

Mt. Shasta City Council Regular Meeting Agenda

Monday, July 24, 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: Amanda Berryhill, California Health Collaborative
	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 4-7	<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> <p style="padding-left: 40px;">a. Approval of Minutes: July 10, 2023 Regular City Council Meeting</p>
Page 8-14	<p>8. Approval of Request for Proposals (RFP) for Library Services <u>Background:</u> In early June, the Library Tax Advisory Committee (LTAC) serving as trustees, informed the City Manager that the independent contractor relationship with the then current Library Director should not be renewed due ongoing performance related issues. Since that time, an RFP for library operations has been developed and will be presented to Council for review and approval. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Approve the Request for Proposals for library operations to be circulated.</p>
Page 15-16	<p>9. Discussion and Possible Action: Parking Restriction on East Castle Street <u>Background:</u> At the July 10th City Council meeting, staff was directed to bring back to Council a recommendation for issues related to complaints over the use of two-hour parking on east Castle Street. Staff will present findings and make a recommendation to Council. <u>Report By:</u> Todd Juhasz, City Manager/Robert Gibson, Chief of Police <u>Recommended Council Action:</u> Staff recommends that the two hour parking restriction be removed and further recommends that no handicapped space(s) be created.</p>
Page 17-18	<p>10. Approving Ballot Argument for Measure S: Transient Occupancy Tax Measure <u>Background:</u> Council has expressed a desire to increase the Transient Occupancy Tax from 10% to 12%. The ballot argument in support of the tax measure is proposed for the voter pamphlet and will require the signature of Council Members on the submitted document. The ballot argument will be presented for review and approval. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Approve submittal of the ballot argument for Measure S relating to the proposed increase in Transient Occupancy Tax.</p>
Page 19-20	<p>11. Discussion and Possible Action: Short-Term Rental Management Software Purchase <u>Background:</u> The Finance Department has contracted with Granicus Host Compliance since October of 2021 and now wishes to change vendors for a variety of reasons. <u>Report By:</u> Muriel Terrell, Finance Director <u>Recommended Council Action:</u> Award a contract for Professional Service to perform Short Term Rental Management to GovOS.</p>

<p>Page 21</p>	<p>12. TRC Contract Amendment <u>Background:</u> The City is in the process of seeking a Planning Manager while contracting with TRC Solutions for interim planning services. An amendment will be required to continue to utilize the services of TRC. The City Manager recommends approving a third amendment for the expenditure of up to \$80,000 to cover planning expenses and an overage of approximately \$14,500 until a Planning Manager can be hired. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Approve an amendment to TRC Solutions Contract with the City to allow for additional funds to complete consultant planning work as needed until a Planning Manager is recruited.</p>
<p>Page 22</p>	<p>13. Salary increase for Planning Director <u>Background:</u> During the last round of interviews to fill the City Planning Director position, we had a candidate working as the Planning and Building Director for Callistoga, CA. During the interview, the candidate displayed a level of knowledge about planning, economic development, and architecture well beyond candidates outside of major metropolitan areas. At the time, the candidate couldn't make his finances work and declined the position. Since that time, the candidate has since reconsidered, and if we can meet the original proposal of a salary of \$120,000 plus a relocation allowance not to exceed \$7,500, he will accept the position. <u>Report By:</u> Todd Juhasz, City Manager <u>Recommended Council Action:</u> Staff recommends approval to raise the salary for a Planning Director on par with the Public Works Director's Salary, \$120,000 plus a one-time not to exceed relocation allowance of \$7,500.</p>
<p>CITY COUNCIL/STAFF REPORTING PERIOD</p>	
	<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. Vacation of Field Street – 8/14/2023 b. Discussion and Possible Action: McCloud Avenue Parking Prohibition – TBD c. Discussion and Possible Action regarding the Active Transportation Committee – TBD <p>Future Agenda Items Over 90 Days:</p> <ul style="list-style-type: none"> d. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta
	<p>15. 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.</p> <p>Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.</p>

Mt. Shasta City Council Regular Meeting DRAFT Minutes

Monday, July 10, 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 5:31 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, Clure. Councilmember Stearns arrived at 5:35 p.m.
Council Members Absent: Collings

3. Special Presentations: None

4. Public Comment:

Nancy Gandrau – Complaints about parking in front of her business, complaints about neighboring business. Clarifying questions from Council.

