City of Montague Regular City Council
230 S. 13th Street, Montague, CA 96064 Ph. (530) 459-3030 Fax: (530) 459-3523
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In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a public accessible place, 72 hours in advance of the meeting.

CITY OF MONTAGUE CITY COUNCIL MEETING AGENDA
March 6, 2025
6:30 P.M.
Council Chambers, 230 S. 13th Street, Montague, CA 96064

PARTICIPATION: Participants can attend in person, online, and/or by telephone, as follows:

- In-person at: **Montague City Council Chambers, 230 S. 13th St.**
- Online via WebEx at: https://cityofmontague-454.my.webex.com/meet/clerk
- Meeting number (access code): 2630 874 0065
- Telephone at:,1-650-479-3208 When prompted, enter **Meeting ID:** 26308740065 **Passcode:** *89335983

AGENDA PACKET: Copies of all staff reports and documents subject to disclosure that relate to any item of business referred to on the agenda are available for public inspection 72 hours before each regularly scheduled meeting at the City Clerk's office at City Hall, located at 230 S. 13th Street, Montague, California, during normal business hours. Any writing that is subject to disclosure that relates to an agenda item for open session distributed less than 72 hours prior to the meeting will be available for public inspection at the City Clerk's office during normal business hours. Materials distributed to a majority of councilmembers less than 72 hours before a meeting will be available for public inspection on the City's website at www.cityofmontagueca.com.

SPEAKERS: **Speakers, please stand at the podium and speak loudly so the entire room can hear you.** The chairman will recognize you and ask that you state your name and mailing address so that the City Staff can follow up on any issues requiring City action, or provide you with information, if appropriate.

Please silence your cell phones. Thank you!

CITY COUNCIL AGENDA:

I. CALL TO ORDER:
II. ROLL CALL:
III. PLEDGE OF ALLIGIANCE:
IV. PUBLIC COMMENTS: "This time is set aside for the public to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda within the authority of the City Council. If your comments concern an item noted under New Business or Old Business on the Regular Agenda, please address the City Council when that item is open for public comment." (The Brown Act requires the public be given the opportunity to address the City Council before action is taken. If there is a Consent Agenda, there is no other opportunity for public comment on items on the Consent Agenda.) The City Council has the right to reasonably limit the duration of each speaker to three minutes. Speakers may not cede their time. The City Council may ask questions but may take no action during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place an item on a future agenda.

V. AGENDA APPROVAL:

VI. CONSENT CALENDAR: Discussion/possible action - All matters listed under the consent calendar are considered routine and will be enacted by **one motion** unless any member of the Council wishes to remove an item for discussion. The City Clerk recommends approval of the following consent calendar items:

1. Approval of City Council Meeting minutes for 11/7, 12/5, 1/2 AND 2/3

VII. DEPARTMENT REPORTS:

1. Sheriff's update for February 2025
2. City Engineer's update for February 2025
3. Planning Commission's update for February 2025

VIII. NEW BUSINESS:

1. Discussion only of amending Resolution 17-36 section 7.1.1 to a simple majority vote
2. Discussion/possible action nominate Mayor and Mayor Pro Tempore
3. Resolution 25-02 A RESOLUTION OF THE CITY OF MONTAGUE CITY COUNCIL ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT AND APPROVING THE TRANSMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INTIATIVE AND THE CALIFORNIA DEPARTMANT OF HOUSING AND COMMUNITY DEVELOPMENT
4. Consideration/approval of Community Development Block Grant MOU
5. Discussion/possible action Cal Ore to use community hall
6. Consideration/approval of Diggle Field contract for Yreka Little league for 2025 season.
7. Discussion of March 2025 Water Rate Increase:
8. Introduction and First Reading of an Ordinance Amending Title 2 Administration And Personnel to Clarify Duties of the City Administrator, City Clerk, City Attorney and Director Of Public Works, and Amendment of Section 2.32 Personnel System; and Discussion of Amendment to City of Montague Personnel Policy and Procedures and Employee Handbook
9. Consideration/approval of contract with AGT in the amount of $28,000 for pre-audit services
10. Consideration/approval of the purchase of 2 trucks for public works for the amount of $65,000
11. Approval of Alternate Work Schedule

IX. COUNCIL AND STAFF REPORTS for January 2025

1. Fire Department:
2. Public Works/City Administrator:
3. Animal Control/ Code Enforcement:
4. City Clerk:
5. Treasurer:
6. Library:
7. Commissioner/ Council Statements and Requests: Members of the council may now make brief announcements, reports, or request staff to report to the council on any matter at a subsequent meeting

1. ADJOURN:

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 72 hours in advance of the meeting.

Public Hearings: If you wish to challenge in court any of the matters on an agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the City at or before the hearing. Any person seeking to challenge a Planning Commission decision made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Planning Commission, shall be required to commence that action 90 days following the date on which the decision becomes final as provided in Code of Civil Procedure Section 1094.6. Please refer to Code of Civil Procedure 1094.6 to determine how to calculate when a decision becomes "final."

CHALLENGING DECISIONS OF CITY ENTITIES The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the City of Montague is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the City must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the City of Montague, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies.

The City of Montague does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disability, or any other legally protected classes in employment or provision of services. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 459-3030 or by notifying the Clerk at clerk@cityofmontagueca.com

AFFIDAVIT OF NOTIFICATION AND POSTING
STATE OF CALIFORNIA
COUNTY OF SISKIYOU
CITY OF MONTAGUE

I, David Dunn City Administrator for the City of Montague, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the Regular City Council of the City of Montague, California, was delivered and/or notice by email not less than 72 hours, before the hour of 4:30 PM on March 3, 2025 to the members of the City Council, caused the agenda to be posted at the bulletin board found at City Hall, 230 S. 13th Street, Montague CA, and a copy to be place for review at the Office of the City Clerk.

POSTED: February 27, 2025 @ 4:30 PM

CITY OF MONTAGUE CITY COUNCIL MEETING
MINUTES NOVEMBER 7, 2024
6:30 P.M.
Council Chambers, 230 S. 13th Street, Montague, CA 96064

PARTICIPATION: Participants can attend in person, online, and/or by telephone, as follows:

- In-person at: **Montague City Council Chambers, 230 S. 13th St.**
- Online via WebEx at: https://cityofmontague-454.my.webex.com/meet/clerk
- Meeting number (access code): 2630 874 0065
- Telephone at: 1-650-479-3208 When prompted, enter **Meeting ID:** 26308740065 **Passcode:** *89335983

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SPEAKERS: **Speakers, please stand at the podium and speak loudly so the entire room can hear you.** The chairman will recognize you and ask that you state your name and mailing address so that the City Staff can follow up on any issues requiring City action, or provide you with information, if appropriate.

Please silence your cell phones. Thank you!

CITY COUNCIL AGENDA:

I. **CALL TO ORDER: @ 6:30 PM**
II. **ROLL CALL: Murakami, Vela, Dooley, and Jackson present.**
III. **PLEDGE OF ALLEGIANCE:**
IV. **PUBLIC COMMENTS:** This time is set aside for the public to address the City Council on matters listed on the Consent Agenda, items not included on the Regular Agenda within the authority of the City Council, and Closed Session. If your comments concern an item noted under New Business or Old Business on the Regular Agenda, please address the City Council when that item is open for public comment. There is no other opportunity for public comment on items on the Consent Agenda or Closed Session. The City Council has the right to reasonably limit the duration of each speaker. Speakers may not cede their time. The City Council may ask questions but may take no action during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place an item on a future agenda.

Vernon Pearston 820 Old Montague Rd. States that citizens are upset because the lack of communication. It used to be that if citizens had a question they could come to the clerk and get on the agenda and talk with the council. Now citizens have to come to the meeting and talk in public comment but the council wont answer them. He also states it would be wise to get a sound system for the people in the back row that cannot hear what the council is saying.

Diane Torpin with Rotary of Montague requesting to be put on the December agenda to do an update on 2024 Montague Balloon Fair. She also states that Rotary has been working with this community for 75 years. Their sole purpose is to support this community. The Rotary is here to partner with the City of Montague even though she feels that this is not was is being seen. This was the 26th year for the Montague Balloon Fair. This event brought people from Shasta County and other states to support the city. The Rotary agreed to have a car show this year in the Balloon Fair because the council wanted it. 3 weeks before the event they were notified that it was not happening. Rotary was left high and dry to try and mitigate the problem. It was sent out to

General Plan approved. Motion made by Jackson, seconded by Vela. All Ayes.

4. Discussion of Issues (Non-personnel) Regarding Montague Fire Department- Pro Tem Vela reporting. Says that there is no discussion on personnel issues. You may only speak about the fire department. Jake Deegan presenting. He asks if he can say names of individuals or about leadership in the fire department. Pro Tem Vela answers with, you can speak about apparatuses or anything that has affect upon the fire department but no individuals can be mentioned. Mayor Murakami says that he can answer some questions that were presented to him by letter. Locks on the fire department are code locks so when a firefighter leaves we change the locks so that they cannot get in. They could not change the codes because they don't have the master code. Tara Piken comments asking if she can comment since this is her letter. Mayor Murakami says she may present. Attorney Jared then interjects and says that this is not public comment. The agenda item is being presented. After the council is finished presenting, then they will move into public comment where they will save all questions till the end and then answer them all at once. Tara Pitken then asks the attorney if she can comment on her letter. Attorney Jared then says she may write down her question or the council can open public comment for this item and then everyone can comment. Then council will answer questions at the end. Tara Pitken comes to the podium and says that Chief Vela was not terminated he was put on administrative leave and you still changed the locks. It was stated before when a firefighter leaves the fire department changes the locks but Vela didn't leave. Mayor Murakami then says that these are personnel issues. Teresa Newton asks who purchased the locks that were changed. Jake Deegan presents. He addresses the mayor to say that I can think of at least of 4 volunteers that have left the department and the locks were never changed. They have been the same for the past 5 or 6 years. Mike Crow presenting. Says that no charges have been filed on Chief Vela. The department is not fun to hang out at anymore. The call times have dropped significantly. He is requesting the fire chief to be reinstated since no charges have been filed. He also requests that the assistant fire chief step down from his position and has no say in the vote. Teresa Newton says that it concerns her that the fire department is descaling and the citizens are paying for this service through taxes. The volunteers are not comfortable being at the fire department. Josh Johnson commented that the council should really consider the letter that was submitted to them that was about personnel. He states that what it in that letter effects everyone. Tara Pitken the volunteers looked through the bylaws and wrote a petition to try and make this place better and the council should respect the volunteers enough to listen to what they are trying to show them. They followed all of the rules and it was dismissed. The Mayor should be removed. Teresa Newton asks who paid for the locks and who installed them. Mayor Murakami answers with the Fire Department paid for them and he installed them. Pro Tem Vela says that these locks have individual codes so we can just delete the code of the volunteer that leaves. The audience says so were the previous locks. They are absolutely the same as the old ones. Someone asks if there is any approval process to change the locks. Mayor Murakami says no. It was asked how much the locks cost. Mayor answers $100 apiece. Attorney Jared then asks if public comment is over. Teresa Newton then comments again. Attorney Jared says that you get one chance to have your three minutes to speak. He suggests that we give Newton 2 more minutes to speak. Newton asked to put the Fire Department budget, and the expenses for the locks on the next agenda as an agenda item. Then she amends her statement to say she would like to have the whole city budget from January 1st thru October 31st. Mindy Vela presents. Replacing locks should be the worst of our worries. Andrew Jared has charged our city over $6,000 in August alone over the issues that have to do with the fire department. We should have an issue with a man from Pasadena running our meetings, and running our city. The Council does not have to listen to him. He gives recommendations, the council can think for themselves. Attorney Jared is making money off our struggles and he should be ashamed of himself. Motion to put the requested agenda items on the next agenda made by Jackson, seconded by Vela. Jackson, and Vela Aye, Murakami Nae, and Dooley Abstains. Motion passes.

IX. OLD BUSINESS:

1. Consideration of approval of the Final Budget for Fiscal Year 2024/2025- Administrator Dunn presenting. Budget was sent to the pre-auditor to make the amendments. This is what he had sent back. Pro Tem Vela says he has gone through it and it looks correct. Clerk Monday says there is a resolution that is supposed to be adopted along with the budget but was not ready for this meeting. It will have to be presented at a later date. Approved. Motion made by Vela, seconded by Dooley. All Ayes.

X. COUNCIL AND STAFF REPORTS

the workshop. Vela reports for the air pollution control board meeting was recorded because of technical issues.

XI. CLOSED SESSION: @ 8:02 PM

1. (Gov. Code 54957(b)(1) (EMPLOYMENT, PERFORMANCE EVALUATION) Montague Fire Assistant Fire Chief:

Open Session: @10:02 PM No final action taken. Direction was given to the City Attorney.

XII. ADJOURN: @10:03 PM

Motion made by Jackson, seconded by Vela. All Ayes.

CITY OF MONTAGUE CITY COUNCIL MEETING MINUTES
DECEMBER 5, 2024
7:30 P.M.
Council Chambers, 230 S. 13th Street, Montague, CA 96064

PARTICIPATION: Participants can attend in person, online, and/or by telephone, as follows:

- In-person at: **Montague City Council Chambers, 230 S. 13th St.**
- Online via WebEx at: https://cityofmontague-454.my.webex.com/meet/clerk
- Meeting number (access code): 2630 874 0065
- Telephone at:,1-650-479-3208 When prompted, enter **Meeting ID:** 26308740065 **Passcode:** *89335983

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SPEAKERS: **Speakers, please stand at the podium and speak loudly so the entire room can hear you.** The chairman will recognize you and ask that you state your name and mailing address so that the City Staff can follow up on any issues requiring City action, or provide you with information, if appropriate.

Please silence your cell phones. Thank you!

CITY COUNCIL AGENDA:

I. **CALL TO ORDER: @ 6:30 PM**
II. **ROLL CALL: Muramaki, Jackson, Dooley, and Vela present.**
III. **PLEDGE OF ALLIGIANCE:**
IV. **PUBLIC COMMENTS:** "This time is set aside for the public to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda within the authority of the City Council. If your comments concern an item noted under New Business or Old Business on the Regular Agenda, please address the City Council when that item is open for public comment." (The Brown Act requires the public be given the opportunity to address the City Council before action is taken. If there is a Consent Agenda, there is no other opportunity for public comment on items on the Consent Agenda.) The City Council has the right to reasonably limit the duration of each speaker to three minutes. Speakers may not cede their time. The City Council may ask questions but may take no action during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place an item on a future agenda.
Teresa Newton comments that at the last meeting she had requested that she would have the City Administrator job description and expenses and revenue for the city but it is not on the agenda. Administrator Dunn says that he put the Fire Department budget and the cost for the locks. Newton says that's not what she asked for and there is no minutes to reference.

V. **AGENDA APPROVAL: Approved. Motion made by Dooley, seconded by Vela. All Ayes.**

VI. **CONSENT CALENDAR:** Discussion/possible action - All matters listed under the consent calendar are considered routine and will be enacted by **one motion** unless any member of the Council wishes to remove an item for discussion. The City Clerk recommends approval of the following consent calendar items:
1. Approval of City Council Meeting minutes for 10/3: Approved. Motion made by Jackson, seconded by Vela. All Ayes.

VII. **DEPARTMENT REPORTS:**

1. Sheriff's update for November 2024- Sargent Yates reporting. Report included.
2. City Engineer's update for November 2024- No report. Dunn reporting. They are working on Diggle Field.
3. Planning Commission's update for November 2024- Dunn presenting. Citizens wanted to put up taller fences. They approved both.

VIII. NEW BUSINESS:

1. Swearing-in newly elected council members- Administrator Dunn swears in Council members Murakami, Dooley, Jackson, and Vela.
2. Discussion/possible action nominate Mayor and Mayor Pro Tempore: Dooley nominates Murakami for Mayor. Jackson nominates Vela. Vela accepts the nomination. Nomination is dead locked. Jackson and Vela voted for Vela. Murakami and Dooley voted for Murakami. The current Mayor will stay in his position until a fifth council member is appointed. Murakami nominates Jackson for Pro Tem. Dooley nominates Vela. Nomination is dead locked. Jackson and Murakami voted for Jackson. Vela and Dooley voted for Vela. The current Pro Tem will stay in his position until a fifth council member is appointed.
3. Discussion/possible action consideration to fill vacant City Council seat-Dunn presenting. There are two ways to fill a vacant council seat. You can request a letter of interest from the citizens or we can do a special meeting but it will cost the city $10,000. Kym Rose asks why you can nominate yourself but you cant vote for yourself. Mayor Murakami says that you have always been able to vote for yourself. Approved to fly vacant council seat for 30 days. Motion made by Vela, seconded by Dooley. All Ayes. The position end date will be January 6th at 4:00 PM. Then schedule a special meeting for February 3rd to seat the new member.
4. Review of FY 24/25 Fire Department Budget and door key locks- Administrator Dunn presenting. They are some discrepancies in the budget that are explained. Payment for truck, payroll out of wrong GL, etc. The door locks were paid out of the buildings line for Fire Department and was a total of $377.09. The Fire Department budget is about $70,000 over budget Mayor Murakami asks. Administrator Dunn explains that it is over budget because of the discrepancies told previously.

IX. COUNCIL AND STAFF REPORTS for November 2024

1. Fire Department: Mayor Murakami reports. 31 calls overall. 7 District, 7 Mutal Aid, and 17 for the City. Average one per day.
2. Public Works/City Administrator: Dunn presenting. Employees would like to use the rotary room for the Christmas party on January 3rd. General Consensus. Rotary is paying $10,000 for new tables in community hall. Administrator Dunn asks council to put a pole across Hoag Street to block people from getting stuck in the mud. General Consensus. Approved.
3. Animal Control/ Code Enforcement: Report included.
4. City Clerk: Clerk Monday presenting. Account Clerk will be leaving at the end of December for surgery for a month. Clerk will be the only one in the office.
5. Treasurer: No report.
6. Library: Manager Suzie join via video. Preparing for the Christmas Bazaar. Will have a local author at the booth with her book. She is a notary so all proceeds for the month of January will go to the library. She has been very ill the last couple months and the library has not had to close once because of the amazing volunteers.
7. Commissioner/ Council Statements and Requests: Members of the council may now make brief announcements, reports, or request staff to report to the council on any matter at a subsequent meeting. Dooley comments on the decorations in City Hall saying they are amazing. Vela received a report from Right Click Technologies for our End of Life report for the PC's in City Hall. General Consensus to add to the agenda next month. Mayor Murakami says we will have Vocal Ensemble will be singing at the tree lighting this year. We have a Santa for the Bazaar as well. A new Santa suit needed to be purchased because the old one was disposed of without the Mayor's knowledge. Teresa Newton asks if Mayor Murakami has anything to report from the Fire District meeting? She said that Mayor Murakami had said that Administrator Dunn

will now be the commissioner for the Fire Department. Mayor Murakami says he had stated that the City is getting restructured so the City Administrator will be the supervisor over all departments. This is waiting the restructuring of our City Government.

X. CLOSED BUSINESS: @ 8:06 PM

Open session @ 11:26 PM

1. Conference with Legal Counsel – Anticipated Litigation (City Initiating): Government Code 54956.9(d)(4) Number of Cases; 1
2. Public Employee Performance Evaluation (Gov. Code 54957(b)(1) (EMPLOYMENT, PERFORMANCE EVALUATION DISMISSAL) Assistant Fire Chief, Acting Fire Chief, Firefighter- **No action taken.**
3. Public Employee Appointment (Gov. Code 54957(b)(1) (Employment)—Positions: Acting Fire Chief – **No action taken.**

XI. ADJOURN: @ 11:27 PM

Motion made by Dooley, seconded by Jackson. All Ayes.

CITY OF MONTAGUE CITY COUNCIL MEETING MINUTES
JANUARY 2, 2025
6:30 P.M.
Council Chambers, 230 S. 13th Street, Montague, CA 96064

PARTICIPATION: Participants can attend in person, online, and/or by telephone, as follows:

- In-person at: **Montague City Council Chambers, 230 S. 13th St.**
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Please silence your cell phones. Thank you!

CITY COUNCIL AGENDA:

I. **CALL TO ORDER: @ 6:30 PM**
II. **ROLL CALL: Murakami, Jackson, Dooley, and Vela present**
III. **PLEDGE OF ALLEGIANCE:**
IV. **PUBLIC COMMENTS:** "This time is set aside for the public to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda within the authority of the City Council. If your comments concern an item noted under New Business or Old Business on the Regular Agenda, please address the City Council when that item is open for public comment." (The Brown Act requires the public be given the opportunity to address the City Council before action is taken. If there is a Consent Agenda, there is no other opportunity for public comment on items on the Consent Agenda.) The City Council has the right to reasonably limit the duration of each speaker to three minutes. Speakers may not cede their time. The City Council may ask questions but may take no action during the Public Comments portion of the meeting, except to direct staff to prepare a report, or to place an item on a future agenda. Michael Crow presenting. Says that he has just got done with a 2000 mile road trip so he is frazzled. He is having Mindy Vela read a passage that he had written for tonight's meeting. The statement says; *"It has been months since the assistant fire chief has caused the fire chief to be put on administrative leave for undisclosed reasons, unknown allegations, implications of wrong doing in generalities, and personal slander yet no charges have been filed. The months this has been going on has created a hostile work environment at the fire department among the volunteers causing the number of volunteers responding to go down, or not respond at all. The assistant fire chief is also the mayor, and the president of the Montague fireman's association where he has admitted his dereliction of duties by providing no oversight of the financials he is responsible for. These are some of the conflicts of interest where he should recuse himself. The assistant chief lied at the last meeting saying that there have not been any calls that Montague Fire Department has not responded to and that the number of responders has not dropped off. We the responders know that this is untrue as does the dispatch center, and other fire chiefs that are talking about it. One of our elected officials told members of the fire department that since our chief was relieved of duties, he had a reported fire at his house that Montague never showed up to. As an example. I am requesting five agenda*

items be added to the next meeting. 1. General discussion of the status of how the fire department is operating without the fire chief present. This includes not having access to purchase/replace much needed personal protective safety equipment, not having access to computers, files or reports, the vote of no confidence among the fire fighters to the assistant chief, his lack of leadership, ineffectiveness on an emergency, and any other topic we'd like to discuss during this time. 2. The reinstatement of the fire chief to reestablish the continuity of operations that both the community and the firefighters deserve, resume our support activities that include reinforcement with personnel and equipment to our neighboring fire departments that also support us, to regain the trust of the public we serve, And get back to the level of service that we historically have been well known for. 3. The removal of the assistant fire chief either temporarily or permanently citing the hostile work environment he has created, his refusal to acknowledge of his conflicts of interest, his lack of leadership, his inability to effectively function on an incident ground, his refusal to communicate and actually become very secretive and standoffish to the volunteers of the fire department, in addition to hurting the city of Montague financially both by causing thousands of dollars in unnecessary attorney costs, and removing the Montague fire department from the ability to go on strike teams to not only help communities that are on fire and losing lives and homes, not contributing to City monies that help upkeep a budget that hasn't been updated with the fire department since the 1970s, and took away the ability for our volunteers to make some money on these strike teams for the hundreds of calls they go on every year for free. That takes food out of our family's mouths. 4. City council to vote on reinstating the fire chief immediately. 5. Removal of the assistant fire chief immediately ".

V. AGENDA APPROVAL: Approved. Motion made by Vela, seconded by Jackson. All Ayes.

VI. CONSENT CALENDAR: Discussion/possible action - All matters listed under the consent calendar are considered routine and will be enacted by **one motion** unless any member of the Council wishes to remove an item for discussion. The City Clerk recommends approval of the following consent calendar items:

1. Approval of City Council Meeting minutes for 11/7, and 11/19: Approved. Motion made by Jackson, seconded by Dooley. All Ayes.

VII. DEPARTMENT REPORTS:

1. Sheriff's update for December 2024- No report. No representative.
2. City Engineer's update for December 2024- Administrator Dunn reporting. Finished handicap parking pad, and handrail at Diggle Field.
3. Planning Commission's update for December 2024- No meeting.

VIII. OLD BUSINESS

IX. NEW BUSINESS:

1. Rotary of Montague update for 2024 Balloon Fair: Diane Torpin presenting. 2024 Balloon Fair was a huge success. 15 pilots showed up this year. They love coming here because it is a small group and they all know each other and have a great time. The Balloon Mister was amazing and had done a wonderful job. The night glow was a struggle because of the wind but the pilots worked really hard and pulled it off. 3 different news crews published about this event. 27,500 people looking at the Facebook pages. They also have a website and flyers to get the word out. To get a pilot here it costs about $1,000 between $300 stipend, food, and lodging. Whish is a small price to pay for what these pilots spend in gas alone. Blue Star Gas donates all the propane, and Forest Service donates by bringing the Smokey Bear balloon. RVers went up by about 35% this year. Scott, Jay, and Brandon from the YMCA did all the parking this year. They loved the gate that Public Works

installed for safety. Even Yreka Transfer voiced his appreciation for the gate so he didn't have to go the back way. Thank you to everyone who keeps supporting this event. Yreka Food Bank are now helping Montague residents so they donated. Siskiyou Radio, Eric Erickson got all of the sound equipment and broadcasted the event all the time. Thank you to him. Top of the list is Montague Public Works and Pure Siskiyou. Many comments saying that this was the best parade they have had in years! Thank you to Mindy and Jessie for that. 5300 total visitors. 60% were from Siskiyou County, the other 40% was from outside the county. Will work on parking next year for the night glow. People were parked all the way down Highway 3. Want to also promote more businesses in Montague and get people to stay here. Montague Rotary purchased 10 tables to the Community Hall and Christmas lights. $2500 goes toward scholarships for Montague kids. $1000 went towards outside lights on the Community Hall. $1000 went towards a cover on the pool. The connection of the people is a huge part of the event. So many people that only get together for this event. It draws people. 2025 dates are September 19th through 21st.

2. Purchase of Personal Computers from Right Click Technology Services for $4,509.64- Pro Tem Vela presenting. With windows 10 coming to an end in 2025, we need to replace the older computers. Mike Crow asks where the computers will be going. Pro Tem Vela says that they will be going into City Hall. Clerk Monday confirms this motion is to put into the budget not to purchase the computers at this time. Vela responds with we should purchase three this year and the other two at end of life. Approved. Motion made by Vela, seconded by Jackson. All Ayes.
3. Consideration of approval of a pilot program to test employee Alternate Work Schedule- Administrator Dunn presenting. Employees would like to do a 10 hour day. He proposes a pilot program for the month of January to see how they like it and then they will sign an agreement for record keeping. Jackson asked if they can change their schedule in the middle of the pilot program. Dunn says that Public Works all have to have the same schedule but City Clerks Office does not. Clerk Monday asked if he wanted to change the end date of the pilot program to fit into a pay period. Dunn says we will change it when they make the actual agreement. Approved. Motion made by Dooley, seconded by Jackson. All Ayes.

X. COUNCIL AND STAFF REPORTS for December 2024

1. Fire Department- No Report.
2. Public Works/City Administrator- Administrator Dunn presenting. Christmas tree lighting was a success. With all the rain there was a lake behind Community Hall so they cleared out the covert and pumped out the rest of the water. A valve at the sewer ponds was bad so that took a couple days to replace. Multiple people are on vacation or sick. It has been tough. Just trying to keep doing day to day tasks to keep this place going.
3. Animal Control/ Code Enforcement- ACO Johnson presenting. Requests to be on his evaluation. Mayor Murakami doesn't believe that is how to address that issue and asks Attorney Jared to elaborate. Jared says he needs to look at the code section. He then recommends to get his report and close out section 10, then when section 11 is open we will address this issue. Mike Crow asks if the public can know what is in the report. Mayor Murakami then reads out the report. Josh Johnson then asks to be put on the next agenda for his position and wages.
4. City Clerk- Account Clerk is out and her next doctor appointment is January 13th. Hopefully she will be back then. Clerk Monday gives a verbal report. Clerk Monday says we need to get the City Administrator job description. Mayor Murakami comments these things take time and money. Jackson states we need to move forward on this. Administrator Dunn has been in this position for a long time and the Clerk having to make this statement is ridiculous. Citizens ask how there can be that position without a job description. Mayor Murakami answers with our code is very outdated.

5. Treasurer- Pro Tem Vela reporting. Looked over the budget and highlighted the issues that need to be resolved. Clerk Monday says she will pull reports for these line items and make some time to have a meeting with Administrator Dunn and Pro Tem Vela.
6. Library- Interim Manager Clark presenting. At the Christmas Bazaar they made $58 from book sales. They are cleaning the rugs and reorganizing to make it more user friendly. They want to open one Saturday a month and in the evenings. They are getting together with the HUB and putting on a literacy fair in the Spring. The library is selling See's candy in the library for valentines day. They are moving forward with the notary services. Have connected with end of life specialist so they can work with seniors to get the paperwork they need and to know what is available to them. She is hoping that these changes will improve attendance. Jackson asks about the literacy fair and what that entails. Manager Clarks says they are having their first meeting next week so she will give more information next month. Jackson suggests a scholastic fair and they can involve all the schools. Manager Clark loves the idea.
7. Commissioner/ Council Statements and Requests: Members of the council may now make brief announcements, reports, or request staff to report to the council on any matter at a subsequent meeting. Pro Tem Vela says he has spoken to the attorney about the job description to have it done by December. He also had another conversation with him and he says will get it done by February. He proposes to have the Job Description on the next agenda. He also proposes to have Resolution 17.1.1 to be put on the next agenda to change all council votes to simple majority. Motion made by Vela, seconded by Jackson. Vela, Jackson, and Dooley Aye. Murakami Abstains. Motions passes. Pro Tem Vela saying the pre-auditor is not upholding to his contract and it is holding up city business. Administrator Dunn will contact AGT and see if we can get a contract with them to replace Sargent CPA. Dooley asks if we will get a fee for cancelling the contract early. Administrator Dunn answers no. General Consensus for putting on termination of contract with Sargent CPA and hiring AGT. Administrator Dunn wants to set a date for interview for the vacant council seat. Interviews are set for February 3rd at 6. General Consensus. Mike Crow then asks for his agenda items that were read at the beginning of the meeting to be considered for the next agenda. Pro Tem Vela has Crow quickly read them again. Vela says only the first item presented can be on the agenda until the investigation is over. Motion to discuss Fire Depart conduct and business made by Vela, seconded by Jackson. Vela and Jackson Aye. Murakami and Dooley Nae. Motion is denied. ACO Johnson asked again if he can be in his evaluation. He states this is the second time his performance has been evaluated and he has not had the chance to speak on his own behalf but when the Assistant Fire Chief was evaluated he was allowed to be present. Jackson says he was not present for his evaluation. Assistant Fire Chief Murakami came in after his review. Mayor Murakami then states this is not a back and forth discussion. Attorney Jared says it is up to the council to let him into the discussion. Mayor Murakami states he does not think it is a good idea. Jackson says she would like to know what is going on first, then let him in once council has been informed. ACO Johnson says by the code that is listed on the agenda, he was suppose to be notified and given a choice to have an open session meeting. Mayor Murakami says that is a different code. Attorney Jared states when there is certain types of discipline those do need to be followed. However, this employee had his probation extended and under personnel rule 7.0 a probationary employee can be terminated at any time without appeal or hearing so those criteria do not apply. ACO Johnson would like to see in writing where his probation got extended.

XI. CLOSED BUSINESS: @7:43 PM

1. Public Employee Performance Evaluation (Gov. Code 54957(b)(1) (EMPLOYMENT, PERFORMANCE EVALUATION) Animal Control/ Code Enforcement Officer: **No action taken. Direction has been given to Administrator Dunn.**

XII. ADJOURN:

MINUTES
SPECIAL MEETING OF THE CITY COUNCIL
FEBRUARY 3, 2025
6:00 P.M.

I. **CALL TO ORDER: @ 6:00 PM**
II. **ROLL CALL: Murakami, Vela, Dooley, and Jackson all present.**
III. **PLEDGE OF ALLIGIANCE:**
IV. **PUBLIC COMMENTS:** "As a special meeting, public participation is limited only to those items listed on the agent. If your comments are not related to a matter listed on this agenda, please address the City Council at the next regular meeting. The City Council has the right to reasonably limit the duration of each speaker to three minutes. Speakers may not cede their time."

V. **AGENDA APPROVAL:** Motion made by Jackson, seconded by Vela. All Ayes.

VI. **NEW BUSINESS:**

1. Consideration of approval of applicants to be interviewed to fill vacant council seat. The applicants interviewed as follows: Gary Watson, Linda Susie Clark, Greg Johnson, John McCarthy, Seth Horn, and Micah Nichols. Voting ballots as follows: Vela for John McCarthy, Jackson for John McCarthy, Murakami not voting for anyone, and Dooley is not voting for anyone. Murakami turned over to Andrew Jared to explain why there would be no more votes. Jackson doesn't understand because we had lots of good candidates. Vela asked about a special election. Murakami stated that we are at a deadlock and asking Andrew what the process would be moving forward. Andrew came on. Murakami explained that they were apparently deadlocked because there are two council members that are not voting for anyone and two council members that voted for the same individual which means they cannot have three positive votes for anyone. Murakami asked Andrew moving forward, what is the process? Andrew explained that this requires three affirmative votes for someone to be affirmed as the replacement candidate. Andrew continues that under the government code there are two ways that you could proceed with voting in a vacancy. One is through the appointment process the other is through the election process. The government code allows for those two process fees to happen. You selected the first process so at this point there is nothing in the government code that says the city council has to select someone based on just applying and it is also silent on whether an election must happen now or an election can even happen. Andrew thinks that they could call for a special election, but it is unclear whether or not you can do that. Vela asks Andrew what is unclear about getting a special election? Vela continues it is very obvious what is going on here and I believe we need a special election. We need this fifth person to be able to run this city and we have two members that did not vote, which tells me that they are not interested in keeping the city running correctly. So, we need a special election. Andrew asked Murakami if he wanted him to continue explaining the situation. Murakami said yes. Andrew continues there is nothing in government code that says you must go to an election at this point and there is nothing that says you can prevent it either. Murakami interrupts and says he has a quick question; so, we would have to have a successful motion to have a special election in order to have a special election at this point, correct? Andrew answers yes, let me explain the process for that in order to put that on the special election. It is my interpretation, again, the code goes silent on this. That you would have to take action to select putting this item on the ballot and to that process I am not sure if it requires a resolution or not. At any rate council actually requires the council move to prove to take that action and in doing so it would be at next available special election date. The staff report outlines when those dates are. The election was very clear that there are five days a year that can happen and only two of those are available this year, one of them is in March and the other is in November of this year. The March date is unavailable because of the read time of fourteen days that needs to happen before the election to give people the chance to put their names on the ballot and also

allow the election official to process the ballots and prepare the ballot. If the council were to put name on the ballot it could possibly be for November 4, 2025. Again, there is nothing in the government code that says specifically that it is allowed but there is nothing that says that its not allowed either. Murakami asks if we call the special election regardless if its in November or not it still costs the city 10 to 15 thousand dollars? Vela states recast your vote. Murakami I am speaking to the attorney excuse me, please keep the quorum, would it still cost us for the special election if we elected. If it's in November, would it still cost us for a special election? Andrew said yes, you would still have to pay for the election, nothing has changed in thar regard. Murakami asks if we elect to do nothing what happens? Andrew responds if you elect to do nothing then it stands as it is. You don't have a process and there is no state process under the law that says how this is otherwise fixed. Murakami then says so I guess the next thing would be if whether or not we could have a successful motion to have a special election which would be in November or do nothing. And if we do nothing then it would be status quo until the following November of 2026, is that correct? Andrew yes, you would have no choice but to focus on the ballot for November of 2026. And at that point you accrue the cost of the launch. Murakami then says either A, we have a motion to have a special election and its successful or not or we do nothing. That is the choice. Vela makes the motion for a special election. Seconded by Jackson. All apposed, Murakami. Murakami spoke for Dooley stating that she abstained. Vela pointed out that Dooley did not speak and that Murakami spoke for her. Murakami stated that it was a failed motion and no action can take place. Murakami continues so, no action will take place and that is the end of new business so can I get a motion to adjourn please?

VII. ADJOURN: @6:54 PM

Motion made by Dooley, seconded by Murakami. All Ayes.

City Council Staff Report

AGENDA ITEM__VIII-1_

Meeting Date: March 6, 2025

Subject: Consideration of amending Resolution 17-36 section 7.1.1 to a simple majority vote

From: Dave Dunn, City Administrator

Introduction

At the request of Mayor Pro Tempore Vela, council placed this item on the agenda to change the requirement for number of votes required for council action be a simple majority vote of the members present at a meeting.

Discussion/Analysis

Resolution 17-36 is the policy adopted regarding protocols for public meetings.

In section 7.1.1 "Quorum" it is stated that, "Three votes are required for council action." This section does not address the 2/3's or 4/5's supermajority required under state and federal requirements for actions, or supermajority requirements under this policy or Rosenberg's Rules of Order.

In section 7.5.4 "Adoption by Majority Vote", it is stated that,

> "A motion shall be adopted by a majority of the City Council, unless otherwise required by these rules or the laws of California.
>
> "Resolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the Council. (GC 36936)."

This section correctly identifies that the City's ability to regulate the vote is limited by state law in certain circumstances. State law requires that in all cities the vote required

to pass an ordinance, resolution or orders for the payment of money be by a "recorded majority vote of the total membership of the council", or in this case, of the three affirmative votes. (GC 36936). Other scenarios exist under state law for required supermajority votes (e.g., 4/5ths: urgency ordinances; 2/3rds: Brown Act emergency situation, additions to agenda).

The City's rules may set a required vote only to the extent that the voting requirement does not contradict state or federal law. The policy here has been presented to not conflict with state or federal law, and to address situations already addressed within the policy and Rosenberg's Rules of Order.

Since council may not take a vote in opposition to state law, any required votes where a three vote, 2/3rds (4 votes), or 4/5ths (4 vote) minimum is required would be unenforceable.

Recommendation

That the City Council move to adopt the following motion:

"Approve the attached resolution amending sections 7.1.1. and 7.5.4 of the policy stated in Resolution 17-36 relating to the number of votes required to pass council action."

Attachments:

1. [Proposed] Resolution 25-01____
2. Resolution 17-36

Action Taken._____

to pass an ordinance, resolution or orders for the payment of money be by a "recorded majority vote of the total membership of the council", or in this case, of the three affirmative votes. (GC 36936). Other scenarios exist under state law for required supermajority votes (e.g., 4/5ths: urgency ordinances; 2/3rds: Brown Act emergency situation, additions to agenda).

The City's rules may set a required vote only to the extent that the voting requirement does not contradict state or federal law. The policy here has been presented to not conflict with state or federal law, and to address situations already addressed within the policy and Rosenberg's Rules of Order.

Since council may not take a vote in opposition to state law, any required votes where a three vote, 2/3rds (4 votes), or 4/5ths (4 vote) minimum is required would be unenforceable.

Recommendation

That the City Council move to adopt the following motion:

"Approve the attached resolution amending sections 7.1.1. and 7.5.4 of the policy stated in Resolution 17-36 relating to the number of votes required to pass council action."

Attachments:

1. [Proposed] Resolution 25-01
2. Resolution 17-36

Action Taken: _____

ATTACHMENT 1

RESOLUTION NO. 25-01

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTAGUE AMENDING RESOLUTION 17-36 REGARDING CITY COUNCIL PROTOCOLS CONCERNING REQUIRED NUMBER OF VOTES FOR COUNCIL ACTION

WHEREAS, on the 5th day of October, 2017, the City Council adopted Ordinance No. 17-03 An Ordinance of the City Council of the City of Montague Repealing and Amending Chapters 2.04 and 2.36 of the Montague Municipal Code; and

WHEREAS, Ordinance No. 17-03 permits the City Council to set, by way of Resolution, procedures for the conduct of meetings, public hearings, appointments, and form of meeting agendas;

WHEREAS, on the 5th day of October, 2017, the City Council adopted Resolution 17-36, a "Resolution of the City Council of the City of Montague Adopting City Council Protocols for Conduct of Meetings, Public Hearings, Appointments, and Form of Meeting Agendas";

WHEREAS, the City Council has considered this policy and determined that section 7.1.1 of said policy requiring

Ordinance No. 17-03 permits the City Council to set, by way of Resolution, procedures for the conduct of meetings, public hearings, appointments, and form of meeting agendas;

THEREFORE, the City Council of the City of Montague hereby resolves as follows:

Section 1. Section 7.1.1 of the policies adopted in Resolution 17-36 shall be amended to read as follows:

7.1.1 Regular Meetings

No meeting shall continue past the hour of 10:30 pm, with the exception that, by a majority vote of the members present, the meeting may extend the final deadline of 10:30 pm, for fifteen minute intervals thereafter, by majority vote. The meeting shall adjourn no later than 12 Midnight and any unfinished business shall be continued at the next regular meeting.

