



City of Montague Regular City Council

230 S. 13th Street, Montague, CA 96064 Ph. (530) 459-3030 Fax: (530) 459-3523

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.

AMENDED CITY OF MONTAGUE CITY COUNCIL MEETING AGENDA

April 3, 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 3/6/2025



VII. DEPARTMENT REPORTS:

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

VIII. OLD BUSINESS:

1. Second 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 Employee Handbook relating to City Administrator, City Clerk City Attorney and Director of Public Works

IX. NEW BUSINESS:

1. Consideration of amending Resolution 17-36 section 7.1.1 to a simple majority vote
2. Consideration/approval of Community Development Block Grant
3. Adoption of The Siskiyou Child Abuse Prevention Council Collaborative Proclamation
4. Consideration of Spay and Neuter services in Montague
5. Introduction and First Reading of an Ordinance Regarding Fire Hazard Severity Zones

X. COUNCIL AND STAFF REPORTS for March 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 31, 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: March 27, 2025 @ 4:30 PM

CITY OF MONTAGUE SPECIAL MEETING MINUTES
MARCH 6, 2024
4:00 P.M.
Council Chambers, 230 S. 13th Street, Montague, CA 96064

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 24 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 24 hours prior to the meeting will be available for public inspection at the City Clerk's office during normal business hours. Materials subject to disclosure distributed to a majority of councilmembers less than 24 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.

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CITY COUNCIL AGENDA:

- I. CALL TO ORDER: @ 4:00 PM**
- II. ROLL CALL: Jackson, Dooley, Murakami, and Vela present.**
- III. PLEDGE OF ALLEGIANCE:**
- IV. PUBLIC COMMENTS:** "As a special meeting, public participation is limited only to those items listed on the agenda. 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: Approved. Motion made by Vela, seconded by Dooley. All Ayes.**
- VI. CLOSED BUSINESS:**
 - 1. Conference with legal counsel-potential litigation. No action taken.
 - 2. Personnel matters. Appointment of interim/acting city clerk. Ruanna Smith appointed acting city clerk.
- VII. ADJOURN @ 5:08 PM**



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CITY OF MONTAGUE CITY COUNCIL MEETING MINUTES

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
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CITY COUNCIL AGENDA:

- I. CALL TO ORDER: @ 6:30 PM**
- II. ROLL CALL: Vela, Murakami, Dooley, and Jackson 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.
Gary Watson wants to know why we are selling all of our equipment. He feels like the grader needs to be working. He said that the town flooded because the ditches were full. He wants to know how the equipment is going to be replaced. He said that the dump truck was given to us by the county and it has a plow on it and he doesn't understand why it was not being used. He then went on to complain about his garbage can that was left in the road on a rainy day and how the city employees did not get out of their vehicles and move it out of the road for him, stating that it was their job. He was also concerned about selling the crack sealer, he is worried as to how the cracks will be filled now. He also would like the name of the person that the bus stop was given to that he asked about last year.



Rose Smith wanted to ask Pat in regards to his son, and you voting on matters regarding him, in my opinion is unethical. Everyone knows that the mayor found large amounts of money missing and reported it. In return, when it was found out who reported it he was slandered. She feels that Pat is protecting his son at all costs and that he is in the middle of all the chaos and division. She feels that the person that is causing all the division is the fire chief Jasen Vela and not the mayor.

Diane Torpin of Rotary of Montague had some corrections or updates that need to be made to the job descriptions and handbook after going over them. She pointed out that the bereavement policy, drug free policy, and medical leave policies all need to be updated. She also wanted to know who was in charge of updating this information because it is in none of the job descriptions and she feels it needs to be someone's responsibility to keep this kind of information updated.

Tara Pipkin of 228 Ridgeview Drive wanted to let everyone know that Jennifer Dooley and Takeshi Murakami were served tonight with their potential recall. She said that the reason that they were served was because the way that they are conducting city business is unethical and they are not doing what is in the best interests of the city which they swore to do when they took office.