Debbie Castro – Complaints about neighboring business parking and woodpile. Clarifying questions from Council.

Robert Gibson, Chief of Police – Addressed complaints, comments regarding case law pertaining to parking violations.

Council discussion and clarifying questions.

David Ream – Read prayer.

Michael Williams – Comments regarding bicycle safety, identifying specific problems and creating strategy to accomplish specific goals.

5. Council and Staff Comments:

Todd Juhasz, City Manager – Comments regarding presentation to the County Board of Supervisors, library operations request for proposals. Update on The Nest and the old hospital properties, sewer interceptor final inspection, update on the wastewater treatment plant, vacation of Field Street, ad hoc downtown committee. Clarifying questions from Council.

Robert Gibson, Chief of Police – Comments regarding the successful Fourth of July holiday week. Clarifying questions from Council.

6. Committee Updates: No 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: June 26, 2023 Regular City Council Meeting
- b. Approval of Disbursements: Accounts Payable 6/5/23, 6/12/23, 6/21/23, 6/28/23, and 7/5/23;
Total Gross Payroll and Taxes: For Period Ending 6/11/23 and 6/25/23
- c. Tax lien against properties that have delinquent utility accounts, per Municipal Code 13.04.330
- d. Police Department Monthly Report
- e. Monthly Investment Report

MOTION TO APPROVE: Stackfleth

SECOND: Stearns

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

8. Determination of League of California Cities Annual Conference Attendance and Designation of Voting Delegates

Kathy Joyce, Deputy City Clerk – Review of staff report; determination of conference attendees and voting delegates.

Council discussion. Decision to approve the attendance of Mayor Clure and Councilmember Stearns at the annual conference.

COUNCIL ACTION: Appoint Councilmember Stearns as the voting delegate and Mayor Clure as the alternate at the League of California Cities annual business meeting.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

9. Discussion and Possible Action: Upgrade of City website, social media, and archiving of public records

Todd Juhasz, City Manager – Review of report, option of new website and social media in lieu of a City newsletter.

Review of various quotes, services provides, cost, ability to keep residents informed.

No public comment.

COUNCIL ACTION: Approve the retention of CivicPlus and ArchiveSocial for the creation of a new City website, to allow the City to have a social media presence and archive posts in accordance with record retention laws.

MOTION TO APPROVE: Stearns

SECOND: Redmond

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

10. 2023/2024 Fiscal Year Budget Approval
Muriel Terrell, Finance Director – Review of budget.

No public comment.

Council discussion.

COUNCIL ACTION: Approve the 2023/2024 fiscal year budget as presented.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

11. Appoint a Council member to organize Transient Occupancy Tax (TOT) increase support and to suggest candidates to write the pro and con arguments

Todd Juhasz, City Manager – Review of deadlines for arguments, steps taken to seek a ‘pro’ argument.

Clarifying questions from Council and discussion.

Hiten Patel – Comments in opposition to increase in TOT’s.

Council discussion: Mayor Clure appointed to seek support for an argument for the ballot measure.

12. Grant writing assistance for a US DOT Safe Streets for All (S4A)

Todd Juhasz, City Manager – Review of staff report, seeking grant assistance for a safe streets grant to address areas eligible for roadway projects.

Clarifying questions from Council.

No public comment.

Council discussion.

COUNCIL ACTION: Approve the retention of GreenDot Transportation to complete a U.S. DOT Safe Streets and Roads for All Grant Application.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

13. Discussion and Possible Action: Policy requiring monthly fiscal updates

Todd Juhasz, City Manager – Review of item, creation of fiscal policy requiring a monthly financial report by the Finance Director including Transient Occupancy Taxes and Sales Tax numbers.

Clarifying questions from Council.

No public comment.

COUNCIL ACTION: Approve the requirement that the Finance Director will provide estimates regarding Transient Occupancy Tax and Sales Tax numbers monthly.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Stackfleth, Stearns, Clure

NOES: None

ABSENT: Collings

ABSTAIN: None

14. Reports On Outside Meetings:

- a. Councilmember Stackfleth, Collier Interpretive and Information Center: Review of June meeting: Center management, website update, County bike map, marketing, visitor numbers.

15. Future Agenda Items (Appearing on the agenda within 60-90 days):

COUNCIL ACTION: Reviewed items a through e. Item added regarding parking requirements on Chestnut Street.