Quorum-Three members of the Council shall constitute a quorum and must be present for any action to occur. Meetings will be canceled or adjourned when there is a lack of a quorum. Resolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the Council. (GC 36936). A motion shall be adopted by a majority of the City Council members present and voting, unless otherwise required by the laws of California or the United States, the Montague Municipal Code, a specific statement within this policy as may be amended from time to time concerning a particular type of vote, or Rosenberg's Rules of Order. In the case of conflict among these authorities, the order of precedence shall be in the order presented in the prior sentence.

Council Members shall inform the City Clerk of any expected absences.

Section 2. All other provisions of section 7.1 of Resolution 17-36 shall remain unchanged, unless previously or subsequently amended by the City Council.

Section 3. Section 7.5.4 of the policies adopted in Resolution 17-36 shall be amended to read as follows:

7.5.4 Adoption by Majority Vote

A motion shall be adopted by a majority of the City Council members present and voting, unless otherwise required by the laws of California or the United States, the Montague Municipal Code, a specific statement within this policy as may be amended from time to time concerning a particular type of vote, or Rosenberg's Rules of Order. In the case of conflict among these authorities, the order of precedence shall be in the order presented in the prior sentence.

Resolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the Council. (GC 36936).

If a motion has received a second, the Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

a. The maker of the motion is entitled to speak first;

b. A person who has not spoken on the issue shall be recognized before someone who has already spoken;

c. To the extent possible, the debate shall alternate between opponents and proponents of the measure.

Section 4. All other provisions of section 7.5 of Resolution 17-36 shall remain unchanged, unless previously or subsequently amended by the City Council.

Section 5. All other provisions of Resolution 17-36 shall remain unchanged, unless previously or subsequently amended by the City Council.

PASSED, APPROVED, AND ADOPTED this 6TH day of February, 2025.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

_____
, CITY CLERK

APPROVED:

_____
TAKESHI MURAKAMI, MAYOR

RESOLUTION NO. 17-36

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MONTAGUE ADOPTING CITY COUNCIL PROTOCOLS FOR CONDUCT OF MEETINGS, PUBLIC HEARINGS, APPOINTMENTS, AND FORM OF MEETING AGENDAS

WHEREAS, on the 5th day of October, 2017, the City Council adopted Ordinance No. 17-03 An Ordinance of the City Council of the City of Montague Repealing and Amending Chapters 2.04 and 2.36 of the Montague Municipal Code; and

WHEREAS, Ordinance No. 17-03 permits the City Council to set, by way of Resolution, procedures for the conduct of meetings, public hearings, appointments, and form of meeting agendas;

THEREFORE, the City Council of the City of Montague hereby resolves as follows:

CITY COUNCIL PROTOCOLS

(Including Planning Commission / Committees Where Appropriate)

1. PURPOSE

The purpose for establishing City Council Protocols is to provide an effective environment for the City Council to provide leadership. The Protocols may be amended by a majority vote of the Council Members, by Resolution.

The protocols set forth herein are not intended to limit the inherent power and general legal authority of the City Council. Any of the protocols herein may be waived by a majority vote of the Council Members when it is deemed that there is good cause to do so based upon the particular facts and circumstances. The protocols shall be amended by a majority vote of the City Council Members and may be amended administratively by the City Clerk upon advice of the City Attorney, to remain current with Federal, State and Local Laws.

1.1 City Council Guiding Principles

- Serve the residents and guests of our City and our surrounding neighbors
- Welcome and respect a variety of viewpoints
- Encourage fair, open, honest discussion
- Host positive community input and participation
- Build a cohesive vision by making prudent, fiscally sound decisions

2. Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century

For procedure matters the Council will consider Rosenberg's Rules of Order: Simple Parliamentary Procedures for the 21st Century (attached as Exhibit). No ordinance, resolution, or other action of

the City Council shall be invalidated or the legality thereof otherwise affected by the failure or omission of the City Council to observe or follow such rules.

3. COUNCIL ORGANIZATION

3.1 Newly-Elected Members

Newly-elected Council Members will be sworn into office generally at the next regular Council meeting or as soon as possible after the certificate of election is issued by the County Clerk.

3.2 Municipal Elections

The general municipal elections for the City of Montague shall be held on the first Tuesday after the first Monday in November of even-numbered years.

3.3 Duties of Mayor and Mayor Pro Tem

The Mayor shall preside at the meetings of the Council and perform such other duties consistent with the office as may be required by the Council. The Mayor does not possess any power of veto. If he/she is absent or unable to act, the Mayor Pro Tem shall serve until the Mayor returns or is able to act.

3.3.1 Authority of the Mayor & Mayor Pro Tem

Subject to appeal to the full Council the Mayor, serving as Chair shall have the authority to prevent the misuse of motions, or the abuse of any privilege, or obstruction of the business of the Council by ruling any such matter out of order. In so ruling, the Chair shall be courteous and fair and should presume that the moving party is acting in good faith.

Mayor to Facilitate Council Meetings – The Council has delegated the responsibility and expanded the role of the Mayor to include the facilitation of Council Meetings. In the role as facilitator, the Mayor will assist the Council to focus on their agenda, discussions and deliberations, and controls the debate and order of speakers.

The Mayor may make or second any motion, and present and discuss any matter, as a member of the Council.

Unless otherwise designated, the Mayor or the Mayor Pro-tem, in the absence of the Mayor, may sign:

a. All conveyances made or entered into by the City;
b. All Resolutions, Ordinances, and Proclamations.

The Mayor shall be recognized as the official head of the City for all ceremonial purposes.

The Mayor Pro Tem shall have all the powers and duties of the Mayor should the Mayor be absent or unable to perform any of those duties for any reason.

The Mayor or Mayor Pro -Tem or any Member of the City Council shall not publicly represent the City's position on City business that has not been approved by the majority of the City Council.

The Mayor and Mayor Pro Tem do not have any special authority or privilege over and above that of any other Council Member.

3.3.2 City/Council Representation at Ceremonial Functions

The Mayor shall represent the Council at ceremonial functions. Should an individual Council Member, other than the Mayor, be asked to make a ceremonial presentation the individual Council Member should redirect the request to the Mayor. The Mayor may, at his/her own discretion, ask another Council Member to represent the Council at the function. The Mayor may be asked to make a presentation of a City Pin to an individual at such ceremonial functions.

Council Members, on approval of the majority of the Council, shall be reimbursed for admission and meal expense to attend ceremonial functions for which the Council Member was invited to represent the City in accordance with the City's Travel and Expense Policy.

3.3.3 City/Council Representation on Written Correspondence

At times, the Mayor may be called upon to respond to written inquiries received from the public or to sign correspondence on behalf of the City. Such requests or correspondence shall reflect the position of the full Council. All such correspondence shall be copied to the full Council.

3.3.4 Bestowing of Awards/Recognition to Individuals

The Mayor, as Chair, shall make any presentation of awards at City Council meetings on behalf of the full Council to members of committees or other members of the community who have provided beneficial services to the City of Montague. All such awards or items of recognition presented by the Mayor shall be done on behalf of and with the approval of the full Council. Should the Mayor not be present to make such presentation, the Mayor Pro Tem shall act on his/her behalf.

3.4 Selection of Mayor and Mayor Pro Tem

The Mayor and the Mayor Pro Tem shall serve a one-year term and are appointed each year at the second regular meeting in November of each year, or in the first regular or special City Council meeting following the municipal election, and upon installation of the new Council Members, if any, in years in which such election has been held. The Mayor and Mayor Pro Tem are selected by a majority vote of the members of the City Council. The selection is done by open nomination by motion by any Council Member, and voted upon by a voice vote or selection by open ballot. The Mayor and Mayor Pro - Tem serve at the pleasure of the other City Council Members. Other than the herewith duties, the Mayor and Mayor Pro Tem do not have any special authority or privilege over and above any other Council Member.

3.5 Seating Order

At the time of the Council change in membership, the Mayor shall have the prerogative to designate the seating order for the Council dais. Otherwise, the seating order shall be organized by seniority, with the Mayor Pro Tem seated to the right of the Mayor, most senior Council Member on the far right side of the Mayor Pro Tem and the least senior to the far left of the Mayor.

4. CODE OF ETHICS

4.1 Preamble
The residents and businesses of Montague are entitled to have fair, ethical, and accountable local government. Such a government requires that:

- Public officials comply with both the letter and spirit of the laws and policies affecting operations of the government;
- Public officials participate in ethics training every two (2) years as required by AB1234;
- Public officials be independent, impartial, and fair in their judgment and actions;
- Public office be used for the public good, not for personal gain; and
- Public deliberations and processes be conducted openly, unless legally confidential, in an atmosphere of respect and civility.

To this end, the City of Montague City Council adopts this Code of Ethics to encourage public confidence in the integrity of local government and its operation.

4.2 Public Interest

Council Members will work for the common good of the people of Montague and not for any private or personal interest, and they will endeavor to treat all persons, claims, and transactions in a fair and equitable manner.

Council Members shall comply with the laws of the nation, the State of California, and the City in the performance of their public duties.

4.3 Conduct

Council Members shall refrain from abusive conduct, personal charges, or verbal attacks upon the character or motives of others.

Council Members shall perform their duties in accordance with the processes and rules of order established by the City Council.

Council Members shall inform themselves on public issues; listen attentively to public discussions before the body; and focus on current business issues.

Council Members shall abide by the Ralph M. Brown Act and shall not hold discussions that include more than one other City Council Member, regarding City business outside of public City Council meetings which would be considered to be a serial meeting.

Council Members shall base their decisions on the merits and substance of the matter submitted for review.

Council Members shall publicly share substantive information that is relevant to a matter under consideration that they may have received from sources outside of the public decision-making process.

4.4 Identifying Conflicts

It is the responsibility of each Council Member to identify, disclose and declare his or her conflict before action is taken on a matter. If possible, the conflicted Council Member should notify staff prior to the council meeting at which the matter will be heard, to ensure the presence of a quorum. Staff will attempt to assist with identifying obvious conflicts, but the ultimate responsibility is with each Council Member.

4.5 Using Official Position to Influence

Council Members shall not attempt to coerce or influence any member, officer, official, consultant, or Commission Member of the City in awarding contracts, the selection of consultants, the processing of development applications, or the granting of City licenses or permits. The Council shall not attempt to change or interfere with the operating policies and practices of any City Department.

5. COUNCIL ADMINISTRATION / PROFESSIONAL DEVELOPMENT

5.1 Professional Development

The Council may establish an annual budget for conferences, meetings, and training. Council Members shall attend these functions as approved by a consensus of the Council for purposes of improving their comprehension of and proficiency in municipal affairs and/or legislative operations.

5.2 Travel and Expense Reimbursements

Council Members shall be subject to the travel and expense reimbursement guidelines as established for employees in the Personnel Rules and Policy Manual. Receipts for all expenses shall be included with the reimbursement request and shall be submitted within the same fiscal period in which the expenditure took place and within 60 days of such expenditure.

6. COMMISSIONS / BOARDS / COMMITTEES

6.1 Relations with Commissions, Boards and Committees

The majority of Council may from time to time, direct Council Members or appoint Liaisons to meet with commissions, boards and committees for specific purposes such as establishing goals or for problem solving.

All communications from commissions, boards, and/or committees whose members are appointed by the City Council shall be submitted to the City Clerk before dissemination to third parties. When deemed appropriate the City Clerk shall then submit such communications to the City Council for approval before distribution.

7. MEETING GUIDELINES & PROCEDURES

7.1 Meeting Dates

7.1.1 Regular Meetings

No meeting shall continue past the hour of 10:30 pm, with the exception that, by a majority vote of the members present, the meeting may extend the final deadline of 10:30 pm, for fifteen minute intervals thereafter, by majority vote. The meeting shall adjourn no later than 12 Midnight and any unfinished business shall be continued at the next regular meeting.

Quorum-Three members of the Council shall constitute a quorum and must be present for any action to occur. Meetings will be canceled or adjourned when there is a lack of a quorum. Three votes are required for council action.

Council Members shall inform the City Clerk of any expected absences.

7.1.2 Alternate Meeting Dates

When the day for any regular meeting falls on a national or state holiday or Election Day, the regular scheduled meeting for that day shall be held on the next business day.

7.2 Agenda

7.2.1 Placing Items on the Agenda

The City Clerk and Mayor determine which items are placed on the agenda and the timing for scheduling such items.

The City Clerk shall hold a Pre-Agenda meeting on the Thursday two weeks prior to the Monday City Council meeting to discuss items of business, and supporting material for the next meeting agenda. The City Clerk, requested staff, the Mayor and one council member may attend the meeting.

No additional items are to be added to the agenda after 12:00 noon on the Wednesday before the next regular meeting except items determined to be of an urgent nature.

The Agenda shall be posted in the front office of City Hall by approximately 12:00 noon each Thursday prior to the next regular City Council meeting. Citizens or organizations wishing copies for their use shall be charged the fees adequate to cover the direct cost of providing copies and if mailed, self-addressed stamped envelopes must be provided to the City Clerk. The Agenda with supporting material, will be prepared and distributed to all officers, City Council members, and administrative staff normally in attendance at regular meetings at approximately 12:00 noon each Thursday prior to the next regular City Council meeting and shall be available at the City Hall office for review by the public at this time.

7.2.2 Order of Agenda Items

The business of the Council at its meetings will generally be conducted in accordance with the following order of business unless otherwise specified in an agenda. A closed session may be held at any time during a meeting consistent with applicable law.

The City Clerk or Mayor may give special consideration on the ordering of scheduling items dealing in the following manner: 1) families and children; 2) veterans and seniors; 3) items with an anticipated large audience; and 4) paid consultants.

Call to Order and Flag Salute
Roll Call
Public Comment
Approval of Minutes
Special Presentations and Announcements
Consent Agenda Items
Public Hearings
Old Business
New Business
Consideration of Future Agenda Items
Council and Staff Comments
Adjournment

Action Agenda Items – In accordance with the Ralph M. Brown Act, the Council may not take action on any item that did not appear on the posted Council Agenda 72 hours prior to the Council meeting unless an exception is made as permitted under Government Code Section 54954.2.

7.3 Agenda Items

7.3.1 Roll Call

A quorum must be present to continue the meeting.

7.3.2 Public Comment

Members of the public are entitled to speak on matters of municipal concern not on the agenda; during consideration of that portion of the meeting agenda entitled "Public Comment" when that item is called by the Mayor.

Each person is entitled to speak on any non-agendized item only once at any meeting. Brief questions by Council Members for clarifications may be posed and answered, and Council Members may make requests that items be placed on future agendas, but in accordance with State Law, (Government Section 54954.3) no substantive discussion may take place unless and until the matter properly appears on the agenda.

Speaker Sign Up – Persons wishing to speak under Public Comment are requested, but are not required to sign up on the sheet provided for public comment prior to the start of the public comment portion of the meeting. When called upon, the person should come to the podium, state his/her name, and if desiring a written response, must provide their address for the record, and if speaking for an organization or other group, identify the organization or group represented. All remarks should be addressed to the Council as a whole, not to individual members or the audience.

7.3.3 Approval of Minutes

Minutes of the City Council, Commissions, Committees will be at a minimum action minutes recorded by the City Clerk or designee. Action minutes include at a minimum, any direction by Council, Commissions, and Committees and motions with votes.

A. Approval of Minutes – Minutes of meetings are generally submitted to the Council, Commission, or Committee within two to four weeks for approval at a scheduled meeting.

B. Taped Recordings of Meetings – Taped recordings of proceedings are maintained by the City Clerk for a period of 30 days and as described in Government Code 54953.5(b). If any member of the City Council, Commissioner, or Committee member wants a tape kept permanently as a record of the City meeting because information on the agenda was of some special importance then they can do so, by submitting a written request to the City Clerk according to the procedure as outlined in Resolution No. CCR-96-58.

7.3.4 Public Hearings

Public Hearings may be required on certain items as prescribed by the Montague Municipal Code or by state or federal law. Notices for public hearings shall be posted ten (10) days prior to the meeting, except those requiring separate posting requirements, set by government code. The general procedure for public hearings is as follows:

a. Council Members disclose any conversation(s), meetings or communication with applicants and/or other party(ies).
b. Staff presents its report. Council Members shall only ask questions of staff and defer any opinion on the item(s) until after the public comments section of the meeting.
c. The Mayor opens the public hearing.
d. Applicant(s) present their request/proposal subject to time limits established by Council and subject to public testimony rules under meeting conduct within this document.
e. Members of the public are provided with the opportunity to present their comments, testimony or argument for the record. The Mayor will take speakers in the order in which they signed up to speak. If anyone wishes to speak who has not signed up, they may do so if recognized by the chair.
f. Applicant(s) shall be permitted 5 minutes at the close of public comments for rebuttal.
g. The Mayor closes the public input portion of the public hearing with the consensus of the Council, Commission, and Committee. The chair will then ask for discussion and consideration from the Council, Commission, or Committee. In this discussion, there may be further questions and or comments by staff, appellant or proponent or members of the public.
h. The Council, or Commission action occurs and the chair announces the decision.

Time for Consideration: Matters noticed to be heard by the Council or Commission will commence at the time specified in the notice of hearing, or as soon thereafter as is reasonably possible, and will continue until the matter has been completed or until other dispositions of the matter has been made.

Continuance of Hearings: Any Public Hearing being held or noticed or ordered to be held by the Council or Commission at any meeting of the Council, or Commission may, by order or notice or continuance, be continued or re-continued to any subsequent meeting.

Materials for Public Record: All persons interested in the matter being heard by the Council or Commission shall be entitled to submit written evidence or remarks, as well as other graphic evidence. All such evidence presented will be retained by the City Clerk as part of the Clerk record of the hearing, unless otherwise directed.

Repetitious Comments: The Chair may terminate the verbal comments of any speaker whose comments are mere repetition of the verbal or written presentation of that speaker, or another person.

Communications and Petitions: Written communications and petitions concerning the subject matter of the hearing will be noted, read aloud, or summarized by the Chair.

Suspension of the Rules: The Council or Commission may suspend any of the rules of procedure for verbal comment for the duration of an agenda, by a 4/5 vote of the Council or Commission. The suspension should be to allow the Council or Commission to occasionally be permitted to consider more public testimony than is normally required.

7.3.5 Old Business: Regular items are those reports brought forth for Council, Commission or Committee approval that are neither public hearings nor reports of Council, Commission, Committee or staff, but require adoption of a resolution or require action by the Council, Commission or Committee. These are Items which have been considered at a earlier City Council meeting but required either additional work or research are brought back for further consideration of the City Council with the new or additional information as needed.

7.3.6 New Business: Regular items are those reports brought forth for Council, Commission or Committee approval that are neither public hearings nor reports of Council, Commission, Committee or staff, but require adoption of a resolution or require action by the Council, Commission or Committee. These are items provided to the City Council which have not been previously considered as a part of the Agenda but require action by the City Council.

7.3.7 Brown Act Committee Minutes: If available at the time of distribution of the Agenda Packet the Council is provided with the Minutes from meetings held by any of the Brown Act Advisory Committees which have been established by the City Council and have been received by the City Clerk.

7.3.8 Reports RE: Attendance at Outside Meetings

Pursuant to Government Code section 53232.3(c) and (d), "Expense reports must be submitted "within a reasonable time....as determined by the legislative body. Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body."

Given this requirement, Members attending such meetings/conferences will alert the City Clerk of the need to agendize the item under Reports. A verbal or written report may be given at that time.

7.3.9 Future Agenda Items

Future Agenda Items is a brief list of items to be considered by Council, Commissions or Committees at upcoming meetings and serves as an opportunity for Members to request items to be placed on a future Agenda. Two Members are required to make a request in order for an item to be placed on a future Agenda.

7.3.10 Council & Staff Comments

The City Council, Commission, Committee or Staff Comments portion of the meeting provides Members and staff with the opportunity to briefly comment on City business, City operations, City projects and other items of community interest. Members shall govern themselves as to the length of their comments, but shall generally not exceed five minutes. The Chair has the responsibility to assist Members by signaling when the Council Member has been speaking for over five minutes.*(This conflicts/Section 7.6.2)*

This opportunity is provided each meeting and will be prior to the adjournment of the meeting. Members may request information or research directly from staff on a given subject when it is anticipated that the request can be completed by staff in less than one hour. Member requests for research or information that is anticipated to take staff more than one hour to complete shall have the direction of a majority of the full Council or Commission. Request for new information or policy direction will be brought to the full Council or Commission at a regular meeting for consideration. All written products will be copied to the full Council, Commission or Committee.

7.3.11 Adjournment

Adjournment of a meeting is customarily by motion of the City Council or can be accomplished by unanimous consent and the Chair simply declares the meeting adjourned. A motion to adjourn to another time can be done similarly, but is debatable only as to the time to which the meeting is to be adjourned.

7.4 Meeting Conduct

7.4.1 Addressing the Council, Commission or Committee Generally

Each person addressing the Council, Commission or Committee may give his or her name and address (optional) in an audible tone of voice for the record. Each person's comments shall be limited to 3 minutes. In the further interest of time, speakers will be asked to limit their comments to new materials and not repeat what a prior speaker said. Organized groups may choose a single spokesperson who may speak for the group. Speakers may not cede any part of their allotted time to another speaker.

7.4.2 Additional Time

There may be an occasion where justification for more time is warranted for public commentary. Citizens must ask for this at the outset of the comment period and have it approved by the City Council or Commission prior to speaking.

7.4.3 Less Time

Where the Council determines that the existence of unusual or controversial issues exist, that the large number of speakers wishing to address the Council so justifies, or that other considerations make modification appropriate, the Council may limit the total amount of time to be devoted to public comment, the amount of time to be afforded each speaker, or the number of speakers to be heard on an issue, or may make such other modifications as the Council may deem appropriate. To the extent practicable, the Council shall make any such modification or limit at the time the given issue or matter is scheduled for Public Hearing, and the City Clerk shall, to the extent practicable, include notice of such modification or limit in published notice of the hearing.

7.4.4 Presentation by Spokesperson

Whenever any group of persons wishes to address the Council on the same subject matter, it shall be proper for the Mayor to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented at the time by any other member of the group, to limit the number of persons so addressing the Council so as to avoid unnecessary repetition before the Council.

7.4.5 Irrelevant Testimony

The Mayor shall rule out of order any testimony not relevant to the agenda item then under discussion.

7.4.6 Testimony by the Public

The purpose of public testimony is for Council Members to benefit from the views of the public. Comments from the public should only be directed toward the Council. All comments and testimony shall be made from the podium or other approved Council location; no comment or testimony shall be shouted from the audience. Council Members and staff should avoid entering into a dialog with members of the public who may address the Council.

7.4.7 Public Comment on Agendized Items.

Members of the public are entitled to speak on any item on the agenda either immediately after the item is called by the Mayor or during a public hearing on the subject matter opened by the Mayor. Participation in debate on any item before the council shall be limited to members of the Council, although Council Members may ask members of the public for additional information.

7.4.8 Disruptive Comments and/or Conduct.

No person who addresses the Council shall make any belligerent, personal, impertinent, irrelevant, redundant, slanderous, loud, threatening, abusive or disparaging remark, statement or commentary toward the Council, staff or other individuals in a manner which disrupts, disturbs or otherwise impedes the orderly conduct of the Council meeting, nor shall any person engage in any other disorderly conduct which so disrupts, disturbs or impedes the orderly conduct of the meeting. Any violation of this rule shall be grounds for terminating the citizen's comment period. Continued inappropriate behavior or comments, after having been directed to discontinue, also shall be grounds for removal from the meeting. Council shall not be belligerent or make disparaging commentary

toward the speaker. Nothing in this section shall prohibit or discourage orderly criticism of any City decision or policy within the limits of these rules.

7.5 Meeting Procedures

7.5.1 Matters Considered

The Council shall not consider any resolution, motion, or matter which does not affect the conduct of the business of the City of Montague or its corporate powers or duties as a municipal corporation, nor shall the Council consider any resolution or motion supporting or disapproving any legislation or action pending in the Legislature of the State of California, the congress of the United States or before any officer or agency of the State or Nation unless such proposed legislation or action, if adopted, will affect the conduct of the municipal business or the powers and duties of the City of Montague or its officers or employees as such.

7.5.2 Action by the Council

Action by the Council shall be by motions made and voted upon. A motion shall require a second. The Mayor and any other Council Member may make or second a motion. A substantive motion is out of order while another substantive motion is pending.

7.5.3 Roll Call and Voice Votes

A roll call vote shall be taken on the introduction and adoption of ordinances. Roll call votes shall be entered in the minutes of the Council showing those members voting yes, those voting no, and those abstaining or absent. All other matters may be made by voice vote indicating consensus on the proposed action.

7.5.4 Adoption by Majority Vote

A motion shall be adopted by a majority of the City Council, unless otherwise required by these rules or the laws of California.

Resolutions, orders for the payment of money, and all ordinances require a recorded majority vote of the total membership of the Council. (GC 36936).

If a motion has received a second, the Mayor shall state the motion and then open the floor to debate on it. The Mayor shall preside over the debate according to the following general principles:

a. The maker of the motion is entitled to speak first;

b. A person who has not spoken on the issue shall be recognized before someone who has already spoken;

c. To the extent possible, the debate shall alternate between opponents and proponents

of the measure.

7.5.5 Duty to Vote

Every member must vote on every item unless prevented from doing so by virtue of an actual or potential conflict of interest under applicable State Law. Any member who believes he or she has a conflict or potential conflict of interest must announce such at the initiation of debate or when such conflict or potential conflict becomes apparent, shall disclose and describe that the conflict involves either an investment, business position, interest in real property, or the receipt of income, loans or gifts, and shall refrain from any part in the debate, deliberations, or voting on that issue. If a decision for which a Member has a conflict will made during the Closed Session, the disclosure(s) as to such conflict shall be made orally during the open session either before the body goes into closed session or immediately after the closed session.

A tie vote results in a lost motion. In such an instance, any member of the Council may offer a motion for further action. If there is no action by an affirmative vote, the result is no action.

An abstention does not count as a vote for or against a matter. Council members must state the reason for abstention. If a Council Member abstains, he/she is counted as present for quorum purposes, but is not deemed to be "voting" for purposes of determining whether there has been a "majority vote of those members present and voting."

7.5.6 Public Hearings

Public Hearings shall be scheduled and notice published without any action required by the City Council, excepting that the Council may, if they so desire, schedule a Public Hearing on an item of interest for a date certain.

At the time designated for the Public Hearing, or soon after as is practicable, the Mayor shall direct the attention of a report and respond to questions from Council Members, after which the Mayor shall formally open the Public Hearing and members of the public shall be allowed to speak in accordance with the rules set forth elsewhere in these Rules of Procedure. When the allotted time expires, or when no one wishes to speak who has not done so, the Mayor shall declare the hearing closed.

Following the close of the Public Hearing, the Council may debate or take action on the matter in accordance with these rules. The Mayor may in his or her discretion allow questions and/or comments from the public after close of Public Hearing.

7.6 Rules of Council Conduct

7.6.1 Discussion Rules

The Mayor has the responsibility to control the debate and the order of speakers.

7.6.2 Germane Comments/Time Limit for Council

Council Members shall limit their comments to the subject matter, item, or motion being currently considered by the Council. A determination of relevance shall be made by the Mayor, but may be appealed to the full Council.

Council Members shall govern themselves as to the length of their comments, but shall generally not exceed ten minutes. The Mayor has the responsibility to assist Council Members by signaling when the Council Member has been speaking for over ten minutes.

7.6.3 Derogatory Comments

Council Members are expected to interact with one another with mutual respect and courtesy. Derogatory, snappy, or sarcastic comments towards another Council Member, a member of the public or a staff member are inappropriate. The Mayor may call for a short recess should a Council Member or member of the public become disruptive or agitated so as to interfere with the normal conduct of business.

7.6.4 Packing of Audience

It is inappropriate for a Council Member to pack the audience for a specific agenda item.

8. COMMUNICATIONS

8.1 Processing of Mail

Staff shall open all mail addressed to the Mayor and Council, date stamp it and forward it to the City Clerk for disposition. Mail received by the Mayor and/or City Council Members which is directly related to a particular department shall be copied to the City Clerk and the Department Supervisor by the City Clerk. Council letters of complaint shall be sent directly to the City Clerk for disposition and Department Supervisor(s). Junk mail will be disposed of by the City Clerk and no mail marked confidential or personal which is addressed to the Council shall be opened by City staff.

Mail addressed to the Mayor and/or City Council shall be distributed by the City Clerk to each Council Member with the notation "All Council Received." Correspondence addressed to the Mayor which requires a response shall be coordinated by the City Clerk and copied to all Council Members.

8.2 Calendars

Calendars shall be prepared by the City Clerk and distributed to each Council Member for Council events, functions, and meetings as needed.

8.3 Citizen Complaint Process

All complaints directed to the Mayor or City Council shall be given to the Mayor and City Clerk. The City Clerk may draft a response to the complaint for the Mayor's signature.

Council Members are discouraged from responding directly to complaints without coordinating with the City Clerk to ensure a unified response and to prevent dual efforts in the event another department is already preparing a response. Staff will copy or otherwise communicate all responses to the City Council.

8.4 Distribution of Information

Responses to all requests for information will be copied to all Council Members.

8.5 Use of City Letterhead & Logo

All Council Member correspondence written with City resources, i.e., letterhead, typing, staff support, postage, etc., will reflect the position of the full Council, not individual Council Members' positions. All Council Member correspondence using City resources shall be copied to the full Council.
Regarding the use of the City's logo, "No person(s) other than authorized City Staff or City Council Members, may in any way use the City's logo without prior approval of the Council."

8.6 Representing Majority Decision vs. Individual Opinion

If a member of the City Council appears before another governmental agency or organization to give a statement on an issue affecting the City, the Council Member should first indicate the majority position and opinion of the Council. Personal opinions and comments may be expressed only if the Council Member clarifies that these statements do not represent the position of the City Council.

8.8 Public Records Requests

Requests from the media or the public for details or other information related to a sensitive or controversial issue must be made in writing to the City Clerk, and the response must be made in writing. The City Clerk must be informed of the request, and a representative of the City Attorney's office must approve the response before it is released. The Public Records Act allows up to 10 days for this process, but departments are encouraged to provide information in as timely a manner as possible.

8.9 Email

Email communication between Council Members should be careful to be handled so as not to violate the Ralph M Brown Act. Email will be considered written communication and retained by the city as per normal retention rules and guidelines. Email communication from one Council Member to another should be directed through the City Clerk to make sure that no rules or laws are violated.

8.10 Formal Recognition By Mayor or Other City Officials

When formal recognition by the City upon an individual or community event is desired, such as a "Key to the City" or letter of gratitude, such recognition should be directed through the City Clerk. The City Clerk shall schedule the matter as a part of the Agenda in order for the matter to be brought before the entire Council for confirmation.

9. COUNCIL / STAFF / ATTORNEY RELATIONSHIP

9.1 Council/Staff Relationships

City Staff acknowledges the Council as policy makers and the City Council acknowledges Staff as administering the Council's policies.

9.2 Communications with Staff and Requests for Information

Council Members may contact the City Clerk and/or Department Supervisors directly to ask questions for clarification or to request information. Council Members may also request research from the City Clerk on a given topic directly when it is anticipated that the request can be completed by staff in less than one hour.

Council Member requests for research or information that are anticipated to take staff more than two hours to complete or require policy direction or require staff attendance at outside meetings shall be directed to the City Clerk. Requests of this type shall be brought to the full Council for consideration and approval. Responses to all requests will be copied to all Council Members.

A Council Member shall not direct Staff to initiate any action, change a course of action, or prepare any report that is significant in nature, nor shall a Council Member initiate any project, meeting, or study without the approval of a majority of Council.

9.3 Undue Influence on Staff and Commissions

Council Members shall not attempt to coerce or influence Staff, Commissions or committee's in the making of appointments, the awarding of contracts, the selection of consultants, the processing of development applications or the granting of City licenses or permits. The Council shall not attempt to change or interfere with the operating policies and practices of any City department.

9.4 _Complaints Regarding Performance of Staff

Any concerns by a member of Council over the behavior or work of a City employee shall be directed to the City Clerk privately to ensure the concern is resolved. Council Members shall not reprimand employees directly, nor shall they communicate their concerns to anyone other than the City Clerk.

9.5 _Handling of Litigation and Other Confidential Information

City Council Members shall consider all written materials and verbal information provided to them on matters that are confidential under State law in complete confidence to ensure that the Cities position is not compromised. No disclosure or mention of information in these materials shall be made to anyone other than Council Members, the City Attorney or City Clerk. All written materials should be returned to the City Clerk after consideration for disposition.

9.6 City Attorney/Council/Staff Relations

The City Attorney is hired by and reports directly to the Council pursuant to State law. The City Attorney serves at the pleasure of the Council under a professional services agreement terminable at will by either party upon written notice. The City Attorney represents as his or her client the City as a legal entity, acting through the City Council as the City's highest administrative authority. No individual Council Member nor any other officer or employee of the City is a client of the City Attorney.

There is an attorney-client privilege as to Council and staff communications with the City Attorney regarding matters that involve parties outside the City. For example, attorney-client communications are protected where someone sues the City and seeks to compel disclosure. Similarly, everyday communications between Council Members and the City attorney are generally protected. Communications between staff and the City Attorney are *not* protected from disclosure to the Council, since the Council is the holder of the attorney-client privilege.

There is no attorney-client privilege between Council Members and the City Attorney when the City Attorney has reason to believe that the Council Member is violating or intends to violate conflict of interest rules or some other law. The City Council authorizes the City Attorney to publicly disclose conflict of interest violations or other violations of law, where the violation is clear and where the public official proposes or takes action that clearly violates the conflict of interest rules or other laws in disregard of the City Attorney's advice.

Since the City Attorney is responsible directly to the Council, the Council by majority vote may have the City Clerk contact the City Attorney directly to ask questions or to request information. Council Members also by majority vote may request research from the City Attorney on a given topic. A single Council Member shall not direct the City Attorney to initiate any action, change a course of action, or prepare any report without the approval of a majority of Council and notice to the City Clerk.

PASSED, APPROVED, AND ADOPTED this 5TH day of October, 2017.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

SHELLEY GRAY, CITY CLERK

APPROVED:

TARA PITKIN, MAYOR

RESOLUTION 25-02
A RESOLUTION OF THE CITY OF MONTAGUE CITY COUNCIL ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT AND APPROVING THE TRANSMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INITIATIVE AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Section 65400 requires that all cities and counties annually report to their decision-making bodies regarding the status of the general plan and the progress in its implementation; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the progress in meeting the jurisdiction's share of regional housing needs determined pursuant to Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3); and

WHEREAS, California Government Code Section 65400 further requires that the housing element portion of the annual report be prepared through the use of standards, forms, and definitions adopted by the California Department of Housing and Community Development; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the degree to which the general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by Government Code Section 65583(c)(1) and Section 65584.09, as well as any additional sites that may have been required to be identified by Government Code Section 6586; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of applications submitted pursuant to Government Code Section 65913.4(a), the location and the total number of developments approved pursuant to Government Code Section 65913.4(b), the total number of building permits issued pursuant to Government Code Section 65913.4(b), and the total number

of units including both rental housing and for-sale housing by area median income category constructed using the process provided for in Government Code Section 65913.4(b); and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the status of the projects in the jurisdiction's LEAP application and the corresponding impact on housing within the jurisdiction categorized based on the eligible uses specified in Health and Safety Code Section 50515.02 or 50515.03; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies progress amending the general plan or open-space element in compliance with its obligations to consult with California Native American tribes, and to identify and protect, preserve, and mitigate impacts to places, features, and objects described in Public Resources Code Sections 5097.9 and 5097.993; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of density bonus applications received and approved in accordance with Government Code Section 65915; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the location, status, total number of units, number of rental units, number of units for sale, and the affordability of units by income group for each residential development application submitted pursuant to the Affordable Housing and High Road Jobs Act of 2022; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a list of all historic resources listed on the National Register of Historic Places, the California Register of Historic Resources, or a local register of historic places by the City in the past year, and the status of any housing projects proposed for the new historic designations, including whether the project was entitled, whether a building permit was issued, and the number of units in the development; and

WHEREAS, the City Council of the City of Montague has received and reviewed such a report for 2024 that was prepared by city staff and presented to the City Council on March 6, 2025; and

WHEREAS, the report must be accepted by the City Council prior to submission to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development on or before April 1 of each year.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the 2024 General Plan Annual Progress Report and approves the transmittal of the report to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development.

IT IS HEREBY CERTIFIED that the foregoing Resolution 25-02 was duly adopted on a motion by _____ and seconded by_____ at a regular meeting of the City of Montague City Council held on the 6th day of March 2025, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

CITY OF MONTAGUE CITY COUNCIL

_____
Takeshi Murakami, Mayor

WITNESS, my hand and seal this 6th day of March 2025

_____
Ruanna Smith, Interim City Clerk

CITY OF MONTAGUE
STAFF REPORT TO CITY COUNCIL

March 6. 2025

2024 GENERAL PLAN ANNUAL PROGRESS REPORT

SUMMARY: In accordance with Government Code Section 65400, the 2024 General Plan Annual Progress Report is being presented to the City Council for review and acceptance prior to submittal to the State.

REQUEST OF COUNCIL: The Council is being asked to review and accept the 2024 General Plan Annual Progress Report and to approve transmittal of same to the California Department of Housing and Community Development and the Governor's Office of Land Use and Climate Initiative (formerly the Governor's Office of Planning and Research). This is accomplished via adoption of draft Resolution 25-02 (see **Attachment A**).

SUGGESTED MOTION: I move that we adopt Resolution 25-02 accepting the 2024 General Plan Annual Progress Report and approving transmittal of the Report to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development.

ATTACHMENTS:

A. Draft Resolution 25-02, A Resolution of the City Council of the City of Montague Accepting the 2024 General Plan Annual Progress Report and Approving the Transmittal of the Report to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development

B. HCD Housing Element Forms (abridged)

Introduction

Pursuant to California Government Code Section 65400, this report has been prepared as an update to the City of Montague City Council regarding the following:

- The status of the General Plan and the progress in its implementation.
- The progress in meeting the City's share of regional housing needs determined by the California Department of Housing and Community Development (HCD) and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing.
- The number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year.
- The degree to which the General Plan complies with the State's General Plan Guidelines and the date of the last revision to the General Plan.
- A listing of sites rezoned to accommodate that portion of the City's share of the regional housing need for each income level that could not be accommodated in the City's Vacant Land Inventory.

- The number of demolished units and new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies.
- The number of applications submitted pursuant to Government Code Sec. 65913.4(a), the location and the total number of developments approved pursuant to Government Code Sec. 65913.4(b), the total number of building permits issued pursuant to Government Code Sec. 65913.4(b), and the total number of units including both rental housing and for sale housing by area median income category constructed using the process provided for in subdivision (b) of Section 65913.4.
- The status of the projects in the City's LEAP application and the corresponding impact on housing within the jurisdiction categorized based on the eligible uses specified in Health and Safety Code Section 50515.02 or 50515.03, as applicable.
- The City's progress amending its general plan or open-space element in compliance with its obligations to consult with California Native American tribes, and to identify and protect, preserve, and mitigate impacts to places, features, and objects described in Public Resources Code Sections 5097.9 and 5097.993.
- The number of density bonus applications received and approved in accordance with Government Code Section 65915, and if approved the percentage of density bonus received, the percentage of affordable units in the project, the number of other incentives or concessions granted to the project, and any waiver or reduction of parking standards for the project.
- For each residential development application submitted pursuant to the Affordable Housing and High Road Jobs Act of 2022, the project's location, status, total number of units, number of rental units, number of units for sale, and the affordability of units by income group.
- A list of all historic resources listed on the National Register of Historic Places, the California Register of Historic Resources, or a local register of historic places by the City in the past year, and the status of any housing projects proposed for the new historic designations, including whether the project was entitled, whether a building permit was issued, and the number of units in the development.

Please note that the Housing Element component of this report consists of specific forms prescribed by HCD. Because the forms require an understanding of the instructions used to complete them, information on housing production is summarized herein. Additionally, an HCD form that summarizes the other HCD forms and a form that analyzes implementation of the Housing Element are included as **Attachment B**.

Purpose of the General Plan

Montague's General Plan, simply described, is the City's "constitution" for development. It represents the efforts the City has undertaken to consider and address the needs and expectations of its residents relative to development in the City and to enshrine these needs and expectations in a guiding document. This "constitution" is formatted within the legal framework established by the State at the time of adoption and is based on knowledge of existing potentials and limitations concerning the City and its planning area at that time. The General Plan was developed through establishing basic goals, policies, and programs to resolve and/or direct significant community issues. In addition to the City referring to the General Plan when dealing with matters affecting the physical, economic, and social development of the community, the document is also referred to by individuals and businesses contemplating potential development activity in the City. Goals in the General Plan also assist the City in seeking grants and other funding to address local issues and needs.

