completed work on a new Garden Tag Ordinance which was reviewed by the City's contract planner and then sent to the city attorney for final review. Both sergeants attended trainings, one for Internal Affairs and the other at Supervisor School. Worked on Prop 64 quarter 7 reporting. Finalized an MOU with Mt. Shasta Elementary.

During the week the department handled: 97 calls for service, 7 arrests, 12 cases taken, 54 traffic stops.

2) City Manager: Worked with Eugene Tssui on his development and planning applications for his proposed net neutral commercial building to be built on Spring Hill Drive; attended a SCORE Board of Directors meeting; completed a draft urgency ordinance that will temporarily prohibit any new Bed & Breakfasts from being approved. The urgency ordinance will buy staff time while they draft a permanent ordinance that will cap the number of Bed & Breakfasts licenses issued within City limits; met with a property owner who is planning to develop his parcel on Ski Village Drive; met with PlanWest Partners as we work towards completing the Housing Element; held a meeting with our city attorney on how best to codify the grating of an easement on the Landing Property on behalf of the Mt Shasta Trails Association. They plan to expand a multi-use trail; completed administrative reviews of appealed parking tickets; sent a Power Box Art contract along with exhibits showing the proposed designs to PacPower for review and approval (DEAC project); fielded questions about the imminent cap on bed & breakfasts as well as from those seeking to apply for one of the remaining short term rental permits that will soon be made available in Commercial Zones; worked with Clark Brothers on developing a binding release on any future claims against the City. A nominal fee was paid to Clark Brothers in order to avoid attorney's fees associated with taking a dispute to arbitration. This was approved by Council in January; held team meetings with DANCO and consultants on their Planning Application and CEQA in support of a twenty five unit affordable housing project. CEQA is complete, CEQA public noticing is ongoing, and the applicant will be seeking a hearing before the Planning Commission for later this month; reviewed and edited an RFQ in support of seeking qualified designer/engineer for a proposed library expansion. A follow-up meeting with the Library Expansion Committee is scheduled for the week of February 13th; worked with the Downtown Enhancement Advisory Committee (DEAC) on the approval of engineering drawings for the installation of the "Flower of Life" sculpture; Kosmont and I presented information to the County Administrator and her staff regarding Enhanced Infrastructure Finance Districts and on a potential partnership between the City and County. The presentation outlined the EIFD concept, benefits of EIFDs in terms of attracting investors and new grant funds, as well as projected conservative estimates of tax fees that would be generated from new development. The County Administrator and her staff are reviewing the documentation Kosmont provided

and will then present on the topic to the Board of Supervisors; worked on the abatement of a residential property with the City's code enforcement officer; met with our city attorney to discuss the completion of an agreement between One Shasta and the City for the transfer of ownership of the One Shasta owned DEX 6 Well to the City in exchange for upsizing the tank to serve both entities; worked on amending the State Transportation Improvement Program (STIP) for the Lake Street Project and on writing a grant to pay for active transportation/traffic calming improvements as part of the refurbishment of the street; reviewed proposals for fuel reduction on both the Orchard and Landing properties.

3) Fire:

The Mount Shasta Fire Department responded to 16 calls for the week.

Medicals- 7

Traffic Collision-1

False Alarm-1

Dispatched and Cancelled-3

Public Assist-4

7 of the 16 calls were after normal work hours. (6:00 pm to 8:00 am)

The Mount Shasta Fire Department completed general duties and kept the Fire Department clean and sanitized.

-Chief Duncan met with contractors at the Roseburg/ Orchard property to assess fuel reductions needs in order in order to submit bids for the work to the City. All bids were delivered to the city manager for review. Four bids were received for each proposed project approach (A and B).

Plan A involves removing fuels from the perimeter of the Roseburg property as well as removing fuels around the Orchard Property.

Plan B is to remove fuels from the entire 40 acres of the property starting from the middle line to the northerly portion of the property excluding the Mill Pond and staying clear of the soil piles. The Orchard property is approximately 2 acres, behind the residences on Palmer and the Ream Mini Storage.

-A Wednesday night training was held last week. Personnel received advanced medical training to include: HIPPA, POLST and DNR. The potential legal liabilities of responding to certain calls was also discussed.

-Chief Duncan attended a "Gang of Five" meeting in Yreka. This particular meeting was to discuss procuring Homeland Security funding for multiple projects Countywide.