- a. Approval of Request for Proposals for Library Services – 7/24/2023
- b. Vacation of Field Street – TBD
- c. Discussion and Possible Action: McCloud Avenue Parking Prohibition – TBD
- d. Discussion and Possible Action regarding the Active Transportation Committee – TBD

Future Agenda Items Over 90 Days:

- e. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta

16. Adjourn: There being no further business, the meeting was adjourned at 6:44 p.m.

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

Agenda Item #8

Staff Report

Meeting Date: July 24th, 2023

To: City Council

From: City Manager

Subject: Library Director RFP Approval

X	Regular
	Consent
	Closed
	Presentation

Recommended Action:

Motion to approve an RFP to hire a Library Director and staff to manage the Mt Shasta Library

Background:

In early June, the Library Tax Advisory Committee (LTAC) serving as trustees, informed the City Manager that the independent contractor relationship with the then current Library Director should not be renewed due ongoing performance related issues. A draft RFP was produced by the City Manager based on edits to a previous RFP. The Library Tax Advisory Committee and the Friends of the Library provided additional edits and the final version was circulated for approval. The City recommends approving the RFP in it's current form to be circulated to various online publications and accredited college programs that award Library Science degrees.

CITY OF MT. SHASTA REQUEST FOR PROPOSAL

The City of Mt. Shasta (City) is seeking a qualified candidate to act as an independent contractor to manage the library operations and undertake the role of Library Director. The Mt. Shasta Library is a branch of the Siskiyou County Library system which provides circulation and internet support. The City of Mt. Shasta is responsible for fiscal support and for day-to-day operations.

The City of Mt. Shasta is a full-service city located in southern Siskiyou County 60 miles north of Redding and 75 miles south of Ashland, Oregon, on Interstate 5. The Mt. Shasta Branch Library is a 4600 square foot facility with several thousand volumes and 6 public computers. Mt Shasta's Library is part of the Siskiyou County cataloging and servicing network and utilizes one automated checkout station as well as full staff check-out services. The City has successfully passed a 0.25% Transactions Tax measure which has provided funding for the Library for over a decade. A Library Tax Advisory Committee (LTAC) advises the City Council and oversees the use of these funds. LTAC is also the Library Board of Trustees.

A successful candidate for the position of Library Director will have training and/or experience in library sciences. Possession of a Master's Degree in Library and Information Science is preferred, but individuals who possess strong organizational and managerial/leadership skills and who have experience as a librarian, library technician or at minimum, work experience in a library environment will also qualify. Strong people skills are a must as this person will be expected to interact positively with all library patrons, will coordinate with the City Manager, the City Public Works Department, library volunteers, the Friends of the Library, and the County Librarian and his staff. Ability to develop and adhere to an operational budget is required.

The Mount Shasta Branch Library will operate a regular schedule of afternoons, five or six hours per day, six days per week; and occasional mornings and evenings to

accommodate programs and events. Staffing may be supplemented by volunteers when available, but the candidate must cover the base hours.

Proposal Submission

Proposals should include the required compensation for base hours of operation, oversight, and overhead costs. The candidate and their employees will not be City employees or eligible for City benefits.

Expectations and Application Deadline

The successful applicant is expected to provide the following services to the City of Mt. Shasta and its Branch Library:

1. MANAGEMENT AND OVERSIGHT RESPONSIBILITIES:
 - serving as the lead librarian
 - providing supervision of the operation and services of the branch library
 - supervising and/or performing a variety of patron and circulation assistance services
 - developing and coordinating library events and programs including those of the Friends of the Library and volunteer groups
 - coordinating building security and cleaning of the facility
 - monitoring expenditures
 - maintaining required statistics and compiling information for statistical summaries and reports
 - maintaining account records of monies collected
 - developing information handouts, webpage updates, posters, and public information releases regarding branch policies, services, and special events
 - assisting the City in the preparation of the branch library operating budget
 - performing a variety of reporting, correspondence, and management tasks
 - acting as a liaison with the City's LTAC.

The Library Director shall adhere to the principles of the American Library Association Code of Ethics and comply with all city, county, state and federal rules and regulations for public safety.

The City of Mt. Shasta maintains the library building and facility; the Library Director will be responsible for the coordination of maintenance needs with the City's Public Works Department.