Status of the General Plan

General plans are policy documents that address seven topics of community importance: land use, housing, circulation, noise, safety, open space, and conservation (some cities must also address environmental justice). Each topic is typically treated to its own element of the general plan though general plans may be "adopted in any format deemed appropriate or convenient by the legislative body, including the combining of elements" (Gov. Code Sec. 65301). Montague's General Plan is comprised of a Land Use Element, Housing Element, Circulation Element, Noise Element, Safety Element, and a combined Open Space & Conservation Element. The City's Housing, Circulation, Noise, and Open Space & Conservation Elements were most recently comprehensively updated in 2024 to ensure they meet current state requirements,[1,2] continue to represent the community's vision for itself, and provide the guidance necessary to accomplish this vision. Updates to the Land Use Element and Safety Element are presently underway, with their completion delayed to incorporate the Siskiyou County Local Hazard Mitigation Plan (LHMP) update. The draft LHMP was recently completed and submitted for review to the California Office of Emergency Services (Cal OES) and Federal Emergency Management Agency (FEMA). Once approved by FEMA, it is anticipated the LHMP will be adopted by the City and incorporated into the City's General Plan Safety Element update. Prior to the City's current General Plan update, the General Plan was last comprehensively updated in 1989 and amended in 1992. Due to length of time and the continuing evolution of State general plan law since then, substantial revisions were necessary to the draft Safety Element and draft land Use Element to be consistent with the current State Guidelines.

Implementation of the General Plan

It is neither the purpose nor intent of this annual progress report to provide an in-depth analysis of every goal, policy, and program contained in the City's General Plan. Nevertheless, it is useful to periodically reflect upon the goals, policies, and programs contained in the General Plan to better assess where the City has been successful in meeting its objectives, where it could possibly do better, and if applicable, where changes to either the General Plan or direction of the City should occur. As such, the following table identifies the various goals, policies, and programs contained in each element of the General Plan and is followed by a summary of City's successes in implementing these measures. (Housing Element policies and programs are detailed separately in **Attachment B**.)

Table 1
General Plan Goals, Policies, and Programs

Circulation Element (2024)	
GOAL C-1: A balanced transportation system that maximizes mobility and choice for city residents.	**POLICY C-1.2:** The City supports the development and expansion of local and regional public transit systems.
POLICY C-1.1: The City supports the development of a network of complete streets that reflects the local context and which provides for the mobility of all users, regardless of age or ability.	**POLICY C-1.3:** The City supports transit services, agencies, and organizations that provide paratransit services to individuals with special needs. **POLICY C-1.4:** The City supports partnerships, including with the Siskiyou County Local Transportation Commission (SCLTC), California

[1] When the City's 6th Cycle Housing Element update was submitted to HCD for review, it was found to be "in substantial compliance with State Housing Element Law (Gov. Code, § 65580 et seq)."
[2] Updates were prepared consistent with the State's General Plan Guidelines and Technical Advisories.

Department of Transportation (Caltrans), and other Siskiyou County communities, to fund active transportation improvements in the City and region.

Program C-1A: Ensure that land use and transportation planning balance the needs and safety of motorists, pedestrians, bicyclists, and transit users.

Program C-1B: Evaluate the feasibility of installing elements of complete street improvements when planning roadway improvements.

Program C-1C: Require new development to contribute its fair share to complete street improvements.

Program C-1D: Consider multi-modal access requirements when making investment decisions about parks, recreation areas, public parking, and other city facilities.

Program C-1E: Ensure that new subdivisions are designed to include features that facilitate walking and bicycling.

Program C-1F: Work with transit providers (e.g., STAGE and Greyhound) to extend and/or expand service to Montague to better address the transportation needs of the community.

Program C-1G: Work with transit providers, social service agencies (e.g., PSA 2 Area Agency on Aging), and community organizations (e.g., religious institutions and nonprofits) to offer paratransit services to those with special needs, including on demand rides for the elderly and disabled.

Program C-1H: Continue to coordinate with SCLTC and other communities in the region on development of the Active Transportation Plan and utilize the Active Transportation Plan to better target grant opportunities to improve the City's active transportation network.

Program C-1I: Partner with the SCLTC, Caltrans, and others to fund active transportation improvements in Montague and the region.

GOAL C-2: A transportation system that is adequate, safe, and efficient for all users.

POLICY C-2.1: The City endeavors to provide adequate, safe, and efficient access to and from all land uses identified in the Land Use Element.

POLICY C-2.2: The City strives to maintain Level of Service (LOS) C or better on city streets and intersections.

POLICY C-2.3: The City supports deviations from the LOS standard when LOS C is unsafe for non-automobile users, is too expensive for the City to maintain, and/or results in increased VMT.

POLICY C-2.4: The City supports long-range plans for improvement of SR 3 through Montague by Caltrans to maintain safety and efficiency of traffic.

POLICY C-2.5: The City requires that new development provide adequate off-street parking to accommodate parking demands generated by the use.

POLICY C-2.6: The City requires that publicly accessible parking areas be designed to provide safe access for pedestrians and bicyclists.

POLICY C-2.7: The City supports the use of shared parking facilities that provide safe and convenient connectivity between adjacent uses.

Program C-2A: Review existing roadways and sidewalks to ensure that they meet general safety standards and are ADA compliant. If it is found that any routes are unsafe or noncompliant, make the necessary improvements to ensure that the routes are improved to appropriate standards.

Program C-2B: Continue to evaluate, improve, and maintain city streets and sidewalks to ensure safe, efficient operation.

Program C-2C: Adopt street standards that reflect adjacent land uses and anticipated traffic volumes and provide flexibility where necessary to maintain public safety and neighborhood character.

Program C-2D: Design public rights-of-way, intersections, and parking areas to include accessible, safe access for all users.

Program C-2E: Strive to maintain adequate on-street and off-street parking areas, including electric vehicle charging stations, to meet ongoing parking demands.

Program C-2F: Evaluate the use of in lieu fees to offset the parking impacts of new or expanded commercial, institutional, or industrial land uses as an alternative to requiring that such uses provide the minimum off-street parking spaces required by Code.

Program C-2G: Actively participate in regional transportation planning programs, including programs coordinated by the SCLTC, and use the regional planning process to improve the City's transportation network.

Program C-2H: When a project is proposed that has the potential to impact SR 3 or the intersection of a city street with the highway, coordinate with Caltrans to address and resolve issues that may affect the safety and efficiency of related traffic.

Program C-2I: Coordinate with Caltrans regarding safety issues on SR 3 and the highway's intersections with city streets to ensure sufficient improvements are in place, including traffic calming measures, to safeguard the community.

Program C-2J: Minimize the effects of truck traffic on city streets by developing, maintaining, and enforcing a system of designated truck routes and ensure designated truck routes are designed to accommodate the heavier loads placed on them.

Program C-2K: Periodically evaluate parking standards in the Zoning Code for adequacy and consistency with state law and amend as necessary.

Program C-2L: Support efforts to promote safety at rail crossings in the City.

GOAL C-3: A circulation system that contributes to the social, economic, and environmental well-being of the community.

POLICY C-3.1: The City supports the enhancement of the visual appearance of pedestrian and vehicular routes.

POLICY C-3.2: The City recognizes the relationship of local transportation decisions to broader regional issues, such as congestion management and environmental sustainability.

POLICY C-3.3: The City promotes access to public transit, non-vehicular modes of transportation, and greater linkages between land uses and transit to reduce automobile-related emissions.

POLICY C-3.4: The City supports equitable deployment of comprehensive utility infrastructure in the City, including the efficient expansion of broadband infrastructure and the provision of cost-effective high-speed internet service, to foster economic prosperity.

POLICY C-3.5: The City requires that development mitigate adverse impacts of a proposed project on the existing transportation system.

POLICY C-3.6: The City endeavors to provide public services, facilities, and utilities that are efficient, cost effective, and in compliance with state and federal regulations.

Program C-3A: Construct, improve, and maintain the system of curb, gutters, sidewalks, and crosswalks for circulation, safety, and drainage control, giving priority to high traffic areas.

Program C-3B: Evaluate the planting of low maintenance shade trees in landscaped areas adjacent to streets where non-motorized travel is expected, where such improvements can be made without jeopardizing emergency response and future capacity requirements, and where such improvements are feasible and appropriate.

Program C-3C: As part of the CEQA process, require traffic studies for projects that have the potential to generate substantial increases in VMT or impact traffic patterns.

Program C-3D: Protect natural features and sensitive areas to the maximum extent feasible when maintaining and expanding the City's circulation system.

Program C-3E: Develop a targeted approach to digital inclusion that includes expansion of public Wi-Fi in the downtown area, city hall, community center, and other key areas of community interest.

Program C-3F: When possible, reduce barriers to the equitable deployment of new broadband and telecommunication technologies and infrastructure to attract employers and businesses.

Program C-3G: Work with state agencies and regional partnerships to develop funding for improvements to the City's water, wastewater, and storm drain systems.

GOAL C-4: A pattern of development and a transportation system that minimize vehicle miles traveled (VMT).

POLICY C-4.1: The City supports the implementation of strategies to reduce the number and length of vehicle trips, including active transportation improvements, mixed-use development, improved access to public transit, and the placement of development in proximity to employment centers.

POLICY C-4.2: The City supports new development that will reduce household and employment VMT relative to existing conditions.

POLICY C-4.3: The City supports on- and off-street improvements that provide functional alternatives to automobile usage, promote active transportation, and reduce VMT.

Program C-4A: Ensure that Montague's transportation system complements the land use pattern, and that land use decisions complement and make efficient use of the transportation system.

Program C-4B: Continue to develop and improve the City's pedestrian and bicycle transportation network, using on- and off-street improvements as appropriate, to increase nonvehicular access to local destinations.

Program C-4C: Develop and support strategies that strengthen first/last mile connectivity to enhance the viability and utility of public transit for all users, such as sidewalks, bicycle parking, and wayfinding signs.

Open Space and Conservation Element (2024)

GOAL OC-1: Welcoming, inclusive, and safe parks, recreation facilities, and activities to serve city residents regardless of age, ability, or income.

Policy OC-1.1: The City supports investment in the maintenance, improvement, and development of parks, recreation facilities, and greenspace to promote active lifestyles, mental health, lifelong learning and development, and environmental health benefits for individual and community wellbeing.

Policy OC-1.2: The City supports investment in parks, trails, and programs to promote sports, fitness, active transportation, and active lifestyles.

Program OC-1A: Continue to evaluate and apply for grants and other sources of funding as they become available for the maintenance, improvement, and development of parks, recreation facilities, and greenspace.

Program OC-1B: Encourage residents, stakeholders, neighborhood groups, businesses, schools, social organizations, and public agencies to volunteer and partner in the maintenance and development of city-owned parks and recreation facilities.

Program OC-1C: Provide a variety of recreation facilities and activities that meet the diverse needs of the community.

Program OC-1D: Accommodate those with special needs in the City's parks and recreation facilities and programs, including seniors and people with disabilities, and meet the requirements of the Americans with Disabilities Act.

Program OC-1E: Coordinate with the Siskiyou County Sheriff's Office in the planning for safe and secure parks and recreation areas.

Program OC-1E: When planning park renovations and development, incorporate green infrastructure, shade, and vegetation where appropriate.

Program OC-1F: Design and develop parks, greenspace, and trail corridors to support community respite, wellness, and the mental health benefits found in connections to nature.

Program OC-1G: Support urban agriculture in private development and public spaces, including home gardens, community gardens, and urban farms.

Program OC-1H: When planning new parks, recreation facilities, open space, and greenways, ensure adequate funding is available for the ongoing maintenance and operation of these areas.

GOAL OC-2: A comprehensive system of interconnected open space areas that maximizes the potential for habitat preservation, compatible recreation, and scenic views.

Policy OC-2.1: The City recognizes that open-space land is a limited and valuable resource that should be conserved wherever possible.

Policy OC-2.2: The City, in cooperation with other agencies, organizations, and property owners, endeavors to maintain, preserve, and enhance an interconnected system of open space for the community's use, appreciation, and enjoyment and for the preservation and enhancement of natural habitat.

Program OC-2A: Where practical, improve city-owned open space with designated access points, parking, trails, and other amenities.

Program OC-2B: Provide access to public open space areas, excluding those areas determined to be sensitive to human presence, through a network of pedestrian and bicycle trails that can be adequately managed.

Program OC-2C: Integrate, where feasible, active and passive recreational opportunities with the protection of natural areas.

Program OC-2D: Continue to require the dedication of land, improvement of parks and open space, and/or the payment of in lieu fees in accordance with the Quimby Act and the City's Subdivision Ordinance.

Program OC-2E: Maintain a ratio of not less than five acres of park and open space land per 1,000 city residents.

GOAL OC-3: Preservation of cultural, historical, and paleontological resources.

Policy OC-3.1: The City desires to strengthen Montague's identify, safeguard the cultural identity of previously displaced tribes, and preserve the fossil record through protection of the cultural, historical, and paleontological resources in the City.

Policy OC-3.2: The City recognizes that although no paleontological resources or tribal cultural resources, places, features, or objects have been identified in the planning area, projects resulting in ground disturbance have the potential to uncover previously unknown resources.

Program OC-3A: Consult with local Native American Tribes that are traditionally and culturally affiliated with resources that could be affected by city plans or projects, identify areas that may be of tribal cultural significance, and determine appropriate treatment for the areas.

Program OC-3B: When items of historical, cultural, or paleontological significance are discovered, contact a qualified archaeologist or historian to evaluate the find and recommend proper action.

Program OC-3C: Where feasible, incorporate significant archaeological and tribal cultural resource sites into open space areas.

Program OC-3D: Coordinate with the appropriate federal, state, local agencies, and Native American Tribes upon discovery of tribal cultural resources and artifacts.

Program OC-3E: Work with affected property owners in the City's historic town center to evaluate the possible creation of a historic district or similar mechanism to protect the historic character and charm of the downtown area.

Program OC-3F: Support interested property owners in the preservation, maintenance, and/or renovation of significant historic resources, consistent with applicable Department of the Interior historic preservation standards.

Program OC-3G: Safeguard the City's railroad identity and history through partnerships with the Montague Historical Society and other appropriate entities for the preservation of records, photographs, physical evidence, and other historic resources associated with Montague's past.

Program OC-3H: Support and encourage the railroad history of the community and the maintenance of significant historic structures and resources in the planning area.

GOAL OC-4: Protection of special-status species and other biological resources sensitive to human activities and development.

Policy OC-4.1: The City supports the restoration and management of natural habitats to improve the resilience of the community and environment to flood, drought, and wildfire hazards.

Program OC-4A: Work with the Siskiyou County Flood Control District, Shasta Valley Resource Conservation District, interested property owners, and other appropriate entities to restore natural habitats in the planning area and improve the resilience of natural landscapes to hazards like drought, flood, and wildfire.

Program OC-4B: When activities involving modifications within or adjacent to wetland areas are planned or proposed, seek the advice of appropriate federal, state, or local agencies concerning specified agency regulatory programs and proprietary jurisdictions that may affect such activities.

Program OC-4C: Require buffer areas between development projects and significant watercourses, riparian vegetation, and wetlands.

Program OC-4D: Where practical and feasible, co-manage open space and wetlands for flood control.

GOAL OC-5: A sustainable and high-quality water supply.

Policy OC-5.1: The City collaborates with the State, regional water quality control boards, watermasters, water purveyors, and government agencies at all levels to ensure a safe supply of drinking water and a healthy environment.

Policy OC-5.2: The City supports the development, update, and implementation of groundwater and surface water management plans that emphasize sustainable use and/or water quality protection.

Program OC-5A: Work with local, state, and federal agencies, special districts, private landholders, and the Groundwater Sustainability Agency to promote management practices that protect the watershed and the City's municipal water supply.

Program OC-5B: Reduce soil erosion and sedimentation of water bodies to protect water quality by applying "best management practices" for projects in and around surface waters (e.g., storm drainage maintenance).

Program OC-5C: Integrate stormwater management techniques and low impact development best practices to minimize runoff.

Program OC-5D: Work with the Shasta Valley Resource Conservation District, landowners, and other appropriate entities to implement flood and erosion control measures, manage watershed health, and promote sustainable agricultural practices that reduce the risk of soil degradation, water contamination, and flooding in the community.

Program OC-5E: Develop a water conservation plan to reduce the impact of drought on the City's water supply.

Program OC-5F: Encourage water conservation efforts by residents, businesses, and industry.

Program OC-5G: Protect riparian areas and wetlands by requiring setbacks from these features during project review.

GOAL OC-6: Industries that support the local and regional economy, minimize adverse impacts to the public and environment, and are compatible with development in the City.

Policy OC-6.1: The City supports the conservation of agricultural operations that are sustainable, economically viable, and compatible with development in the City.

Policy OC-6.2: The City permits small-scale, non-water-intensive agriculture where compatible with surrounding uses.

Policy OC-6.3: The City requires that all mining activity is properly permitted, conducted in accordance with the State Surface Mining and Reclamation Act of 1975 (SMARA), and that mines are effectively reclaimed.

Program OC-6A: Ensure that non-exempt mineral extraction activities within the City's planning area comply with SMARA, including requirements financial assurances and reclamation plans.

Program OC-6B: Monitor mineral extraction activities to ensure that the operation and reclamation of mined lands is consistent with SMARA.

Program OC-6C: Coordinate with Siskiyou County regarding proposed activities within the Sphere of Influence to ensure that activities which threaten the potential to extract mineral resources on approved sites are not permitted.

Program OC-6D: To protect agricultural uses from urban development, require new development adjacent to agricultural uses to provide fencing and/or establish buffer areas between the urban and agricultural uses.

Program OC-6E: Amend the Zoning Code to provide additional opportunities for urban agriculture and to support limited ancillary retail sales of agricultural products produced in the City.

GOAL OC-7: Montague's rural small town atmosphere conserved and enhanced.

Policy OC-7.1: The City endeavors to safeguard the community from the effects of urban blight.

Program OC-7A: Continue to utilize code enforcement as a means to eliminate property deterioration, and the accumulation of trash and junk that negatively impacts adjacent properties and the appearance of the community.

Program OC-7B: Work with property owners to improve the scenic quality along State Highway 3 as it proceeds through the community.

GOAL OC-8: Increased energy efficiency, where possible, to reduce costs and environmental impacts.

Policy OC-8.1: The City supports increased energy efficiency and the use and deployment of sustainable energy sources.

Program OC-8A: Continue to identify energy efficiency improvements that can be implemented by the City to reduce energy demand and cost, seek grant funding for implementation of the improvements, if necessary, and implement the improvements in a timely manner upon securing funds.

Program OC-8B: Cooperate with federal, state and local governments and other appropriate entities to accomplish energy conservation objectives throughout the State, and inform employees, its contractors, staff and the general public of the need for and methods of energy conservation.

Noise Element (2024)

Goal 1 - To protect the existing and future citizens of Montague from the harmful effects of exposure to excessive noise.

Goal 2 - To protect existing noise-sensitive land uses from encroachment by new uses that would generate noise levels which are incompatible with those uses, and to discourage new noise-sensitive land uses from being developed near sources of high noise levels.

Goal 3 - To recognize that noise is an inherent by-product of many land uses and to protect the economic base of Montague by preventing the encroachment of noise-sensitive land uses into areas affected by existing noise-producing uses.

Goal 4 - To provide sufficient information regarding the community noise environment so that existing and potential future noise impacts may be effectively addressed in the land use planning and project review processes.

Goal 5 - To develop strategies for abating excessive noise exposure through appropriate mitigation measures in combination with appropriate zoning to avoid incompatible land uses.

Policy 1: The noise level standards for noise-sensitive areas of new uses affected by traffic, aircraft, or railroad noise sources in Montague are shown by Table 1.

Policy 2: Where the noise level standards of Table 1 are predicted to be exceeded at new uses proposed within Montague which are affected by traffic, aircraft or railroad noise, appropriate noise mitigation measures shall be included in the project design to reduce projected noise levels to a state of compliance with the Table 1 standards at the noise-sensitive areas of the proposed uses.

Policy 3: For new developments proposed in areas exposed to railroad noise, the exterior noise level standards of Table 1 shall be increased by 5 dB DNL. This policy recognizes that railroad events, while loud, are short in duration and that, during railroad passbys, single-event noise at exterior spaces remains relatively high regardless of whether exterior noise mitigation has been implemented. As a result, the goal of this policy is to minimize the extent by which railroad noise barriers may be required near the railroad tracks in Montague.

Policy 4: The City shall encourage local law-enforcement agencies to enforce the vehicle noise level limits specified within the California Motor Vehicle Code.

Policy 5: The interior and exterior noise level standards for noise-sensitive areas of new uses affected by existing fixed noise sources in Montague are shown by Table 2. Where the noise level standards of Table 2 are predicted to be exceeded at a proposed noise-sensitive areas due to existing fixed noise sources, appropriate noise mitigation measures shall be included in the project design to reduce projected noise levels to a state of compliance with the Table 2 standards within the

identified noise-sensitive areas of the proposed new development.

Policy 6: Where a project would result in the introduction of new fixed noise sources where such sources do not currently exist, the noise generation of those sources shall be mitigated so as not exceed the interior and exterior noise level standards of Table 2 at existing noise-sensitive areas in the project vicinity.

Policy 7: If a noise-generating use is proposed adjacent to vacant lands currently zoned for uses which may be developed with exterior noise sensitivity, the noise generating use shall be responsible for mitigating its noise generation to a state of compliance with the Table 2 standards using reasonable assumptions pertaining to both the likely sensitivity of the receiving land use and the noise generation of the project. At such time as that noise-sensitivity is introduced on the nearby vacant parcel(s), the proposed noise-generating use will be responsible for complying with the City's Noise Ordinance standards.

Policy 8: Due to variations in types of both noise-generating and noise-sensitive land uses, as well as variations in ambient conditions in the City, the City shall have the ability to set noise standards which are up to 5 dB higher or lower than the Table 2 standards if determined appropriate by the Planning Commission and/or City Planning department staff.

Policy 9: For capacity enhancing roadway or rail projects, the construction of new roadways or railways, or projects which will substantially increase traffic on the local roadway network, a noise analysis shall be prepared. If pre-project traffic noise levels already exceed the noise standards of Table 1 and the increase is significant as defined below, noise mitigation measures should be considered to reduce traffic and/or rail noise levels to a state of compliance with the Table 1 standards. A significant increase is defined as follows:

Pre-Project Noise (DNL)	Significant Increase (dB)
Less than 60 dB	5+ dB
60 - 65 dB	3+ dB
Greater than 65 dB	1.5+ dB

Policy 10: If noise-reducing pavement is to be utilized in conjunction with a roadway improvement project, or if such paving exists adjacent to a proposed new noise-sensitive land use, the acoustical benefits of such pavement shall be included in the noise analysis prepared for the project.

Policy 12: All noise analyses prepared to determine compliance with the noise level standards contained within this Noise Element shall:

- Be the responsibility of the applicant.
- Be prepared by qualified persons experienced in the fields of environmental noise assessment and architectural acoustics.
- Include representative noise level measurements with sufficient sampling periods and locations to adequately describe local conditions.
- Estimate projected future (20 year) noise levels in terms of the Standards of Tables 1 and 2, and compare those levels to the adopted policies of the Noise Element.
- Recommend appropriate mitigation to achieve compliance with the adopted policies and standards of the Noise Element.
- Estimate interior and exterior noise exposure after the prescribed mitigation measures have been implemented.

Policy 13: Noise analyses prepared for multi-family residential projects, townhomes, mixed-use, condominiums, or other residential projects where floor ceiling assemblies or party-walls shall be common to different owners/occupants, shall be consistent with the State of California Noise Insulation standards.

Policy 14: The City's General Plan Noise Element standards contained herein are applicable to proposed new uses. For resolving conflicts between existing uses, the City's Noise Ordinance shall be applicable.

Policy 15: Where exterior noise mitigation is required to achieve satisfaction with the noise standards of either Tables 1 or 2, the following priorities for mitigation shall be observed where feasible:

- Use of setbacks or open space buffers.
- Incorporate site planning to orient and/or shield sensitive exterior areas from view of the noise source in question.

• If the noise source is fixed, utilize quieter equipment or implement noise control treatments at the source.

• Solid walls should be considered a last resort for the mitigation of exterior noise levels and, if feasible, should be placed on earth berms to lessen their apparent height.

Policy 16: To provide a comprehensive approach to noise control, the City shall:

A. Develop and employ procedures to ensure that noise mitigation measures required pursuant to an acoustical analysis are implemented in the project review process and, as may be determined necessary, through the building permit process.

B. Develop and employ procedures to monitor compliance with the standards of the Noise Element after completion of projects where noise mitigation measures were required.

C. The Noise Ordinance shall be amended to provide that noise standards contained therein will be consistent with the noise standards of this Noise Element.

Policy 17: To reduce impacts from groundborne vibration, all proposals for new uses which would include vibration-generating activities, or for new sensitive uses proposed in proximity to existing sources of vibration (i.e. railroad tracks), shall comply with the vibration standards established by the Federal Transit Administration Transit Noise and Vibration Impact Assessment guidelines (FTA-VA-90-1003-06).

Policy 18: A vibration analysis prepared by a qualified specialist shall accompany all proposals for sensitive land uses located within 100 feet of the railroad tracks in Montague. The analysis shall quantify vibration levels and compare them against the FTA vibration standards. Railroad vibration studies for projects located beyond 100 feet from the tracks shall not be required.

Policy 19: All projects that propose to use heavy construction equipment that has the potential to create vibrations that could cause structural damage to sensitive structures within 100 feet shall be required to submit a pre-construction vibration study prior to the approval of a building permit. Projects shall be required to incorporate specified measures and monitoring identified to reduce impacts. Pile driving or blasting are illustrative of the type of equipment that could be subject to this policy.

Policy 20: The following sources of noise shall be exempt from the provisions of this Noise Element:

a. Emergency warning devices and equipment operated in conjunction with emergency situations, such as sirens and emergency generators which are activated during power outages. The routine testing of such warning devices and equipment, including generators, is also exempt provided such testing occurs during daytime hours.

b. All activities occurring at public schools and public school playgrounds and sporting fields, as such activities are not regulated at the local level.

c. Activities at private schools, parks or playgrounds, provided such activities occur during daytime hours (7 am – 10 pm).

d. Activities associated with temporary events for which a permit has been obtained from the City (i.e. parades, fireworks displays, etc.)

e. Construction and demolition activities located within 1,000 feet of noise-sensitive land uses provided they occur during normal daytime hours, excluding Sundays and Federal Holidays, subject to the conditions imposed by City permit. For construction activities, daytime hours are defined as 7 am to 7 pm. Construction activities occurring between the hours of 7 pm and 7 am must comply with the interior noise level standards identified in Table 2 unless an exception has been granted by the City Planning Department.

f. Construction and demolition activities located beyond 1,000 feet of noise-sensitive land uses, subject to the conditions imposed by City permit. For construction activities, daytime hours are defined as 7 am to 7 pm.

g. In the event of an emergency involving agricultural activities which requires prompt action to protect crops or equipment, the City can exempt noise generated by such action from the provisions of this Element.

Safety Element (1992)

GOAL I - Protection of the residents of the City of Montague from naturally and human caused accidents or hazards.

GOAL II - Protection of the property within the Montague planning area from naturally and human caused accidents or hazards.

GOAL III - Protection for future residents and property located in the Montague planning area from naturally or human caused hazards.

Policy A: Geologic and structural hazard information relating to private development should be readily available.

Implementation Measure: City shall make available to the public information regarding geologic, fire, and other potential hazards that are or may be present in the planning area. In particular, information to homeowners regarding fire safety practices and problems caused by excessive expansion/contraction of soils should be provided to all potential homebuilders.

Policy B: All public buildings should be reviewed for structural adequacy and the ability to withstand possible earthquakes and ground shaking. Emergency services buildings including police and fire buildings and schools should be evaluated.

Implementation Measure: City shall catalog public buildings according to their capacity to withstand possible earthquakes and ground shaking. City shall enact measures designed to protect emergency services such as fire, police, and communication in the event of a major seismic event.

Policy C: City emergency services shall be provided with appropriate plans, policies, and resources to contain urban fires.

Implementation Measure: City shall evaluate the fire and police department plans and/or policies to ensure that they are up to date and sufficient to contain urban fires. Fire Department procedures should specifically be evaluated.

Policy D: City water system shall be evaluated to ensure that adequate water service is available to contain large fires.

Implementation Measure: City shall catalog areas in need of additional or new fire hydrants and areas with difficult access by fire protection equipment and shall improve those areas as funds become available.

Policy E: Existing and proposed land uses should be reviewed as to fire safety.

Implementation Measure: City should enact standards regarding clearances around structures and fire hazards on developed and vacant land parcels to limit the potential for fires. Appropriate road width standards shall be implemented to ensure access by emergency equipment to all areas in the City.

Policy F: The potential for and emergency services response to toxic or hazardous materials spills on city and county roads and railroad should be evaluated.

Implementation Measure: City shall evaluate existing response plans to ensure that emergency services resources are adequate to cope with a toxic or hazardous material accident. If current plans are inadequate, emergency response plans shall be developed to meet any possible emergency situation. Appropriate training programs shall be implemented.

Policy G: Emergency response plans should be adequate to meet conditions expected in a "worst case" emergency scenario.

Implementation Measure: City shall evaluate evacuation plans to ensure safe, prompt, and orderly evacuation of all City residents. City shall coordinate evacuation plans with other local and state agencies.

Policy H: City zoning and building ordinances shall be reviewed to ensure adequate protection from safety hazards.

Implementation Measure: City shall develop overlay zoning for flood, expansive soils, and fire hazard zones in the City.

Land Use Element (1992)

GOAL A: To provide for coordinated and compatible development in the City of Montague.

GOAL B: To provide a reasonable framework for development and refinement of zoning ordinances.

GOAL C: To provide adequate land for urban uses, residential as well as commercial and industrial.

Policy A: Current zoning should reflect the character and planned use of the surrounding areas and be compatible with those surrounding uses.

Implementation Measure: The City shall change R-1, R-3 zones to R-1.

Implementation Measure: The City shall rezone all RE to R-2.

Implementation Measure: The City shall zone parcels in the E1/2 of Webb Addition blk 332, lots 080, 090, 110, 120, 130, 140 from RAG 2 1/2 to R-1.

Implementation Measure: The area south of Highway 3 and west of the Montague Grenada Road shall by zoned M to conform with present usage and surrounding parcels.

Implementation Measure: All lots adjacent to 8th Street or the 8th/9th Street alley between Prather Street and King Street and those lots adjacent to 9th street between Webb and King shall be zoned R-I to reflect current use.

Implementation Measure: All lots adjacent to and west of 9th Street and east of the 10th Street right of way from Spiers to the city boundary and the area bordered by Webb Street, 4th Street, RAG 2 1/2 and the city boundary (East Street) shall be zoned R-3 to provide for adequate housing.

Implementation Measure: Lots adjacent to and north of Webb Street between 9th Street and the 11th Street alley, and adjacent to Scobie, between 11th and 12th streets currently zoned C-I shall be zoned C-2 to conform with current usage.

Implementation Measure: The lot northeast of the conjunction of 12th and Webb Streets and blk 86, lots, 150 and 130 shall be zoned R-I to conform with surrounding usages.

Implementation Measure: The lots bordered by 12th, Scobie, King and 13th will be zoned R-1.

Implementation Measure: The area bordered by Highway 3, Julian and 13th Street and Block numbered 159 shall be zoned MH to conform to current usage.

Implementation Measure: Lots numbers Webb Addition Airport Addition 12 lots 19 26 and 27 shall be zoned C-2.

Implementation Measure: The area annexed to the City surrounding the Airport and currently unzoned shall be zoned M.

Policy B: The City of Montague shall adopt a home business ordinance.

Implementation Measure: An ordinance shall be adopted to allow a home business by use permit in a residential district provided that the business does not generate excess traffic or noise.

Policy C: The City shall adopt a non-conforming land use ordinance.

Implementation Measure: A non-conforming land use ordinance shall be adopted which will allow current or lessor uses in those existing facilities which become nonconforming land uses due to zone changes.

Policy D: The City shall develop over-lay zoning ordinances in accordance with the other sections of this general plan.

Implementation Measure: City shall develop overlay zoning ordinances for areas subjected to flooding, high noise levels, geologic and urban fire hazards.

Policy E: The City shall be prepared to aid potential developers in determining appropriate areas for development.

Implementation Measure: The City shall inventory property adjacent to the City boundaries within the city's sphere of influence and catalog those areas as to potential and appropriate development.

Because it has been more than 30 years since adoption of the Land Use and Safety Elements (i.e., the only two elements remaining to be updated), several of the programs contained within them have been completed, however, certainly not all. And with only nine months since adoption of the most recent Housing Element update and only four months since updates to the Circulation, Open Space & Conservation, and Noise Elements, progress towards their implementation has just begun. Notably, the City has obtained approval from HCD to implement a portion of the City's state-certified 6th Cycle Housing

Element using cost savings from the City's SB 2 planning grant. The projects are to be completed and funds expended prior to June 30, 2025. The effort, which is currently underway along with updates to the City's Land Use and Safety Elements and Zoning Code,[3] includes two primary components: 1) updating the City's website to promote housing programs; and 2) establishing policies and procedures for a) granting priority sewer and water service for housing developments with affordable units, b) granting fee waivers for mergers to facilitate multifamily housing, and c) requiring replacement housing consistent with Government Code Sec. 65583.2(g)(3) and 65915.

Regional Housing Needs Summary

Pursuant to Government Code Section 65584, HCD developed a Regional Housing Needs Plan (RHNP) for Siskiyou County. At the time the RHNP was developed, HCD identified a need to accommodate two new residential units in the City of Montague over an eight-year planning period (February 15, 2023 to February 15, 2031). One unit was allocated as being affordable to Extremely Low Income households and the other unit affordable to Low Income households. As shown in **Table 2** below, the City established as additional goals one unit affordable to Moderate Income households, one unit affordable to Above Moderate Income households, and the rehabilitation of four units.

Table 2
Summary of the City's Regional Housing Needs & Goals: 2023-2031

Economic Group	New Construction	Rehabilitation
Extremely Low Income	1	1
Very Low Income	0	1
Low Income	1	1
Moderate Income	1	1
Above Moderate Income	1	0
TOTAL:	4	4

Notes: The City has not established an objective for the preservation of affordable housing, as there are no units at risk of conversion during the current planning period.

While the City has little control over the physical construction of dwelling units to satisfy the City's share of regional housing needs, the City must ensure that it has sufficient properly zoned land to accommodate its share of housing needs should development be proposed. If the City did not have sufficient vacant land to accommodate its share of regional housing needs at the time the Housing Element was most recently updated, the City would likely have been required to adopt a program to rezone sufficient land to meet the projected shortfall in order to have a state-certified housing element. The City, having adequate vacant land to meet its regional housing needs, was not required to adopt such a program and, therefore, no parcels must be rezoned to accommodate regional housing needs.

For the purpose of assessing the progress that has been made to satisfy projected housing needs for each economic group identified in **Table 2**, new housing opportunities are evaluated annually based upon an analysis of entitlements or building permits issued during the prior year. In addition, in order to determine which economic groups potentially benefit from new housing opportunities, it is necessary to define the various groups based upon State Income Limits and to establish a maximum housing affordability for each group based upon these limits (see **Table 3** below). To determine the number of new housing units that are affordable to each income level, the estimated rent or property value, as

[3] In addition, a number of 6th Cycle Housing Element programs are being implemented as part of the City's Zoning Code update.

determined by building permit and assessor data (if owner occupied) or sale price (if sold), is compared with the maximum monthly housing affordability or maximum affordable purchase price in **Table 3** below.

Table 3
2024 State Income Limits and Home Affordability for the Various Economic Groups

Economic Group	Maximum Annual Income [1,2]	Maximum Monthly Housing Affordability [3,4]	Maximum Affordable Purchase Price [5]
Extremely Low Income	$31,200	$234	$42,000
Very Low Income	$43,950	$549	$90,250
Low Income	$70,300	$1,230	$138,425
Moderate Income	$105,500	$3,384	$278,800

[1] Median Income = $87,900 per HCD
Extremely Low Income = 30% of Median Income
Very Low Income = 50% of Median Income
Low Income = 80% of Median Income
Moderate Income = 120% of Median Income

[2] Adjusted per HUD's FY 2024 income limits briefing materials

[3] Extremely Low Income = $31,200 X 0.30 X 0.30/12
Very Low Income = $43,950 X 0.3 X 0.50/12
Low Income = $70,300 X 0.3 X 0.7/12
Moderate Income = $105,500 X 0.35 X 1.1/12

[4] The formulas used to ascertain the maximum monthly housing affordability were determined using the criteria outlined in Sections 50052.5 and 50053 of the California Health and Safety Code.

[5] The maximum affordable purchase price was determined using the affordability calculator published by the Department of Housing and Community Development, which assumes that buyers could qualify for a 30-year, 7.79 percent fixed-rate Federal Housing Administration mortgage with a 3.5% down payment in 2024.

During the current planning period (i.e., since February 15, 2023), there have been two new units added to the City's housing stock. The new units are manufactured homes placed on foundations on the same parcel. Both units were permitted by right, with one unit approved as an accessory dwelling unit (ADU). Based on the affordability formulas in **Table 3** above, unit sizes, and current market rate, both units are projected to be affordable to low income households. While no other housing units were constructed in 2024, and no other units issued a completed entitlement or a certificate of occupancy thus far in the planning period, nine other building permit applications to construct new housing units were received in 2024. Of those nine applications, all were approved in 2025 and two permits were issued. There have been no applications for new housing disapproved during the planning period.

Rehabilitation and Demolition

No housing units have been conserved through the City's housing rehabilitation program units during the current planning period, nor have any units been demolished.

Local Early Action Planning (LEAP) Grant

The City of Montague utilized its $65,000 LEAP grant to update the Noise Element, Circulation, and Open Space & Conservation Element. At the completion of the project in November 2024, there was an unexpended LEAP grant balance of $22,458.81.

Affordable Housing and High Road Jobs Act of 2022

No residential development application has been submitted pursuant to the Affordable Housing and High Road Jobs Act of 2022.

Consultation with California Native American Tribes

In accordance with Government Code Section 65352.3, the City notified Tribes for the purpose of inviting consultation and avoiding impacts to places, features, and objects described in Public Resources Code Sec. 5097.9 and 5097.993. None of the tribal representatives identified by the Native American Heritage Commission and contacted by the City requested consultation.

Historic Resources

No resources in Montague were listed on the National Register of Historic Places, the California Register of Historic Resources, or a local register of historic places by the City in the past year.

Conclusion

The City of Montague implements the General Plan in the regular administration of city business, on a project-by-project basis, and in the decisions of the Planning Commission and City Council. The Housing Element, Circulation Element, Noise Element, and Open Space & Conservation Element were all recently updated in 2024 using a combination of SB 2 and LEAP planning grants to ensure the General Plan meets current State requirements, continues to represent the community's vision for itself, and provides the guidance necessary to accomplish this vision. The Land Use and Safety Elements are presently being updated and will be completed shortly. Details regarding the City's progress toward implementing the Housing Element are included on HCD-issued forms included as **Attachment B**.

ATTACHMENT A

DRAFT RESOLUTION 25-02

RESOLUTION 25-02
A RESOLUTION OF THE CITY OF MONTAGUE CITY COUNCIL ACCEPTING THE 2024 GENERAL PLAN ANNUAL PROGRESS REPORT AND APPROVING THE TRANSMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF LAND USE AND CLIMATE INITIATIVE AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Section 65400 requires that all cities and counties annually report to their decision-making bodies regarding the status of the general plan and the progress in its implementation; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the progress in meeting the jurisdiction's share of regional housing needs determined pursuant to Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3); and

WHEREAS, California Government Code Section 65400 further requires that the housing element portion of the annual report be prepared through the use of standards, forms, and definitions adopted by the California Department of Housing and Community Development; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the degree to which the general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by Government Code Section 65583(c)(1) and Section 65584.09, as well as any additional sites that may have been required to be identified by Government Code Section 6586; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of applications submitted pursuant to Government Code Section 65913.4(a), the location and the total number of developments approved pursuant to Government Code Section 65913.4(b), the total number of building permits issued pursuant to Government Code Section 65913.4(b), and the total number

of units including both rental housing and for-sale housing by area median income category constructed using the process provided for in Government Code Section 65913.4(b); and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the status of the projects in the jurisdiction's LEAP application and the corresponding impact on housing within the jurisdiction categorized based on the eligible uses specified in Health and Safety Code Section 50515.02 or 50515.03; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies progress amending the general plan or open-space element in compliance with its obligations to consult with California Native American tribes, and to identify and protect, preserve, and mitigate impacts to places, features, and objects described in Public Resources Code Sections 5097.9 and 5097.993; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of density bonus applications received and approved in accordance with Government Code Section 65915; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the location, status, total number of units, number of rental units, number of units for sale, and the affordability of units by income group for each residential development application submitted pursuant to the Affordable Housing and High Road Jobs Act of 2022; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a list of all historic resources listed on the National Register of Historic Places, the California Register of Historic Resources, or a local register of historic places by the City in the past year, and the status of any housing projects proposed for the new historic designations, including whether the project was entitled, whether a building permit was issued, and the number of units in the development; and

WHEREAS, the City Council of the City of Montague has received and reviewed such a report for 2024 that was prepared by city staff and presented to the City Council on March 6, 2025; and

WHEREAS, the report must be accepted by the City Council prior to submission to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development on or before April 1 of each year.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the 2024 General Plan Annual Progress Report and approves the transmittal of the report to the Governor's Office of Land Use and Climate Initiative and the California Department of Housing and Community Development.