V. **AGENDA APPROVAL:** Move up bid for 12th and 14th street approval to the engineer's report. Motion to approve agenda made by Dooley, 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, 12/5, 1/2 AND 2/3
Consent calendar approved. Motion made by Jackson, seconded by Vela. All Ayes.

VII. **DEPARTMENT REPORTS:**

1. Sheriff's update for February 2025-Sargent Yates reporting. Written report included.
2. City Engineer's update for February 2025-Engineer reporting. Bid for 12th and 14th street rehab. J.F. Shea had lowest bid at \$292,139.00 and they have a contract and license is clear. It is recommended that the project be awarded to J.F. Shea. Dave concurred. Motion to approve Vela, seconded by Dooley. All Ayes.
3. Planning Commission's update for February 2025-There was no Planning Commission meeting in February.

VIII. **NEW BUSINESS:**

1. Discussion only of amending Resolution 17-36 section 7.1.1 to a simple majority vote. There are some corrections that need to be made to the verbiage to the Resolution. Andrew Jared is recommending this be held over until this issue has been addressed. The request had to do with not having an all three council affirmative vote for all council actions. This would mean that for items that aren't a resolution, aren't an ordinance, things that are just a minute action item then a simple majority of those appearing that night at the council could win the day. Three people could show up and two could vote and pass an item that is not an ordinance or a revolution. The proper documentation was not provided so this will be tabled until next months agenda.
2. Discussion/possible action nominate Mayor and Mayor Pro Tempore. The general consensus was to table this item.
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 INITIATIVE AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT. City Planner



- Tinsman presenting. Motion to accept the report and authorize staff to submit to the state as required by state law. Motion made by Jackson, seconded by Vela. All Ayes.
4. Consideration/approval of Community Development Block Grant MOU. Tabled until next month.
 5. Discussion/possible action Cal Ore to use community hall. Presented by Cal Ore representative. Would like to do a quarterly meeting where they can meet with the residents so they can come and ask questions. It is not a sales pitch, so they do not need to have their service. The residents could have Vyve, Att, or Starlink and come. Cal Ore will provide food and drink that would be done at Cal Ores expense, and they would make sure and leave the hall in the same or better condition than they found it. Murakami is in favor of allowing them to use the hall at no expense to them since it benefits the community. Motion made by Vela, seconded by Jackson. All Ayes.
 6. Consideration/approval of Diggle Field contract for Yreka Little league for 2025 season. Representative was not in the building. Moved to item 12.
 7. Discussion of March 2025 Water Rate Increase: Presented by City Administrator Dunn.
 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. Vela found some discrepancies in the handbook. Resolution 22.2.1 about COVID quarantines needs to be stricken or updated to match other comments that are there. Page 131 of the packet has that there are only three days for bereavement when it has been updated to five days of bereavement. The city attorney Jared states that the intent of the items before them was to clarify the roles initially between the city administrator and the city clerk. In going through the process we noticed that there were issues with the job descriptions of those and the fact that the city code does not have a section addressing the duties of the city attorney, the duties of the public works director, etcetera. The direction that was provided to us was to find a way to clarify the roles and responsibilities of the city administrator and the city clerk. We also addressed these other roles. This was not to be and we did not take it as a wholesale revision and analysis of the entire handbook. Jared acknowledges that these things need to be updated, however, that was not what the exercise was for up unto this point. If the council would like to do that we can still move forward with that. As he recalls that the handbook does not require adoption by ordinance so we could make those changes for next council meeting or at one after that. Vela points out that 2.09 F under the job description needs to reflect that the city administrator is preparing the agenda and the city clerk will be gathering the documents for the agenda. Council agrees to approve agenda item with some changes. Public comment is allowed. A female from the audience said she is confused as to why we have an administrator. We have always had a city clerk, we never wanted a city administrator. We don't need both and our town cannot afford this. Vela addresses this question. He said reviewing the city and how it operates, having the city administrator takes some of this workload off the office and have the city administrator as overseeing the city employees. Which would create a department like Parks and Recs, and that supervisor would be directed by Dave. After reviewing all of this information it is what the city should do to better itself for the future. To be able to expand itself, and to be able to control each employee. It is designed to make things run better. A female from the audience asks who's responsible for employment law. Murakami explains that we have to follow the law whether it has been updated in the handbook. We cannot break the law regardless of what the handbook says. Another female from the audience wanted to voice her concern that we get the information from Diane about the items that needed to be changed in the handbook. Murakami advised her to bring the information to the clerk's office so it can be provided to the city attorney when we are reviewing this. Mindy Vela said that she whole heartedly agreed that we need a city administrator, very few cities these days just have a city clerk. She said that having a city administrator are entirely necessary and so beneficial for the employees to have that person as that one supervisor and