2. STAFFING

In addition to management duties, the Library Director will ensure that at least one person with Branch Library Assistant or Library Technician skill levels will be on site and available during the library operating hours; two persons are required to provide services during library open hours, one may be a trained volunteer. These functions can be performed by an assigned principal of the candidate, provided both responsibilities can be accomplished efficiently.

All staff members should be capable of the following tasks:

- assuring the smooth and efficient operation of a branch library.
- passing a comprehensive background check conducted by the Mt Shasta Police Department
- training and supervision of other branch staff and volunteers.
- working cooperatively with Friends of the Library, the City of Mount Shasta, the County Library, and other local libraries.
- providing circulation and basic reference services and assisting visitors in the use of the library's equipment and other services.
- assisting in the branch implementation and use of the County Library's infrastructure "backbone" services.
- answering questions
- checking out materials for circulation
- issuing library cards
- collecting monies for overdue and damaged books and media

- collecting payments for used book sales
- receiving and transmitting patron requests for books, media, and information
- finding and reserving books and media for circulation
- assigning work to volunteers
- packing and unpacking shipments of materials
- notifying patrons of special orders received
- reshelving returned materials
- preparing periodicals for patron use
- assisting with reference services
- assisting patrons with use of the public and catalog computers
- obtaining detailed information about patrons' reference requests and needs
- instructing patrons in the use of Library resources and Library rules and procedures
- interim janitorial services
- performing other duties related to the day-to-day operations of the library.

3. PLANNING

The candidate or its principal will work with the City Manager and the LTAC to develop an operational budget for the Library that includes day-to-day operations and long-term maintenance and the expansion of the physical facility and services.

4. ADVISORY SERVICES AND COORDINATION

The candidate should have the knowledge to act as a liaison to the LTAC on the technical aspects of library operations and services. The candidate will coordinate interaction with the Siskiyou County Librarian and the County-provided backbone services, and report to the City Manager on issues that affect the Library.

Contents of Response

The respondent's proposal shall include, but not necessarily be limited to, the following:

- General statement by the firm or individual about the proposal including an understanding and general approach to accomplishing the work as outlined. The statement should demonstrate the experience and qualifications to perform the required duties.
- Provide a proposed management structure and the title of each position as well as a proposed budget. This information will allow the review team to evaluate the candidate's logic and understanding of library roles.
- Identification and designation of the principals who would be available to perform the work, including resumes documenting their experience and competence to perform that work. Include a contact person with telephone number.
- Passing a comprehensive background check performed by the Mt Shasta Police Department and ensuring that all staff and volunteers also pass a background check.
- General costs proposal including identification of basic work tasks.
- Please provide references with contact information.
- Provide a resume outlining the candidate's relevant work history and education attainment.

Evaluation Criteria

City of Mt. Shasta staff will review the proposals to determine qualified candidates to be interviewed. Interviews will be conducted by City Staff and representatives of the Library Tax Advisory Committee.

Candidate Selection

The following attributes will be considered in determining the award of the contract:

- Expertise related to library operations as well as management experience.

- Previous experience and familiarity with rural community libraries.
- Ability to work with a variety of diverse organizations, and constituencies.
- Resumes of key personnel/staff to be assigned to staff the library.

Please note that this will be a competitive selection process.

Additional Information:

Insurance

The form of contract includes standard form insurance requirements and standard form insurance certificates, which are utilized by the Small Cities Organized Risk Effort (SCORE), a self-insurance joint powers agency, of which the City of Mt. Shasta is a member. A copy of SCORE's "Insurance Requirements for Professional Services" is attached as an exhibit.

Contract Provisions

The City of Mt. Shasta reserves the right to reject any and all proposals for any reason, to waive any irregularity in the proposals and/or to conduct negotiations with any firms. Review of materials from the City of Mt. Shasta, are available upon request by contacting the City Manager at 530-926-7510.

Submittal

City Manager
City of Mt. Shasta
305 North Mt. Shasta Blvd
Mt. Shasta, CA. 96067

No faxes will be accepted.

Respectfully submitted,
City of Mt. Shasta,
City Manager

City Council Agenda Item # 9
Staff Report

Meeting Date: 7/24/2023
To: Mayor and City Council
From: Robert Gibson, Chief of Police
Subject: Discussion regarding parking restriction on East Castle Street

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff recommends that the two hour parking restriction be removed and further recommends that no handicapped space(s) be created.