IT IS HEREBY CERTIFIED that the foregoing Resolution 25-02 was duly adopted on a motion by _____ and seconded by_____ at a regular meeting of the City of Montague City Council held on the 6th day of March 2025, by the following vote:

AYES:

NOES:
ABSENT:
ABSTAIN:

CITY OF MONTAGUE CITY COUNCIL

_____
Takeshi Murakami, Mayor

WITNESS, my hand and seal this 6th day of March 2025

_____
Ruanna Smith, Interim City Clerk

ATTACHMENT B

HCD HOUSING ELEMENT FORMS (ABRIDGED)

Jurisdiction	Montague	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	02/15/2023 - 02/15/2031

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	0
Low	Deed Restricted	0
	Non-Deed Restricted	0
Moderate	Deed Restricted	0
	Non-Deed Restricted	2
Above Moderate		0
Total Units		2

Note: Units serving extremely low-income households are included in the very low-income

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	0
Single-family Detached	0	1	0
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	0
Accessory Dwelling Unit	0	0	1
Mobile/Manufactured Home	0	1	1
Total	**0**	**2**	**2**

Infill Housing Developments and Infill Units Permitted	# of Projects	Units

Indicated as Infill	0	0
Not Indicated as Infill	2	2

Housing Applications Summary	
Total Housing Applications Submitted:	9
Number of Proposed Units in All Applications Received:	9
Total Housing Units Approved:	9
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of	Units
Ministerial	9	9
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	29
Sites Rezoned to Accommodate the RHNA	0

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Jurisdiction	Montague	
Reporting Year	2024	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1 Name of Program	2 Objective	3 Timeframe in H.E	4 Status of Program Implementation
Program 1.3.1 Provide Adequate Sites and No Net Loss Compliance	To ensure the City has an adequate inventory of vacant land to accommodate its regional housing need allocation (RHNA).	Ensure an adequate inventory of vacant land on a project-by-project basis.	A building permit was issued in March 2024 for the development of a manufactured home on the City's only designated inventory site. Because the site was intended to accommodate the City's entire RHNA of two affordable housing units, staff had to make specific findings consistent with Gov. Code. Sec. 65863. prior to approving the reduction in density. These findings were: the reduction was consistent with the City's General Plan, including the Housing Element; and the remaining sites identified in the Housing Element are adequate to meet the requirements of Gov. Code Sec. 65583.2 and accommodate the City's remaining RHNA. These findings were supported by the following facts: it was determined the proposed unit would be affordable to low income households and would satisfy 50 percent of the City's RHNA for the 2023-2031 planning period; and the City's unmet RHNA housing need of one unit affordable to extremely low income households could readily be accommodated on any one of the four lower income multifamily housing opportunity sites identified in the City's Housing Element. According to the Housing Element, these sites contain a combined realistic capacity for 194 affordable housing units.
Program 1.3.2 Monitor Availability of Opportunity Sites	To ensure an adequate supply of vacant land to accommodate the RHNA and a variety of housing types for all income levels.	Monitor opportunity sites annually.	The City continues to monitor its supply of vacant land. As noted above, the City's opportunity sites contain a combined realistic capacity for 194 affordable housing units. In addition, the City's opportunity sites contain a combined realistic capacity for 60 units affordable to moderate income households and 48 units affordable to above moderate income households.

Program 1.4.1 Procedures for Water and Sewer Connections	To establish policies and procedures for granting priority water and sewer service to developments that include affordable housing consistent with state law.	Establish policies and procedures within one year of Housing Element adoption.	This program is in progress and is being implemented using a portion of remaining SB 2 planning grant funds. The project will be presented for the City Council's consideration later this spring.
Program 1.4.2 Monitor Public Infrastructure and Improve as Funding is Available	To determine if the current fee structure is adequate to finance needed improvements in the capacity of the utility systems to accommodate future development; and to complete a public facility plan to provide sewer and water service to undeveloped land in the City.	Review CIP, seek funding, and make improvements on an ongoing basis.	The City continues to review the sewer and water CIP to ensure there's adequate funding for scheduled improvements. The City has not yet applied for grant funding during the current planning period to prepare a complete public facilities plan. The City continues to improve the sewer system as funding permits.
Program 1.5.1 Monitor Public Infrastructure and Development in Sphere of Influence	To develop or improve essential utility systems to facilitate housing development outside of existing sewer and/or water service areas, and in areas where existing systems are at or near capacity.	Work with housing developers as opportunities are recognized.	No units were proposed outside of the existing service areas during the current planning period, and the City is not aware of any proposed in the sphere on influence. As such, Program 1.5.1 has not yet been implemented.
Program 2.1.1 Promote the City Housing Programs to Residents	To improve community awareness and support for the City's housing programs and encourage development of J/ADUs.	Update website within one year of Housing Element adoption. Participate in industry events, workshops, or similar public events/activities beginning in 2025.	This program is in progress and is being implemented using a portion of remaining SB 2 planning grant funds. The project will be presented for the City Council's consideration later this spring. The City has not yet participated in activities or events.
Program 2.2.1 Establish and Promote Local Density Bonus Procedures	To adopt implementing procedures consistent with State Density Bonus Law.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years. Monitor amendments to Gov. Code Sec. 65915 as part of the GPAPR. Provide density bonuses as qualifying projects are submitted. Prepare and publish materials on website within 30 days of amending Zoning Code.	This program is being implemented via the draft Zoning Code update, which is scheduled for City Council consideration along with the draft Land Use and Safety Element updates later this spring.

Program 2.2.2 Monitor Existing Fees and Possible Fee Reductions for Affordable Housing	To ensure city fees are not a constraint to the development of affordable housing.	Review building and development connection fees beginning in 2025 and biennially thereafter and prior to adoption of new ordinances and resolutions for residential development standards and fees.	Program 2.2.2 has not yet been implemented.
Program 2.3.1 Monitor Development Incentives	To encourage development of low- and moderate-income housing through the use of incentives.	Encourage development of existing lots as inquiries are received. Review incentives for infill development by 2025 and biennially thereafter. Meet with SAGE quarterly.	No qualifying units have been proposed during the current planning period. The City will be updating the website to include density bonus information. Infill development is always encouraged, however, the City has not yet met with housing consultants during the current planning period to review incentives. The City continues to participate in SAGE meetings.
Program 2.3.2 Update Local J/ADU Ordinance	To ensure the City's regulations for J/ADUs are consistent with state law.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 2.3.3 Reduce Parking Requirements for One-Bedroom Units and Other Similar Dwellings	To ensure the City's parking requirements are consistent with state law.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 2.3.4 Small Lot Consolidation	To facilitate the development of multifamily housing.	Adopt policy within one year of Housing Element adoption.	This program is in progress and is being implemented using a portion of remaining SB 2 planning grant funds. The project will be presented for the Council's consideration later this spring.
Program 2.3.5 Provision for Dwelling Groups	To encourage a variety of housing types.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.

Program 3.1.1 Use CDBG Housing Funds for Housing Conservation and Prioritize Funding for Residents with Special Needs	To encourage the construction of new housing and/or rehabilitation of existing housing for residents with special needs; to assist homeowners with low interest loans and/or grants; to support third-party and non-profit organizations that offer zero- and low-cost rehabilitation or weatherization programs; to improve housing units that are substandard; to promote and publicize the availability of funding housing rehabilitation, energy conservation, and weatherization.	Priorirtize special needs housing for the duration of the planning period. Continue to apply for CDBG funds as state and federal funding becomes available. Support third-party and non-profit organizations no less than annually. Perform proactive code enforcement transactionally during the planning period. Promote and publicize the availability of funding for housing rehabilitation, energy conservation, and weatherization programsor the duration of the planning period.	No units have been constructed or rehabilitated for special needs residents during the current planning period. The City continues to apply for CDBG funding with the assistance of Great Northern Services (GNS). The City continues to work with GNS and the County to improve habitability and weatherization of the existing housing stock.
Program 3.2.1 Establish a Local Replacement Housing Policy	To ensure continued availability of housing for low- and very low-income housing.	The Replacement Housing requirement shall be implemented immediately and applied as applications on designated Inventory Sites are received and processed. A local policy shall be adopted by December 31, 2024.	This program is in progress and is being implemented using a portion of remaining SB 2 planning grant funds. The project will be presented for the City Council's consideration later this spring.
Program 4.2.1 Amend City Regulations for Supportive Housing Developments, Low Barrier Navigation Centers Consistent with State Law	To ensure City regulations for supportive housing and low barrier navigation centers are consistent with state law.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 4.2.2 Amend City Regulations for Emergency Shelters	To ensure City regulations for emergency shelters are consistent with state law.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.

Program 4.2.3 Amend City Regulations for Employee Housing, Including Farmworker Housing	To allow employee housing including farmworker housing consistent with Health and Safety Code Sections 17021.5, 17021.6, and 17021.8.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years. Apply for funding annually as NOFAs are released.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 4.2.4 Amend City Regulations for the Definition of Family	To not discriminate against non-traditional households or housing arrangements.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 4.2.5 Amend City Regulations for Group Homes	To allow group homes in the same manner as other residential development in the same zone.	Initiate Code amendment within one year of Housing Element adoption and adopt amendment within two years.	This program is being implemented via the draft Zoning Code update, which is scheduled for Council consideration along with the draft Land Use and Safety Element updates this spring.
Program 4.3.1 Inter-Jurisdictional Coordination and Planning to Address Homelessness	To provide services, shelter, and housing for those experiencing homelessness in the City.	Coordinate at least annually. Apply for funding annually. Meet with CDBG consultants quarterly.	While much of Program 4.3.1 has yet to be implemented, the City of Montague and other cities in Siskiyou County allocated their PLHA funding to the County for development of a homeless shelter in Yreka in 2022.
Program 5.1.1 Support the Development of Housing for Extremely Low Income	To support and remove barriers to the development of housing affordable to extremely low-income households.	Apply for funding annually. Perform outreach at least biennially. Encourage and support plans as residential project applications are considered.	Program 5.1.1 has not yet been implemented.
Program 5.1.2 Promote the City's Housing Programs to Affordable Housing Developers	To improve awareness and support for the City's workforce and affordable housing programs.	Perform outreach within two years from Housing Element adoption, and at least biennially. Participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.	Program 5.1.2 has not yet been implemented.
Program 6.1.1 Alternative Building Materials and Construction Methods for Energy Conservation	To enhance energy conservation and sustainability.	Consider alternative building materials no later than December 2025.	Program 6.1.1 has not yet been implemented.

Program 6.1.2 Promote Energy Efficiency and Conservation	To promote the use of energy conservation measures in all housing.	Make information available to the public no later than December 2025.	Information regarding the housing rehabilitation program is made available at City Hall and is periodically included in mailings to residents, however, there have been no homes assisted during the current planning period.
Program 6.1.3 Enforce Title 24 for Energy Efficiency and Conservation for New Construction	To enhance energy conservation and sustainability.	As part of the building permit application and review process.	The City contracts with the Siskiyou County Building Department for plan review, permitting, and building inspection services. Program 6.1.3 is implemented on an on-going basis as part of the building permit application and review process.
Program 6.1.4 Apply Title 24 for Energy Efficiency and Conservation for Housing Rehabilitation	To enhance energy conservation and sustainability.	On a project-by-project basis.	No housing has been rehabilitated during the current planning period with which to implement Program 6.1.4.
Program 7.1.1 Disseminate Fair Housing Information and Respond to Fair Housing Complaints	To eliminate housing discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, household composition or size, disability, or any other arbitrary factor by removing constraints within control of the City.	At all times. Provide biennial training, with the first training by 12/31/24.	Notices are posted at City Hall. More postings are needed. There have been no instances of housing discrimination reported to the City during the current planning period. Trainings have not yet been scheduled.
Program 7.1.2 Implementation of the AFFH Action Plan	To affirmatively further fair housing and address significant disparities in housing needs and access to opportunity, replace segregated living patterns with truly integrated and balanced living patterns, transform areas of concentrated poverty into areas of opportunity, and foster and maintain compliance with civil rights and fair-housing laws for all persons in accordance with state and federal law.	At all times for the duration planning period. Review progress towards achieving the desired outcomes of the AFFH Action Plan as part of the housing element annual progress report. Make adjustments as needed to increase goal obtainment. Conduct first AFFH progress review in 2025.	Several of the specific actions from the AFFH Action Plan were adopted as individual programs, are listed above, and are in the process of being implemented. Progress toward their implementation is detailed above.

COMMUNITY DEVELOPMENT BLOCK GRANT

SISKIYOU COUNTY PROTEIN AND PRODUCE PROGRAM

MEMORANDUM OF UNDERSTANDING

BETWEEN

The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, Yreka, and Great Northern Services for program management and implementation of a Community Services Program funded by the Community Development Block Grant program.

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as "MOU") is made and entered into this __ day of _____, 2025 by and between The County of Siskiyou (hereinafter, "County"), the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka (hereinafter, "Cities") and the subrecipient, Great Northern Services (herinafter, "GNS").

The purpose of this MOU is to establish the terms and conditions under which the County will operate a Public Service Program, Siskiyou County Protein and Produce Program (hereinafter, "P&P"), funded by the Community Development Block Grant (hereinafter, "Grant"), administered by the State of California Department of Housing and Community Development (hereinafter, "HCD"). The P&P program will directly benefit Low to Moderate Income residents in Siskiyou County; to be administered and implemented by GNS.

WHEREAS, the California Department of Housing and Community Development has announced the availability of funds for Public Services for the 2024 Notice of Funding Availability; and

WHEREAS, the County is an eligibile non-entitlement jurisdiction that is in compliance with existing HCD Program monitoring, award agreements, debarments, and Housing Element requirements; and

WHEREAS, under the provision of said CDBG Grant application the County will be applying for a grant to provide fresh and frozen Protein & Produce to 11 distributions sites throughout the County and Cities and serving qualified residents from the 9 Cities including those in the county in opposite months of GNS' USDA commodities distribution; and

WHEREAS, the County will be operating the program in the jurisdiction of the Cities; and

WHEREAS, participating in this MOU is advantageous to the Cities in that provides food for low to moderate income individuals, families and households on a countywide basis; and

WHEREAS, the County will be the sole applicant to apply for a Grant application for Public Services with GNS as the subrecipient; and

WHEREAS, there are no similar services provided in the County or Cities jurisdictions; and

WHEREAS, the County, Cities and GNS desire to participate in this MOU.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE TO TERMS AND RESPONSIBILITIES AS FOLLOWS:

1. This MOU shall become effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU and the governing bodies of the Parties' respective jurisdictions and shall remain in full force and effect for the period of an executed agreement between the County and HCD. Parties included in this MOU may withdraw or terminate their participation at any time during its term upon ninety (90) days written notice to all participating Parties and without severing or modifying the participation of the remaining Parties. Additionally, other jurisdictions within Siskiyou County, not originally included in this MOU, may be added prior to the submission deadline.

2. If awarded funds, Cities agree that GNS will administer and implement on behalf of the County the P&P program in their jurisdiction to assist Low to Moderate Income Individuals with fresh and frozen protein and produce in the opposite months of GNS' USDA commodities distribution.

3. If awarded funds, the Cities will not be financially responsible for or beholden to the standard agreement between the County and HCD.

4. The Cities agree to allow the County and GNS to conduct the P&P program in the Cities jurisdictions without hinderance or obligation to the Cities.

5. As the applicant, the County shall:
    a. Agree to submit the Grant and will be the Grant recipient responsible to administer the Grant, be accountable to HCD for proper expenditure of the funds and will be the point of contact for MOU Parties.
    b. Develop subrecipient agreement with GNS, the subrecipient, to prepare the application and conduct regular administration, management, and implementation of the Grant.

6. As a subrecipient, GNS shall:
    a. Provide appropriate, qualified staff to implement and manage the work plan, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible activity delivery costs.
    b. Purchase and deliver food for the P&P Program.
    c. Lead program outreach, activity delivery, and beneficiary engagement.
    d. Coordinate P&P delivery locations and implement subrecipient agreements and MOUs with The Siskiyou Community Resource Centers and distribution sites. The preliminary distribution sites are:

Organization/ Distribution Jurisdiction	**Jurisdiction/Areas Served**	**HH Served per Distribution**
Dorris Lions Club/ Dorris	Macdoel and other small communities in Butte Valley	100
Dunsmuir CRC/ Dunsmuir	Dunsmuir and outlying residential areas	100

Valley Oaks Senior Center (Greenview)/ County	Etna, Fort Jones, Greenview, Quartz Valley and Klamath River communities, Salmon River, Cecilville, Horse Creek, Somes Bar and Seiad Valley	110
Happy Camp Community Action Center/ County	Happy Camp, Klamath River communities, Salmon River, Cecilville, Horse Creek, Somes Bar and Seiad Valley	40
Hornbrook Community Bible Church/ County	Hornbrook and communities north and east of Yreka	70
McCloud American Legion (McCloud CRC)/ County	McCloud and outlying residential areas	70
Montague Methodist Church/ Montague	Montague and other Shasta Valley towns, including Grenada, Gazelle, Shasta Valley communities	50
Mt. Shasta CRC/ Mt. Shasta	Mt. Shasta and outlying residential areas	100
TEACH/ Tulelake	Tulelake and surrounding communities in far eastern Siskiyou County	125
GNS/ Weed	Weed and the Shasta Valley communities to the north, including Grenada, Gazelle, Big Springs, Shasta Valley communities	35
Yreka CRC/ Yreka	serving Yreka and outlying areas around Yreka, portions of Klamath River communities and residents of Shasta Valley communities	140
Total HH Served per Distribution		**940**

7. This MOU may be amended only by mutual written agreement of all parties.

GENERAL PROVISIONS

A. Amendments. Either Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be Siskiyou County Superior Court in Siskiyou County, California.

C. Entirety of Agreement. This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either Party may renegotiate the terms affected by the severance.

E. Sovereign Immunity. The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka and Great Northern Services and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. Third Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties and obligations contained in this MOU shall operate only between the Parties to this MOU and shall incur solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only Parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

G. CDBG Program Terms and Conditions. The Parties agree that the County of Siskiyou will administer all funding and activities identified in this MOU in compliance with the Standard Agreement executed with HCD for said activities and funding. The Parties agree that the County of Siskiyou shall be the sole applicant and executor of the HCD's Standard Agreement. It is the responsibility of the Parties to this MOU to communicate and transfer performance and regulatory requirements to applicable Parties, including contractors and subrecipients. Failure to administer funds and or activities in accordance with HUD regulations, and the terms and conditions identified in the applicable Standard Agreement will result in performance penalties toward the County of Siskiyou, and may result in repayment of expended CDBG funds in the event that the costs were determined to be ineligible, or that the funds failed to meet a National Objective, as identified in title 42 of United States Code, Section 5301 and title 24 of the Code of Federal Regulations section 570.483.

H. Insurance Requirements. "GNS" agrees to have and maintain the policies set forth in Exhibit A entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the "County" as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the "County". A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

IN WITNESS WHEREOF, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

COUNTY OF SISKIYOU

BY: _____ DATE: _____

Rick Dean, Director of Community Development

CITY OF DORRIS

BY: _____ DATE: _____

Joanna Wynant, City Administrator

CITY OF DUNSMUIR

BY: _____ DATE: _____

Dustin Rief, City Manager

CITY OF ETNA

BY: _____ DATE: _____

Pam Eastlick, City Clerk

TOWN OF FORT JONES

BY: _____ DATE: _____

Cherie Stephen, Town Administrator

CITY OF MONTAGUE

BY: _____ DATE: _____

Dave Dunn, City Administrator

CITY OF MT. SHASTA

BY: _____ DATE: _____

Todd Juhasz, City Manager

CITY OF WEED

BY: _____ DATE: _____

Steven Baker, Interim City Manager

CITY OF TULELAKE

BY: _____ DATE: _____

Jenny Coelho, City Administrator

CITY OF YREKA

BY: _____ DATE: _____

Jason Ledbetter, City Manager

GREAT NORTHERN SERVICES

BY: _____ DATE: _____

Marie-Josée Wells, Executive Director/CEO

CITY OF MONTAGUE
S. 9th Street, Montague, CA 96064
(530) 459-3030

DIGGLE FIELD AGREEMENT AND APPLICATION FOR USE FORM

Thank you for selecting the Montague Diggle Field for your event. To ensure that your event will go smoothly, the City requires that a walk-through of the premises be performed prior to the event and after the event. During the walk through, any questions regarding the operation of the premises will be explained and any special needs can be discussed with the City staff.

AGREEMENT AND CONDITIONS:

1) Applicant agrees that the Montague Diggle Field is rented in good condition, intact and in working order. All applicants have the right to check the premises and make notations as to the conditions of the premises. All applicants are encouraged to do a walk through and inspection of the premises. Failure to do so, the applicant waives the right to any claims for damages which may have existed prior to the applicant's use of the field.

2) Applicant agrees to leave the Montague Diggle Field in good condition. All items belonging to the City shall be put away or restored to original positions according to the City staff. Under no circumstances will City equipment be removed from the premises. The individual or organization granted use of the field will be held responsible for any loss or damage to the property caused by such use.

3) The applicant shall be responsible for maintaining of the premises and cleaning the buildings (i.e. snack shack) and grounds after such event. The applicant shall be responsible for replenishing all paper products (i.e. bathrooms) The applicant shall remove all belongings out of said buildings at the end of the event. **ALL TRASH** must be removed from the premises.

4) The City shall be solely responsible for the maintenance of the sprinkler system and control timers and the applicant shall not tamper with the system or controls. (Please provide the City Clerk's office with a written schedule of the event times to ensure watering does not interfere.)

5) The City shall mow the field as needed.

6) **ABSOLUTELY NO MOTORIZED VEHICLES ALLOWED ON THE FIELD.**

7) Applicant may bring additional equipment (their own private equipment) to the field to be used for their event. However, all additional equipment must be described in this agreement; and must be removed when the event is over.

8) Any law enforcement official shall have the right to enter the premises at any time during the event. Any law enforcement official shall have the authority to declare the event closed; if in their opinion conditions warrant such action.

9) If alcoholic beverages are to be sold to the general public, a valid license and or permit must be obtained as required by State Law and the Bureau of Alcohol Beverage Control. A copy thereof must be presented to the City Clerk's office at the time the rental agreement is signed. The City Clerk must authorize such use of the premises.

8) All keys must be returned to City Hall within 72 hours after the event has concluded.

9) A separate payment in the form of a personal check, cash, or money order is required for all deposits. No deposit shall be returned until the field has been inspected by a City staff member and the keys have been returned to City Hall. Deposits will be returned within two working days after that inspection.

10) **INSURANCE REQUIREMENT:**
The lessee agrees to provide and/or purchase liability insurance with an "A" rated insurance carrier and a minimum of $1,000,000.00 (1-Million Dollars), naming the "Montague Diggle Field" as an additional insured, regarding the event held on city premises;

A) ***The specific language on the "Certificate of Insurance" under the Additional Insured endorsement must state: "The City of Montague, its officers, officials, employees, and volunteers are to be covered as additional insureds with respect to liability arising out of the rental of the facility located at 200 South 11th Street, Montague, including work or operations performed by or on behalf of the Renter and materials, parts, or equipment furnished in connection with such work or operations."*** Also named as a Policy Holder.

B) ***"The specific language on the "Certificate of Insurance" under the Policy Holder the city also needs to be listed as a policy holder:***
Additional Insured Policy Holder: " Montague Diggle Field, South 9th Street, Montague, CA 96064"
(* The city offers the required liability insurance for an addition cost, separate of the costs for the facility rental and deposit(s). Inquire at the City Clerk's Office for insurance rates).

11) The lessee agrees to provide a legal defense and to indemnify and hold harmless and free from liability the City of Montague, its officers, agents, servants or employees while acting as such, from any and all claims for damages, demands, costs, or expenses which the lessee shall become obligated to pay by reason of liability imposed by law because of injury to property or injury to or death of persons received or suffered by reason of any act, omission or negligence of the lessee, or arising from any accident or injury, in connection with or attributable to the operation, maintenance, use or occupation of the premises by lessee.

12) The lessee is responsible, or the applicant representing the lessee is responsible, agrees to pay any costs incurred in repairing or replacing damaged city equipment or facilities.

13) If applicant purports to be the representative of any group, he/she hereby affirms that he/she is empowered to bind said group to this agreement.

14) All items numbered above (1 thru 14) are incorporated as if read fully and constitute the entire **RENTAL AGREEMENT AND APPLICATION FOR USE FORM.**

APPLICANT: Date: _____ _____
Signature of Applicant / Lessee Print Name

CITY: Date: _____ _____
Signature of City Employee

FACILITY USAGE

RENT NON REFUNDABLE $100.00 (electricity, water, sewer fees)
DEPOSIT $275.00

A) Date of Application: _____

B) Name of Applicant/Lessee: _____

C) Address: City: _____

D) Phone Number: _____

E) Date of Event: _____

F) Type of Event: _____

G) Name of Sponsoring Organization: _____

H) Contact Person: _____

I) Clean Up Person: _____

J) Private Event: ____Yes ____No Open to Public: _____Yes _____No

K) Will Food be Served: ____Yes ____No Caterer: Yes_____ No_____

L) Name of Caterer: _____

M) Will Alcohol be: Served _____Yes_____ No / Sold_____ Yes_____ No

N) Will you be utilizing the Snack Shack _____Yes _____No

O) Will you be utilizing the lights and Score Board _____Yes _____ No

If you need to contact a City employee after hours: 530-598-1020.

RELEASE AND HOLD HARMLESS AGREEMENT
AND AGREEMENT NOT TO SUE

I, fully understand that my participation in the (hereinafter "event/class") exposes me to the risk of personal injury, death or property damage. I hereby acknowledge that I am voluntarily participating in this event/class and agree to assume any such risks.

I hereby release, discharge and agree not to sue the CITY OF MONTAGUE and its officers, agents and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with my participation in the event/class from whatever cause, including the active or passive negligence of the CITY OF MONTAGUE and its officers, agents and employees, or any other participants in the event/class.

In consideration for being permitted to participate in the event/class, I hereby agree, for myself, my heirs, administrators, executors and assigns, that I shall ***indemnify and hold harmless*** the CITY OF MONTAGUE and its officers, agents and employees from any and all claims, demands actions or suits arising out of or in connection with my participation in the event/class.

I HAVE CAREFULLY READ THIS RELEASE AND HOLD HARMLESS AGREEMENT AND AGREEMENT NOT TO SUE THE CITY OF MONTAGUE AND ITS OFFICERS, AGENTS AND EMPLOYEES AND FULLY UNDERSTAND ITS CONTENTS.

I AM AWARE THAT IT IS A FULL RELEASE OF ALL LIABILITY AND I AM SIGNING IT ON MY OWN FREE WILL.

DATE: _____

_____
Signature Parent/Guardian if under age 18

MONTAGUE

City Council Staff Report

AGENDA ITEM VIII 7

Meeting Date: March 6, 2025

Subject: Consideration of March 2025 Water Rate Increase:

From: Dave Dunn, City Administrator

Introduction

The city had a water rate study done in 2020. They adopted it in February of 2021. Every year at the February meeting council votes to adopt the next years rate increase that will go into effect on March 1.

Discussion/Analysis

These ____

Recommendation

That the City Council move to adopt the following motion:

"Approve the water and sewer rate increase schedule for March 2025"

Attachments: Copy of water and sewer rate increase schedule

Action Taken: _____

MONTAGUE

WATER AND SEWER RATE INCREASE SCHEDULE						
	Current	March 2021	March 2022	March 2023	March 2024	March 2025
Monthly Water Base Rate	$45.55	$36.50	$37.38	$38.27	$39.19	$40.13
Water Maintenance Bond	$5.00	$5.00	$5.00	$5.00	$5.00	$5.00
MWCD	$2.10	$2.85	$2.85	$2.85	$2.85	$2.85
Total Water Bill=	**$52.65**	**$44.35**	**$45.23**	**$46.12**	**$47.04**	**$47.98**
Consumption Rate Per Thousand Gallons	$2.86	$3.29	$3.78	$4.35	$5.00	$5.75
Monthly Sewer Charge=	**$31.80**	**$34.98**	**$38.48**	**$42.33**	**$46.56**	**$51.21**
Total Minimum Monthly Bill=	**$84.45**	**$79.33**	**$83.70**	**$88.45**	**$93.60**	**$99.20**

NOTES:

1. Monthly sewer charge will increase by 10% each year.
2. The monthly water base rate will increase by 2.4% each year.
3. The consumption rate per thousand gallons will increase by 15% each year.
4. MWCD Fees: The MWCD pass-through fee will increase if fees are raised by the Montague Water Conservation District.

MONTAGUE

City Council Staff Report

AGENDA ITEM _VIII 8_

Meeting Date: March 6, 2025

Subject: Introduction and First Reading of an Ordinance Amending Title 2 "Administration And Personnel" to Clarify Duties of the City Administrator, City Clerk, City Attorney and Director Of Public Works, and Amendment of Section 2.32 "Personnel System"; and Discussion of Amendment to City of Montague Personnel Policy and Procedures and Employee Handbook.

Montague Personnel Policy and Procedures and Employee Handbook .

From: Dave Dunn, City Administrator
Andrew L. Jared, City Attorney

Introduction

The City Attorney was instructed by council to put together job duties of the city administrator, city clerk, and city attorney. These are presented in the proposed ordinance as amendments to Title 2 "Administration and Personnel" by adding Chapters describing the duties of City Administrator, City Clerk, and City Attorney. (Attachment 1). In the process of researching this it became apparent that the job description of the Director of Public Works was also required and this was added to Title 2 to certify those duties as well. Additionally, changes to Chapter 2.32 the Montague Municipal Code is required to address consistency with the job description and the personnel rules. The Montague Personnel Policy and Procedures and Employee Handbook ("personnel rules"; Attachment 2) are also presented with recommended changes to address the revised duties of the City Administrator.

The amendment of the Montague Municipal Code requires three affirmative votes. It requires a first reading, then a second reading and adoption at a regular council meeting at least 5 days after the introduction. If approved in its current form, or if adopted as amended at this meeting, the ordinance would be ready for second reading and approval at the March 6, 2025 Council Meeting. The ordinance would become effective 30 days thereafter.

The amendment of the personnel rules requires action by the City Council by resolution. Three affirmative votes are required for its passage. This is not presented at this meeting for approval but for direction to staff on the content and to proceed to properly notice and circulate. Pursuant to MMC section 2.32.040, any amendment of the personnel rules requires public notice for at least 5 days and circulation for a reasonable period of time to the employee labor groups. Upon Council direction, the proposed changes will be noticed according to the code and will be circulated to the employee group. Adoption of the new policy will be by resolution presented at the March 6, 2025 council meeting, along with the second reading of the ordinance amending the
Municipal Code relating to these topics.

Discussion/Analysis

The City Council provided direction to codify the duties of the City Administrator. Several of the duties that have been assigned to the position of City Clerk in the City of Montague are duties that typically are performed by a city manager or city administrator. Under the city administrator for of government in California, only those duties assigned by the city council can be undertaken. Typically those duties are assigned in an employment contract, by resolution, in a job description, or by city code. Likewise, the job description of City Clerk in Montague have many duties that typically are not done by the City Clerk and which recently have been performed by the City Administrator or others. The duties of the City Attorney are often addressed in municipal codes as well as the contract for services. Adding a code section to clarify the role of the City Attorney is recommended. Finally, due to the enhanced duties of the dual role of City
Administrator being performed by the Public Works Director, the job description of Director of Public Works is also recommended to be added.

The changes to the code relating to the duties of the City Administrator and to the personnel rules also address the hierarchy of duties in regard to hiring, management, and discipline of employees. The rules and code are being amended to clarify that the City Administrator is the personnel officer with authority to manage all employees, with the exception of the ability to discipline the City Clerk and the City Attorney. Any decision of the City Administrator regarding discipline is appealable to the City Council.

Any decision to terminate department heads must receive consent from the City Council.

The amendments to the personnel rules address necessary changes to address these issues. The amendments also address issues that are outdated due to changes in the employee MOU, such as vacation benefits, and clerical/typographic errors.

The changes to the personnel rules would take effect immediately after approval by the Council after notice and adoption at the next council meeting (i.e., will be effective March 7, 2025) unless the council delays the effective date to coincide with the effective date of the changes to the Municipal Code (i.e., April 5, 2025).

Recommendation

1 Waive a full reading of the proposed ordinance amending the Montague Municipal Code concerning changes to Title 2 "Administration and Personnel", and read the title of the Ordinance only;
2. Introduce for first reading said ordinance concerning changes to Title 2 "Administration and Personnel"; and
3. Review and provide direction to staff on changes proposed to the Montague Employee Personnel Policies and Procedures and Employee Handbook, and direct the City Clerk to provide appropriate notice to the affected employee group.

Attachments:

1. [Proposed] Ordinance Amending Title 2 of the Montague Municipal Code
2. [Proposed Amendment to] City of Montague Personnel Policy and Procedures and Employee Handbook (Redline version)
3. Current Employee MOU
4. City Clerk Job Description (May 6, 2018)

Action Taken: _____

CHAPTER 2.08__
CITY OFFICERS GENERALLY

2.08.010 Elective officers—Duties.

The duties of the elective officers of the city shall be such as are prescribed by the laws of the state for such officers. Before any elected officer receives payment for the performance of the duties of his or her office, each officer must take and file with the City Clerk the oath of office prescribed by Government Code Section 36507. The oath of office may be taken before any officer authorized to administer oaths. It must be certified by such officer and filed in the office of the City Clerk.

(Ord. 56 § 1, 1939)

2.08.020 Appointive officers—Duties.

The duties of the appointive officers of the city shall be such as are prescribed by the laws of the state and by resolution of the city council. Before any appointed officer receives payment for the performance of the duties of his or her office, each officer must take and file with the City Clerk the oath of office prescribed by Government Code Section 36507. The oath of office may be taken before any officer authorized to administer oaths. It must be certified by such officer and filed in the office of the City Clerk.

(Ord. 56 § 2, 1939)

2.08.030 Appointive officers and employees—Wages and salaries.

The salaries and wages to be paid to the appointive officers and employees of the city shall be such as may be from time to time fixed by the city council by resolution. (Ord. 55 § 2, 1939)

CHAPTER 2.09
CITY ADMINISTRATOR

§ 2.09.010 City Administrator-- Office established.

There is established the office of City Administrator. The City Administrator shall be appointed by the Council on the basis of administrative and executive abilities and serve at the pleasure of the Council.

§ 2.09.020 City Administrator-- Residence.

Residence in the City shall not be required as a condition of the appointment of the City Administrator.

§ 2.09.030 City Administrator-- Administrative responsibilities.

A. Authority. The City Administrator shall be the administrative head of the

government of the City, under the direction and control of the Council. The City Administrator shall be responsible for the efficient administration of all the affairs of the City, which affairs are under his or her control.

B. The City Administrator shall:

1. Appoint competent, qualified officers and employees to the administrative service (which term is inclusive of all positions excepting the City Attorney, and City Clerk) and to evaluate job performance, dismiss, suspend and discipline such officers and employees in accordance with such policies as may from time to time be set forth by the Council;

2. Transfer employees from one department to another consistent with the policies of the Council;

3. Recommend to the Council such reorganization of officers, departments or divisions as may be indicated in the interests of the efficient, effective and economical conduct of the City's business, and to effect such reorganization when authorized by appropriate ordinance, resolution or motion of the Council;

The appointment of department head positions hereafter created shall be subject to ratification by the City Council at its next regular meeting. No person filling a department head position shall be dismissed without the City Administrator giving prior notice to the City Council.

C. Law Enforcement. The City Administrator shall enforce all laws and ordinances of the City and see that all franchises, contracts, permits, and privileges granted by the Council are faithfully observed.

D. Ordinances. The City Administrator shall recommend to the Council for adoption such ordinances and resolutions as the City Administrator deems necessary.

E. Attendance at Council Meetings. The City Administrator shall attend all Council meetings unless excused by the Mayor.

F. Agenda Preparation. The City Administrator shall be responsible for the preparation of the agenda and supporting materials. The City Clerk shall be responsible for distribution of agenda materials and posting of all required notices.

G. Financial Reports. The City Administrator shall keep the Council fully advised as to the financial condition and needs of the City.

H. Budget. The City Administrator shall prepare and submit the proposed annual budget to the Council for its approval.

I. Expenditure Control and Purchasing. Supervise and direct the administration of purchasing. No expenditures shall be submitted or recommended to the Council except on approval of the City Administrator in accordance with the City's purchasing ordinance.

J. Investigations. The City Administrator shall investigate into the affairs of the City and its departments or divisions, and any contracts or obligations of the City. Further, the City Administrator shall investigate all complaints concerning the administration of the City government and in regard to the service maintained by public utilities in the City.

K. Public Buildings. The City Administrator shall exercise general supervision over all public buildings, public parks, and all other public property which are under the control and jurisdiction of the City.

L. Additional Duties. The City Administrator shall perform such other duties and exercise such other powers as may be delegated to the City Administrator from time to time by ordinance or resolution or other official action of the Council.

M. Personnel Director. Until a separate position is created and an appointment is made, the City Administrator shall perform all duties that would otherwise be performed by a Personnel Director or Chief Personnel Officer.

N. Contracts. The City Administrator is authorized to execute in the name of the City any contract authorized or approved by the Council unless the Council expressly provides for another manner of execution of such contract.

§ 2.09.040 City Administrator-- Administrative relations.

A. The Council and its members shall deal with the administrative services of the City through the City Administrator, except for the purpose of inquiry to other departments for informational background. Any department head under the supervision of the City Administrator will receive Council direction regarding his or her department from the City Administrator. The City Administrator will receive his or her direction and instructions from the Council as a body. An individual Councilperson does not have the authority to order or instruct the City Administrator without prior approval of the Council. The City Administrator shall not establish general policy which is the province of the Council to determine, nor shall he or she commit or bind the Council, or any member thereof, to any action, plan or program requiring official Council action. It is not intended by the provisions of this chapter to grant any authority to, or impose any duty upon, the City Administrator, which is now, or hereafter may be vested in or imposed by general State law on any other City commission, department, officer or employee.

B. All subordinate departments shall report to and assist the City Administrator in administering the affairs of the City efficiently, economically and harmoniously.

C. The City Administrator may attend any and all meetings of any commissions, boards, or committees created by the Council, upon the City Administrator's own volition or upon direction of the Council. At such meetings which the City Administrator attends, the City Administrator shall be heard by such commissions, boards, or committees as to all matters upon which the City Administrator wishes to address the members, and the City Administrator may inform those members as to the status of any matter being considered by the Council. The City Administrator shall cooperate to the fullest extent with the members of all commissions, boards, or committees appointed by the Council.

§ 2.09.050 City Administrator-- Removal and Termination Procedures.

A. Removal. Removal shall be the release of the duties of City Administrator where the employee serves other duties as a Department Head or other paid position within the City which at time of assignment as City Administrator was at least 32 hours per week. The removal of the City Administrator shall be only by a vote of at least

three members of the Council at a regular meeting or special meeting of the Council called for such purpose. Written notice of removal as City Administrator is not required.

A City Administrator employed with the City as a Department Head or other paid position within the City may be removed from office at any time, including within a period of 90 days next succeeding any general municipal election held in the City at which election a member of the Council is elected.

Upon removal as City Administrator, the employee shall resume the full scope of their regular City employment.

B. Termination. The termination of the City Administrator shall be only by a vote of at least three members of the Council at a regular meeting or special meeting of the Council called for such purpose. Termination from the City from all positions at the City may occur based on these procedures.

