

## CITY OF MT. SHASTA

---

To: Mayor and Councilmembers  
From: City Manager Todd Juhasz  
Subject: Bi-Weekly Report  
Date: June 16, 2023

**Police Department:** The City Manager and I attended a summer planning meeting with Parks and Recreation Director Shannon Shaw where several topics were discussed. These included a potential MOU between the City and District. The Chief sat on the oral board interview panel for Wastewater Treatment Operator interviews. Preplanning for the 4<sup>th</sup> of July has begun with the IC for the event working on securing outside agency support and personnel. An officer assisted the High School with the painting of Everitt Memorial Highway and Senior Parade.

During the week:

129 calls for service

1 arrests

14 cases taken

15 traffic stops

**City Manager:** Meetings and discussions with the Friends of the Library and the Library Tax Advisory Committee regarding the independent contractor relationship for library services; calls to the Siskiyou County Sheriff's Office about threats made in person to remaining Library Staff member. The perpetrator was "trespassed" from the property; Patrols have been stepped up by the Mt Shasta Police Department around the Library due to general threats Friends of the Library and Library Tax Advisory Committee Members; worked with the contract planner to issue a CUP and/or an administrative approval for the operation of a weekend craft fair on private property; discussions with a local developer about gaining final approvals for Theory Coffee. These approvals will allow them to begin renovations within a downtown structure; meetings with Ed Valenzuela, the Siskiyou Economic Development Council, and Kosmont, LLC about pitching an EIFD partnership to the County Board of Supervisors. The presentation will be held in July after the County's budget has been adopted; held a meeting with a developer on the steps required to bid on a property in receivership; multiple contacts from undefined individuals seeking information on the City's body cam policy. The City Manager consulted with the City Attorney and determined that we had provided all the information required to the requesting party; collected past mine inspection data, previous approvals, reclamation plan, and other documents to allow a consultant to complete a mine inspection at Sousa Redi-Mix; approval given to PACE Engineering to access project contingency reserve to complete the WWTP Project which is expected to be completed in July; rewrote two federal grant applications for a community and a corridor based alternative fuels initiative. The basic information in the draft was correct, but the narratives required significant word-smithing; fielding complaints about decision not to renew independent contractor relationship with the Library; provided draft contract to the owner of One Shasta for the transfer of the Dex 6 Well to the City; The City attorney is working on election consolidation paperwork for a proposed TOT Tax increase of 2% and a Drainage Impact Fee. This information is due to the County

election clerk on July 5<sup>th</sup>; budget reconciliation with City Auditors final numbers with budget numbers presented to Council in May; worked with Apex IT and Finance Director on the completion of an extensive list of questions in order to qualify for Excess Cyber-Liability coverage; Housing Element formally submitted to HCD; worked with PlanWest on the reprogramming of the remaining SB2 Funds to allow for the completion of zoning ordinances and municode changes that are now required by State law; Chief Gibson and the City Manager met with Park's Director Shannon Shaw about developing and approving an MOU that will allow Mt Shasta's Police Department to enforce laws on Park's owned property. This comes in response to an increase in illegal parking, open air drug sales, other infractions; signed a notice of award, agreement between the owner (City) and contractor, performance bond, and payment bond for the Oak Street Area Water System Improvement Project; started work on an RFP for the provision of Library Management with input from the Library Technical Advisory Committee; worked with Bond Council, Weist Law, about two outstanding variable rate loans that are currently indexed to the LIBOR Rate. Federal Policy has mandated that government contracts indexed to LIBOR must now be indexed to the Secured Overnight Financing Rate, or SOFR. The required paperwork to allow this to happen and to satisfy CoBank, the loan holder, will be brought before the June 26<sup>th</sup> Council meeting; multiple conversations and meetings with SEDC about a potential EDA Grant using CDBG Program Income as match. The proposed EDA Grant will allow the City to hire an economic development consultant to seek leads on the types of businesses that the community currently lacks to relocate to the area; work on-boarding a new staff planner; submitted two federal grants related to the formation of an I-5 Corridor and a community based alternative fuels charging locations; internal discussions about the formation of a Finance Committee.

### **Mount Shasta Fire:**

The Mount Shasta Fire Department responded to 36 calls for the last two weeks.

Medicals-18

Swift Water Rescue-1

Traffic Collisions-2

Railroad Tie Fire-3

Unauthorized Burning-1

Dispatched and Cancelled-4

Public Assist-2

False Alarm-5

14 of the 36 calls were after normal work hours. (6:00 pm to 8:00 am)

Mount Shasta Fire Department personnel worked throughout the weeks on general duties to include keeping the Fire Department clean and sanitized.

Staff has continued to work on the Roseburg Fuel Reduction Project to include hand cutting and piling brush. We now have a fuel break all the way around the perimeter of the property. Staff will continue to work on the interior portions of the project.

Burtons Fire Equipment completed our annual Engine Pump testing this last week. All engines passed with no issues.

DCS Testing and Equipment completed our annual hose testing.

Staff continues with the Short-Term Rental inspections. We are doing these one day a week.

Chief Duncan and Captain Smith went to the Mount Shasta High School to do an occupancy load measurement in the gym. With the weather being as it has this time of year they wanted to be in compliance with moving the Graduation into the gym, instead of outside on the football field.