Background & Summary:

At the July 10th City Council meeting, it was recommended that staff bring back to Council a recommendation for issues related to complaints over the use of two-hour parking on east Castle Street. Staff was asked to evaluate the feasibility of adding one or more handicapped parking spaces in place of the two of three time limited spaces along Castle. After a review of the parking ordinance, it indicated that the north side of East Castle street between Chestnut and Alder Alley was the only area that restricted parking to two hours, where as the south side of East Castle Street did not have the same time restrictions. Staff has been unable to determine why this small section of Castle Street indicates a two hour parking limit while the rest of the street does not.

Staff conducted a survey of the slope of East Castle Street and found it to be at four grade. The maximum allowable slope for the introduction of a handicapped space is two percent. In other words, this section of Castle would requiring regrading and paving to meet ADA compliance. Further, a handicapped space would require a space next to the handicap space for van access as well as a dedicated ramp to access the sidewalk. This would require the removal of the current sidewalk and replacement with the appropriate required handicap access ramp. These

requirements would make putting in a handicap space at this location cost prohibitive and would actually take away parking spaces in the area.

Agenda Item # 10
Staff Report

Meeting Date: July 24, 2023
To: City Council
From: Todd Juhasz, City Manager
Subject: Proposed Measure to Increase TOT (“Overnight Stay Tax”)

Recommended Action:

Motion to approve submittal of argument in support of Measure S for a 2% increase in the Transient Occupancy Tax (TOT or “Overnight Stay Tax”)

Background:

Council has expressed a desire to increase the Transient Occupancy Tax from 10% to 12%.

The Transient Occupancy Tax (also known as an Overnight Stay Tax) is levied only on guests staying overnight at hotels, bed and breakfasts, short-term vacation rentals, and similar overnight stay establishments in Mt Shasta. If the tax passes, the increase will net approximately \$245,000 per year.

While TOT funds are discretionary and become part of the City’s general fund, the funds will be used to support economic development, the formation of an Enhanced Infrastructure Finance District (EIFD) and attracting new businesses and residents.

The following argument is proposed for the voter pamphlet and will require the signature of Council Members on the submitted document:

Argument in Favor of Measure S

The passage of Measure S will help our City to build and sustain a strong local economy and support public services throughout our community. Measure S would raise Mt. Shasta’s Transient Occupancy Tax (TOT) from 10% to 12% of the cost of a hotel room. The TOT is a tax paid by tourists and visitors who stay in our hotels and motels. Mt Shasta residents do not pay this tax unless they stay in a local hotel. Visitors use our roads, parks, and emergency services as they enjoy all that Mt. Shasta has to offer, from the Farmers Market, to our parks, to restaurants, outdoor activities, shops and galleries throughout our vibrant downtown. Raising the TOT represents a direct and fair way to recover the increased costs associated with visitor stays in Mt. Shasta and would be the first increase since 1995. This increase would keep Mt Shasta hotels, motels, short-term rentals, and bed & breakfasts competitive in the region. The proposed increase

achieves an important balance between maintaining our competitiveness for tourism dollars, while providing revenue for critical City activities to include fire protection, economic development, supporting the development of workforce housing, and attracting new businesses and residents. An increase in the “overnight Stay Tax,” or TOT will also lessen the impact of an economic swing when the economy is down. Because none of the TOT money can be taken away by the State, the increased TOT revenue will stay here in Mt. Shasta. Please join us in voting YES in support of an increase in TOT from 10% to 12%, and help our City build a stronger local economy and protect important City services.

Common Arguments Against the Measure:

To date, no one has stepped forward as a signatory to arguments against the measure. Typical arguments against the measure include:

- A higher TOT could make Mt Shasta less attractive to visitors and tourists
- This increase in the TOT will shift the tax burden to the hospitality and tourism industry
- The increase could shift traveler visits to the nearby cities of Weed and Dunsmuir

Agenda Item #
Staff Report

Meeting Date: July 24, 2023
To: City Council
From: Finance Director
Subject: Mt. Shasta Short Term Rental Management

Recommended Action:

Motion to award a contract for Professional Service to perform Short Term Rental Management to GovOS

Background:

The Finance Department had contracted with Granicus Host Compliance since October of 2021. We now wish to change vendors for a variety of reasons. Here are some of the reasons for requesting the change:

- The customer service has taken weeks to months to have support requests resolved. At times customer support never reached out to us regarding support tickets.
- The system is not user friendly on the City side
- Monitoring of illegally operated STR's appears on our map but it takes months to get any information on the property so the notification process to illegally operated STR's is hampered and not timely
- STR operators have been sent e-mails from Granicus that should not have been sent.
- They are unable to accommodate our fiscal year for renewals. The renewal process is still being done in house.
- They were not able to handle monthly TOT payments

We looked at two different organizations who have been providing this type of service to many different municipalities across the county. The two firms we asked for proposals were GovOS a Kofile Company and Deckard Technologies. Either of these agencies would be able to meet our focused needs. Each proposal was very different but provided the service for which we were asking.