In case of his or her intended termination by the Council, the City Administrator shall be furnished with a written notice stating the Council's intention to remove him or her at least 30 days before the effective date of the removal, unless the parties agree in writing otherwise, or extraordinary circumstances obtain, in which case the Council may dispense with any written notice.

After furnishing the City Administrator with a written notice of intended termination, the Council may suspend the City Administrator from duty, but compensation shall continue until removal by action of the Council unless the cause of suspension is an act of moral turpitude, in which case no compensation shall be paid.

In terminating the City Administrator, the Council may use its uncontrolled discretion. The removal or termination action shall be final and need not depend upon any showing of cause whatsoever.

The City Administrator shall not be terminated from office during or within a period of 90 days next succeeding 1) any general municipal election held in the City at which election a member of the Council is elected, or 2) appointment of any new member of to the City Council, unless the cause of termination is an act of moral turpitude. The purpose of this provision is to allow any newly-elected member of the Council or a reorganized Council to observe the actions and ability of the City Administrator in the performance of the powers and duties of his or her office. After the expiration of such 90-day period, the provisions of this section on the termination of the City Administrator shall be applicable.

§ 2.09.060 City Administrator-- Agreements on employment.

Nothing in this chapter shall be construed as a limitation of the power or authority of the Council to enter into any supplemental agreement with the City Administrator delineating additional terms and conditions of employment not inconsistent with any provisions of this chapter.

§ 2.09.070 City Administrator—Acting City Administrator.

The City Administrator shall have the power to designate a qualified City officer or

employee to exercise the powers and perform the duties of City Administrator during any temporary absence or disability. Written notice of the designated Acting City Administrator shall be filed with the City Clerk. If the City Administrator is absent or disabled for more than 30 days, the Council may appoint an Acting City Administrator.

CHAPTER 2.10
CITY CLERK

§ 2.10.010 Office.

There is established the office of City Clerk. The City Clerk shall be in the competitive service of the City subject to all the rules and policies as established by the Council, including the Personnel Rules and all applicable Memoranda of Understanding.

§ 2.10.020 Duties at Council meetings.

The City Clerk shall attend all meetings of the Council. The City Clerk shall keep a full, true, and correct record of all proceedings of the Council. The City Clerk shall present such record of proceedings as minutes to the Council for approval within 30 days of each meeting.

§ 2.10.030 Duty to keep records and files.

The City Clerk shall be the City's custodian of records. The City Clerk shall keep the following records and files:

A. A copy of every City ordinance in a book marked "Ordinances."

B. A file of all official bonds.

C. A record or file of all books, reports, and documents which may be required by law or this code to be recorded or filed.

The City Clerk is responsible for the compliance by the City of all records retention laws, and compliance with the California Public Records Act.

§ 2.10.040 Duty to cause publication.

The City Clerk shall be responsible for and cause to be published in a newspaper of general circulation within the City, or such other means as allowed by law, all ordinances and all notices and other writings required to be published by law, this code, or ordered published by the Council.

§ 2.10.050 Duty to post notices.

The City Clerk shall post all notices required to be posted by law, this code or ordered published by the Council, unless it is specifically otherwise provided by law or this code that it shall be the duty of another officer to post such notices.

§ 2.10.060 Sealing, authentication of documents.

The City Clerk shall keep the seal of the City and authenticate his or her signature and seal all ordinances, and when directed to do so by law or this code or the City Administrator, the Clerk shall authenticate bonds, contracts, and any other documents.

§ 2.10.070 Upkeep of code.

The City Clerk shall keep this code up to date. More specifically, the City Clerk shall:

A. List chronologically all ordinances of the City, specifying the subject matter of each.

B. At least semiannually, cause all amendments to this code to be printed in loose-leaf form and insert such amendments and remove replaced and amended portions of this code from all copies and portion of copies in use by City officials, and shall have enough amendments printed to make a supply available to members of the public who desire to purchase them.

C. Submitted to the electronic publisher of the code all ordinances within 30 days of effective date.

D. Post in a prominent place on the City website a list of recently passed ordinances.

§ 2.10.080 Deputy City Clerk.

The City Clerk shall appoint deputies only with the prior approval of the City Administrator. Any such deputy shall hold office at the pleasure of the City Administrator and receive such compensation as is provided by the City Council.

§ 2.10.090 Additional Duties of the City Clerk.

The City Clerk shall be responsible for performing the following tasks:

A. Plan, supervise and make City income and expenditure accounting and financial record keeping; to make revenue and expenditure estimates, preparation and oversight of the annual city budget; to audit City expenditures and warrants to obtain budget control; to prepare reports of city financial condition; and to do related work as required.

B. Ensure compliance by the City and its officials, personnel and bodies with

   a. the Political Reform Act,

   b. the Brown Act,

   c. the Public Records Act,

   d. California elections laws, and

   e. Fair Political Practices Commission reporting requirements.

C. Supervises the maintenance of City financial records including income and expenditure, departmental budget, and special assessment records; supervises the collection of utility charges, license fees, and other revenues; the preparation of payroll, related reports and the preparation of warrants for payment; reconciles various revenue and expenditures, and current city financial position; audits department expenditures to insure they are within budget appropriation; audits and approves payments of bills and warrants; complies income and expenditure estimates and prepares the annual budget; prepares a variety of financial and statistical reports such as the State Controller's Street Report showing expenditures for street maintenance and construction projects, contract administration, grant management, risk management; resolves complaints from the public concerning the finance department operations and performs planning/building duties as required, completing

various confidential personnel and human resources functions, public information, and general administrative assignments.

D. Serve as secretary to the Mayor and City Council, receives and responds to correspondence regarding council meetings; prepares agendas, legislative actions and proceedings

and supporting documents and materials assuring compliance with open meetings and Fair Political Practices laws and procedures, coordinating municipal election functions, prepares chambers; records and drafts the minutes; prepares, processes, records, files, post and/or publishes ordinance and resolutions; maintains city code book; advertises public hearings, notices, employment opportunities, contract bids and the maintenance of said records and documents; receives and responds to citizen complaints, inquiries and requests; maintains custody of City seal; executed, attests or certifies to official documents.

E. Duties as required by pertinent City ordinances and government codes.

F. Provide a monthly staff report at the City Council meeting.

G. Supervising the clerical staff and prioritizing direction of workload for proper management of City Clerk's office.

H. Manage bank deposits, bank reconciliations, transfers, and inventories for City Clerk's office.

I. Such other duties as assigned by the City Council.

CHAPTER 2.11
CITY ATTORNEY

§ 2.11.010 Office.

There is established the Office of City Attorney. The Council shall appoint the City Attorney, who may appoint deputies or assistants as deemed advisable.

§ 2.11.020 Duties.

The City Attorney shall perform such duties as may be prescribed by the Council and as proscribed by law and this code.

§ 2.11.020 Review of ordinances, resolutions and contracts.

The City Attorney is responsible for review of all ordinances, resolutions, contracts, and other City documents as to form.

§ 2.11.030 Special counsel.

In order to address the needs of adequate representation of the City, the City Attorney, as well as the Council, may appoint special counsel to represent the City. The scope of such duties and rates for such services shall be prescribed through agreement with the City.

CHAPTER 2.__

DIRECTOR OF PUBLIC WORKS

§ 2.__ Office.

There is established the office of the Director of Public Works. The Director of Public Works shall be appointed by the City Administrator and shall serve at the pleasure of the City Administrator.

(Ord. __)

§ 2.__ Duties.

The duties of the Director of Public Works shall be as follows:

A. The Director of Public Works shall be responsible for the planning, design, construction, maintenance, repair and improvement of all the City's public works. "Public works" includes, without limitation, all parts of the City's water system, sewage system, drainage structures, streets and sidewalks, all land, buildings, and other improvements owned by the City and all equipment used by the City in repair, maintenance, and construction of public works.

B. The Director of Public Works shall prepare the capital improvement program and shall review capital project budget requests.

C. The Director of Public Works shall maintain all public structures owned or operated by the City, and shall establish and manage a maintenance program, including janitorial and security services, for the upkeep of all public structures owned or operated by the City.

D. The Director of Public Works shall coordinate the needs of the City departments in their requests for motorized equipment, actively supervise a preventative maintenance program for city owned motorized equipment, keep the operating records of all motorized equipment used or operated by the City, and monitor the use of pool cars.

E. The Director of Public Works shall direct and supervise the work of the City Engineer.

F. The Director of Public Works shall carry out any other duties outlined in a contract for employment or job description issued by the City or directed by the Council.

(Ord. __)

ATTACHMENT 2

CITY OF MONTAGUE
PERSONNEL
POLICY AND PROCEDURES
and
EMPLOYEE HANDBOOK

Approved by:

Revised 2/06/2025~~08/18/2023~~

388260.1

Table of Contents

THE CITY GOVERNMENT 5
WELCOME ABOARD 5
CITY OF MONTAGUE 6
PUBLIC SERVICE POLICY 6
INTRODUCTION 7
DEFINITIONS 8
POLICY 1 109
PURPOSE AND GENERAL PROVISIONS 109
POLICY 2 1210
COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT 1210
POLICY 3 1412
EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION 1412
POLICY 4 1412
APPOINTMENTS AND PROMOTIONS 1412
POLICY 5 1614
EMPLOYMENT LISTS 1614
POLICY 6 1614
PHYSICAL EXAMINATION 1614
POLICY 7 15
PROBATION 1815
POLICY 8 1816
DUAL EMPLOYMENT 1816
POLICY 9 1916
EMPLOYMENT OF RELATIVES 1916
POLICY 10 1917
PROHIBITION OF HARASSMENT, RETALIATION AND ABUSIVE CONDUCT 17
POLICY 11 2018
PERFORMANCE APPRAISAL 2018
POLICY 12 2219
HEALTH AND SAFETY 2219
POLICY 13 2219
CLASSIFICATION 2219
POLICY 14 2220
COMPENSATION 2220
POLICY 15 2320

APPROPRIATE SALARY 23
POLICY 16 24
HOURS OF WORK AND PAY DAY 24
POLICY 17 27
OVERTIME/CTO PAY 27
POLICY 18 28
PAYROLL DEDUCTIONS 28
POLICY 19 29
WAGE GARNISHMENTS 29
POLICY 20 29
HOLIDAYS 29
POLICY 21 30
VACATIONS 30
POLICY 22 31
SICK LEAVE 31
POLICY 23 33
MEDICAL LEAVE 33
POLICY 24 35
LEAVE WITHOUT PAY 35
POLICY 25 35
BEREAVEMENT LEAVE 35
POLICY 26 36
MILITARY LEAVE 36
POLICY 27 37
JURY AND WITNESS DUTY LEAVE 37
POLICY 28 37
OTHER BENEFITS 37
POLICY 29 38
DRUG-FREE WORKPLACE 38
EMPLOYEE ASSISTANCE PROGRAM 38
POLICY 30 40
LAYOFF AND REEMPLOYMENT 40
POLICY 31 41
REINSTATEMENT 41
POLICY 32 42
ELECTRONICS & CELLULAR DEVICES 39
POLICY 33 42

RETIREMENT ..... 42~~39~~
POLICY 34 39
GROUNDS FOR DISCIPLINARY ACTION ..... 42~~39~~
POLICY 35 ..... 47~~44~~
GRIEVANCE PROCEDURES ..... 47~~44~~
POLICY 36 ..... 48~~45~~
EMPLOYEE and VOLUNTEER/NON EMPLOYEE ..... 48~~45~~
DRIVING STANDARDS ..... 48~~45~~
POLICY 37 ..... 49~~46~~
USE OF PRIVATE VEHICLES ON CITY BUSINESS ..... 49~~46~~
POLICY 38 45
TRAVEL/TRAINING AND EXPENSE 45
POLICY 39 ..... 53~~50~~
PERSONAL PROPERTY DAMAGE AND CITY PROPERTY USE ..... 53~~50~~
POLICY 40 ..... 53~~50~~
SELLING ON THE PREMISES ..... 53~~50~~
POLICY 41 ..... 54~~50~~
GIFTS AND GRATUITIES ..... 54~~50~~
POLICY 42 50
POLITICAL ACTIVITY ..... 54~~51~~
POLICY 43 50
CIVIL DEFENSE/DISASTER RELIEF ..... 54~~51~~
POLICY 44
REFER TO COVID-19 ECP Exposure Control and Disease Preparedness Response Plan
ask City Clerk or Supervisor for copy 52

EMPLOYEE HANDBOOK

THE CITY GOVERNMENT

Citizens elect five City Council members to staggered four-year terms.

The Council, in turn, elects a Mayor and a Mayor Pro Tem from its own membership.

The mayor serves a two-year term, presides at Council meetings, and has one vote - the same as other members.

The Council establishes policy and determines the types and levels of service the City will provide. It is assisted in its policy making functions by citizen advisory commissions and committees.

WELCOME ABOARD

Welcome to the City of Montague. You have just joined a staff of dedicated employees whose goal is to provide a wide range of vital services, efficiently, and courteously, to all our citizens. In this team effort, City employees, are guided by the following principles of the Public Service Policy

Montague has a long and proud history. Its citizens are active and involved in the operations of the City and its Government. The result is a great community in which to live and work.

Good Luck in your job! We are glad to have you!

CITY OF MONTAGUE
PUBLIC SERVICE POLICY

This Public Service Policy applies to all City Departments and the City Council.
Montague has a long and proud history. Its citizens are active and involved in the operations of the City and its government. Our goal as the City government is to provide a wide range of vital services, efficiently and courteously, to all our citizens. This is a team effort, and all City employees are guided by the following principles:

- The people of Montague are our first priority. This organization was created to serve them and without them it would not exist. They have the right to respect, safety, appropriate assistance, honesty, and competency, regardless of age, ancestry, color, creed, disability, marital status, national origin, presence of children, race, gender or sexual orientation.

- Each citizen shall be treated with courtesy and respect. City employees shall listen, ask for clarification if necessary, and respond knowledgeably and completely and/or make the effort to direct the person to the appropriate City department or outside agency. If approached by a resident while on duty in the field, City employees shall treat the citizen with courtesy and respect and respond appropriately.

- The keys to our success as a city government that is responsive to the needs of our citizens are the talent, honesty and professionalism of City employees. Personal initiative is part of the response to our citizens. Every City job is important and each one of us is responsible for the success of the entire organization.

- Every City employee shall treat citizens the way he or she would like to be treated, to deal with each decision with empathy and understanding, and listen carefully to the needs and requirements of individual citizens. Citizens have the right to appeal any decision of the City government to the Montague City Council, the governing body of the City.

- City employees are not expected to put themselves at risk during an interaction with a citizen of Montague. Employees may terminate a conversation with a citizen who demonstrates threatening, aggressive or inappropriate behavior or language. On rare occasions, employees may need to contact the Sheriff's Office when the threatening, aggressive or inappropriate behavior continues. Employees must attempt to be accompanied by another employee or a sheriff's deputy before entering a citizens residence/dwelling.

INTRODUCTION

This handbook summarizes the major employee benefits, services, and employment policies of the City of Montague. This handbook is not a contract, expressed or implied, guaranteeing employment for any specific duration. Employees are responsible for becoming familiar with its contents so that they will have a basic understanding of the City of Montague's programs and policies.

Many departments have additional policies and procedures which are necessary for their internal operations. It will be the responsibility of the supervisor to familiarize employees with those pertinent to their department.

This handbook is based upon federal and state law, City ordinances, resolutions or administrative policies. It summarizes those source documents. The City reserves the right to amend, supplement, or rescind any provisions of this handbook.

In addition to the specific areas covered in this handbook, it is important that employees adhere to generally accepted standards of personal and business conduct. The City of Montague is here to serve its citizens and we must all remember that the public, our supervisors, and fellow workers judge us, in large part, on basic qualities, such as courtesy, integrity and reliability.

DEFINITIONS

Employee: When used alone shall mean personnel of the City of Montague collectively and a section reading "employee" shall refer to all classifications.

Department Head: Refers to the administrative head of a division of the City's operating departments Administrator Department, Office of the City Clerk, Fire Department, and Public Works Department.

The City Treasurer, Code Enforcement Officer and Animal Control Officer are administratively assigned to the Administration Department and shall report to the City Administrator.

~~The departments refer to:~~
~~City Administrator~~
~~City Clerk~~
~~Fire Chief~~
~~Public Works Supervisor~~
~~Code Enforcement Officer~~
~~Animal Control Officer~~

Appointed Officers: Appointed officers of the City of Montague shall be:
City Attorney
City Treasurer
City Clerk
Public Works ~~Supervisor~~Director
City Administrator
Fire Chief
Code Enforcement Officer
Animal Control Officer

Permanent Employee: An employee who has successfully completed the probationary period and has been retained as hereafter provided in this manual.

Supervisor: Unless otherwise stated, supervisor shall be the Department Head for the department to which the employee is primarily assigned. The supervisor for the following employees shall be as follows:

POSITION	SUPERVISOR
City Administrator	City Council
City Clerk	City Council

City Treasurer	City Administrator
Fire Chief	City Administrator
Public Works Supervisor	City Administrator
Code Enforcement Officer	City Administrator
Animal Control Officer	City Administrator

POLICY 1

PURPOSE AND GENERAL PROVISIONS

1.0 The objective of these policies is to facilitate effective and economical services to the public and to provide for a fair and equitable system of personnel management in the municipal government.

1.1 These policies set forth those procedures which ensure similar treatment for those who compete for employment and promotion, and define the obligations, right and privileges of employee in the service to the City.

1.2 Employees are responsible for respecting the rights of the co-workers.

Administration: The City Administrator is responsible for implementing, administering, and ensuring compliance with the provisions of this Handbook. In the event any provision of this Handbook needs clarification, the City Administrator may issue administrative instructions clarifying the intent of said provisions as adopted by the City Council. The City Administrator may develop and issue procedures, consistent with this Handbook, to facilitate the implementation.

If there is any conflict between this Handbook and any section of the Montague Municipal Code or any Ordinance adopted by the City Council, the provisions contained in the Montague Municipal Code or Ordinance adopted by the City Council shall take precedence. If there is any conflict between this Handbook and any department rules and policies, this Handbook shall take precedence.

If there is any conflict between this Handbook and any Memorandum of Understanding between the City and a recognized employee association, the provisions contained in the Memorandum of Understanding shall take precedence.

The City Administrator may not serve as the President of the employee association.

Delegation of Responsibility: The City Administrator may, at his or her discretion, delegate the responsibilities assigned in this Handbook, as he or she may deem appropriate and necessary.

1.3 It is hereby the declared Personnel Policy of the City of Montague that:

1.3.1 Appointments, promotions and other actions shall be based on merit, tests and/or fitness evaluations.

1.3.2 Continued employment shall be subject to good standards of conduct satisfactory work performance, necessity for the performance of the work and the availability of funds.

1.3.3 All personal benefits listed herein are applicable to Department Heads except as limited or prohibited by this manual or State Law.

1.3.4 Any action concerning an employee's status of employment shall be processed on a Personnel Action form. All employees shall receive a true copy of any personnel action taken concerning their status of employment. The Personnel Action form shall be effective upon signature of the Department Head and, the City Administrator, ~~and may require the approval of the City Council~~. If the City Administrator is the subject of the action, form shall be effective upon signature of the Mayor.

1.3.5 If any section, subsection, clause or phrase of these policies is found to be illegal, such findings shall not affect the validity of the remaining portions of these policies.

1.3.6 Before amending this Policy Manual, the City Administrator ~~City Council~~ shall give ten (10) days' notice to recognized employee organizations.

POLICY 2

COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT

2.0 The City is required by federal law to employ only people who can establish that they are authorized to work in the United States. The City's responsibilities include the following:

2.0.1 Not knowingly hiring unauthorized aliens or maintaining them as employees once their employment eligibility expires.

2.0.2 Verifying the identity and employment eligibility of all employees hired after November 6, 1986.

2.0.3 Not discriminating against any applicant or employee because of the applicant's citizenship or national origin, or on based on the individual's membership in any protected group or class.

2.0.4 Not requesting more or different documents as evidence of identity or employment eligibility than are required by the United States Citizenship and Immigration Services. (USCIS)

2.0.5 Not refusing to accept documents presented by applicants or employees to establish their identity or employment eligibility which on their face appear to be genuine.

2.0.6 Ensuring that applicants and employees are not intimidated or retaliated against for exercising their right protected by the IRCA.

2.1 All newly hired employees (and all employees hired after November 6, 1986) must complete and sign the form I-9 when they start work. The Form I-9 establishes the employee's identity and employment eligibility. The procedure for completing the Form I-9 is as follows:

2.1.1 After the employee accepts a job offer, and on or prior to their starting date, the employee must complete the Form I-9.

2.1.2 The Form I-9 and corresponding instructions are to be given to the employee for completion. The only I-9 forms to be used are those dated November 21, 1991, or later. Copies may be obtained from the City Clerk.

2.1.3 When the employee completes the Form I-9 he or she must present either one document from List A on the I-9 (documents that establish both identity and employment eligibility) or on document from both List B (documents that establish employment eligibility) unless the employee has evidence that he or she is trying to obtain these documents.

Special Notes on Social Security Cards

Social Security cards that state they are not valid for employment will not be accepted. Also, if an applicant presents a card marked "Valid or Work Only with USCIS Authorization", he or she will be asked to show such work authorization.

2.1.4 The City is required to verify that the entire Form I-9 is completed correctly within three days of hire. This includes reviewing the documents to ensure that they appear genuine. Copies of all documents presented should be attached to the I-9.

2.1.5 The I-9 must be signed by the authorized City representative who reviewed the documents to attest that it has been completed correctly, and that the documents presented appear genuine.

2.1.6 Forms I-9 and copies of all documents submitted by applicants should be placed in a separate file in the City Hall but not in the employee's personnel file. This is for ease of inspection by USICS auditors, or auditors from the Department of Labor's Office of Contract Compliance Programs or Wage and Hour Division.

2.2 No employee will be permitted to begin working unless he or she possess either the documents necessary to satisfy the Form I-9 requirements or evidence that he or she is attempting to obtain the documents.

2.3 The employee attempting to obtain the documents will be given ninety (90) days from the date employment begins to produce the required documents. At the end of this ninety (90) day grace period, the employee will be terminated if the documents required are not produced.

2.4 If an individual lacks the necessary documents at the time of hire and cannot present documentation reflecting an effort to obtain them, he or she will be terminated immediately.

2.5 An employee who submits employment eligibility documentation that is to expire shortly (less than 120 days after hire) will not be refused employment solely on that basis; however, the employee should be advised to have they or work authorization extended, because he or she must be terminated when it expires.

2.6 If it is discovered that a current employee has not completed the Form I-9 or has not supplied the necessary documents, the employee will be given thirty days to comply or will be terminated.

POLICY 3

EQUAL EMPLOYMENT OPPORTUNITY AFFIRMATIVE ACTION

3.0 The City is committed to prohibiting discrimination in employment based on race, color, sex, sexual orientation, age, religion, national origin, handicap or disability status, medical condition, or marital status. The Affirmative Action Program is designed to ensure adequate employment opportunities for all, including but not limited to employee selection, promotion, training, and development, compensation, leaves of absence, termination, and disciplinary action.

3.1 While the City does not use or advocate quotas, it is committed to an annual review of the status and proportion of minority employees in relation to countrywide averages, and the composition of the local labor force.

3.2 The City Administrator has the primary responsibility for staying abreast of federal, state, and local EEO regulations and guidelines, informing the proper city officials of changes and trends, and developing fair employment programs at all levels. The City Administrator reports to the City Council.

3.3 Any employee who raises a fair employment question with their supervisor will be referred to the City Administrator~~, City Attorney and finally to the City Council for a prompt answer~~ per Policy 10 of this Handbook.

3.4 Each supervisor is responsible for the employment of EEO and AA policies and practices. Any complaints or charges of discrimination made by employees to their supervisors should be referred immediately to the City Administrator per Policy 10 of this Handbook~~and then to the City Attorney and finally to the City Council~~.

3.5 Supervisors are responsible for being aware of current legal regulatory developments in this area.

POLICY 4

APPOINTMENTS AND PROMOTIONS

4.0 Job openings will be posted to locate and hire or promote qualified individuals to fill said openings and to ensure that qualified and interested employees have the opportunity to apply for the job. Postings will be in accordance with Policy 2.

4.1 Appointments to vacant positions shall be based on merit and fitness as determined by competitive examinations and/or evaluations. (Policy 11) Minimum standards of employment for each job class shall be recommended by the appropriate Department Head and approved by the City ~~Council~~Administrator.

4.2 Vacancies in positions above the entrance level may be filled by promotion whenever one or more qualified candidates are available with the concurrence of the City Council. Promotions shall be on a competitive basis unless when the appropriate Department Head finds that the number of employees qualified for promotion is insufficient to justify competition. Appropriate consideration shall be given to promotional candidate's qualifications and record of performance.

4.2.1 Advancement to a job class which is compensated at a higher rate shall constitute a promotion, based on the wage scale on file. The employee shall be given a new position anniversary date for merit review in accordance with the provisions of this policy.

4.3 Any Department Head who has a vacant position in their department because of termination, promotion, or because of a new position being authorized by the City Council shall initiate recruitment and selection procedures.

4.4 Examinations for appointments and promotions shall be in such form as will fairly test the abilities and aptitudes of candidates for the duties to be performed.

4.5 Candidates who qualify for employment or promotion will be placed on an eligibility list for the appropriate job class in the ranking order of the grades they obtain on the examinations and/or evaluations.

4.6 Both promotional and open eligibility lists shall not last longer than twelve months unless specifically requested by a Department Head. In such cases, the list may be extended.

4.7 When an appointment is to be made to a vacancy, the appropriate Department Head shall submit to the City Clerk a completed Personnel Action form showing the name, beginning salary and range and the employment date of the candidate they have selected.

4.8 Any appointment or and evaluation of the following ~~promotion to a Department Head~~ positions shall be made by the City Council:

City Administrator
City Clerk
City Attorney ~~,~~

Appointment and evaluation of all other Department Heads and Appointed Officers shall be made by City Administrator. In the event that the City Administrator also serves in the role of a Department Head or Appointed Officer, the City Council shall make such appointment or evaluation regarding the role of that Department Head or Appointed Officer.

4.8.1 Staff appointment and evaluation shall be made by the Department Head ~~and City Administrator~~. In the absence of an employee being assigned to a specific Department Head, the City Administrator shall appoint and evaluate such employee.

4.8.2 Staff promotions are recommended by the Department Head to the City Administrator~~Council~~

4.9 Appointment to the position of City Attorney shall be made by the City Council.

4.10 In the absence of an eligibility list, a temporary appointment may be made by the appropriate Department Head, with the approval of the City Administrator, of a person meeting the minimum qualifications for the position. The Department Head must show good and sufficient reason for filling the vacancy immediately. A temporary appointment shall not last longer than six months.

4.11 Any employee may request a voluntary demotion. Such a voluntary demotion shall require the approval of the Department Head under whom the employee will serve. Any employee taking such a voluntary demotion may be placed in any salary of the appropriate salary range that does not provide an increase in salary based on the wage scale on file. The employee shall be given a new position anniversary date for merit review in accordance with the provisions of this policy.

4.12 If an employee takes a voluntary demotion as a result of a downward classification of their position, the salary status shall be in accordance with the provisions of this policy.

4.13 Voluntary demotions as a result of impending layoff shall be in accordance with the provisions of this policy.

POLICY 5

EMPLOYMENT LISTS

5.0 Eligibility lists shall be created in accordance with the provisions of Policy 4.

5.0.1 Eligibility lists may contain the names of one or more persons eligible for employment.

5.0.2 The appropriate Department Head may determine that an eligibility list be cancelled prior to the twelve-month period because of changed requirements for filling the position. Copies shall be kept on file as public record.

POLICY 6

PHYSICAL EXAMINATION

6.0 In order to be eligible for employment with the City of Montague, candidates shall be required to pass a physical examination, the character of which shall be in accord with standards established by the Department Head or State regulations.

6.1 In order to be eligible for promotion or transfer to a job class in a category requiring great physical qualifications than the present job class, the employee may be required to pass the appropriate physical examination.

6.2 An employee, as designated by the appropriate Department Head, maybe required to undergo a physical examination.

6.2.1 It is the policy of the City of Montague not to discriminate on the basis of age, ancestry, color, marital status, national origin, political and/or union affiliation, race, religion, sex, sexual orientation or disability in employment or the provision of services. It is the intent of the City to guarantee disabled persons equal opportunity to participate in or enjoy the benefits of City services, programs, or activities, and to allow disabled employees a bias-free work environment. The City, upon request, will provide reasonable accommodation in compliance with the Americans with Disabilities Act (ADA) and with the Fair Employment and Housing Act (DFEH) disability protections.

The City is committed to creating an environment in which facilities for public meetings and general public use are accessible. Furthermore, upon reasonable notification the City will provide auxiliary aids and services (interpreters, readers, assisted listening devices, text telephones, large print materials, audio tape, help in filling out forms, and other similar services and actions) if necessary and if such reasonable accommodation can be provided without undue hardship to the City. Disabled persons may request the auxiliary aids and services of their choice which will be given primary consideration. Communication of accessibility will be included in City public announcements.

The City has a commitment to ensure equal opportunities for disabled City employees. Every reasonable effort will be made to provide an accessible work environment and additional accommodations including auxiliary aids and services. Employment practices (e.g., hiring, training, testing, transfer, promotion, compensation, benefits, termination) will be administered so as not to promote discrimination of disabled employees.

Recruitment and selection processes will grant equal opportunity for employment to qualified applicants and will not discriminate on the basis of disability. Reasonable accommodation will be provided upon notification during an application/interview process.

The City is also committed to ensure equal opportunity for disabled persons to participate on boards and commissions. With reasonable notification, board and commission meetings will be held in accessible locations, requested auxiliary aids will be provided, and accommodation provided during the selection process of board and commission members. Through the recruitment process, the City will actively seek and invite the participation of board and commission members who are disabled.

All future construction and renovation of City-owned buildings and facilities will be carried out in accordance with Title 24 of the state of California and ADA Accessibility Guidelines (ADAAG)

In the event citizens, employees, or other participants in the City's programs, services, and activities feel the City has violated their rights under the ADA or DFEH, this policy provides a grievance procedure for handling such complaints.

City staff will be trained to ensure that disabled persons may participate in and benefit from City programs, services, and activities.

6.3 All physical examinations required under the provisions of this policy shall be performed by a licensed physician.

6.4 The City of Montague shall pay for any physical examination required under the provisions of this policy.

POLICY 7

PROBATION

7.0 All original and promotional appointments shall be for a period of not less than six (6) months. During the probationary period, the employee may be rejected at any time without the right to appeal or hearing. Probation may be extended at the recommendation of the Department Head and approval by the City Administrator.

7.1 An employee rejected during the probationary period from a position to which the employee has been promoted shall be reinstated to a position in the class from which he/she was promoted unless the employee is discharged from the City's service.

7.2 An employee shall be retained beyond the end of the probationary period only if the appropriate Department Head and the City Administrator affirms that the performance has been found to be satisfactory and the Department Head submits an employee evaluation review so stating and a Personnel Action form authorizing the end of such probation.

7.3 The employee will be appraised of their progress and the Department Head concerned will consult with them concerning potential or actual problems. Apprising an employee on probation of their progress shall not be a prerequisite for termination of probation or rejection of further employment.

7.4 An employee must meet probationary requirements prior to being eligible for promotional exams or discretionary promotion.

POLICY 8

DUAL EMPLOYMENT

8.0 There shall be no conflicting hours of work when a person is employed by two (2) or more departments. Dual employment within the City shall be subject to review and approval by City Administrator and the City Council.

8.1 A City employee may work for another employer so long as the employee continues to function in a satisfactory manner during service with the City, and there is no conflict of scheduled hours. No employee shall engage in outside employment or another activity which interferes with the efficient and proper discharge of the duties of City employment, and which tends to impair capacity to perform the duties and responsibilities assigned.

8.2 The City Council may prohibit and/or limit the type of outside employment Department Heads or employees may engage in as a condition of continued employment where a conflict with City employment can be clearly demonstrated. Nothing in this policy shall preclude the employee's

supervising a Department Head or the City Council from taking appropriate actions that are in violation of the provisions of this policy.

POLICY 9
EMPLOYMENT OF RELATIVES

9.0 To prevent conflicts of interest, to maintain high morale and professional working relationships among employees and ensure smooth and fair management, the City has established guidelines for employment of relatives.

9.1 Employees related by blood or marriage may not perform similar duties or responsibilities, report to the same immediate supervisor or supervise or be supervised by each other.

9.2 The employment of relatives in different departments is prohibited when, in the opinion of the City Administrator, potential problems of supervision, safety, security, morale, or potential conflicts of interest exist.

9.3 Employees who marry while employed are treated in accordance with these guidelines.

POLICY 10
PROHIBITION OF HARASSMENT, RETALIATION AND ABUSIVE CONDUCT

10.0 The City of Montague shall assure that our workplace is free from prohibited discrimination, harassment, abusive conduct, and retaliation by avoiding any behavior or conduct that could reasonably be interpreted as prohibited discrimination, harassment, or retaliation. No employee, not even the highest-ranking employee in the City, is exempt from the requirements of this policy. In addition, the City will not tolerate elected officials, customers, clients, and/or outside vendors harassing any employee. Such conduct should be immediately reported to your Supervisor or the City Hall Department. This reporting may take place irrespective of the chain of command or the organizational structure. If you find conduct in the workplace to be unwelcome or offensive, you are expected to immediately inform the person engaging in the conduct in a clear and unambiguous manner that the conduct is unwelcome or offensive and that you want the conduct to stop. In addition, even if the person ceases the offensive conduct, you should immediately report the behavior to your Supervisor or the City Hall Department. Every reported complaint of violations of this policy will be investigated thoroughly, timely, and to the extent possible confidentially. While the investigation proceeds, the City may put reasonable interim measures in place, including but not limited to, a leave of absence, change of shift, or transfer. The failure or refusal of the employee to cooperate in a City investigation of alleged wrongful conduct may subject the employee to disciplinary action, up to and including termination. Once reports of alleged violations of this policy are thoroughly investigated, the City will take appropriate action. The City may conclude that a violation has occurred. The City also might conclude,

depending on the circumstances, either that no violation of policy occurred or that the City shall not conclude whether a violation occurred. If the City determines that this policy has been violated or that other inappropriate conduct has occurred, effective remedial action will be taken appropriate to the totality of the circumstances, including disciplinary action, up to and including termination. The City may discipline an employee for any inappropriate conduct discovered while investigating reports or alleged violations of this policy, even if the conduct does not amount to a violation of the law or even a violation of this policy. If the person who engaged in the unwelcome offensive conduct is not employed by the City, the City will take whatever corrective action is reasonable and appropriate under the circumstances. Following the conclusion of the City's investigation, a City representative will advise the principal parties concerned of the results of the investigation separately. In addition to notifying the City about harassment, discrimination, or retaliation, employees also may file an administrative complaint with the United States Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH). These agencies will independently investigate and prosecute complaints of discrimination, harassment, or retaliation in employment. The deadline for filing an administrative complaint with the DFEH is one year from the date of the alleged unlawful conduct. The nearest office of the EEOC or DFEH is listed in the telephone book and on the internet.

10.1 Harassment includes, but is not limited to:

10.1.1 Verbal harassment such as epithets, derogatory comments, or slurs.

10.1.2 Sexual harassment such as unwelcome sexual advances, pinching, feeling or purposely rubbing up against another's body, request for sexual favors and other verbal or physical conduct of sexual nature as name calling, suggestive comments or lewd talk and jokes.

10.2 Abusive conduct means conduct of an employer or employee in the workplace, with malice, that a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct may include repeated infliction or verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. A single act shall not constitute abusive conduct, unless especially severe and egregious.

10.2.1 Training is required for all permanent employees every 2 years.

POLICY 11

PERFORMANCE APPRAISAL

11.0 Employees normally are reviewed at the end of their probationary period and again on their first anniversary date, and (at a minimum) annually thereafter for the purpose of:

11.0.1 Documenting and detailing employee completion of assigned tasks and general job performance.

11.0.2 Providing feedback to employees about their work and progress within the organization.

11.0.3 Highlighting achievements or deficiencies for the purpose of recognition or improvement.

11.0.4 Identifying employee potential for additional responsibilities or promotion.

11.0.5 Establishing training needs.

11.0.6 Providing a basis for salary action recommendations.

11.0.7 Supporting disciplinary action up to and including termination.

11.1 Performance Appraisals for all Department Heads will be conducted by the City Administrator, with the exception of the City Attorney, and City Clerk. The ~~and/or~~ City Council shall provide Performance Appraisals for the City Administrator, City Attorney, City Clerk, and any Department Head service concurrently as City Administrator or City Clerk.

11.2 The Department Head shall review and discuss the evaluation with the employee.

11.3 The employee will be asked to sign a form and be given the opportunity to include any comments in the appropriate section on the form. If the employee does not wish to sign the form or enter comments on it, the supervisor should indicate this fact on the form, and both the supervisor and the supervisor's superior should enter their signatures directly beneath this statement.

11.4 The completed form will be reviewed, and appropriate action taken, when necessary, prior to placing the form in the employee's personnel file.

11.5 Completion of a performance appraisal does not automatically warrant a salary adjustment or change in status, nor is the conduction of an appraisal to be interpreted as a guarantee of future employment with the City. Conversely, the failure of the City to conduct an appraisal on a specific employee's performance should not be viewed as preventing, limiting, or delaying the City from taking appropriate disciplinary action against any employee in those circumstances where the City deems such action, in its sole discretion, to be appropriate.

POLICY 12

HEALTH AND SAFETY

12.0 The Health and Safety Policy is summarized as follows:

12.0.1 To provide safe and efficient workplaces, and provide tools, equipment, and materials free from preventable hazards.

12.0.2 To provide appropriate employee training programs, emphasizing an individual's responsibility for safe work performance.

POLICY 13

CLASSIFICATION

13.0 It is the policy of the City of Montague to promote initiative, creativity, and employee development. The appropriate Department Head shall be responsible for the classification of all positions within their department. Classification of all positions shall require approval by the City Administrator.

13.1 A position may be reclassified on the basis of change in or reevaluation of the duties, responsibilities, and/or qualification requirements of the position. The appropriate Department Head shall be responsible for recommending such reclassification. A reclassification shall become effective upon concurrence of ~~approval of~~ the City Administrator and approval of the ~~/or~~ City Council.

POLICY 14

COMPENSATION

14.0 The appropriate Department Head shall be responsible for recommending wage rates and salary ranges for each job class in the City service. The wage rate or salary range for each class shall reflect fairly the similarities and differences in levels of duties and responsibilities.

14.1 Each job class shall be assigned a salary range or hourly rate. Such assignment shall ~~be made by the City Administration upon recommendation of the appropriate Department Head~~ become effective upon concurrence of the City Administrator and approval of the City Council.

14.2 Wage rates and salary structure for all job classes in service will be reviewed at least once each fiscal year.

14.3 It shall be the responsibility of the City Council to review and recommend salary adjustments for the Department Heads each fiscal year. It shall be the responsibility of the City Administrator to present such review of salary adjustments of the Department Heads to the City Council each fiscal year.

14.4 Total compensation consists not only of the salary received by the employee but also the various benefits provided.

POLICY 15

APPROPRIATE SALARY

15.0 The pay plan for the City of Montague shall be in accordance with the provisions of Ordinance No. 178-82, Chapter 2.32 of the Montague Municipal Code, and as thereafter amended. ~~Each position consists of a range of 5 graduated steps.~~

Commented [1]: Outdated approach as 15.1.3 now controls how raises are administered.

15.1 Pay increases may be granted for satisfactory performance appraisal and continued efficient service and upon recommendation of the employee's Department Head and the approval of City Council.

15.1.1 Pay increases for the Department Heads shall require approval of the City Council.

15.1.2 The effective date of pay increases shall be the first day of the pay period following the effective date shown on the Personnel Action Form signed by the appropriate Department Head and City Administrator.

15.1.3 After one year of service and at one-year intervals full time employees will receive an automatic increase. Part time employees will receive increases bi-annually. Salary review date will automatically increase by 2% or .29 whichever is greater. A longevity raise will include an additional 3% on the 8th year and every 3 years following:

Example:
Year 1-7 = 2%
Year 8 = 5%
Year 9-10 = 2%
Year 11 = 5%

15.2 Newly hired employees shall be compensated at the base of the salary range of the job class for which they are hired. When qualifications of a candidate for employment indicates a higher hiring rate would be in the City's best interest, the appropriate Department Head may recommend hiring at a higher rate in the salary range with the approval of City Council, but in no case higher than Step 3. The provisions of this section shall also apply to the reemployment and reinstated employees.

15.3 An incumbent employee reclassified with their position to a lower job classification shall be placed at the same step in the lower salary range, if possible. If the top of the salary range of the lower job class is lower than the incumbent rate of pay, the rate of pay shall be lowered accordingly.