Weekly Wednesday night training was held on May 31, 2023. Members continued working on wildland progressive hose lays. We are gradually making the hose lays more difficult with terrain and fuel loading.

Weekly Wednesday night training was held on June 7, 2023. The Dunsmuir/ Castella Fire Department came up and we spent time working on drafting with Type 3 engines as well as setting up the portable FOLDA Tank as well as the Snap tanks. These apparatus allow us to set the tanks up remotely and fill them full of water out of water tenders. Then draft from the tanks, with the engines, while the water tender returns to a water source to refill.

### **Public Works**

- Continued work building scope for the CFI grant application
- Met with Caltrans to confirm that our CFI grant application will focus on planning & design for both a corridor level community level project.
- Issued an encroachment permit for Cattanach Construction and their work on the old Spelzini building for the Theory Coffee renovations.
- Discussed an encroachment permit for outside dining with Bobby, owner of the old Gold Room.
- Performed further surveying at High & Mill Streets and designed a new route for the 4" drain line.
- Worked with Karina Grimes of 524 Cedar Street to verify there is a small water leak in her lateral and probably irrigation system.
- Spoke with a property owner about an alley access issues
- Worked with SORA to ensure all aspects of the special event permit application for the 4<sup>th</sup> of July Run/Walk were all met.
- Conducted interviews for WWTP operator I/II
- Worked on changing door lock codes for both new employees and departing employees.

### **PW Crew – Week of 5<sup>th</sup>-through 9<sup>th</sup>**

**Monday** – Cleaned out inside of Tank 2 after it was drained. Cleared broken tree at Quail Hill Tank Site. Set up Farmer's Market. Completed layout of 4 inch drain line for 109 High Street. Mowed lawns at CH

and Library. Trimmed trees at Alma St. Repaired potholes at various locations with cold mix. Turned water on at Castle Street drinking fountain. Completed 1 USA locate.

**Tuesday** – Weekly routine Bac-T samples taken and submitted to Pace Labs. Poured concrete sidewalk patch at 746 Pine Ridge leak repair. Picked up Farmers Market barricades. Crew continued painting white street markings (2 man crew – 8 Hours). Flushed and inspected sewer lateral for 117 W Lake St. Did not find any issues with the lateral, installed new cleanout in street for this lateral. Completed PRV station monthly maintenance checks. Completed 1 USA locate. Crew set out traffic control for High School paint the street event.

**Wednesday** – Weekly Routine samples passed. Crew continued painting white street markings (2 man crew – 6 Hours). Crew started at 6am for water main shut down to repair water lateral leaks at 117 West Lake Street and 201 West Lake Street. 117 W Lake, replaced a section of pipe by removing existing compression coupler and cracked .75 inch 90 deg. fitting. Also set new G5 box with concrete collar for new private clean out. 201 W Lake Street, replaced cracked curb stop in sidewalk. Completed backfill and poured sidewalk. Crew flushed sewer main line for 610 S Washington Street that had a backup at their clean out. Crew replaced 2 towel dispensers at the PD. Completed 21 USA locates.

**Thursday** – Crew continued white street markings (2 man crew – 8 Hours). Trimmed weeds at PRV stations and water sample sites. Isolated Tank 2 from system by removing inlet 90 deg. elbow at base of Tank and installed 2 blind flanges. Cleaned up area around flusher shed where we store sewer and water materials.

**Friday** – Watered plants along NMSB. Crew continued white street markings (2 man crew – 8 Hours). Trimmed weeds at PRV stations and water sample sites. Crew completed organizing planner's office who will start on Monday 6/12/2023. Replaced broken manhole lid from MH 911 along NMSB. Flushed Well 1. Completed 2 USA Locates. Assisted Timberworks with locating sewer laterals for Interceptor project. Trimmed vegetation and cleaned debris from NMSB alley along 200, 300 and 400 blocks

**Saturday** –

**Sunday** – On Call person flushed sewer line for 501 Glen Mar Drive back up. Flushing did not help their issue. Spring production has maintained flow compared to the previous week. 6/4/2023 1676 GPM.  
6/11/2023 1657 GPM

**Pine St Project** - Waiting on Project closeout. **Sewer Interceptor Project** – Timberworks Continued construction at Old Stage Rd. Crew assisted contractor with locating sewer laterals. **Oak Street Project.** – Timberworks is planning to begin this project in August.

#### **WWTP:**

Brian: Monday- plant check, coliforms, read BODs, collect/test lake and river, make LTB/BGBs, wash glassware, QC tubes, cook off old tubes, p/u mail. Tuesday- pull weeds in solar field all day, check NTUs throughout day. Wednesday- pull weeds, collect monthly samples- deliver to Redding. Thursday- pull

weeds, training on blowers for Aeromod, weekly checks. Friday- pull weeds, Solanos, review/schedule work plans for Monday.

Brooke: Monday- emails, write up interview questions, set up Scott River Pump for VFD install, contact Mike about ammonia testing, enter data, format PET tools, discuss shut down for transformer work. Tuesday- plant check, coliforms, prep lab, interviews at city hall, discuss chronic testing, enter data. Wednesday- plant check, coliforms, make reagents, full lab, assist with VFD install, enter data. Thursday plant check, coliforms, training on Aeromod, collect sample- deliver to Redding. Friday- plant check, coliforms, research work visas, emails, enter data.