A comparison follows:

Both platforms provide STR discovery, identification, ad listing and property reconciliation, data reporting, notifications, on-line registration and renewals, and payment integration. There is comprehensive support for the City and the customer.

Deckard Technologies Rentalscape-Annual \$18,000
GovOS/LodgingRevs – Annual \$26,653

Deckard Technologies provides many of the same services as GovOS but some of the included features in GovOS are optional services from Deckard.

GovOS is much more robust and takes a team approach to problem solving. The reporting side of the product in general was streamlined from a financial aspect and had more to offer. Access to property information, data, payments, fees, violations, and any other issues are all in one place. We will be assigned an account manager as well as a human based team who is assigned to our account to insure the AI is bringing in the correct address identification. Rental activity is monitored through thirty plus booking sites that are specific to our jurisdiction and a booking calendar to provide an estimated revenue for each property. This identifies/flags a property if the amounts being reported don't match the calculated estimate. The City can research and/or audit the property. We will be able to manage the registration piece without having to have customer support make changes to the registrations. GovOS also has customizable notification templates and has the ability to digitize the City's tax forms.

Recommendation:

We recommend contracting with GovOS because they can provide a much broader service customized to what we need. Their system appears to be more accurate, timely and responsive.

Agenda Item # 12

Staff Report

Meeting Date: July 24th, 2023

To: City Council

From: City Manager

Subject: TRC Contract Amendment

X	Regular
	Consent
	Closed
	Presentation

Recommended Action:

Motion to approve an amendment to TRC Solutions Contract with the City to allow for additional funds to complete consultant planning work as needed until a Planning Manager is recruited.

Background:

Back in 2018, the City signed a contract with TRC Solutions, the City’s consultant planning firm. The initial contract, signed in 2018, allowed for the expenditure of \$5,000. Those funds were expended quickly in 2018. The City then sought an amendment to the original contract to allow for the expenditure of \$25,000, which again, the funds were expended fairly quickly for projects under the direction of our previous planner, Juliana Luchessi, and partially when Kyle Rathbone, the former TRC contract planner, was brought on to assume planning duties during the the period where the City had no planner.

In November of 2022, the City sought approval for a third amendment to pay for overages and additional work to be completed by TRC in reviewing and completing various planning related work. In March of this year an amendment for \$115,000 was approved to cover an overage of \$35,000 and to cover expected planning expenses of \$80,000 through the end of June 2023. TRC has expended the \$80,000 for the last fiscal year. The City Manager recommends approving a fourth amendment for the expenditure of up to \$80,000 to cover planning expenses and an overage of approximately \$14,500 until a Planning Manager can be hired.

City Council Agenda Item #13
Staff Report

Meeting Date: 7/24/2023
To: Mayor and City Council
From: Todd Juhasz, City Manager
Subject: Salary increase for Planning Director

X	Regular
	Consent
	Closed
	Presentation

Recommendation:

Staff recommends approval to raise the salary for a Planning Director on par with the Public Works Director’s Salary, \$120,000 plus a one-time not to exceed relocation allowance of \$7,500.

Background & Summary:

During the last round of interviews to fill the City Planning Director position, we had a candidate working as the Planning and Building Director for Callistoga, CA. During the interview, the candidate displayed a level of knowledge about planning, economic development, and architecture well beyond candidates outside of major metropolitan areas. The candidates current salary is \$180,000. During the interview process, it was clear that he wanted to make the jump, but couldn’t make his finance work even if were able to raise the salary to \$120,000, the current salary for the Public Works Director. This candidate has since reconsidered and if we can meet the original proposal of a salary of \$120,000 plus a relocation allowance not to exceed \$7,500, then we have an extremely qualified Planning Director. I cannot say enough about this individual’s experience and credentials.