15.3.1 An employee transferred to an equivalent job with the same salary range shall retain the rate of pay and anniversary date for purpose of merit review.

15.4 An employee who is promoted to a higher job class shall be given a salary increase at the rate at the beginning of the next range.

15.5 An employee who is being paid a salary higher than the base may be reduced on the basis of unsatisfactory work performance or conduct. Such action shall require the specific recommendation of the employee's Department Head and the approval of the City Council.

15.5.1 The employee shall be notified by the employee's Department Head no later than two calendar weeks prior to the effective date of the action. The notice shall contain a statement of the reasons for the action and shall inform the employee that the employee may file a reply with the Department Head and the City Council no later than one calendar week prior to the effective date of the action. Such reply shall be reviewed by the appropriate Department Head.

15.5.2 Before any action is taken, the employee shall be advised of the unsatisfactory work and a reasonable improvement period established. An employee evaluation is required.

15.6 An employee who is demoted shall be placed in the same range in the lower salary range that will provide a reduction in pay.

POLICY 16

HOURS OF WORK AND PAY DAY

16.0 The regular workweek for full time employees shall be a minimum of forty (40) hours. If an employee has not met 40 hours worked, they are required to use their accrued time to meet the 40-hour minimum before taking time without pay.

16.0.1 For all full-time employees with a regular workweek of forty (40) hours, the actual hourly rate of pay shall be twelve times the monthly rate divided by 2080.

16.1 Meal periods and breaks may not be saved for time off and shall be ~~are~~ scheduled by the Department Head to ensure that services to the public are not impaired. (Lab. Code, 512 and Cal. Code Regs., tit. 8, 11040 (Work Order 4) provides the law for meal and rest breaks for nonexempt employees.)

Meal break requirement

Any work period more than 5 hours per day requires a meal period of 30 minutes or more before the start of the sixth hour. If the workday is more than 10 hours/day, a second meal break must be given.

Off duty meal period

To be considered off duty and unpaid, the break must have the following:

Employee relieved of all duty.

(Work order 4 applies to persons employed in professional, technical, clerical, mechanical, and similar occupations and is summarized below since this appears to cover the City's employees. Different occupations fall under different work orders.)

Employer relinquishes control over employee's activities (free to come and go) provided with reasonable opportunity to take uninterrupted 30-minute break, employer does not discourage taking a meal break.

On duty meal period

Unless the employee is relieved of all duty during his or her thirty-minute meal period, the meal period shall be considered an "on duty" meal period that is counted as hours worked which must be compensated at the employee's regular rate of pay. On duty meals are allowed in limited circumstances. An "on duty" meal period shall be permitted only when the nature of the work prevents an employee from being relieved of all duty, the employee is paid, and when by written agreement between the parties an on-the-job paid meal period is agreed to. The written agreement shall state that the employee may, in writing, revoke the agreement at any time.

If the employer requires the employee to remain at the work site of facility during the meal period, the meal period must be paid. This is true even where the employee is relieved of all work duties during the meal period.

Eating lunch at desk while working

An employee who is provided the opportunity for a meal break but voluntarily works during the break can be eligible for straight pay if the employer knew or reasonably should have known of the work. An employer is not obligated to police meal breaks and ensure no work is being done. Bona fide relief from duty and the relinquishing of control satisfies the employer's obligations and does not create liability for premium pay. However, in this circumstance, an employer that knows or has reason to know an employee is performing work during the meal period owes compensation to the employee for

the time worked (including any overtime hours that have accrued as a result of working through the meal period).

This is not the same as a meal break waiver and would not automatically allow an employee to leave 30 minutes early. This is also not the same as a legally allowed "on duty" meal break. This practice should be discouraged, and employees told that they must take their break to ensure the law is followed.

Time records

Employees should be required to clock in and out or otherwise record their meal break periods. This should be done even if the employee volunteers to work during the break to document the opportunity to take their break. Missed meal breaks should be reported to the supervisor and the employee should be paid an hour of regulate rate pay. If an employee volunteers to work during the break and the employer knows of the work, the employee must be paid for the time worked, but must still track on the timecard that the break time was provided.

No "off-the-clock" work permitted

In order to avoid overtime claims, there ~~is should be~~ a no off-the-clock work policy. Employees ~~are should be~~ encouraged to report to management if they are denied a meal break.

Waiver of meal break

A waiver is only allowed if the employee's workday is completed in six hours. The waiver should be in writing, signed by employee and employer, but this is not required as long as there is mutual consent.

Suitable place for break

In all places of employment where employees are required to eat on the premises, a suitable place for that purpose shall be designated. If the City employees can leave the premises for lunch, no break room is required.

16.2 Employees will record hours worked and accrued leave time on department time clocks or timecard. In all departments, each employee is required to record their own time on time clock or timecard and to sign the timesheet. Questions should be referred to the Department Head or the City Clerk.

16.2.1 Department Head shall furnish the City Clerk with payroll and attendance records of their personnel.

16.2.2 Prior to issuance of any payroll checks, the payroll register shall be audited by the City Clerk. Any check with an unauthorized payment appearing in the payroll register shall be withheld by order of the City Administrator.

16.2.3 The City Clerk or Department Head will hold an employee's paycheck if the employee is absent on payday. If requested the check may be mailed or picked up with prior written authorization on file.

16.2.4 Employees should review their paychecks for errors. If a mistake is found, it must be reported to the supervisor immediately.

16.2.5 Report a lost or stolen paycheck to the City Clerk immediately. The City is not responsible for lost or stolen paychecks and if the City is unable to stop payment on the check, the employee will be responsible for such loss. If the city is able to put a stop payment notice on the check, another check will be issued.

16.2.6 Should extreme circumstances require an employee to request advance pay, they should contact the Department Head or City Clerk for assistance.

POLICY 17

OVERTIME/~~CTO PAY~~

17.0 Overtime shall be defined as that time worked in excess of 40 hours per week, or in excess of ten ~~eight~~ hours in a day.

Commented [2]: New policy for 4/10 schedule.

17.1 Authorized overtime shall be paid at time and one half the employee's regular hourly rate of pay for all hours worked as set forth in **17.0**.

17.1.1 Overtime shall be calculated to the nearest 15 minutes of overtime worked.

17.1.2 All overtime must be authorized by the appropriate Department Head.

17.2 Compensatory time off (CTO ~~T.O~~), calculated at the rate of time and one half for hours worked beyond the fortieth hour worked, may be accrued in lieu of paid overtime.

17.2.1 A Maximum of 80 200 hours may be accrued, in accordance with the Fair Labor Standards Act and California State Law.

Commented [3]: Reflecting prior change in the MOU

17.2.3 CTO may be used with Department Head approval. —Anything over four days for Department Heads need to have 45 days prior approval through council. This policy is subject to change for emergency situations.

17.2.4 Upon termination of employment, the City will pay any accumulated CTO credits.

17.2.5 Specified Community/City events are volunteer only and paid out as comp time only.

17.2.6 Nothing contained herein shall affect or threaten cancellation of any accrued CTO credit existing at the time of the adoption of this handbook.

17.3 A one (1) hour minimum of compensation will be given to any employee who is required to attend meetings after normal working hours.

17.4 Standby and emergency call out compensation for eligible employees shall be accordance with the following provisions:

17.4.1 When an employee is asked to be on standby and/or call out after hours which relates to Public Works Dept., and has worked over 40 hours in a workweek, the employee is paid in accord with Section 17.1 for anything over 40 hours with the option of taking CTO time instead of overtime pay.

17.4.2 When an employee is scheduled for weekend or holiday water & sewer plant duty, they shall receive $50.00 per day as compensation and $17.50 per weekday for being on standby.

17.4.3 All standby and emergency call out time shall be credited to the nearest 15 minutes of time worked.

17.4.4 All other emergency or call-out for all employees occurring after regularly scheduled weekend/holiday water plant duty and after regular time worked will be compensated according to **Section 17.1**. They shall receive a minimum of 2 hours compensation credit in accordance with the (Fair Labor Standards Act.)

POLICY 18
PAYROLL DEDUCTIONS

18.0 There are two types of payroll deductions: mandatory and optional.

18.0.1 Mandatory deductions are for:

1. Federal Income Tax
2. State Income Tax
3. Public Employees' Retirement System (PERS)
4. Social Security
5. Medicare
6. SDI (State Disability Insurance)

18.0.2 The mandatory tax deductions of Federal Income Tax and State Income Tax are based on the choices made when completing the W-4 form. W-4 information may be changed in City Hall at any time.

18.0.3 Optional deductions may be authorized for:

1. Financial Institution.
2. Employee association dues
3. Deferred compensation
4. Life, Vision, Dental and AFLAC Insurance

18.0.4 A Personnel Action form must be signed and submitted to the City Clerk for any optional deduction you may wish to authorize.

POLICY 19

WAGE GARNISHMENTS

19.0 The City shall comply with all valid claims against the wages of our employees, such as wage garnishments, assignments, and child support orders.

19.1 In accordance with applicable federal and state laws, disciplinary action generally may not be taken against any individual whose wages have been garnished or assigned.

POLICY 20

HOLIDAYS

20.0 The following holidays, with pay, shall be observed;

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Caesar Chavez
5. Memorial Day
6. Independence Day
7. Labor Day

8. Veteran's Day

9. Thanksgiving Day

10. The day following Thanksgiving Day

11. Christmas Eve

12. Christmas Day

13~~15~~. Three (3)2 days each year, the exact day to be selected by the employee but subject to the convenience of the department.

Commented [4]: To reflect MOU

When a holiday as defined in this policy falls on a Sunday, the following Monday shall be observed.

If any of the foregoing holidays fall on a Saturday, the preceding Friday shall be observed as a holiday.

20.1 In order to be eligible for holiday pay, an employee must either be at work on the regularly scheduled workday immediately preceding the holiday or day observed in lieu of the holiday. No employee who is on suspension or on unpaid leave of absence on either the regularly scheduled workday immediately preceding or immediately following the holiday or day observed in lieu of the holiday, shall receive compensation for said holiday or day observed in lieu of the holiday.

POLICY 21
VACATIONS

21.0 Permanent employees, shall receive annual vacation pay with the following exceptions:

21.0.1 Employees who have served less than six (6) months in the service of the City.

21.0.2 Employees who work on a temporary part time basis: seasonal or contract employees.

21.1 The employee shall be granted vacation credits according to the following schedule, to be taken at the discretion of the Department Head:

Year of Service	Annual Vacation Allowance	Monthly Accrual
1 year to 3 years	10 days per year	6.67 hrs./mo. 3.08 hrs./pay period.

4 years to 10 years	~~15 days per year~~	10 hrs./mo. 4.62 hrs./pay period.
~~After~~ 10 ~~to~~ 15 years	~~20 days per year~~	13.33 hrs./mo. 6.15 hrs./pay period
15 years to 20 years		16.67 hrs./mo. 7.69 hrs./pay period
> 20 years		20.0 hrs./mo. 9.23 hrs./pay period

Commented [5]: "Day" accrual not relevant since not in MOU and since switching to 10 hour days.

Commented [6]: To match MOU

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21.2 Accumulation may be no more than 240 hours ~~(30 days)~~ vacation credits. Exceeded vacation maximum listed above shall not earn vacation until the vacation accrual is reduced to the limit allowed.

Commented [7]: Accrual in MOU is by hours/pay period.

21.3 Anniversary Date: for the purpose of calculating vacation, shall be the year and month in which an employee started employment with the City.

21.4 Permanent part time employees will accrue vacation days in accordance with **21.1** above with paid time in relation to the hours normally worked by that employee.

21.5 In the event one or more municipal holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave, and the vacation shall be extended accordingly.

21.6 Employees who terminate employment shall be paid in a lump sum for all accrued vacation leave earned prior to the effective date of termination.

21.7 For vacation purposes, reinstated employees are considered new employees.

21.8 Employee will be allowed to withdrawal 80 hours of accrued time off once a fiscal year if bank does not drop below 40 hours, with prior approval of department head or council.

POLICY 22
SICK LEAVE

22.0 Sick leave shall be considered a right which an employee may use at their discretion but shall be allowed only in the case of necessity once an employee has completed ~~six (6) months~~ 90 days of service. Sick leave may be accumulated without limit.

22.0.1 Permanent employees shall accrue sick leave with pay at the rate of one working day, with full pay, for each calendar month of employment. (4 hours per pay period). Part Time Permanent employees shall accrue on a pro-rated basis.

22.1 Sick leave with pay shall accrue at the rate of one working day for each full month of continuous service in which the employee has worked, or is on authorized leave of absence with pay, or is on Workmen's Compensation leave.

22.2 An employee eligible for sick leave with pay may be granted such for medical and dental appointments, personal illness, physical incapacity, attend to immediate family members in accordance with the Family Medical Leave Act (FMLA), or for enforced quarantine of the employee in accord with community health regulations.

22.2.1 From the date of the positive test the employee needs to quarantine for 10 days. The tenth day, you need to be tested with negative results and can return to employment on the eleventh day. Both written tests need to be sent to employer.

22.3 In order to receive compensation while absent on sick leave, the employee or member of their family, shall notify the Department Head each day at or before the time set for beginning their daily duties.

22.3.1 Prior notification of planned sick leave you will need to get approval 3 business days prior to absence.

22.4 Sick leave with pay granted in excess of three consecutive working days is required to be justified by a written statement from a licensed practitioner certifying that the employee's condition prevented them from performing the duties of the position.

~~**22.4.1** If you are out sick you need to provide a negative COVID-19 test to return to work. Test must be taken at Siskiyou County Public Health or an In- House test with witness.~~

Commented [8]: Moved below

~~**22.4.2** In house, contact with COVID-19, your employer will pay your sick time off. Social contact with COVID-19, employees will have to use their accrued time off.~~

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22.5 An employee who becomes ill while on vacation, may have such period of illness charged to their accumulated sick leave instead of the vacation, provided that immediately upon return to duty, the employee submits to the Department Head a written request for sick leave and a written statement signed by their licensed practitioner describing the nature and dates of the illness.

22.6 Termination of an employee's continuous service, except by reason of layoff for lack of work or funds, all sick leave accrued at the time of such termination shall be forfeited, regardless of whether the employee subsequently enters the City service.

22.7 Documentation purposes (COVID-19) If employee is off for any COVID-19 related issue documentation on timecard will state COVID-19 (in memo section).

22.74.1 ~~If you are out sick you~~ You will need to provide a negative COVID-19 test to return to work. Test must be taken at Siskiyou County Public Health or an In- House test with witness.

~~**22.4.2** In house, contact with COVID-19, your employer will pay your sick time off. Social contact with COVID-19, employees will have to use their accrued time off.~~

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POLICY 23
MEDICAL LEAVE

23.0 For the purpose of recovering from an illness or injury, or other disability, including pregnancy related disability, the City Council may authorize a medical leave of absence without pay, up to three calendar months, provided:

23.0.1 The employee has been continuously employed by the city for at least one year.

23.0.2 The employee presents to the Department Head for referral to and consideration by the City Council, a written explanation of the employee's illness and an estimate of the time needed for recovery, signed by the employee's physician.

23.0.3 The employee has used all their accumulated sick leave and vacation leave.

23.0.4 Employees may request leave extensions in writing to their Department Head accompanied by proof of continuing disability for referral to and consideration by the City Council. An employee's position may be filled by a temporary replacement, with City Council approval, during a leave extension.

23.0.5 Prior to assuming their duties, the employee shall be required to take medical examination as prescribed by the City Council. The employment record and the results of such examination shall be considered by the City Council in determining the employee's fitness to return to work.

23.1 Barring lack of funds or work, an employee's job will be held during the first three months of approved medical leave if the employee's prognosis is for recovery in three months or less. The City will endeavor to place employees returning from leave in their former position closely comparable in status and pay, provided the employees have complied with all terms and conditions of the leave.

23.2 An employee who is on medical leave from the City may remain on the medical and dental insurance programs. The City contribution continues in the regular amount until the first of the month following 90 calendar days after the medical leave starts. Following this 90-day period, all insurance premiums are the responsibility of the employee.

23.4 An employee who is on medical leave shall be responsible for all other optional payroll deductions that have been authorized.

23.5 Light Duty: The City feels that it is in the best interest of all parties to have employees return to duty as soon as is medically possible following an injury or illness.

23.5.1 Employees who are capable of working at some level following an injury or illness may be returned to light or modified duty when appropriate and applicable and when the nature of the injury or illness is such that the employee will be returned to full, unrestricted duty in their original position. It is important to remember that there may be NO light duty available, and the individual capabilities of the employee determine what duties they can accomplish. Light duty assignments need not necessarily be confined to the employee's specific department. All employees whose treating licensed practitioner has deemed them fit for light/modified duty may use medical, sick, vacation or CTO or other accrued leave if light/modified duty does not equal their normally scheduled number of hours.

23.5.2 Limitations will be determined by the treating licensed practitioner with the nature of the light duty and restrictions clearly indicated. Under no conditions will the employee be returned to any light duty position without this documentation. The initial light duty assignment shall not exceed sixty (60) days and may be extended by Council approval on the recommendation, with the nature of the light duty and restrictions, by the treating licensed practitioner.

23.5.3 Medical reports from the treating licensed practitioner shall be submitted by the employee to the Council on a monthly basis. Reports shall include:

1. The last time the employee was evaluated by the treating licensed practitioner completing the report.
2. Condition of the employee as of the date of the report
3. Prognosis for a full and complete recovery of the employee
4. Status of light duty
5. Specific limitations and conditions of light duty employment.
6. City light duty form on file.

If this report is not submitted monthly, light duty may be revoked. Employees are required to follow the restrictions indicated on the treating licensed practitioner's release for work.

23.5.4 Prior to returning to regular duty from a light duty assignment, the employee shall submit a written acknowledgement from the treating licensed practitioner that they have received a copy of the employee's job description and duties and that the employee is able to perform those duties. Any restrictions that may attach to the release shall not prevent the employee from performing the core, essential job functions assigned to the employee's position.

23.5.5 Guidelines from the Americans with Disabilities Act will be followed when applicable.

POLICY 24

LEAVE WITHOUT PAY

24.0 An employee who has need to be absent from work and who has exhausted all accrued time may request to be placed on leave without pay. Must use all applicable time off.

24.0.1 An employee on leave without pay shall receive no compensation and shall accumulate no vacation or sick leave while on such leave.

24.0.2 Leave without pay for a period not to exceed one week may be granted by the employee's Department Head, by the issuance of a Personnel Action Form.

24.0.3 If the employee requires more than one week, the City Council may grant an employee a leave of absence of up to 90 days.

24.0.4 An employee returning to work from leave without pay shall be placed in the same salary the employee was in prior to such leave. If such leave was in excess of thirty (30) days, the employee's anniversary date for purposes of merit review shall be changed to conform with the provisions of Section 15.1, provided the employee returns to a position in the same job class, the salary status shall be determined in accord with provisions of Policy 15.

24.0.5 An employee who is on leave without pay shall be responsible for voluntary payroll deductions that have been authorized.

24.0.6 An employee who is on unpaid leave of absence from the City may remain on insurance programs at their own expense. The City's contribution to those premiums is suspended until the employee returns from unpaid leave.

POLICY 25

BEREAVEMENT LEAVE

25.0 Any permanent employee who is absent from work by reason of the death of an immediate family member as defined in the FMLA, shall be allowed Bereavement Leave with full pay, not to exceed 3 working days in any one fiscal year. Such leave shall not be deducted from accrued sick or vacation leave.

POLICY 26

MILITARY LEAVE

26.0 Temporary military leave for short training periods shall be granted to all City employees in accordance with the provisions of the Military and Veterans Code of California~~the State~~.

26.1 Reservist and members of the Guard. Employees serving in the reserve or National Guard will be granted unpaid temporary military leave to enable them to attend training as reservists or guard members.

26.1.1 Employees may use accrued paid vacation as needed to fulfill their obligations as reservists or guard members.

26.2 An employee returning from military leave of absence shall have an absolute right to be restored to the former office or position and status upon the termination of such temporary military duty. If the office or position has been abolished or otherwise has ceased to exist during the employee's absence, the employee shall have the same rights and privileges that employee would have had if they occupied the position when it ceased to exist and had not taken temporary military leave of absence.

26.3 Any employee who has been in the service of the City of Montague for a period of not less than six months prior to the date upon which they temporary military leave of absence begins, shall retain the same anniversary date for vacation and sick leave, and receive holiday privileges and the same rights and privileges to promotion continuance in office, employment, reappointment to office, or reemployment that they would have enjoyed had they not been absent therefrom; excepting that an uncompleted probationary period must be completed upon reinstatement.

26.4 Active Duty – Employees called to active duty in the reserve or National Guard will be granted leave without pay and are subject to the policies set forth in **Policy 24**. When the employee is released, separated or discharged under conditions other than dishonorable, the employee may return to and reenter upon the office or position after the termination of active service with the armed forces.

26.5 Employees who will require leave are expected to show their orders to their immediate supervisors as soon as they receive the orders.

POLICY 27

JURY AND WITNESS DUTY LEAVE

27.0 In the event any permanent employee is duly summoned to any court for the purpose of performing jury services a copy of the summons shall be submitted to their Department Head. Proof of service must also be submitted to the Department Head when the period of jury duty is completed.

27.1 The employee shall receive their regular compensation for any regularly scheduled working hours spent in the active performance of such jury service up to a maximum of 15 days per year.

27.1.1 The fees which an employee received as a juror, except mileage or subsistence allowances, are to be remitted to the City.

27.2 When an employee is subpoenaed for testimony or appearance during off duty in connection with official duty, the employee shall receive a minimum of two hours of CTO credit.

27.3 An employee will not be fired or otherwise discriminated against when called for jury duty or to appear in court as a witness.

POLICY 28

OTHER BENEFITS

28.0 The City of Montague shall contribute a fixed amount for employee and family medical, dental, vision and life insurance for full-time employees in accordance with current resolution or MOU.

28.0.1 New family members may only be added to an employee's coverage within 30 days of a change of family status (i.e., marriage or the birth/adoption of a child). Family members may be dropped from the plan at any time due to a dependent's death, marriage or acquisition of other health coverage.

28.0.2 If an employee separates from the city of Montague, or if a family member no longer qualifies as your dependent, contact the City Clerk for information on conversion options and possible continuation of enrollment.

28.1 The City shall contribute the cost of employee retirement benefits in accord with the provisions of the contract between the City of Montague and the Public Employees Retirement System.

28.2 Application of benefits to various types of employment:

28.2.1 Permanent Full Time: An employee scheduled to work full time on a continuing basis (indefinite). The employee is subject to all rules and regulations and receives all benefits and rights.

28.2.2 Permanent Part Time: An employee scheduled to work part time on a continuing basis (indefinite). The employee is subject to all rules and regulations and receives vacation, sick and holiday benefits on a prorated basis.

28.2.3 Temporary Full Time: An employee scheduled to work full time in a position which has been budgeted for a limited period. Sick Leave shall accrue per California State Law, no Holiday benefits.

28.2.4 Temporary Part Time: An employee scheduled to work part time (less than 40 hours per week) in a position which has been budgeted for a limited period. Sick Leave shall accrue per California State Law, no Holiday benefits.

POLICY 29

DRUG-FREE WORKPLACE
EMPLOYEE ASSISTANCE PROGRAM

29.0 The City of Montague in its desire to provide a drug-free workplace and in compliance with the Drug-Free Workplace Act of 1988 has developed the following policies concerning the issue of drugs in the workplace.

29.1 Covered substances include:

29.1.1 Alcoholic beverages of any kind, cannabis or cannabis products.

29.1.2 Controlled or illegal drugs or substances, which include all forms of narcotics, hallucinogens, depressants, stimulants, and other drugs whose use, possession, or transfer is restricted or prohibited by law.

29.2 Exceptions can be made for prescription drugs prescribed by a physician, dentist, or other person licensed by the state or federal government to prescribe or dispense controlled substances or drugs used in accordance with their instructions and may not be subject to the restriction of this policy.

29.2.1 The safety of the employees, co-workers and the public may not be affected. If the employee is not able to perform their job properly and safely, the City may require a medical exam, including a drug and alcohol screen.

29.3 The following activities are prohibited while an employee is on the company's premises or otherwise engaged in company business:

29.3.1 The manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substance or illegal drug.

29.3.2 The consumption of alcoholic beverages except at the City-sponsored events, where authorized in advance, provided, however, that excessive consumption rendering one under the influence of alcohol is expressly prohibited under any circumstances.

29.3.3 Being under the influence of alcohol, cannabis, cannabis products, illegal drugs, or substances in any manner during business hours, whether or not consumed on City premises and whether or not consumed outside of working hours.

29.3.4 Performing duties while under the influence of alcohol, cannabis, cannabis products or controlled and/or illegal substances or drugs regardless of whether the employee is in or out of the City limits.

29.4 Such employee who engages in any of the above behavior will be subject to disciplinary action, up to and including immediate dismissal or as a condition of continued employment, may be required to participate in and successfully complete drug or alcohol counseling or rehabilitation program if necessary.

29.5 The following actions, although not occurring on City Premises while performing city business, or during working hours are considered to endanger the City's reputation for honesty, integrity, and safety:

29.5.1 Indictment or conviction for criminal offenses related to the manufacture, possession, use, sale, distribution, dispensation, receipt, or transportation of any controlled substances or illegal drugs.

29.5.2 Any other actions involving alcohol, cannabis, cannabis products, controlled, or illegal drugs or substances that, in the opinion of the City Council, endangers the City's reputation for honesty, integrity, and safety.

29.6 Any employee who engages in these activities may will be subject to disciplinary action, up to and including immediate dismissal.

29.7 Employees who are convicted of controlled substance-related violations under state or federal law or who plead guilty or nolo contendere (i.e., no contest) to such charges must inform the City in writing within five days of the conviction or plea. Failure to do so will result in disciplinary action, including termination from employment for a first offense.

29.8 Supervisors shall be alert to signs of alcohol or drug abuse. An employee will be given the opportunity to participate in counseling and referral to other rehabilitation programs.

29.9 The City recognizes that substance abuse is a treatable illness and seeks to assist employees affected by this and/or other conditions.

29.10 The City may, at its discretion, grant employees taking part in an assistance program a leave of absence without pay. The employee may return to work after successful completion of the program and with appropriate medical certification that the employee is able to return and perform the essential functions of the job with or without reasonable accommodation.

29.10.1 Employees will be allowed to use sick leave.

29.10.2 Employee may be asked to and/or required to pass a substance abuse test.

29.10.3 Referral, diagnosis by, and treatment shall fully be kept confidential possible.

POLICY 30
LAYOFF AND REEMPLOYMENT

30.0 Layoffs for lack of work or lack of funds shall be on the basis of an evaluation of qualifications and performance on a City-wide basis.

30.0.1 An employee whose position has been abolished due to lack of work or lack of funds may be reassigned by the Department Head or City Council to any vacant position within the department or City in an equivalent or lower job class for which they meet the minimum requirements and qualifications. Employees so reassigned shall be placed at their present salary range or at the top of the new range if lower. Employees so reassigned may be reinstated to their former job class and salary range when positions in their former job class within their department become vacant. Such reinstatement shall be on the basis of an evaluation of qualifications and performance.

Policy 31

REINSTATEMENT

31.0 An employee who terminates their employment in good standing may be reinstated to a vacant position in the former job class within one year of their termination date without having to re-qualify for employment by competitive processes, subject to a physical examination.

31.0.1 An employee reinstated within thirty days of their termination date shall be considered to have continuous service and shall be credited with the amount of sick leave they had at the time of termination. The employee shall be placed in their former salary range and shall retain their anniversary for purposes of merit review. If the anniversary date has occurred during the period of absence, the new anniversary date shall be the first day of the next pay period following reinstatement.

31.0.2 An employee reinstated after 30 days of their termination date shall be considered to have broken service for all purposes.

31.1 An employee who has taken a voluntary demotion to a lower job class may be reinstated to a vacant position in their former job class within one year of the effective date of the voluntary demotion without re-qualifying by competitive processes.

31.1.1 An employee reinstated to their former job class from a voluntary demotion shall retain the rate of pay. The employee shall retain the anniversary date for purpose of merit review.

31.2 An employee who has been suspended, demoted or dismissed may be reinstated to their position as a result of a successful appeal through the grievance procedure. In the event of such reinstatement, the employee shall be entitled to their former status of employment and all pay, and benefits lost as a result of the disciplinary action.

31.2 The provisions of this policy shall apply only to all permanent employees.

POLICY 32
ELECTRONICS & CELLULAR DEVICES

32.0 Employees do not have the right of expectation of privacy in the use of City-supplied computers and electronic devices. In addition, the City computers can be used for personal reasons, but such use should be limited, not distract other employees and not distract from the general work.

32.1 The use of City land lines and personal cellular devices may need to be used during the work time for family and personal emergencies only.

POLICY 33
RETIREMENT

33.0 The City of Montague participates in the State of California Public Employees Retirement System (P.E.R.S.). Participation in this retirement plan is mandatory beginning on the first day of employment.

33.1 When an employee retires from the City, the employee may retain medical insurance for themselves and their dependents until the insured reaches age 65, which is when the retiree or dependent is eligible for Medicare. Medical premiums are at the retiree's expense.

33.2 The City of Montague also participates in Social Security.

POLICY 34
FOR DISCIPLINARY ACTION
DEMOTIONS, DISMISSALS, REDUCTION IN PAY OR SUSPENSIONS

34.0 Disciplinary actions are initiated by the employer. Employee's conduct will be grounds for disciplinary action. Causes for disciplinary action relating to conduct include but are not limited to:

34.0.1 Improper use of position as a City employee for personal gain, or to solicit a contribution, response or action designed to further a political or charitable cause.

34.0.2 Reporting to work Intoxicated or under the influence of any impairing substance. Any employee under the care of a physician prescribing a specific drug may bring this to the attention of the employee's supervisor.

34.0.3 Possession, use, distribution, manufacture, sale, or dispensation of any controlled substance or illegal drugs.

34.0.4 Gambling during the workday

34.0.7 Altering a timecard or attendance sheet or any other records.

34.0.8 Falsification of employment applications or resumes or any company pre- or postemployment forms or any other form of dishonesty.

34.0.7 Disorderly or offensive conduct or language towards the public, City Council, or other employees.

34.0.7 Being adjudged guilty of a crime which brings discredit to the City or hinders the employee's ability to perform their job capacity,

34.0.6 Refusal to seek treatment or resolution of personal problems which affect work performance (including but not limited to emotional or family problems, drug abuse or addiction, alcoholism).

34.0.7 Acceptance of gratuities or pressure designed to affect the City's response to the public or special interest groups (taking bribes for actions).

34.0.8 Taking City property or equipment for personal use. Taking the property of another employee.

34.0.9 Sleeping on the job during working hours.

34.0.10 Misusing, destroying or damaging any City property or property of any employee.

34.0.11 Making false, vicious, or malicious statements about any employee in the City.

34.0.12 Immoral conduct, dishonesty, or indecency

34.0.13 Threatening, intimidating, coercing or interfering with fellow employees.

34.0.14 If not following CDC, SCORE, OSHA, or Local County Public Health Guidelines when on COVID-19 related absence reimbursed by city or other funding. (www.cdph.ca.gov)

34.1 The following are examples of grounds for disciplinary action based on work performance:

34.1.1 Failure to follow orders from the City Administrator, their Department Head, or Ssupervisor, ~~or City Councilor Supervisor~~.

34.1.2 Failure to perform assigned work.

34.1.3 Abusing or being wasteful of materials, property or working time.

34.1.4 Failure to report to Department Head or Supervisor when being absent or being absent without permission.

34.1.5 Habitual or excessive absenteeism or tardiness.

34.1.6 Discussion of confidential City business with unauthorized persons.

34.1.7 Refusal to report in an official emergency.

34.1.8 Insubordination.

34.1.9 Falsifying City records.

34.2 Disciplinary actions may include:

Oral Reprimand
Written Reprimand
Reduction in Pay or Other Monetary Assessment
Administrative Leave
Demotion
Suspension
Termination

34.2.1 No Progressive Discipline Required– In the event that discipline is imposed, such action may be imposed at any level depending on the severity of the occurrence and history of prior discipline.

34.3 Procedures for disciplinary action may include (in no particular order) and are not limited to:

34.3.1 Oral Reprimand – Formal or informal interview between employee and the ~~supervisor or~~ Department Head or ~~Council Members~~City Administrator. This is done in private. Oral Reprimands are documented in the employee's file.

34.3.2 Written Reprimand – Must be presented to the employee and discussed between the employee and their Department Head or City Administrator~~Council Members~~. The employee is requested to sign the Written Reprimand before it is placed in the personnel file.

34.3.6 Reduction in Pay or other Monetary Assessment – Notice must be given to the employee in writing from the Department Head with the approval of the City Administrator~~City Council~~. If a Reduction in Pay occurs, a special Performance Evaluation shall be completed

after three (3) months to determine if the prior pay should be reinstated. No Reduction in Pay shall exceed one pay step.

34.4 Demotion – An employee may be demoted for work performance falling below the established standards. The demotion must be to a position for which the employee qualifies. Written notice must be given to the employee at least 5 working days in advance of the effective date of the demotion. All demotions must be approved by the City ~~Council~~Administrator. All demotions will be subject to a Performance Evaluation. Pay will be set at the same pay step in the lower classification.

34.5 Suspension

34.5.1 Disciplinary Suspension - Employees may be suspended without pay for up to 30 calendar days for disciplinary reasons. Notice must be given to the employee in writing from the Department Head with the approval of the City Administrator~~Council~~. Upon taking such action, the Department Head shall file with the employee, and the City ~~Council~~Administrator, a Personnel Action Form containing a statement of the reasons for action. Employees must be put on Administrative Suspension for 5 working days pending investigation (without pay) prior to a disciplinary suspension. Suspension shall be no more than 30 working days during any one calendar year.

34.5.2 Administrative Suspension – When an employee is subject to a Disciplinary Suspension or discharge, they must first be placed on Administrative Suspension ~~for 5 working days~~ pending investigation ~~(without pay)~~. Notice must be given in writing from the Department Head with approval of the City Administrator~~Council~~. Investigations should include a Performance Evaluation and statements from all concerned parties (public complaints, supervisors, other employees and/or witnesses). The result of the investigation and the action to be taken must be prepared in writing and provided to the employee before the end of the ~~5-day~~ suspension. If the investigation clears the employee, ~~the employee will receive retroactive pay for the period of suspension and~~ all references to the incident will be removed from the employee's personnel file.

In situations of conduct violations where it is deemed necessary to remove the employee from the situation (work site), the employee may be suspended by oral command of the City Administrator, Department Head or person in charge in the Department Head's absence. Suspension of this type shall be ~~with pay and~~ limited to the remainder of the employee's current shift and the following working day. Based on such review, further Administrative Suspension may be warranted. If the action was taken by someone other than the Department Head, that person must provide a written report of the incident to the Department Head no later than 8:00 A.M. the following day. The Department Head will notify City Administrator~~Council~~ and make a decision on further investigation or disciplinary action to be taken and inform the employee of their decision no later than close of business the same day.

34.6 Termination: An employee may be terminated for a major conduct violation, repetition of minor conduct violations, or for work performance falling below the established standards.

34.6.1 Notice must be given to the employee in writing.

34.6.3 Grounds for such action must be well documented.

34.6.4 Termination must be approved by the City AdministratorCouncil.

34.6.5 The employee will be required to surrender all City property in their possession.

34.7 Refusal to Sign a Disciplinary Action – Every employee has the right to refuse to sign a disciplinary action.

34.8 Appeal Procedures: Any employee in the city service shall have the right to appeal to the City Council on any disciplinary action, or alleged violation of this policy or the rules adopted pursuant thereto, except in those instances where the right of appeal is specifically prohibited by this chapter, or the rules adopted pursuant thereto.

B. All appeals shall be concluded as expeditiously as possible and in accordance with the requirements and procedures as set forth in the personnel rules and regulations adopted pursuant to this policy. (Ord. 178-82 § 10, 1982)

POLICY 35

GRIEVANCE PROCEDURES

35.0 All employees of the City are free to present concerns or grievances relating to employment or working conditions. The grievance procedure does not apply to disciplinary actions. Except where otherwise provided for by law, employee shall have the right to present grievances in any matter arising out of their employment in accord with the procedures outlined below.

35.1 The City will not permit any supervisor, or employee to engage in any form of retaliation against any employee who uses the following procedure or participates in the complaint resolution process.

35.2 An aggrieved employee shall have the right to be accompanied and assisted by a representative of they own choosing during any step of the grievance procedure.

35.3 Although an aggrieved employee may be assisted by a representative of their own choice, the employee must be present personally and participate in the discussions and proceedings.

35.4 The following series of steps provides a progressive procedure designed to resolve grievances at the lowest supervisory level consistent with justice, fair treatment and administrative policy:

STEP I Concerns about policies, procedures, practices or any issue arising in the workplace should be discussed with the supervisor or Council member as soon as practicable after the event giving rise to the particular concern occurs.

STEP II The supervisor or Council member will investigate all concerns and endeavor to respond to the employee as quickly as possible; under normal circumstances, this should occur within five (5) working days thereafter and the supervisor or Council member shall give the decision verbally to the employee.

STEP III If the employee and the supervisor or Council member cannot reach a satisfactory agreement on the concern within five working days of the initiation of the discussion, the employee may file a written grievance concerning the matter with the City Council. The written grievance shall clearly state the following:

Time
Place
Another person involved
Any other pertinent information

The Council will, within ten (10) working days after receipt of a written grievance, supply an answer in writing to the aggrieved employee, clearly explaining their decision of proposed action and reasons, therefore. The Council decision is final.

35.5 The Department Head or Council shall allow the employee such time off, with pay, from regular duties as determined to be necessary and reasonable for the processing of a grievance.

35.6 When the circumstances warrant, the time limits specified in each step of the grievance procedure may be extended with the consent of both parties concerned.

35.7 Failure of the aggrieved employee to file an appeal within the specified time limit for any step of the procedure shall constitute an abandonment of the grievance.

POLICY 36

EMPLOYEE and VOLUNTEER/NON-EMPLOYEE DRIVING STANDARDS

36.0 It is the policy of the City of Montague to establish and enforce the employee and Volunteer/Non-Employee driving eligibility standards.

36.0.1 The employee must continue to meet the established driving standards as a condition of employment for any position. Volunteers/Non-Employees must meet the established driving standards as a condition of continued service.

36.0.2 Department of Motor Vehicle license checks shall be made at least annually on every employee who drives a City Vehicle or personal vehicle on City business. Such license check is also applicable to Volunteers/Non-Employees who drives a City Vehicle or personal vehicle related to their service with the City.

36.1 Employees must possess a valid Driver's license to legally operate the class of vehicle they operate in their employment. Volunteers/Non-Employees must possess a valid Driver's license to legally operate the class of vehicle they operate in their service with the City.

36.2 Employees with two Department of Motor Vehicle (DMV) at-fault accidents or moving violations within the last three years shall be considered in a "warning Status" and shall be required to attend a defensive driving class. Department of Motor Vehicle checks will be made quarterly on employees in a "warning status".

36.3 Employees with two DMV at-fault accidents involving bodily injury or property damage in excess of two thousand five hundred dollars ($2500) within the last three years shall, upon notice, may be excluded from City liability coverage while driving City vehicles. Employees having any of the following within the last three years shall. Upon notice, may be excluded from City liability coverage while driving City vehicles:

36.3.1 Conviction of two driving while under the influence (DUI) offenses, one of which occurred with the preceding 12-month period.

36.3.2 Conviction of Hit and Run

36.3.3 Conviction of a homicide or assault arising out of the operation of a vehicle.

36.4 All prospective new employees for classifications that entail the driving or operation of City vehicles and equipment shall meet the established minimum driving eligibility standards in order to be considered for employment.

36.5 Current employees failing to meet the above minimum eligibility standards shall be informed in writing that they fail to meet the standards. Any further driving convictions will result in exclusion from coverage.

POLICY 37
USE OF PRIVATE VEHICLES ON CITY BUSINESS

37.0 The City will ensure the following:

37.0.1 Employees and volunteers/non-employees using their private vehicles on city business possess a valid driver's license to legally operate the class of vehicle used.

37.0.2 Employees and volunteers/non-employees must meet the minimum driving standards as outlined in the "Employee Driving standards" policy and procedure.

37.0.3 Employees and volunteers/non-employees show proof of automobile liability insurance in the minimum amounts indicated below:

Bodily Injury – Each Person	$15,000
Bodily Injury – Each Accident	$30,000
Property Damage – Each Accident	$5,000

POLICY 38
TRAVEL/TRAINING AND EXPENSE

38.0 **(Amended refer to Resolution No. 17-34)** Travel is limited to only those purposes, which enhance the efficient and effective operation of the City of Montague.