- On Friday staff continued work with insurance investigators related to the Summit Drive Fire.
- Chief Duncan attended a Fire Safe Council Meeting and discussed the grant opportunities coming available in the near future.

4) Public Works:

- The Public Work's Director spoke with Austin Browder, Director of the Siskiyou Humane Society. They would like to place a sign out by South Mt. Shasta Blvd. The land is owned by the City so they would need an encroachment permit as well as a graphics permit. We met onsite and went over possible location, size, lighting, and colors. We also discussed the possibility of the City vacating the strip of land between Mt. Shasta Blvd and the Humane Society's property line and what would be the required steps to make this happen, if approved.
- Checked in on the city crew's work on resolving a plugged sewer by the lateral at a property at the corner of Orem and South B Street.
- Corresponded with Jess Gregory of Gregory Engineering in regards siting infrastructure for a proposed parking lot expansion at the corner of Old McCloud and Ream Avenue.
- Ensured that Sturgeon Electric removed the gravel filled bag (deadman) from Washington Street.
- Spoke with Al Morris of Morris Land Surveying about a ROW issue on S. MSB between SJ Denham and Ream Avenue intersection
- Attended a State webinar about potential grant funding and preliminary needs assessment
- Worked with Sheri from ECI on explaining water usage and billing.

Monday – Flushed and defrosted routine water sample sites; looked at options to replace the cold water supply to the break room faucet at City Hall; inspected for woodpecker damage at Library; investigated water meter discrepancies from monthly water meter reads. Found two manual reads that had been entered incorrectly. In addition, Public Works found an active water leak at 507 Pine Street. The customer was notified by city hall staff; flushed and cleaned a wye strainer at Well 2 by removing tapped blind flange and automatic sand flushing valve; staff cut trees along the turn pocket at Rockfellow and E. Alma St.; bent sign posts were replaced along N. Mt Shasta Blvd and on the southbound lane between the I-5 off ramp and Nixon Road.

Tuesday – Weekly routine Bac-T samples were collected and submitted to Pace Lab;. repaired a non-working remote solenoid located at the Police Department; ordered parts for the replacement of a waterline to the City Hall break room; changed air filters at City Hall and within the Police Department; replaced a leaking angle stop at men's bathroom at City Hall; inspected wye strainer screen at Well 1 discharge pipe; excavated and inspected EOL sewer main on N. B St and found a 2" water main located directly on top of 6" sewer main. There are also two water laterals on top of the end of the pipe which complicates installing a clean out or manhole. Crew found that the end of the line had a plastic compression plug that was grouted in which had roots growing through the plug. The crew removed the cap and restored the flow

of the sewer lateral. Public Works will look at alternatives to install an access point for the end of the line. Excavation was left open with a traffic plate; Staff pulled a new 18 g. power supply wire for the Police Department remote solenoid doors latches, replaced the 24 g. phone lines; Staff replaced two speed limit signs on eastbound E. Lake street and northbound Everitt Memorial Highway; Staff responded to five water leaks of which three entailed frozen hose bibs that had ruptured.

Wednesday – Weekly Routine samples passed; responded to two (2) USA locates; Staff collected branches from the Library grounds; staff trimmed two liquid amber trees that had sustained significant damage from winter storms; Public Works removed a project sign located at the corner of S. Mt. Shasta Blvd and Mt. View Dr.; continued working on improvements to Sewer EOL at N B. St.; confirmed that the water line does not loop to Orem and can be terminated just past the laterals for 112 and 116 N B St.

Thursday – Crews poured a new manhole at N. B St.; performed monthly fire extinguisher checks and annual ladder inspections; staff trimmed trees in front of Yaks and the Chevron Station and picked up piles of leaves at Maple Street.

Friday – Light snow-placed cinders on main intersections and cleared drains; installed a new pex waterline to City Hall break room. Found that under the sink, a water heater had rusted out needed to be replaced; Reviewed Oak Street Area waterline replacement plans; cleaned debris from City Hall crawl space and reorganized/cleaned utility room; Received a call from Johnson Controls that WWTP PV system was offline. Staff determined that the system was disconnected from the power grid as part of the new WWTP construction project.

Pine St Project - Waiting on Project closeout.

Sewer Interceptor Project – On winter shutdown.