not a changing commissioner or changing council member. It is a lot healthier, and we need it. Andrew responded to a public comment about who is responsible for employment law. Andrew states that this is something that is missing right now under our current scenario. It has been inserted into section 2.03.030 M Personal Director. Under Personal Director until a separate position is created and an appointment made, the city administrator shall perform all duties of the personal director or chief personal director. Andrew goes on to clarify the changes made to the job descriptions of the city administrator and the city clerk. Motion for amended changes to 2.10.1040 and 2.03.030 F without a second reading for the job descriptions of the city administrator, city clerk, city attorney and the director of public works under section 2.32. Motion made by Murakami, seconded by Jackson. All Ayes.

9. Consideration/approval of contract with AGT in the amount of \$28,000 for pre-audit services. There was a change to this. Dunn states that the city auditor found Dave Wallace that will do the services for \$100.00 per hour. He will do all our pre-audit stuff and bank records. He can start April 1, 2025. He is very good. Vela asks if he is coming aboard permanently. Dunn said yes, for now. Vela said we need to know if he's just going to do the audit and then we are going to have to get AGT to be our pre-auditor down the road. Dunn doesn't know how long Dave will do the pre-auditing for us, but he will contact him and find out. AGT is twice the money, so it is suggested to go with Dave Wallace for now. Dave Wallace was approved to be the pre-auditor for \$100.00 per hour for the time being. Motion made by Jackson, seconded by Dooley. All Ayes.
10. Consideration/approval of the purchase of 2 trucks for public works for the amount of \$65,000. Presented by the City Administrator Dunn. Public Works has 3 vehicles right now that are old and at end of life. We would like to purchase 2 new vehicles. The quotes are in the packet that the dealerships are requesting. We would like to use thirds of the cost from the water and sewer cap account and the public works money left over from renting out the field for the fires. Vela is asking about an auction scheduled for March 18, 2025, and was wondering if the proceeds will go towards the cost of these vehicles. Dunn said the money would go back into the general fund. Dooley asked how much money you normally get for an auction like that. Dunn said it varies. Murakami asks if there is any public comment. Gary Watson wants to know why we are selling our equipment. He said that just because Dave doesn't know how to run it doesn't mean it is bad equipment. He goes on to say that we just flooded, and the grader would fix our ditches instead of running a weed eater all summer. He goes on about the grader and how it just needs to have some maintenance done to it. Murakami interjects and points out that the topic we are discussing is about purchasing new vehicles. Not selling equipment. Gary said we do not need 2 new trucks. Gary wants to know why he can't get any answers. Vela asked Dunn to respond to Gary about the equipment we are selling, the 3 trucks. Dunn said that the old Ford was given to us by the Fire Department years ago, a flatbed. We purchased the black Ranger we are auctioning for our code enforcement years ago and it is leaking oil, and the other one was purchased new in 1995. They are all older vehicles. Gary Watson interrupts and yells that we are an old town and cannot afford new vehicles. Dunn continues, we are just asking to update our equipment. Vela then states that the 2 new trucks would be utilized for day-to-day business and be reliable to answer Gary Watson's question as to why we need new vehicles. Vela also explains that the vehicles are old. An older gentleman from the public said that the grader was older than him and that he had driven it and it is no good. He told Gary Watson that the grader was useless. Gary Watson disagrees, saying that it can still dig ditches. The other man said that you cannot get parts for it anymore and that he sides with the city on this matter. A female then interrupts and states that people are calling in and not getting through on Webex. Vela asked if the meeting was unlocked. City clerk Smith states that it is unlocked and that she has been letting people in. Murakami then says that we seem to be having a low band with issue, so unfortunately those people will probably not be able to get in. Vela says that considering that we had 14 inches of snow last week, I think we need to buy a snowplow that mounts on one of these new trucks 4x4's that we can actually plow these roads when it snows. I know it is not going to be utilized a lot, but it can be taken off and put on within a half an hour and I think it is a smart thing to do for the city. It will help the public; it will help everybody. Murakami asks Vela to add that into his