38.0.1 City employees traveling on City related business shall do so by the most reasonable means available, both in terms of financial costs as a primary focus and productive time utilization as a secondary consideration. It is also recognized that circumstances such as the distance to be traveled and the time necessary to travel, using good judgement and reasonable care to arrive at your destination safely and on time, proper trip planning, emergency situations, inclement weather conditions, etc., are all

factors which may have a significant impact in determining the allowance for the cost of travel. Volunteers/non-employees are not entitled to reimbursement under this policy unless approved in writing by the City Administrator prior to incurring any expense.

38.0.2 Whenever possible, City employees should take full advantage of any available discounts and/or travel agency special rates. City will pay no more than regular room rate. Proof of denial of hotel/hotel transient occupancy tax waiver from hotel.

38.0.3 Authority to travel and reimbursements for customary and reasonable costs incurred for such travel including meals, transportation, registration, lodging, parking and other related costs shall be in accordance with policy and procedures delineated herein.

38.0.4 Employees are encouraged to use department credit cards, if available, for all travel expenses. All receipts must be provided by the cardholder.

38.0.5 All travel reimbursement claims must be completed in ink, typewritten or using the travel claim form. Claims completed totally or partially in pencil will be returned as unacceptable.

38.0.6 The use of City vehicles is encouraged.

38.0.7 In no case will an employee be reimbursed in an amount greater than provided in this policy ~~resolution~~ without the approval of the City Administrator~~Council~~.

38.0.8 Reimbursement of commercial air travel will be at "coach" class cost.

38.1 TRAVEL DEFINITIONS:
Travel in this policy is defined as travel that is necessary to complete City business required by the department in the performance of its primary function and/or in the course of the employee's assigned duties and in which the employee is assigned away from his/her normal work site. Educational meetings will be approved only in those instances in which direct benefit to the city can be shown.

38.2 REQUEST FOR TRAVEL TRAINING AUTHORIZATION SUBMITTAL REQUIREMENTS:
A Travel Request/Expense Claim ~~(see Exhibit A, in travel packet)~~ is required for all travel in or out of city limits, including travel expense under $100.00 requiring an overnight stay and must be approved in writing by City Administrator~~Council~~. ~~Commissioner(s) are available for any questions or concerns prior to authorization.~~

38.3 OPERATING LICENSE, INSURANCE REQUIREMENTS AND MEANS OF TRAVEL:
Driver's License Requirements-Requirements for valid driver's license are as follows:
All City employees, or other authorized persons operating any City vehicle or operating a private vehicle used in the performance of City-related business must possess a valid driver's license.
Any City employee who does not maintain a valid driver's license will not be permitted to drive any City or private vehicle on behalf of City business. The responsibility of

making sure this provision is met lies with the City Clerk and all reasonable efforts should be made to assure the employee has a valid driver's license.
Any City employee that fails to maintain a driving record, as recorded by the Department of Motor Vehicles, free of significant Vehicle Code violations, may be restricted from driving City vehicles and personal vehicles for City business purposes. The City will not reimburse for the unlawful operation of City vehicle including parking or moving violations, except when it involves an equipment violation caused by the City or State or Local laws (for City owned vehicles only). The City is not responsible for lost, stolen or damaged person items, located inside of a City vehicle.

38.4 CITY VEHICLE OCCUPANTS

City vehicles are to be occupied by employees of the City of Montague. City employees are encouraged to carpool when more than one City employee is attending the same conference or function. Any operator of a City owned vehicle cannot consume or use alcoholic beverages and/or drugs.

38.5 PRIVATE VEHICLE USAGE

Private automobile usage must be approved by the Department Head and/or Commissioner prior to approval. If denied, and employee chooses to use private vehicle, employee will not be eligible for mileage reimbursement.
Personal use mileage is not reimbursable. Personal use mileage includes commuting from a persons' residence to and/or from their primary work location or side trips during the course of business.

38.6 INSURANCE REQUIREMENTS

Any employee who uses their personal vehicle for travel on City business who uses their private vehicle on official City business shall carry insurance for personal injury or property damage at minimum levels of $15,000 per person, $30,000 per accident, and $5,000 property damage. Employees not in compliance with these minimum standards shall not be authorized to drive their personal vehicles on City business. It shall be the responsibility of the employee to provide verification that such insurance is current.
The City's liability for any claim for vehicle repair or restoration arising out of the use of a privately-owned automobile with prior approval by the appropriate City Council is limited to the employee's insurance deductible or actual repair costs, whichever is less.
If a City employee is involved in an accident while operating a City vehicle, provide the following information to law enforcement agencies, operator of another vehicle:

Insurance Company: City of Montague
Address: PO Box 428 Montague, Ca. 96064
Phone: 530-459-3030

The employee must complete the City of Montague Vehicle Accident Report within 24 hours or as soon as possible and turn it in to the City Clerk. Must report vehicle collision or accident to local law enforcement.

38.7 MILEAGE CALCULATION AND REIMBURSEMENT

Mileage Calculation – If reimbursable, mileage is to be calculated from the employee's principal place of employment for the City or home if he/she departs from home, to the destination, whichever is shorter. Reimbursable mileage will be based upon the current state mileage rate, and the established distances as published by the American Automobile Association or Internet Map site, such as map quest. **(Refer to Resolution No. 18-02)**

City travel will be reimbursed at the rate allowed under prevailing Internal Revenue Service rules and regulations as maintained by the City Clerk of Montague.
City will not pay receipts for fueling a private vehicle. Must use the mileage calculation only, for use of personal vehicle.

38.8 LODGING

Lodging – These are costs for an employee to spend one or more nights for sleeping accommodations at a business providing such service. Only the single occupancy rate may be claimed for reimbursement except multiple occupancy rate will be claimed when City employees share a room. If a spouse accompanies the employee, the receptor must indicate what the cost would have been for just the employee to have stayed. If the accommodations are shared by peers from another entity and there for the same purpose, employee should request the facility invoice each separately.

MEALS: Receipts of actual cost due at time of reimbursement.

Meal Allowances – Meal Per-Diem will be reimbursed as follows:

Breakfast	$13.00 (must leave before 6:00 AM or return after 6:00 AM)
Lunch	$15.00 (must be gone before 11:00 AM and return after 1:00 PM)
Dinner	$22.00 (must return after 6:00 PM or leave before 6:00 PM)

Gratuities – Gratuities are included in the maximum meal reimbursement.

38.9 EXPENSE DOCUMENTATION

Receipt Requirements – Receipts must be provided for the following types of expenditures:

- All lodging expenses (paid and actual cost)
- Parking
- Registration fees (only if not prepared by the City)
- Telephone calls related to City business
- Fax charges for City related business
- Taxi/bus fare
- Car rental
- Air travel (use ticket stub or electronic itinerary)
- Other common carrier (use ticket stub)
- Commuter bus fare (i.e., airport service)
- Toll parking
- Meals

~NO RECEIPTS, NO REIMBURSEMENT~

38.10 NON-REIMBURSABLE PERSONAL EXPENSE

Personal Expense – Any and all expenses that are for the direct personal needs of the employee, except as otherwise identified as reimbursable under this document, are not reimbursable by the City. Examples of such non-reimbursable items are listed below. This is not intended to be an all-inclusive visit.

- Personal telephone calls (except as indicated under "Allowed Personal Calls")
- Alcoholic beverages
- Entertainment (including related transportation costs)
- Cleaning
- Fines
- Bails
- In-room movies
- Laundering
- Barbering

38.11 ~~REIUMBURSEMENT~~ REIMBURSEMENT PROCESS

Claim Process – The following is applicable to the claiming process whether or not an advance or payments have occurred:

Reimbursement forms and class-training agenda are due to be submitted to the City Clerk within thirty (30) days after the completion of the trip. Failure to adhere to the filing deadline will result in the denial of the reimbursement claim by the City Clerk. Such denial may only be appealed to the City Council.

All expenditures will be itemized, and all claims will include receipts for expenses as detailed under EXPENSE DOCUMENTATION.

POLICY 39

PERSONAL PROPERTY DAMAGE AND CITY PROPERTY USE

39.0 The City cannot insure or guarantee the security of your personal property on the premises.

39.1 Employees may not use city supplies, material, equipment or property for personal use.

39.2 Personal telephone calls, in or out, when on duty, shall be short and kept to a bare minimum.

POLICY 40

SELLING ON THE PREMISES

40.0 Solicitation of non-city business on city property is prohibited. This applies to outside salespersons and city employees.

POLICY 41

GIFTS AND GRATUITIES

41.0 Employees and volunteers/non-employees are not to accept any gift or gratuity from an individual, company or organization doing business with the city. All employees and volunteers/non-employees are expected to remain free from a potential conflict of interest. Any gift offered by an outside party should be politely, but firmly, declined.

POLICY 42

POLITICAL ACTIVITY

42.0 No employee of the City of Montague shall use their official authority or influence for the purpose of interfering with or affecting the result of election or a nomination of office; nor for the purpose of directly or indirectly coercing, attempting to coerce, commanding, or advising fellow employees or the public to pay, loan, or contribute anything of value, including personal services, to a party, committee, organization, agency or persons for political purposes. Nor shall any employee engage in any partisan activity during hours such employee is discharging the duties of they or her position.

42.1 Nothing stated herein shall be construed as limiting any employee's right to vote or freedom of reasonable expression of right of association, nor the exercise of any rights protected by the constitution of the United States of America and the State of California.

42.2 The word "employee" as used herein shall mean to include any person employed under programs or projects funded partially or wholly by other public agencies, and it is intended hereby that all enforceable laws and regulations of such other public agencies applicable to political activities by employees of this City shall also be observed.

42.3 Any employee who wishes to accept or seek election or appointment to a political office shall resign from the City's service.

POLICY 43

CIVIL DEFENSE/DISASTER RELIEF

43.0 City employees are considered emergency service workers.

43.1 If a disaster occurs in the City, the employees would normally be used at their regular workstation, but there may be work such as cleaning rubble, sandbagging, etc., that must be done.

43.2 If it occurs during non-working hours, the employee will be contacted, if possible, but otherwise it is the responsibility of the employee to see if they are needed.

43.3 Employee families may be sheltered in designated City facilities during emergencies.

END OF DOCUMENT

MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF MONTAGUE ("CITY") AND THE MONTAGUE EMPLOYEES' ASSOCIATION ("ASSOCIATION")

WHEREAS, representatives of the City Council and the Association have met on several occasions to discuss the question of compensation and benefits to be paid by the city to full-time city employees: and

WHEREAS, the terms and conditions of the negotiating parties are set forth below herein; and

WHEREAS, the members of the Association have agreed to these terms and conditions.

NOW THEREFORE BE IT RESOLVED that the parties agree that the following benefits shall be afforded to the full-time City employees for the term of this agreement.

1. **Term:** This Memorandum of Understanding will be effective July 1, 2023 and will expire on June 30, 2026. (Employee/Council can change 1 item a year)

2. **Benefit Plan:** The City will establish a flexible benefit plan and will contribute $1,700 (one-thousand and seven-hundred dollars) per month per employee for benefits afforded by this plan. If employee benefits exceed monthly payments of $1,700, the employee shall pay the amount in excess of $1,700 by way of payroll deduction.

3. **Benefit Plan Administration:** During the term of this agreement changes may be required from time-to-time as may be necessary to comply with changes in Internal Revenue Service Rules & Regulations. The Association agrees that the City shall have the discretion to make such changes to ensure that this plan is eligible for favorable treatment under the IRS Code.

4. **Amendment to the Benefit Plan:** The City and the Association agree that it may be necessary or desirable to add or remove benefit options from the benefit plan during the terms of this agreement. Any changes will be subject to the parties meeting and conferring over the desirability and impacts of the changes. The parties agree that removal of a benefit would only be appropriate if the benefit plan is no longer offered or applicable laws and regulations require its removal.

5. **Health Benefits:** Each employee shall subscribe to the minimum health plan offered by vendor contracting with the City. Employees' may take increased benefits but shall pay all premiums in excess of $1,700 per month by way of payroll deduction. If an employee has

health coverage through another company and chooses to subscribe, a waiver may be signed to opt-out of coverage.

5a. **Supplemental Benefits:** Each employee may subscribe to dental and vision coverage. Employees shall pay all premiums in excess of $1,700 per month by way of payroll deduction. A waiver may be required upon request.

6. **City Contribution Limitation:** The City agrees to pay $1,700 per month per individual employee for premiums for the individual employee's Flexible Benefit Plan. Employees' may enroll dependents, but the premiums paid for dependent's benefits will be paid in excess of $1,700 by employee, by way of payroll deduction. In the event that an employee does not choose benefits that require the full payment of $1,700 per month per employee, the unused premium will remain the property of the City and will not be a credit to the employee or the Association.

7. **Holidays:** The following holidays, with pay, shall be observed:

1. New Year's Day
2. Martin Luther King Day
3. Presidents Day
4. Caesar Chavez Day
5. Memorial Day
6. Juneteenth Day
7. Labor Day
8. Veteran's Day
9. Thanksgiving Day
10. The day following Thanksgiving Day
11. Christmas Eve- If the holiday falls on Sunday you will get the holiday on the previous Friday
12. Christmas Day
13. Three (3) days each year, the exact day to be selected by the Employee but subject to the convenience of each department and the City.

7a. **Holiday Work Breakdown:** If you work on a holiday the number of hours worked will be paid to you at regular wage and the same amount of hours will be added to your personal time for the hours you worked during that holiday.

8. **Sick Leave:** Sick leave shall be considered a right which an employee may use at their discretion but shall be allowed only in the case of necessity once an employee has completed 90 days of service. Sick leave may be accumulated without limit.

Permanent employees shall accrue sick leave with pay at the rate of one working day, with full pay, for each calendar month of employment. (4.15). Part Time Permanent employees shall accrue on a pro-rated basis.

Sick leave with pay shall accrue at the rate of one working day for each full month of continuous service in which the employee has worked, or is on authorized leave of absence with pay, or is on Workmen's Compensation leave.

An employee eligible for sick leave with pay may be granted such for medical and dental appointments, personal illness, physical incapacity, attend to immediate family members in accordance with the Family Medical Leave Act (FMLA), or for enforced quarantine of the employee in accordance with community health regulations.

In order to receive compensation while absent on sick leave, the employee or member of their family, shall notify the Department Head each day at or before the time set for beginning their daily duties.

Sick leave with pay granted in excess of three consecutive working days is required to be justified by a written statement from a licensed practitioner certifying that the employee's condition prevented them from performing the duties of the position.

An employee who becomes ill while on vacation, may have such period of illness charged to their accumulated sick leave instead of the vacation, provided that immediately upon return to duty, the employee submits to the Department Head a written request for sick leave and a written statement signed by their licensed practitioner describing the nature and dates of the illness.

Termination of an employee's continuous service, except by reason of layoff for lack of work or funds, all sick leave accrued at the time of such termination shall be forfeited, regardless of whether the employee subsequently enters the City service.

9. **Vacation:** Permanent employees', shall receive annual vacation pay with the following exceptions:

- Employees' who have served less than six (6) months in the service of the City.

- Employees' who work on a temporary part time basis, seasonal or contract employees.

The employee shall be granted vacation credits according to the following schedule, to be taken at the discretion of the Department Head:

Year of Service	**Monthly Accrual**
1 year to 3 years	3.08 hrs./pp
4 years to 10 years	4.62 hrs./pp
10 years to 15 years	6.15 hrs./pp
15 years to 20 years	7.69 hrs./pp
20 years <	9.23 hrs./pp

Accumulation may be no more than 240 hours (30 days) vacation credits.

Anniversary Date: for the purpose of calculating vacation, shall be the year and month in which an employee started employment with the City.

Permanent part time employees will accrue vacation days in accordance with the above paid time in relation to the hours normally worked by that employee.

In the event one or more municipal holidays fall within an annual vacation leave, such holidays shall not be charged as vacation leave, and the vacation shall be extended accordingly.

Employees' who terminate employment shall be paid in a lump sum for all accrued vacation leave earned prior to the effective date of termination.

Employees' using vacation will not be called in to do any City related business unless an emergency is declared by the City, County or State.

For vacation purposes, reinstated employees are considered new employees.

10. **Retirement:** Employees' will be enrolled in the Public Employees' Retirement System (PERS). The City will pay the employer contribution. Individual employees will pay by way of payroll deduction, the employee contribution.

11. **Compensation Time:** Employees' may be allowed to accrue a maximum of 80 hours of compensation time off in a calendar year. If compensation time off has not been used by the first pay day in December, the employee will be cashed out in lieu of overtime compensation at regular rate of pay. With reference to the subdivisions of (California Labor Code Section 204.3).

A one (2) hour minimum of compensation will be given to any employee who is required to attend meetings after normal working hours.

12. **Call out Pay:** Standby and emergency call out compensation for eligible employees shall be in accordance with the following provisions:

When an employee is asked to be on standby and/or call out after hours which relates to Public Works Dept., and has worked over 40 hours in a workweek, the employee is paid in accordance that anything over 40 hours with the option of taking CTO time in lieu of overtime pay.

When an employee is scheduled for weekend or holiday water & sewer plant duty, they shall receive $50.00 per day on weekends and $75.00 per holiday as compensation and $25.00 per weekday for being on standby.

All standby and emergency call out time shall be credited to the nearest 15 minutes of time worked.

Any employee on standby may not consume any drugs or alcohol.

The employee on call will get to take a vehicle home for the weekend/ holiday. The vehicle can only be used for emergency calls for the city and to be used to go to the water plant and sewer plant. If a city vehicle is used in any other unauthorized use, it is grounds for disciplinary action or termination.

If an employee is requesting any sick/vacation/CTO time off, then they will not receive standby pay.

All other emergency or call-out for all employees' occurring after regularly scheduled weekend/holiday water plant duty and after regular time worked will be compensated in accordance that all authorized overtime shall be paid at time and one half the employee's regular hourly rate of pay for all hours worked. They shall receive a minimum of 2 hours compensation credit in accordance with the (Fair Labor Standards Act.)

13. **Provision of Aflac & Nationwide:** The City will make available to employees' the option to purchase Aflac and Nationwide at the employee's expense by way of payroll deduction.

The parties agree that the terms and conditions set forth above or in the Benefit & Compensation Packet for the full-time Montague City employees are as follows; a full-time employee is an employee working more than 30 hours per week on a regular basis. It excludes seasonal workers who may work more than 30 hours per week but on a seasonal basis.

Approved at the regular City Council meeting on the 1st day of June 2023 by the following vote:

AYES: Murakami, Jackson, Vela, and Dooley
NOES:
ABSENT: Rivera
ABSTAIN:

Dated: 8/3, 2023

City of Montague/Mayor

By: Jakesha Murakami

Dated: June 1, 2023

City of Montague Employees' Association
President/Vice President

By: David Dunn, City Administrator

CITY CLERK
JOB DESCRIPTION

POSITION:

The clerk plays a multi-faceted roll that is also one of the most highly visible in the city/district/county. City Council members, Fire District Board members, the public, and city staff turn to the Clerk as resource for information and assistance. The Clerk must ensure the city and district are in compliance with extensive legal requirements, handle contentious situations, respond to the needs of the city, district, county and the public, document activities and decisions and meet multiple deadlines. A self-directed problem-solver with high standards for quality and an enthusiastic commitment to public service Under the direction of the City Council, to plan, supervise and make City income and expenditure accounting and financial record keeping; to make revenue and expenditure estimates, preparation and oversight of the annual city budget; to audit City expenditures and warrants to obtain budget control; to prepare reports of city financial condition; and to do related work as required. Supervise and participate in the maintenance of official City documents and records; and to do related work as required.

QUALIFICATIONS:

High school diploma or equivalent, five years of increasingly responsible administrative, accounting, records and office management experience. Four years of increasingly responsible secretarial experience involving frequent contact with the public; familiar with governmental accounting.

KNOWLEDGE:

Accounting principles, practices and methods; governmental accounting principles, modern office procedures, practices and equipment. Working knowledge of: applicable laws and regulations, including the Political Reform Act, Brown Act, Public Records Act and elections laws; Fair Political Practices Commission reporting requirements; principles and practices related to the City Clerk function; principles of supervision, training and performance evaluation; principles and practices related to records management; advanced recordkeeping procedures; English usage, spelling, grammar, and punctuation; basic math skills, standard office equipment and computer operation; and effective public relations skills. Plan and supervise the maintenance of complete City financial records analyze and interpret fiscal and accounting records and data.

DUTIES:

Supervises the maintenance of City financial records including income and expenditure, departmental budget, and special assessment records; supervises the collection of utility charges, license fees, and other revenues; the preparation of payroll, related reports and the preparation of warrants for payment; reconciles various revenue and expenditures, and current city financial position; audits department expenditures to insure they are within budget appropriation; audits and approves payments of bills and

MONTAGUE

CITY CLERK
JOB DESCRIPTION

warrants; complies income and expenditure estimates and prepares the annual budget; prepares a variety of financial and statistical reports such as the State Controller's Street Report showing expenditures for street maintenance and construction projects, contract administration, grant management, risk management; resolves complaints from the public concerning the finance department operations and performs planning/building duties as required, completing various confidential personnel and human resources functions, public information, and general administrative assignments.

As secretary to the Mayor and City Council, receives and responds to correspondence regarding council meetings; prepares agendas, legislative actions and proceedings and supporting documents and materials assuring compliance with open meetings and Fair Political Practices laws and procedures, coordinating municipal election functions, prepares chambers; records and drafts the minutes; prepares, processes, records, files, post and/or publishes ordinance and resolutions; maintains city code book; advertises public hearings, notices, employment opportunities, contract bids and the maintenance of said records and documents; receives and responds to citizen complaints, inquiries and requests; maintains custody of City seal; executed, attests or certifies to official documents. Additionally, performs duties as required by pertinent City ordinances and government codes. The City Clerk may be required to give a staff report once a month at the City Council meeting.

The City Clerk is responsible for supervising the clerical staff and prioritizing direction of workload for proper management of City Clerk's office.
The City Clerk is responsible for bank deposits, bank reconciliations, transfers and inventories for City Clerk's office.

Provide proof of insurance for the minimum required limits.

MONTAGUE

City Council Staff Report

AGENDA ITEM VIII 9

Meeting Date: March 6, 2025

Subject: Consideration/approval of contract with AGT to do pre-audit

From: Dave Dunn, City Administrator

Introduction

The council asked to get a proposal from AGT for their assistance it reconciling and preparing for our annual audit.

Discussion/Analysis

I reached out to AGT and asked them to give the city a proposal for their assistance to help get us ready for our audit of 23/24 year. I also requested a proposal for a monthly service to keep us on track.

Recommendation

That the City Council move to adopt the following motion:
"Approve the proposal of AGT"

Attachments: AGT proposal

Action Taken: _____

Public Works

From: Ellyn Bruce <ellyn@agtcpa.com>
Sent: Monday, January 27, 2025 4:44 PM
To: Public Works
Subject: Montague Proposal FYE 6/30/24

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Dave,

I have put together a proposal for the assistance of the City in reconciling bank accounts July 2023 – June 2024 and audit preparation work for the fiscal year-end June 30, 2024.

Our proposed fee for these services is for approximately 140 hours at $200/hour up to $28,000. If, or when we are approaching the cap on the dollar amount we will discuss with you where we are at in the process and determine if a change order is required. Upon acceptance of our proposal we will furnish you with an engagement letter outlining our services and the fee listed here. This is with the anticipation that we will be able to access your FundBalance system remotely as the above proposed hours do not take into consideration hours for travel to the City's office outside of an initial visit to gain an understanding of what will be required for the 23/24 fiscal year

I anticipate that we will be able to start after the completion of the 22/23 fiscal year audit so that we have audited beginning balances for the year. Our availability will be more limited in late February – April as is the nature of our busy season, but we will prepare and furnish you with an engagement letter upon acceptance of our proposal.

Upon completion of the 23/24 fiscal year we will discuss a proposal for other services.

If you have any questions related to the above please let me know and I would be happy to discuss those with you.

Thanks,

Ellyn Bruce

Ellyn Bruce, CPA | Manager
AGT | CPAs and Advisors
1726 Court Street, Redding, CA 96001
Ph: 530-241-3881 | Fax: 530-241-6296
ellyn@agtcpa.com | www.agtcpa.com



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Public Works

From: Will Sargent <wsargent@capstoneaccounting.com>
Sent: Tuesday, February 11, 2025 6:13 PM
To: Public Works
Subject: Update

Hey Dave,
I wanted to reach out and let you know that unfortunately we will not be able to continue to provide accounting services for the City of Montague. We have had some changes with our staff and are not going to have the capacity to be able to serve the City. We wish you guys nothing but the best moving forward.

Will Sargent
Partner
Capstone Accounting and Tax
Main: 541.882.6630 Ext 499
wsargent@capstoneaccounting.com

CAPSTONE
ACCOUNTING AND TAX
www.capstoneaccounting.com

Click here to upload files securely to Will.

Note: We are now operating as Capstone Accounting and Tax to better reflect the breadth of services we offer. Emails from @capstoneaccounting.com are official communications from our team.

Important IRS Required Disclosure: Pursuant to requirements relating to practice before the Internal Revenue Service, any tax advice in this communication (including attachments): (1) is limited to the one or more federal tax issues addressed in the communication; (2) is subject to additional issues that may exist that could affect the federal tax treatment of the transaction or matter that is the subject of the communication and that the communication does not consider or provide any conclusion with respect to any additional issues; and (3) may not be used, and cannot be used for the purpose of (a) avoiding penalties imposed under the United States Internal Revenue Code, or (b) promoting, marketing or recommending to another person as to any tax-related matter.

NOTICE: This communication may contain privileged or otherwise confidential information. If you are not the intended recipient, or believe that you have received this communication in error, please do not print, copy, retransmit, disseminate, or otherwise use the information. Also, please indicate to the sender that you have received this e-mail in error, and delete the copy you received. Thank you.

MONTAGUE

City Council Staff Report

AGENDA ITEM VIII 10

Meeting Date:, March 6, 2025

Subject: Consideration/approval of the purchase of 2 trucks for public works for the amount of $65,000

From: Dave Dunn, City Administrator

Introduction

Consideration/approval of the purchase of 2 trucks for public works for the amount of $65,000

Discussion/Analysis

Public works has 3 trucks that aren't in very good mechanical condition. Public works is going to put them up for auction on March 18th. They would like to purchase 2 trucks to replace the old ones. The first one is a 2017 Ford F250 4x4 with 66,000 miles on it. The other is a 2020 Dodge with 27,000 miles. Public works would like to split the cost 3 ways with Water and Sewer cap accounts and use money that public works has form the fires.

They would like to have $65,000 to get the trucks and get some seat covers and floor mats to keep them nice.

Recommendation

That the City Council move to adopt the following motion:

"Approve the purchase of 2 trucks for $65,000

Attachments: Sales Quotes.

WhyBuyNewAutos.com
Phone **(916) 624-8100**
Fax **(916) 624-8102**

2/18/2025

Sales Quote

Maclean, Michelle (Salesman)

Buyer(s)		Co-Buyer(s)	
City Of Montague			
230 S 13th St Montague, CA 96064- Ph: (530) 598-2704 publicworks@cityofmontagueca.com			

Loan Proposal - On Approved Credit

Interest	Add-On	APR	Term	Payment
☐ Add-On ☒ Simple		0.000%	1 Months	$35,524.09 Final Pmt: $35,524.09

Payments are estimates and APR is subject to negotiation

WhyBuyNewAutos.com

A Valued Member of ASN Software

Sales Information

Price		**$32,980.00**
Accessories		$0.00
Doc Fee		$85.00
Tax	7.25%	$2,400.84
Service Contract		$0.00
Gap		$0.00
DMV		$0.00
Other Fees		$58.25
Insurance		$0.00
Total		**$35,524.09**
Deferred		$0.00
Cash Down		$0.00
Trade Allowance		$0.00
Trade Lien		$0.00
Net Trade		**$0.00**
Rebate		$0.00
Total Net Down		**$0.00**
Amt Financed		**$35,524.09**

Trade Information

Trade 1:
Trade 2:

Vehicle Profile

Stock Number	**8117**	Hill Start Assist Control	Power Windows	AM/FM Stereo
	2017 Ford F250 Super Duty Regul	AdvanceTrac	Power Door Locks	Dual Air Bags
	XL Pickup 2D 8 ft White	ABS (4-Wheel)	Cruise Control	Side Air Bags
VIN	**1FDBF2B69HEE28972**	Alarm System	Power Steering	Head Curtain Air Bags
		Air Conditioning	Tilt & Telescoping Wheel	Towing Pkg

66,000 miles

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Photos may be stock images.

Price

Corning Ford Discount

Price

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accuracy cannot be guaranteed. All efforts have been made to ensure that
however, they are subject to change without notice and may not repres
confirm. This site, and all information and materials appearing on it, are pre
kind, either express or implied. All vehicles are subject to prior sale. Price e
charges, or dealer Doc fee of $85, $30 electronic filing fee or state emissi
locations are not currently in our inventory (Not in Stock) but can be r
reasonable date from the time of your request, n

Body Details

otos may be stock images.

ehicle Notes

u won't want to miss this excellent value!
cked with features and truly a pleasure to drive!
p features include a split folding rear seat,
ont...
ad More...

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(530) 838-4619

Vehicle Transportation

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Get a quote to transport this specific vehicle from t
your business. Powered by Crestline Auto Transpor

hassis Details

Mileage	69,635
Stock Number	83658
Stock Type	Used
Year	2019
Make	Ford
Model	F-350
Class	3
Drivetrain	4x4
Cab-to-Axle	60
Wheelbase	180
Cab Type	Crew
Vehicle Trim	Vinyl
Interior Color	Medium Earth Gray
Exterior Color Description	Oxford White
Engine Cylinder Count	8

Automatic
Gasoline 6.2 L
Dually

WORKSHEET

Palms Auto Sales Inc.
7644 Sunrise Blvd Suite B
CITRUS HEIGHTS, CA 95610

Vehicle Sold: 3582
2020 Ram 1500 Classic Quad Cab
VIN:1C6RR7FG6LS157834 Color: Black
Mileage: 27478

Date: Feb 24, 25

Cash Price.....:	22,999.00
Doc Prep.....:	65.00
Smog Fee Seller.....:	50.00
County.....:	SISKIYOU
Sales Tax.....:	1675.77
Tax Rate.....:	7.250
Smog Certificate.....:	8.25
Cash Down.....:	0.00
Trade.....:	0.00
Pay-Off.....:	0.00
Gap Contract.....:	0.00
Warranty.....:	0.00
Insurance.....:	0.00
Manufacturer's Rebate.....:	0.00
Amount Financed.....:	24,798.02
Payment Amount.....:	24,798.02
No. Of Payments.....:	One Pay

Customer's Acceptance

27,500 miles

Advanced Auto Wholesale
Phone (530) 529-5744
Fax (530) 529-5153

Sales Quote

2/19/2025

Jansen, John (Salesman)

Buyer(s)	Co-Buyer(s)

* Original Price: $29,995.00

Loan Proposal - On Approved Credit

Term	Payment
1	$ 31,827.18
Months	Final Pmt:31,827.18

Payments are estimates and APR is subject to negotiation

Sales Information

Price *	**$29,500.00**
Accessories	$0.00
Doc Fee	$85.00
Tax 7.25%	$2,150.93
Service Contract	$0.00
Gap	$0.00
DMV	$0.00
Other Fees	$91.25
Insurance	$0.00
Total	**$31,827.18**
Deferred	$0.00
Cash Down	$0.00
Trade Allowance	$0.00
Trade Lien	$0.00
Net Trade	**$0.00**
Rebate	$0.00
Total Net Down	**$0.00**
Amt Financed	**$31,827.18**

Advanced Auto Wholesale

A Valued Member of ASN Software

Trade Information

Trade 1:
Trade 2:

Vehicle Profile

Stock Number	**3087**
	2015 Chevrolet Colorado Crew Ca
	Z71 Pickup 4D 6 ft Green
VIN	**1GCGTCE33F1232346**

Hill Descent Control	Cruise Control	Side Air Bags
Hill Start Assist Control	Power Steering	F&R Head Curtain Air Bags
Traction Control	Tilt & Telescoping Wheel	Heated Seats
StabiliTrak	AM/FM Stereo	Dual Power Seats
ABS (4-Wheel)	Premium Sound	Daytime Running Lights
Keyless Entry	SiriusXM Satellite	Fog Lights
Keyless Start	Navigation System	Running Boards
Air Conditioning	Bluetooth Wireless	Hard Tonneau Cover
Sliding Rear Window	OnStar	Bed Liner
Power Windows	Backup Camera	Towing Pkg
Power Door Locks	Dual Air Bags	Premium Wheels

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Advanced Auto Wholesale
Phone **(530) 529-5744**
Fax **(530) 529-5153**

City of Montague

Sales Quote

2/19/2025

Jansen, John (Salesman)

Buyer(s)		Co-Buyer(s)	

Loan Proposal - On Approved Credit

Term	Payment
1	$ 30,213.07
Months	Final Pmt:30,213.07

Payments are estimates and APR is subject to negotiation

Sales Information

Price	**$27,995.00**
Accessories	$0.00
Doc Fee	$85.00
Tax 7.25%	$2,041.82
Service Contract	$0.00
Gap	$0.00
DMV	$0.00
Other Fees	$91.25
Insurance	$0.00
Total	**$30,213.07**
Deferred	$0.00
Cash Down	$0.00
Trade Allowance	$0.00
Trade Lien	$0.00
Net Trade	**$0.00**
Rebate	$0.00
Total Net Down	**$0.00**
Amt Financed	**$30,213.07**

Advanced Auto Wholesale

A Valued Member of ASN Software

Trade Information

Trade 1:
Trade 2:

Vehicle Profile

Stock Number	**2632**
	2018 Chevrolet Colorado Crew Ca
	Z71 Pickup 4D 5 ft Gray
VIN	**1GCGTDEN7J1156324**

Chrome Appearance Pkg	Cruise Control	F&R Side Air Bags
Hill Descent Control	Power Steering	F&R Head Curtain Air Bags
Hill Start Assist Control	Tilt & Telescoping Wheel	Heated Seats
Traction Control	AM/FM Stereo	Dual Power Seats
StabiliTrak	Premium Sound	Daytime Running Lights
ABS (4-Wheel)	SiriusXM Satellite	Fog Lights
Keyless Entry	MyLink	Running Boards
Keyless Start	Navigation System	Bed Liner
Air Conditioning	Bluetooth Wireless	Towing Pkg
Sliding Rear Window	OnStar	Oversize Off-Road Tires
Power Windows	Backup Camera	Oversized Premium Wheels 20"+

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Advanced Auto Wholesale
Phone (530) 529-5744 John
Fax (530) 529-5153

2/18/2025

Sales Quote

Jansen, John (Salesman)

Buyer(s)	Co-Buyer(s)

* Original Price: $27,995.00

Loan Proposal - On Approved Credit

Term	Payment
1	$ 31,000.00
Months	Final Pmt:31,000.00

Payments are estimates and APR is subject to negotiation

Sales Information

Price *	**$27,833.62**
Accessories	$0.00
Doc Fee	$85.00
Tax 7.75%	$2,170.13
Service Contract	$0.00
Gap	$0.00
DMV	$820.00
Other Fees	$91.25
Insurance	$0.00
Total	**$31,000.00**
Deferred	$0.00
Cash Down	$0.00
Trade Allowance	$0.00
Trade Lien	$0.00
Net Trade	**$0.00**
Rebate	$0.00
Total Net Down	**$0.00**
Amt Financed	**$31,000.00**

Advanced Auto Wholesale

A Valued Member of ASN Software

Trade Information

Trade 1:
Trade 2:

Vehicle Profile

Stock Number 2632
2018 Chevrolet Colorado Crew Ca
Z71 Pickup 4D 5 ft Gray
VIN 1GCGTDEN7J1156324

89,256

Chrome Appearance Pkg	Cruise Control	F&R Side Air Bags
Hill Descent Control	Power Steering	F&R Head Curtain Air Bags
Hill Start Assist Control	Tilt & Telescoping Wheel	Heated Seats
Traction Control	AM/FM Stereo	Dual Power Seats
StabiliTrak	Premium Sound	Daytime Running Lights
ABS (4-Wheel)	SiriusXM Satellite	Fog Lights
Keyless Entry	MyLink	Running Boards
Keyless Start	Navigation System	Bed Liner
Air Conditioning	Bluetooth Wireless	Towing Pkg
Sliding Rear Window	OnStar	Oversize Off-Road Tires
Power Windows	Backup Camera	Oversized Premium Wheels 20"+

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MONTAGUE

City Council Staff Report

AGENDA ITEM VIII 11

Meeting Date: March 6, 2025

Subject: Alternate Work Schedule Agreement

From: Dave Dunn, City Administrator

Introduction

Alternate Work Schedule Agreement

Discussion/Analysis

The employees would like to make the alternative work schedule permanent.

The alternate week schedule agreement allows staff members, upon approval of their supervisor, to enter into an agreement to work one of several alternative workweek schedules. The most common would be a 4/10 shift where the employee would work Monday -Thursday 6:00 am – 4:30 pm or 7:00 am – 5 pm. A 9-hour/4-hour work week is also offered for those employees wanting to work only half-day on Friday (9 hours Monday – Thursday, and 4 hours Friday). A traditional 8 hour day schedule of 8:00 am – 4:30 pm Monday – Friday is also offered.

Recommendation

That the City Council move to adopt the following motion:

"Approve the alternate work schedule"

Attachments: Alternate work schedule

Action Taken: _____

Employee Name:_____

Alternate Work Schedule Agreement

This Agreement is entered into by _____ (Employee) and the City of Montague (City) to alter the normal work schedule of Employee from 8:00 a.m. to 4:30 p.m., Monday – Friday (8-hour days) (Normal work schedule) to the Alternative Work Schedule selected below by Employee and approved by the City Council.

This pilot program is to determine the suitability of alternative work schedules for the City and permanent employees of the City, an alternate voluntary change in work schedule is offered that can be utilized by all permanent employees. No employee will be required or compelled in any way to participate in selecting a work schedule that is different from the Normal Work Schedule or such other current work schedule under an Alternative Work Schedule Agreement.

Since the plan is intended to benefit both the employee and employer, the following basic rules will make the plan workable and easy to administer. An employee who does not agree and/or follow these terms may be returned to a regular 8-hour day work schedule at the discretion of the Council.

The following guidelines will apply to all permanent employees requesting to work the alternate work schedules.

1. Timecards shall promptly be submitted to the City Clerk no later than 3 p.m. on the Monday following the Sunday of the pay period in question.

2. The total number of hours on the timecard must total the normal hours the employee was scheduled to work for that pay period (e.g., 80 hours per pay period, 64 hours per pay period, etc.). Any deviation from the to normal number of hours must be reflected in usage of vacation, compensatory time off (CTO), personal time off (PTO), or sick leave.

3. Holidays will be paid for normally scheduled workday hours. (Example: If the employees schedule is: 6:00 a.m. to 4:30 p.m., Monday –Thursday (10-hour days) if Monday was a holiday, you would get your normal work hours of holiday pay (10 hours). If Friday was a holiday, then you would get no holiday pay.

5. Employee is not entitled to and will not receive pay for over time until employee works more than their scheduled hours per day (e.g., 8, 9, or 10 hours depending on schedule) or more than the total hourly work week (e.g., 40 or 32 hours per week).

6. Approval of the voluntary change in the work schedule is temporary and is offered as a mutually convenient alternative to the normal work schedule of a 40 hour work week of 8:00 a.m. to 4:30 p.m., Monday – Friday (8-hour days). Any alternative shall only continue as long as it does not negatively impact the City of Montague and/or service to the public. This schedule may be altered or rescinded at the Council's discretion due to staffing issues, agency need or your performance. Any alternative may be forfeited by the Employee, and become effective at the second following pay period. Returning to an alternative schedule after forfeiture shall require separate action by Council to ratify the alternative schedule at that time.

7. If an employee decides to enroll in the plan they must sign the attached form stating that they have read and agree to all the plan conditions as outlined.

Alternate work schedule:

(40 hours per week)

- ☐ 6:00 a.m. to 4:30 p.m., Monday –Thursday (10-hour days)
- ☐ 7:00 a.m. to 5:30 p.m., Monday- Thursday (10-hour days)
- ☐ 6:00 a.m. to 3:30 p.m., Monday –Thursday (9-hour days)
  8:00 a.m. to 12:00 p.m. on Friday (4 hours)
- ☐ 7:00 a.m. to 4:30 p.m., Monday-Thursday (9-hour days)
  8:00 a.m. to 12:00 p.m. on Friday. (4 hours)

(32 hours per week)

- ☐ 7:00 a.m. to 3:30 p.m., Monday – Thursday (8-hour days)
- ☐ 7:00 a.m. to 2:30 p.m., Monday Thursday (7-hour days)
  8:00 a.m. to 12:00 p.m. on Friday (4 hours)

Alternate Work Schedule Agreement

I have read the guidelines for the alternate work schedule, and I understand and agree to the rules set forth.

I understand that abuse of the alternate work schedule (i.e., tardiness, doing private work on city time, etc.) will cause Council to revoke my alternate work schedule privilege and I will have to return to a work schedule that is decided upon by the Council. It may also be grounds for disciplinary action.

This agreement shall be considered null and void if signatures from both the employee and supervisor are not provided.

Employee Signature:_____
Date:_____

Supervisor Signature:_____
Date:_____

City Administrator/Public Works

3/6/2025

February was a rough month for all staff. With the snow storm and flooding of 12 different residents and the sewer plant barley keeping up we had a lot of overtime and stressful days.

I put out the add for the pool coordinator and code enforcement/ animal control. We have gotten lots of interest and need to schedule interviews soon.

Public works has been busy they have been changing out old stop signs, patching roads. They have also started doing the yearly vehicle maintenance.

We have stated to do some needed maintenance on the pool filters.

February City Clerk Report

Completed

- AP's
- Payroll
- Email forwarding
- New Accounts
- EFT's
- CR's/UB's

Working On

- Training account clerk
- City Clerk Training

Our new account clerk is a very fast learner and is already proving to be an asset. There is still a lot for both of us to still learn. We would like to get a third full-time account clerk by April, no later than May to allow for training before the summer madness hits.

Things to remember in March:

St. Patrick's Day- March 17th

Spring Forward- March 20th

Cesar Chavez Day-March 31st

February 27th, 2025

Hello Council!

I hope this finds everyone well & in good spirits. It feels like it has been a long, drawn out winter. That snow was awesome, but needs to stay away now LOL. I'm itchin to get my garden on! Hopefully, this season I'll learn to can so my harvest doesn't need to get given away or composted.

It seems weird for Jessie to not be in the office. She brought so much joy to everyone. Change happens & it's definitely an adjustment for me. I'm assuming that until further notice I'll be sending these time statements to Dave. If not Dave, then please let me know who to email this to.

My time for February is:

Tuesday, 2/11/25

Thursday, 2/13/25

Wednesday, 2/19/25

Tuesday, 2/25/25

Take care & let's hope Spring is right around the corner!

Christina Evans

CCMA, CNA, CPT

Telehealth Assistant/MA

cevans@karuk.us

530-842-9200 ext.6127

EXPENDITURE REPORT

City of Montague

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 201 GRANT MONIES							
746.002 CONTRACT LABOR PLANNER	0.00	0.00	-56,977.56	-42,541.19	0.00	56,977.56	0.0
GRANT MONIES	0.00	0.00	-56,977.56	-42,541.19	0.00	56,977.56	0.0
Dept: 216 LEAP GRANT							
746.002 CONTRACT LABOR PLANNER	0.00	0.00	344.00	0.00	0.00	-344.00	0.0
LEAP GRANT	0.00	0.00	344.00	0.00	0.00	-344.00	0.0
Dept: 700 CITY COUNCIL/TREASURER							
702.000 SALARIES	12,500.00	12,500.00	5,887.90	963.00	0.00	6,612.10	47.1
722.000 TRAVEL	300.00	300.00	315.00	0.00	0.00	-15.00	105.0
750.000 ELECTION EXPENSE	0.00	0.00	55.00	0.00	0.00	-55.00	0.0
800.000 ADVERTISING & PRINTING	200.00	200.00	500.00	0.00	0.00	-300.00	250.0
CITY COUNCIL/TREASURER	13,000.00	13,000.00	6,757.90	963.00	0.00	6,242.10	52.0
Dept: 701 CITY CLERK/ADMINISTRATOR							
702.000 SALARIES	75,000.00	75,000.00	30,112.40	5,886.41	0.00	44,887.60	40.1
714.000 PERS-Retirement	1,500.00	1,500.00	1,725.56	213.61	0.00	-225.56	115.0
716.000 HEALTH INSURANCE	4,000.00	4,000.00	8,498.59	857.31	0.00	-4,498.59	212.5
718.000 INSURANCE WC	2,600.00	2,600.00	1,597.02	0.00	0.00	1,002.98	61.4
722.000 TRAVEL	250.00	250.00	0.00	0.00	0.00	250.00	0.0
728.000 EDUCATION & TRAINING	1,000.00	1,000.00	105.50	0.00	0.00	894.50	10.6
754.000 PROFESSIONAL	4,500.00	4,500.00	3,500.00	0.00	0.00	1,000.00	77.8
772.000 REPAIR & MAINT. EQUIPMENT	250.00	250.00	5.45	0.00	0.00	244.55	2.2
800.000 ADVERTISING & PRINTING	200.00	200.00	4,397.40	0.00	0.00	-4,197.40	2198.7
806.000 EQUIPMENT- OFFICE	7,210.00	7,210.00	0.00	0.00	0.00	7,210.00	0.0
814.000 POSTAGE	1,030.00	1,030.00	3,757.25	0.00	0.00	-2,727.25	364.8
820.000 UTILITIES	0.00	0.00	6,298.94	0.00	0.00	-6,298.94	0.0
820.100 HEATING FUEL	6,500.00	6,500.00	1,148.29	376.39	0.00	5,351.71	17.7
826.000 TELEPHONE / INTERNET / WIRELES	6,800.00	6,800.00	2,026.30	0.00	0.00	4,773.70	29.8
848.000 COMPUTER / SOFTWARE / SUPPORT	15,000.00	15,000.00	11,673.56	302.01	0.00	3,326.44	77.8
852.000 OFFICE SUPPLIES	5,000.00	5,000.00	1,440.58	0.00	0.00	3,559.42	28.8
863.000 DUES & SUBSCRIPTIONS	2,500.00	2,500.00	8,393.42	0.00	0.00	-5,893.42	335.7
867.000 BANK CHARGES	300.00	300.00	0.00	0.00	0.00	300.00	0.0
900.000 MISCELLANEOUS EXPENSE	0.00	0.00	28.00	0.00	0.00	-28.00	0.0
CITY CLERK/ADMINISTRATOR	133,640.00	133,640.00	84,708.26	7,635.73	0.00	48,931.74	63.4
Dept: 702 AUDIT DEPT							
746.003 CONTRACT LABOR / AUDITOR	40,000.00	40,000.00	24,579.41	0.00	0.00	15,420.59	61.4
AUDIT DEPT	40,000.00	40,000.00	24,579.41	0.00	0.00	15,420.59	61.4
Dept: 703 CITY ATTORNEY							
746.001 CONTRACT LABOR ATTORNEY	30,000.00	30,000.00	53,039.23	0.00	0.00	-23,039.23	176.8
CITY ATTORNEY	30,000.00	30,000.00	53,039.23	0.00	0.00	-23,039.23	176.8
Dept: 705 INSURANCE							
733.000 INSURANCE CRIME	1,250.00	1,250.00	0.00	0.00	0.00	1,250.00	0.0
734.000 INSURANCE LIABILITY	42,000.00	42,000.00	49,780.98	0.00	0.00	-7,780.98	118.5
743.000 PROPERTY INSURANCE	38,000.00	38,000.00	26,659.89	0.00	0.00	11,340.11	70.2
INSURANCE	81,250.00	81,250.00	76,440.87	0.00	0.00	4,809.13	94.1
Dept: 710 BUILDINGS & GROUNDS							
702.000 SALARIES	40,000.00	40,000.00	29,678.56	2,394.64	0.00	10,321.44	74.2
714.000 PERS-Retirement	6,500.00	6,500.00	6,348.06	171.98	0.00	151.94	97.7
716.000 HEALTH INSURANCE	10,000.00	10,000.00	8,552.79	1,297.06	0.00	1,447.21	85.5
718.000 INSURANCE WC	4,500.00	4,500.00	2,661.69	0.00	0.00	1,838.31	59.1
755.000 FUEL	2,000.00	2,000.00	1,678.97	0.00	0.00	321.03	83.9
770.000 REPAIR AND MAINT BLDGS	1,000.00	1,000.00	194.27	0.00	0.00	805.73	19.4
772.000 REPAIR & MAINT. EQUIPMENT	2,000.00	2,000.00	314.16	12.82	0.00	1,685.84	15.7
774.000 MAINT GROUNDS	5,000.00	5,000.00	14,855.90	107.69	0.00	-9,855.90	297.1

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Expenditures							
Dept: 710 BUILDINGS & GROUNDS							
780.000 MAINT VEHICLES	2,000.00	2,000.00	2,532.34	12.82	0.00	-532.34	126.6
820.000 UTILITIES	5,150.00	5,150.00	3,911.46	0.00	0.00	1,238.54	76.0
847.000 SECURITY CAMERAS	1,200.00	1,200.00	50.52	0.00	0.00	1,149.48	4.2
851.000 SPECIAL DEPT SUPPLIES	0.00	0.00	-14.54	0.00	0.00	14.54	0.0
857.000 JANITORIAL	2,000.00	2,000.00	1,146.67	97.29	0.00	853.33	57.3
858.000 SHOP SUPPLIES	300.00	300.00	15.26	0.00	0.00	284.74	5.1
BUILDINGS & GROUNDS	81,650.00	81,650.00	71,926.11	4,094.30	0.00	9,723.89	88.1
Dept: 711 PARKS & RECREATION							
803.000 FOOD PURCHASES	250.00	250.00	871.00	0.00	0.00	-621.00	348.4
807.000 CITY SPONSORED EVENTS	1,250.00	1,250.00	46,555.90	0.00	0.00	-45,305.90	3724.5
820.000 UTILITIES	7,500.00	7,500.00	5,928.92	0.00	0.00	1,571.08	79.1
822.000 RENTALS & LEASES	1,000.00	1,000.00	803.03	0.00	0.00	196.97	80.3
PARKS & RECREATION	10,000.00	10,000.00	54,158.85	0.00	0.00	-44,158.85	541.6
Dept: 720 PLANNING COMMISSION							
746.002 CONTRACT LABOR PLANNER	2,500.00	2,500.00	0.00	0.00	0.00	2,500.00	0.0
746.004 CONTRACT LABOR / ENGINEER	6,500.00	6,500.00	5,908.00	0.00	0.00	592.00	90.9
PLANNING COMMISSION	9,000.00	9,000.00	5,908.00	0.00	0.00	3,092.00	65.6
Dept: 775 COMMUNITY HALL							
745.000 EVENT INSURANCE - ALLIANT	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.0
770.000 REPAIR AND MAINT BLDGS	1,500.00	1,500.00	1,142.82	0.00	0.00	357.18	76.2
820.000 UTILITIES	7,500.00	7,500.00	6,190.49	0.00	0.00	1,309.51	82.5
847.000 SECURITY CAMERAS	1,000.00	1,000.00	778.65	0.00	0.00	221.35	77.9
COMMUNITY HALL	11,500.00	11,500.00	8,111.96	0.00	0.00	3,388.04	70.5
Dept: 780 LIBRARY							
702.000 SALARIES	8,000.00	8,000.00	6,162.80	770.35	0.00	1,837.20	77.0
820.100 HEATING FUEL	1,600.00	1,600.00	151.31	0.00	0.00	1,448.69	9.5
832.400 FINGERPRINTING	500.00	500.00	0.00	0.00	0.00	500.00	0.0
LIBRARY	10,100.00	10,100.00	6,314.11	770.35	0.00	3,785.89	62.5
Expenditures	420,140.00	420,140.00	335,311.14	-29,077.81	0.00	84,828.86	79.8
Fund: 102 - COMMUNITY HALL							
Expenditures							
Dept: 775 COMMUNITY HALL							
857.000 JANITORIAL	0.00	0.00	52.11	52.11	0.00	-52.11	0.0
COMMUNITY HALL	0.00	0.00	52.11	52.11	0.00	-52.11	0.0
Expenditures	0.00	0.00	52.11	52.11	0.00	-52.11	0.0
Fund: 105 - CE/AC OFFICER							
Expenditures							
Dept: 105 CE/AC OFFICER							
702.000 SALARIES	35,000.00	35,000.00	18,754.40	0.00	0.00	16,245.60	53.6
714.000 PERS-Retirement	3,000.00	3,000.00	0.00	0.00	0.00	3,000.00	0.0
716.000 HEALTH INSURANCE	12,000.00	12,000.00	11,939.55	0.00	0.00	60.45	99.5
718.000 INSURANCE WC	6,000.00	6,000.00	3,992.55	0.00	0.00	2,007.45	66.5
722.000 TRAVEL	240.00	240.00	0.00	0.00	0.00	240.00	0.0
724.000 CLOTHING ALLOWANCE	100.00	100.00	108.70	0.00	0.00	-8.70	108.7
728.000 EDUCATION & TRAINING	750.00	750.00	105.50	0.00	0.00	644.50	14.1
746.000 CONTRACT LABOR	100.00	100.00	107.00	0.00	0.00	-7.00	107.0
746.100 KENNEL SUPPLIES	500.00	500.00	110.36	0.00	0.00	389.64	22.1
755.000 FUEL	700.00	700.00	848.70	0.00	0.00	-148.70	121.2
765.000 ABATEMENT	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.0

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 105 - CE/AC OFFICER							
Expenditures							
Dept: 105 CE/AC OFFICER							
766.000 ABATEMENT WEEDS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
780.000 MAINT VEHICLES	1,500.00	1,500.00	1,094.81	0.00	0.00	405.19	73.0
800.000 ADVERTISING & PRINTING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
814.000 POSTAGE	250.00	250.00	22.32	0.00	0.00	227.68	8.9
826.000 TELEPHONE / INTERNET / WIRELES	1,650.00	1,650.00	1,212.76	0.00	0.00	437.24	73.5
848.000 COMPUTER / SOFTWARE / SUPPORT	3,000.00	3,000.00	1,065.00	146.25	0.00	1,935.00	35.5
851.000 SPECIAL DEPT SUPPLIES	500.00	500.00	0.00	0.00	0.00	500.00	0.0
863.000 DUES & SUBSCRIPTIONS	300.00	300.00	85.00	0.00	0.00	215.00	28.3
900.000 MISCELLANEOUS EXPENSE	0.00	0.00	296.00	0.00	0.00	-296.00	0.0
CE/AC OFFICER	68,340.00	68,340.00	39,742.65	146.25	0.00	28,597.35	58.2
Expenditures	68,340.00	68,340.00	39,742.65	146.25	0.00	28,597.35	58.2
Fund: 109 - SHERIFF CONTRACT							
Expenditures							
Dept: 740 LAW ENFORCEMENT							
747.000 POLICE PROTECTION	216,000.00	216,000.00	0.00	0.00	0.00	216,000.00	0.0
LAW ENFORCEMENT	216,000.00	216,000.00	0.00	0.00	0.00	216,000.00	0.0
Expenditures	216,000.00	216,000.00	0.00	0.00	0.00	216,000.00	0.0
Fund: 110 - DEPOT							
Expenditures							
Dept: 776 DEPOT							
820.000 UTILITIES	0.00	0.00	30.18	0.00	0.00	-30.18	0.0
DEPOT	0.00	0.00	30.18	0.00	0.00	-30.18	0.0
Expenditures	0.00	0.00	30.18	0.00	0.00	-30.18	0.0
Fund: 201 - SPEC. GAS TAX ST. IMPROVEMENT							
Expenditures							
Dept: 100 GENERAL							
900.000 MISCELLANEOUS EXPENSE	0.00	0.00	-150.00	0.00	0.00	150.00	0.0
GENERAL	0.00	0.00	-150.00	0.00	0.00	150.00	0.0
Dept: 205 GENERAL GT2105							
702.000 SALARIES	6,180.00	6,180.00	4,741.39	274.86	0.00	1,438.61	76.7
714.000 PERS-Retirement	2,575.00	2,575.00	2,149.80	19.32	0.00	425.20	83.5
716.000 HEALTH INSURANCE	2,575.00	2,575.00	1,568.16	191.79	0.00	1,006.84	60.9
718.000 INSURANCE WC	2,575.00	2,575.00	1,330.86	0.00	0.00	1,244.14	51.7
GENERAL GT2105	13,905.00	13,905.00	9,790.21	485.97	0.00	4,114.79	70.4
Dept: 206 GENERAL GAS TAX 2106							
702.000 SALARIES	6,180.00	6,180.00	4,741.39	274.86	0.00	1,438.61	76.7
714.000 PERS-Retirement	2,575.00	2,575.00	2,149.80	19.32	0.00	425.20	83.5
716.000 HEALTH INSURANCE	2,575.00	2,575.00	1,568.16	191.79	0.00	1,006.84	60.9
718.000 INSURANCE WC	2,575.00	2,575.00	1,224.39	0.00	0.00	1,350.61	47.5
GENERAL GAS TAX 2106	13,905.00	13,905.00	9,683.74	485.97	0.00	4,221.26	69.6
Dept: 207 GENERAL GAS TAX 2107							
755.000 FUEL	2,060.00	2,060.00	1,678.98	0.00	0.00	381.02	81.5
772.000 REPAIR & MAINT. EQUIPMENT	8,274.33	8,274.33	0.00	0.00	0.00	8,274.33	0.0
776.000 MAINTENANCE SIGNS	8,789.33	8,789.33	-923.10	0.00	0.00	9,712.43	-10.5
786.000 CONSTRUCTION C&E	11,879.34	11,879.34	9,940.75	0.00	0.00	1,938.59	83.7
820.000 UTILITIES	12,360.00	12,360.00	11,508.44	1,318.25	0.00	851.56	93.1

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 201 - SPEC. GAS TAX ST. IMPROVEMENT							
Expenditures							
GENERAL GAS TAX 2107	43,363.00	43,363.00	22,205.07	1,318.25	0.00	21,157.93	51.2
Expenditures	71,173.00	71,173.00	41,529.02	2,290.19	0.00	29,643.98	58.3
Fund: 250 - POOL							
Expenditures							
Dept: 025 PARKS & RECREATION							
560.200 FITNESS EQUIPMENT	400.00	400.00	0.00	0.00	0.00	400.00	0.0
702.000 SALARIES	36,000.00	36,000.00	28,000.90	0.00	0.00	7,999.10	77.8
718.000 INSURANCE WC	2,200.00	2,200.00	1,330.86	0.00	0.00	869.14	60.5
728.000 EDUCATION & TRAINING	250.00	250.00	0.00	0.00	0.00	250.00	0.0
754.000 PROFESSIONAL	100.00	100.00	0.00	0.00	0.00	100.00	0.0
770.000 REPAIR AND MAINT BLDGS	250.00	250.00	0.00	0.00	0.00	250.00	0.0
771.000 CHEMICALS - TREATMENT	6,000.00	6,000.00	72.21	0.00	0.00	5,927.79	1.2
772.000 REPAIR & MAINT. EQUIPMENT	250.00	250.00	26.39	0.00	0.00	223.61	10.6
800.000 ADVERTISING & PRINTING	100.00	100.00	0.00	0.00	0.00	100.00	0.0
802.000 POOL DINNER	900.00	900.00	4,601.00	0.00	0.00	-3,701.00	511.2
803.000 FOOD PURCHASES	2,200.00	2,200.00	1,680.90	0.00	0.00	519.10	76.4
812.000 EQUIP SAFETY	100.00	100.00	0.00	0.00	0.00	100.00	0.0
814.000 POSTAGE	100.00	100.00	0.00	0.00	0.00	100.00	0.0
820.000 UTILITIES	6,000.00	6,000.00	6,132.72	0.00	0.00	-132.72	102.2
826.000 TELEPHONE / INTERNET / WIRELES	250.00	250.00	0.00	0.00	0.00	250.00	0.0
847.000 SECURITY CAMERAS	1,000.00	1,000.00	50.52	0.00	0.00	949.48	5.1
851.000 SPECIAL DEPT SUPPLIES	100.00	100.00	0.00	0.00	0.00	100.00	0.0
864.000 LICENSE & PERMITS	600.00	600.00	600.00	0.00	0.00	0.00	100.0
PARKS & RECREATION	56,800.00	56,800.00	42,495.50	0.00	0.00	14,304.50	74.8
Expenditures	56,800.00	56,800.00	42,495.50	0.00	0.00	14,304.50	74.8
Fund: 260 - CDBG							
Expenditures							
Dept: 060 GENERAL CDBG							
860.000 GEN ADMIN	3,000.00	3,000.00	15,811.89	0.00	0.00	-12,811.89	527.1
GENERAL CDBG	3,000.00	3,000.00	15,811.89	0.00	0.00	-12,811.89	527.1
Expenditures	3,000.00	3,000.00	15,811.89	0.00	0.00	-12,811.89	527.1
Fund: 270 - LTC							
Expenditures							
Dept: 075 LOCAL TRANSPORTATION DEPT							
892.400 STREET REPAIRS	17,201.00	17,201.00	0.00	0.00	0.00	17,201.00	0.0
LOCAL TRANSPORTATION DEPT	17,201.00	17,201.00	0.00	0.00	0.00	17,201.00	0.0
Expenditures	17,201.00	17,201.00	0.00	0.00	0.00	17,201.00	0.0
Fund: 272 - STIP PROJECTS							
Fund: 280 - FIRE DEPARTMENT							
Expenditures							
Dept: 085 FIRE DEPT							
702.000 SALARIES	9,600.00	9,600.00	23,933.92	0.00	0.00	-14,333.92	249.3
702.003 PAID STATE FIRE SALARIES	222,530.00	222,530.00	338,904.15	880.40	0.00	-116,374.15	152.3
718.000 INSURANCE WC	33,372.00	33,372.00	20,079.51	0.00	0.00	13,292.49	60.2
728.100 TRAINING	1,030.00	1,030.00	0.00	0.00	0.00	1,030.00	0.0
734.000 INSURANCE LIABILITY	6,180.00	6,180.00	9,170.18	0.00	0.00	-2,990.18	148.4
743.000 PROPERTY INSURANCE	19,982.00	19,982.00	43,718.26	0.00	0.00	-23,736.26	218.8
755.000 FUEL	12,360.00	12,360.00	8,670.82	0.00	0.00	3,689.18	70.2

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 280 - FIRE DEPARTMENT							
Expenditures							
Dept: 085 FIRE DEPT							
770.000 REPAIR AND MAINT BLDGS	4,000.00	4,000.00	1,192.65	0.00	0.00	2,807.35	29.8
772.000 REPAIR & MAINT. EQUIPMENT	36,500.00	36,500.00	20,566.52	0.00	0.00	15,933.48	56.3
772.100 MEDICAL SUPPLIES	3,500.00	3,500.00	711.48	0.00	0.00	2,788.52	20.3
812.000 EQUIP SAFETY	71,000.00	71,000.00	24,911.89	0.00	0.00	46,088.11	35.1
820.000 UTILITIES	6,500.00	6,500.00	4,278.92	0.00	0.00	2,221.08	65.8
820.100 HEATING FUEL	5,150.00	5,150.00	3,282.57	644.22	0.00	1,867.43	63.7
826.000 TELEPHONE / INTERNET / WIRELES	3,000.00	3,000.00	2,574.75	0.00	0.00	425.25	85.8
827.000 MEDICAL - SAFETY EXAMS	1,030.00	1,030.00	0.00	0.00	0.00	1,030.00	0.0
847.000 SECURITY CAMERAS	1,000.00	1,000.00	599.13	0.00	0.00	400.87	59.9
848.000 COMPUTER / SOFTWARE / SUPPORT	5,500.00	5,500.00	0.00	0.00	0.00	5,500.00	0.0
863.000 DUES & SUBSCRIPTIONS	293.00	293.00	5,334.98	0.00	0.00	-5,041.98	1820.8
880.000 LOAN PAYMENT	0.00	0.00	30,181.21	0.00	0.00	-30,181.21	0.0
900.000 MISCELLANEOUS EXPENSE	1,236.00	1,236.00	4,905.00	0.00	0.00	-3,669.00	396.8
FIRE DEPT	443,763.00	443,763.00	543,015.94	1,524.62	0.00	-99,252.94	122.4
Dept: 202 FIRE DISTRICT							
881.100 MFPD LOAN PAYMENT	30,181.00	30,181.00	0.00	0.00	0.00	30,181.00	0.0
FIRE DISTRICT	30,181.00	30,181.00	0.00	0.00	0.00	30,181.00	0.0
Expenditures	473,944.00	473,944.00	543,015.94	1,524.62	0.00	-69,071.94	114.6
Fund: 303 - SEWER							
Expenditures							
Dept: 305 SEWER PLANT							
702.000 SALARIES	30,000.00	30,000.00	21,179.22	1,095.87	0.00	8,820.78	70.6
714.000 PERS-Retirement	4,635.00	4,635.00	4,282.54	92.00	0.00	352.46	92.4
716.000 HEALTH INSURANCE	8,240.00	8,240.00	4,548.48	561.95	0.00	3,691.52	55.2
718.000 INSURANCE WC	5,150.00	5,150.00	2,502.00	0.00	0.00	2,648.00	48.6
722.000 TRAVEL	206.00	206.00	0.00	0.00	0.00	206.00	0.0
724.000 CLOTHING ALLOWANCE	206.00	206.00	0.00	0.00	0.00	206.00	0.0
728.000 EDUCATION & TRAINING	206.00	206.00	0.00	0.00	0.00	206.00	0.0
734.000 INSURANCE LIABILITY	0.00	0.00	3,275.06	0.00	0.00	-3,275.06	0.0
743.000 PROPERTY INSURANCE	0.00	0.00	6,245.47	0.00	0.00	-6,245.47	0.0
755.000 FUEL	515.00	515.00	0.00	0.00	0.00	515.00	0.0
770.000 REPAIR AND MAINT BLDGS	309.00	309.00	0.00	0.00	0.00	309.00	0.0
771.000 CHEMICALS - TREATMENT	8,240.00	8,240.00	3,643.99	0.00	0.00	4,596.01	44.2
772.000 REPAIR & MAINT. EQUIPMENT	15,244.00	15,244.00	5,507.90	1,653.97	0.00	9,736.10	36.1
780.000 MAINT VEHICLES	1,030.00	1,030.00	711.21	0.00	0.00	318.79	69.0
814.000 POSTAGE	2,060.00	2,060.00	0.00	0.00	0.00	2,060.00	0.0
820.000 UTILITIES	23,690.00	23,690.00	14,050.23	0.00	0.00	9,639.77	59.3
826.000 TELEPHONE / INTERNET / WIRELES	618.00	618.00	559.40	0.00	0.00	58.60	90.5
849.000 LAB SAMPLES	2,000.00	2,000.00	1,167.36	150.12	0.00	832.64	58.4
863.000 DUES & SUBSCRIPTIONS	103.00	103.00	85.00	0.00	0.00	18.00	82.5
864.000 LICENSE & PERMITS	22,660.00	22,660.00	0.00	0.00	0.00	22,660.00	0.0
SEWER PLANT	125,112.00	125,112.00	67,757.86	3,553.91	0.00	57,354.14	54.2
Dept: 310 SEWER MAINTENANCE							
702.000 SALARIES	72,000.00	72,000.00	51,300.39	4,142.57	0.00	20,699.61	71.3
714.000 PERS-Retirement	10,300.00	10,300.00	7,795.89	308.84	0.00	2,504.11	75.7
716.000 HEALTH INSURANCE	25,000.00	25,000.00	12,513.74	1,935.08	0.00	12,486.26	50.1
718.000 INSURANCE WC	7,210.00	7,210.00	3,992.55	0.00	0.00	3,217.45	55.4
724.000 CLOTHING ALLOWANCE	300.00	300.00	0.00	0.00	0.00	300.00	0.0
728.000 EDUCATION & TRAINING	500.00	500.00	0.00	0.00	0.00	500.00	0.0
755.000 FUEL	2,060.00	2,060.00	1,679.00	0.00	0.00	381.00	81.5
770.000 REPAIR AND MAINT BLDGS	500.00	500.00	0.00	0.00	0.00	500.00	0.0
772.000 REPAIR & MAINT. EQUIPMENT	2,266.00	2,266.00	631.60	0.00	0.00	1,634.40	27.9
780.000 MAINT VEHICLES	1,030.00	1,030.00	749.49	0.00	0.00	280.51	72.8
800.000 ADVERTISING & PRINTING	103.00	103.00	0.00	0.00	0.00	103.00	0.0
812.000 EQUIP SAFETY	309.00	309.00	0.00	0.00	0.00	309.00	0.0

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 303 - SEWER							
Expenditures							
Dept: 310 SEWER MAINTENANCE							
820.000 UTILITIES	3,000.00	3,000.00	1,120.62	0.00	0.00	1,879.38	37.4
820.100 HEATING FUEL	3,000.00	3,000.00	1,763.05	276.65	0.00	1,236.95	58.8
826.000 TELEPHONE / INTERNET / WIRELES	2,575.00	2,575.00	1,597.58	0.00	0.00	977.42	62.0
827.000 MEDICAL - SAFETY EXAMS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
847.000 SECURITY CAMERAS	1,525.00	1,525.00	531.50	0.00	0.00	993.50	34.9
848.000 COMPUTER / SOFTWARE / SUPPORT	3,000.00	3,000.00	1,065.00	146.25	0.00	1,935.00	35.5
858.000 SHOP SUPPLIES	1,545.00	1,545.00	304.92	0.00	0.00	1,240.08	19.7
863.000 DUES & SUBSCRIPTIONS	200.00	200.00	150.00	0.00	0.00	50.00	75.0
864.000 LICENSE & PERMITS	300.00	300.00	0.00	0.00	0.00	300.00	0.0
SEWER MAINTENANCE	137,023.00	137,023.00	85,195.33	6,809.39	0.00	51,827.67	62.2
Expenditures	262,135.00	262,135.00	152,953.19	10,363.30	0.00	109,181.81	58.3
Fund: 404 - WATER							
Expenditures							
Dept: 405 WATER PLANT							
702.000 SALARIES	66,350.00	66,350.00	47,053.19	2,671.36	0.00	19,296.81	70.9
714.000 PERS-Retirement	11,280.00	11,280.00	7,389.90	215.88	0.00	3,890.10	65.5
716.000 HEALTH INSURANCE	10,300.00	10,300.00	10,529.15	1,275.91	0.00	-229.15	102.2
718.000 INSURANCE WC	0.00	0.00	2,661.69	0.00	0.00	-2,661.69	0.0
722.000 TRAVEL	1,545.00	1,545.00	0.00	0.00	0.00	1,545.00	0.0
724.000 CLOTHING ALLOWANCE	206.00	206.00	0.00	0.00	0.00	206.00	0.0
728.000 EDUCATION & TRAINING	309.00	309.00	0.00	0.00	0.00	309.00	0.0
734.000 INSURANCE LIABILITY	0.00	0.00	3,275.06	0.00	0.00	-3,275.06	0.0
743.000 PROPERTY INSURANCE	0.00	0.00	49,963.72	0.00	0.00	-49,963.72	0.0
770.000 REPAIR AND MAINT BLDGS	1,030.00	1,030.00	0.00	0.00	0.00	1,030.00	0.0
771.000 CHEMICALS - TREATMENT	21,115.00	21,115.00	6,362.62	0.00	0.00	14,752.38	30.1
772.000 REPAIR & MAINT. EQUIPMENT	11,536.00	11,536.00	2,200.55	0.00	0.00	9,335.45	19.1
780.000 MAINT VEHICLES	1,030.00	1,030.00	771.49	0.00	0.00	258.51	74.9
812.000 EQUIP SAFETY	309.00	309.00	0.00	0.00	0.00	309.00	0.0
814.000 POSTAGE	2,060.00	2,060.00	0.00	0.00	0.00	2,060.00	0.0
820.000 UTILITIES	36,050.00	36,050.00	25,871.13	0.00	0.00	10,178.87	71.8
824.000 WATER MWCD	27,810.00	27,810.00	15,728.12	0.00	0.00	12,081.88	56.6
826.000 TELEPHONE / INTERNET / WIRELES	2,575.00	2,575.00	1,616.43	0.00	0.00	958.57	62.8
827.000 MEDICAL - SAFETY EXAMS	309.00	309.00	0.00	0.00	0.00	309.00	0.0
848.000 COMPUTER / SOFTWARE / SUPPORT	3,605.00	3,605.00	0.00	0.00	0.00	3,605.00	0.0
849.000 LAB SAMPLES	6,695.00	6,695.00	3,774.88	636.44	0.00	2,920.12	56.4
851.000 SPECIAL DEPT SUPPLIES	0.00	0.00	49.56	0.00	0.00	-49.56	0.0
863.000 DUES & SUBSCRIPTIONS	2,060.00	2,060.00	481.00	0.00	0.00	1,579.00	23.3
864.000 LICENSE & PERMITS	3,605.00	3,605.00	1,569.68	0.00	0.00	2,035.32	43.5
880.000 LOAN PAYMENT	29,870.00	29,870.00	17,809.10	0.00	0.00	12,060.90	59.6
892.024 ACH POLYMER	27,000.00	27,000.00	25,387.05	0.00	0.00	1,612.95	94.0
892.025 CAPITAL-OUTLAY SCADA	43,260.00	43,260.00	0.00	0.00	0.00	43,260.00	0.0
WATER PLANT	309,909.00	309,909.00	222,494.32	4,799.59	0.00	87,414.68	71.8
Dept: 410 WATER MAINTENANCE							
617.001 BACKFLOW INSPECTION	1,030.00	1,030.00	0.00	0.00	0.00	1,030.00	0.0
702.000 SALARIES	200,000.00	200,000.00	78,098.88	5,804.86	0.00	121,901.12	39.0
714.000 PERS-Retirement	32,253.00	32,253.00	10,345.75	403.82	0.00	21,907.25	32.1
716.000 HEALTH INSURANCE	44,000.00	44,000.00	20,134.97	3,244.95	0.00	23,865.03	45.8
718.000 INSURANCE WC	12,703.00	12,703.00	5,323.44	0.00	0.00	7,379.56	41.9
724.000 CLOTHING ALLOWANCE	206.00	206.00	-1,460.00	0.00	0.00	1,666.00	-708.7
728.000 EDUCATION & TRAINING	515.00	515.00	0.00	0.00	0.00	515.00	0.0
755.000 FUEL	2,060.00	2,060.00	1,679.00	0.00	0.00	381.00	81.5
770.000 REPAIR AND MAINT BLDGS	1,030.00	1,030.00	0.00	0.00	0.00	1,030.00	0.0
772.000 REPAIR & MAINT. EQUIPMENT	1,030.00	1,030.00	4,453.78	45.80	0.00	-3,423.78	432.4
780.000 MAINT VEHICLES	3,090.00	3,090.00	705.41	0.00	0.00	2,384.59	22.8
812.000 EQUIP SAFETY	310.00	310.00	0.00	0.00	0.00	310.00	0.0
820.000 UTILITIES	4,120.00	4,120.00	1,120.60	0.00	0.00	2,999.40	27.2

For the Period: 7/1/2024 to 2/28/2025	Original Bud.	Amended Bud.	Annual Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 404 - WATER							
Expenditures							
Dept: 410 WATER MAINTENANCE							
820.100 HEATING FUEL	2,060.00	2,060.00	1,763.03	276.64	0.00	296.97	85.6
826.000 TELEPHONE / INTERNET / WIRELES	1,638.00	1,638.00	1,597.54	0.00	0.00	40.46	97.5
827.000 MEDICAL - SAFETY EXAMS	309.00	309.00	0.00	0.00	0.00	309.00	0.0
847.000 SECURITY CAMERAS	1,030.00	1,030.00	531.49	0.00	0.00	498.51	51.6
848.000 COMPUTER / SOFTWARE / SUPPORT	3,000.00	3,000.00	3,083.51	146.25	0.00	-83.51	102.8
858.000 SHOP SUPPLIES	1,030.00	1,030.00	54.87	0.00	0.00	975.13	5.3
863.000 DUES & SUBSCRIPTIONS	515.00	515.00	522.00	0.00	0.00	-7.00	101.4
864.000 LICENSE & PERMITS	309.00	309.00	274.00	0.00	0.00	35.00	88.7
WATER MAINTENANCE	312,238.00	312,238.00	128,228.27	9,922.32	0.00	184,009.73	41.1
Expenditures	622,147.00	622,147.00	350,722.59	14,721.91	0.00	271,424.41	56.4
Fund: 505 - AIRPORT							
Expenditures							
Dept: 200 CITY PORTION							
702.000 SALARIES	7,110.00	7,110.00	5,623.88	332.98	0.00	1,486.12	79.1
714.000 PERS-Retirement	309.00	309.00	390.62	23.35	0.00	-81.62	126.4
716.000 HEALTH INSURANCE	5,150.00	5,150.00	1,985.56	245.81	0.00	3,164.44	38.6
766.000 ABATEMENT WEEDS	1,545.00	1,545.00	0.00	0.00	0.00	1,545.00	0.0
770.000 REPAIR AND MAINT BLDGS	412.00	412.00	61.61	53.85	0.00	350.39	15.0
772.000 REPAIR & MAINT. EQUIPMENT	2,060.00	2,060.00	0.00	0.00	0.00	2,060.00	0.0
774.000 MAINT GROUNDS	309.00	309.00	0.00	0.00	0.00	309.00	0.0
CITY PORTION	16,895.00	16,895.00	8,061.67	655.99	0.00	8,833.33	47.7
Dept: 505 AIRPORT PROJ							
734.000 INSURANCE LIABILITY	2,400.00	2,400.00	0.00	0.00	0.00	2,400.00	0.0
771.001 CHEMICALS - ABATEMENT	310.00	310.00	0.00	0.00	0.00	310.00	0.0
772.000 REPAIR & MAINT. EQUIPMENT	515.00	515.00	268.01	0.00	0.00	246.99	52.0
820.000 UTILITIES	4,120.00	4,120.00	0.00	0.00	0.00	4,120.00	0.0
AIRPORT PROJ	7,345.00	7,345.00	268.01	0.00	0.00	7,076.99	3.6
Expenditures	24,240.00	24,240.00	8,329.68	655.99	0.00	15,910.32	34.4
Grand Total Net Effect:	-2,235,120.00	-2,235,120.00	-1,529,993.89	-676.56	0.00	-705,126.11	

March 2025

Library Report

Things we did

- We sent out a newsletter with the February City Utility Bill
- We continued working with the Literacy Program
- We continue to work toward offering Income Tax services
- We have opened the first Saturday of the month in February and March
- We are continuing to rearrange and part of that is holding frequent sales
- We continue to sell See's Candy both online and at the library

Partners

- JEDI – for income tax assistance
- Hub – the Literary Fair
- Rotary – donate Dictionaries to 3rd graders
- Fairchild Medical Gift Shop -See's Candy
- Rescue Ranch – Adoption Events

Upcoming

- We will be open March 8th
- We will be open April 5th
- Literacy Fair is May 3rd
- We are going to start having Rescue Ranch 'Meet the Puppy' events

Suzie Clark

Interim Library Manager

Montague California

LIBRARY CARDS

Suzie Clark, Interim Library Manager **230 S. 13th Street** **(530) 459-3030**

"There is nothing I would not do for those who are really my friends. I have no notion of loving people by halves; it is not my nature."

Jane Austen

Thank you to volunteers

Kim Cowan
Linda Kepford
Julie Handerson
Sharon Trentino
Barbara York

If you are interested in becoming a volunteer or tutor, come into the library and complete an application.

To make a donation, feel free to drop off or mail in a check. To donate via Venmo @FriendsofMontagueLibrary

Getting Ready for Your Next Step

We are offering Literacy training at the Montague Library. We offer **FREE** one-on-one tutoring for adults in the following areas:

- GED
- Reading/Literacy
- Math
- Writing
- English as a Second Language
- Driver's License Testing
- Computer Literacy

You can pick up an application at the library or the City Clerk's office.

Library Hours

Monday	12:30 - 4:30
Tuesday	12:30 - 4:30
Wednesday	12:30 - 4:30
Thursday	12:30 - 4:30
Friday	CLOSED
Saturday	CLOSED
Sunday	CLOSED

Starting February 1, the library will be open the first Saturday of each month, 9am - 3pm

Saturdays we will be open

February 1	May 3
March 1	June 7
April 5	

VITA-
Free Income Tax Preparation
JEDI has started processing Federal and State Income Tax. Information can be dropped off at the following sites.

- JEDI, 205 Chestnut St. Mt. Shasta, CA
  M - F 9am - 4pm
- Yreka Community Center, 810 N. Oregon St., Yreka CA
  Friday by appt only
- Montague Library
  Coming Soon

1-888-926-6670 Option 5 English
1-888-926-6670 Option 4 Spanish

Notary Services

The first Saturday of every month, a Notary Public will be available in the library. Services will be at no charge BUT donations to the library will be GREATLY appreciated.