commissioner report for future agenda items. Vela said okay, I'll do that. Vela then makes a motion to approve 2 new trucks for public works in the amount of \$65,000.00. Seconded by Jackson. All Ayes.

11. Approval of Alternate Work Schedule. City Administrator Dunn presenting. Back in December and January we discussed the staff wanting four 10-hour days. We did it as a trial period and they love it and want to make it permanent. Dooley says that is good to hear. Gary Watson interrupts with now we will get even less work done. Then Jackson replies that it is not a deduction in hours it is a deduction in the amount days. Another female citizen is upset because 2 hours of that time in the morning is in the dark and 2 hours in the afternoon is in the dark and is wanting to know what the public work staff would be doing during those hours. Dunn responds that there are things that they can do in the dark. Public Works does the garbage and clean the inside of the buildings and take care of the water and sewer plant. These are all the things we can do in the dark so that does not matter. Dunn says as far as what they have been doing every day, that there is stuff to do and they stay busy and that he does not have every minute written down. Gary Watson yells you should. Dunn continues, the woman then says that she has had jobs where she was required to keep up with what she did every hour, she feels like he should be able to do the same thing. Murakami says that this is not an agenda discussion, it is about our alternate work schedule that we already approved for an interim period. The female citizen claims that the schedule should only be during the summer months like another city does. She also points out that they can plow in the dark. Jackson states that it looks like we are getting a snowplow. Jackson says that this is the third meeting that this topic has been discussed and no one has a problem with it until tonight. Ricky Elvan of West Webb St. he recalls this topic however feels that no one expected it to be year-round. He said that the county does 4-10's in the summer but not during the winter. His problem is that the city is already closed 2 days a week so you can't get anything done. Now there is going to be 3 days without getting anything done because there is nobody working. So if there is a necessity you would have to pay someone overtime to come and work. This just creates extra cost for the city. He worked for the county, and they wanted to work 4-10's too, but there were other departments that had to work 5 days and the vehicles had to be taken care of so there are times when it is appropriate and times when it is not. Leaving the city 3 days a week with no one available except for emergencies where you have to pay overtime, it does not necessarily make sense. Jackson asked if there was a way that the staff could be staggered to accommodate being open a 5th day. Dunn said that the city tried it years ago and it did not work because you only had half the staff and if something happened, we would not have enough people there. Motion made by Dooley to approve the alternate work schedule. Seconded by Vela. All Ayes.
12. Consideration/approval of Diggle Field contract for Yreka Little league for 2025 season. A representative appeared at the last minute. He would like to use the field for practice for little league. They would be willing to work around what is already scheduled at the field. Motion to approve by Vela. Seconded by Jackson. All Ayes.

IX. COUNCIL AND STAFF REPORTS for January 2025

1. Fire Department: Murakami presents. Report attached. Public comment on report allowed from female citizen. She wanted to know if Murakami as acting fire chief received the information from the State Fire Marshal. Murakami says that he has. She then asks is that going to be put on the agenda for 30 days for comments. Murakami replies our city did not go up, it is listed as moderate and that our city's fire danger remains the same. The City of Yreka had some changes and that is why they are talking about it. Otherwise, he would like to add that we take delivery on our new Type 6, they are outfitting it and getting it ready for service. There will be a push-in ceremony which everyone will be invited to once it is ready to go. Otherwise, the insurance meeting with the ISO coming up mid-month is expected to have no changes, so no one should lose their fire insure and unless there is something happening at a greater level than the City of Montague.



2. Public Works/City Administrator: Dunn presents. Report attached.
3. Animal Control/ Code Enforcement: No report. Scheduling interviews for the positions of Animal Control/Code Enforcement and Pool Coordinator. Decision made to have interviews on March 18, 2025 at 6:30 PM.
4. City Clerk: Smith reporting. Report attached.
5. Treasurer: No presenter. Report attached.
6. Library: Clark reporting. Report attached.
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. Vela has some things to discuss. He said that he has been contacted by Tri County Bank. The bank that the City does business with to discuss one of the programs for the office to take funds via credit card right into the bank account directly without a third party. Vela has forwarded this email to Dunn. Also, that as soon as Smith gets appointed to clerk that the paperwork gets completed for signers. The other thing was what was talked about with Andrew on item number 1 on the agenda about the simple majority vote. Need to make sure we have the right verbiage and the right documents from Andrew on the packet. Everyone agrees with this. Vela asks to add a discussion about the Easter Egg Hunt to the special meeting. Murakami felt that it was not an item that needed to be on the agenda. Murakami said since it is something that is recurring every year all we have to do is go around and get donations for candy. Vela wants to know who is putting it on since the city put it on last year. Murakami said that the way things are currently set up the responsibly falls on him. Vela also would like to add the approval of a snowplow to the next agenda and asked Dunn to get some quotes for approval. Murakami wanted to say that Dave Peterson was asking about possibly putting together more donations for us and let us know he would like to get more donations on the city's behalf for the Freedom Festival. Moving forward he knows that we already have a sponsor program that was designed to be recurring, so he will contact those people. Murakami told Dunn that if Dave Peterson comes with his own money that would be fine, but it could potentially offset potentially what the city is able to raise and then we would have more money to use elsewhere, for example with the entertainment or something of that nature for the Freedom Festival if we can manage to do that again. He said that he would start making phone calls to the sponsors that we have in the program already and make sure they are going to still donate, If not because we have to have a fireworks order in by the end of this month. If not, maybe Dave Peterson can come up with something for us. Murakami will be in discussions with Dave Peterson, Dave Dunn, and the firework companies. Jackson asked if the fireworks need to be ordered by the end of this month does this topic need to be on the special meeting agenda. Murakami as far as an approval possibly for signing the contract. We are aiming for \$25,000.00 worth of fireworks. Dooley said that she attended the Montague Fire Protection District meeting on January 15, 2025. This was not long after some inactive members of the Montague Fire Department had been removed from the roster. One audience member asked would anyone show up if my house catches fire. The answer is yes, Montague Fire Department will respond first and then Cal Fire will be called in. An inactive fire fighter means that there have been no mandatory meetings or mandatory trainings attended for at least a year. Currently the Montague Fire Department has 16 members which Tak has already discussed. Seven of those are active there is an average of 5 to 7 members responding to calls which is the same number of responders that has historically responded to fires. Since some of the members have been removed morale has increased and there is more attendance at the Fire House. There is one sleeper at the fire station with one more potential sleeper coming aboard soon. To the Facebook community watch moderators, I



say shame on you. You should be held accountable for what you tell your followers. This community trusts you and you have responsibility to report accurate information. Not spreading rumors and scaring people. You reported that local changes in our Fire Department could have an impact on homeowner's fire insurance. If you have a question about your homeowner's insurance, please don't go to Facebook. Please contact your agent. This is not a city issue and it should not be presented as such. New fire maps have been released this week. I encourage you to reach out, watch the videos and ask your own questions. In the last couple of months we have had a lot of turmoil in this city. It has not settled down. I have some community questions that I am going to pose here. Why didn't we send strike teams to the Palisades? The answer to that is the Office of Emergency Services, OES did not invite Montague. Why is there a recall petition? It is a deflection tactic brought on by the recall committee. This group is determined to get the community to focus on anything except the investigation of the Fire Chief. How much will this recall election cost? If enough signatures are collected it will cost the city \$30,000.00, We do not have that kind of money. The notice of intention to circulate, Ms. Pipkin has already mitigated that tonight by serving us again. Anyone who respects government policies has to respect the process and this includes the right to recall an elected official. The items listed on the notice were full council complaints which included not having enough packets available online. None of the complaints listed were about one individual. One of the verbal tactics in getting people to sign the petition including refusal to vote for a 5th council member. Shortley before the interviews, information was given to us by members of your group which relay the following information: your group has been meeting since September in an attempt to remove 1 and now 2 of us from the council because we do not agree with you about reinstating Chief Vela. Everyone from your group that applied for the open seat had already pledged a Mayoral vote to Vela who agreed to fire the City Attorney, the City Manager and reinstate Fire Chief Vela. With all of this coming from your own group, it is not hard to believe that you were involved in this collusion. We must have a fifth unbiased person apply for our City Council seat. This is like searching for a juror. We have not had anyone unbiased. The fourth question I have from the community is why has Council Member Vela not recusing himself from voting on fire department issues or stepping down all together? Why has he let the recall committee bully council members and continue their harassing behavior? The goal of the recall committee seems to have Chief Vela reinstated to the Montague Fire Department no matter how that happens. If the concern is whether or not Chief Vela is still serving the community, you can see the public records that show that he was voted on to the Grenada Fire Department Protection District as Chief as of September of 2022. In conclusion there is no evidence that the council has violated the brown act despite what the recall committee would have you believe. Other than wanting to know details of personnel issues there have been no questions about regular city business. We are here serving the community month after month with zero gratitude. If anyone would like to step up to the plate and offer unbiased assistance it would be welcomed. Thank you. Vela would like to know where the information came from about him. Vela says it is bogus. Murakami says it is not up for discussion.

1. ADJOURN: @ 8:15 PM

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



City Council Staff Report

AGENDA ITEM __VIII 1__

Meeting Date: April 3, 2025

Subject: Second 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 .

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. The amendment of the proposed ordinance presented was introduced for first reading on March 6. The attached ordinance amends the municipal code to define the duties of City Administrator, City Clerk, City Attorney, and Director of Public Works. (Attachment 1). Additionally, changes to Chapter 2.32 the Montague Municipal Code are required to address consistency with the job description and the personnel rules.

The Montague Personnel Policy and Procedures and Employee Handbook (“personnel rules”) were also presented with recommended changes to address the revised duties of the City Administrator. Comments from the public and council were provided regarding additional changes to the Employee Handbook. A resolution to amend the handbook will be brought back at a future meeting to address those changes, which will be required to be presented to the employee group for review prior to consideration.

The amendment of the Montague Municipal Code requires three affirmative votes. The ordinance would become effective 30 days thereafter.

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;

Attachments:

1. [Proposed] Ordinance Amending Title 2 of the Montague Municipal Code

Action Taken: _____

ATTACHMENT 1

[PROPOSED] ORDINANCE NO. 25-01

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MONTAGUE , CALIFORNIA AMENDING SECTIONS 2.08.010 AND 2.08.020 FROM CHAPTER 2.08 “CITY OFFICERS GENERALLY”, ADDING CHAPTER 2.09 “CITY ADMINISTRATOR”, ADDING CHAPTER 2.10 “CITY CLERK”, ADDING CHAPTER 2.11 “CITY ATTORNEY”, ADDING CHAPTER 2.13 “DIRECTOR OF PUBLIC WORKS”, AND AMENDING SECTIONS 2.32.020, 2.32.050, AND 2.32.090 OF CHAPTER 2.32 “PERSONNEL SYSTEM” OF TITLE 2 “ADMINISTRATION AND PERSONNEL” OF THE MONTAGUE MUNICIPAL CODE, AND FINDING THE ORDINANCE EXEMPT FROM CEQA

Whereas, the City Council desires to create an office of the City Administrator, and to clarify the roles and responsibilities of various other city officers.

NOW THEREFORE, the City Council of the City of Montague does hereby ordain as follows:

Section 1. Section 2.08.010 “Elective officers – Duties” of Chapter 2.08 “City Officers Generally” of Title 2 “Administrator and Personnel” of the Montague Municipal Code is hereby amended to read as follows:

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.

Section 2. Section 2.08.020 “Appointive officers – Duties” of Chapter 2.08 “City Officers Generally” of Title 2 “Administrator and Personnel” of the Montague Municipal Code is hereby amended to read as follows:

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.

Section 3. Chapter 2.09 "City Administrator" is hereby added to Title 2 "Administrator and Personnel" of the Montague Municipal Code to read as follows:

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. A City Administrator may a current employee assigned the duties of City Administrator in addition to or modified to include current job duties, or may be hired as a full-time or part-time basis.

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-- 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 have the following responsibilities, duties and authorities:
 - 1. Personnel Officer. The City Administrator shall serve as the personnel officer with the authority and responsibility to appoint competent, qualified officers and employees in the administrative service of the City (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 (excepting the City Attorney, and City Clerk) in accordance with such policies as may from time to time be set forth by the Council; Transfer employees from one department to another consistent with the policies of the Council; 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 a regular meeting. No person filling a department head position shall be dismissed without the City Administrator giving prior notice to the City Council.

2. 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.
3. Ordinances. The City Administrator shall recommend to the Council for adoption such ordinances and resolutions as the City Administrator deems necessary.
4. Council Meetings Attendance. The City Administrator shall attend all Council meetings unless excused by the Mayor.
5. 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.
6. Budget. The City Administrator shall prepare and submit the proposed annual budget to the Council for its approval.
7. Accounting. The City Administrator shall be responsible for the planning, supervision, income and expenditure accounting, financial record keeping, and approval of payments of bills and warrants. This shall include making revenue and expenditure estimates, oversight of the approved annual city budget, and oversight of the audit of city expenditures and warrants. City Administrator shall be responsible for obtaining audits of department expenditures to insure they are within budget appropriation.
8. Payroll. The City Administrator shall be responsible for the preparation of payroll, related reports and the preparation of warrants for payment.
9. Financial Reports. The City Administrator shall keep the Council fully advised as to the financial condition and needs of the City, and shall reconcile various revenue and expenditures, and current city financial position.
10. 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.
11. 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.

12. 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.
13. Annual Reporting. The City Administrator shall be responsible for preparing 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.
14. Planning and Building. City Administrator shall oversee planning/building duties as required.
15. 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.
16. Additional Duties. The City Administrator shall perform such other duties and exercise such other powers as may be delegated to the City Council from time to time by ordinance or resolution or other official action of the Council.

§ 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 from the role of City Administrator shall when the Council desires to release the duties of City Administrator from an employee that serves other duties as a Department Head or other paid position within the City in addition to their role as City Administrator. The removal of the City Administrator duties 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. Such action may occur in closed session. Prior written notice of removal as City Administrator is not required. Upon removal as City Administrator, the employee shall resume their full scope of regular City employment. 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 the period described in subsection F below. If the City Administrator had no prior regular City employment at the time of assuming the role of City Administrator, then removal shall be handled as a termination.
- 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.
- C. 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 termination, unless the parties agree in writing otherwise, or extraordinary circumstances, in which case the Council may dispense with any written notice. Notwithstanding any other provision herein, the Council may place the City Administrator on administrative suspension or administrative leave at any time.
- D. 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.
- E. 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.
- F. The City Administrator shall not be terminated 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. Council may modify the duties of the City Administrator under section 2.09.030 in writing under such employment agreement.

§ 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.

Section 4. Chapter 2.10 “City Clerk” is hereby added to Title 2 “Administrator and Personnel” of the Montague Municipal Code to read as follows:

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, and providing public information.

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. 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.
- B. Supervises the maintenance supervises the collection of utility charges, license fees, and other revenues.
- C. Completing various confidential personnel and human resources functions.
- D. Serve as secretary to the Mayor and City Council;
- E. Receives and responds to correspondence regarding council meetings;
- F. Distributes agendas, legislative actions and proceedings and supporting documents and materials assuring compliance with open meetings laws;
- G. Coordinating municipal election functions;
- H. Prepares chambers and meeting rooms for meetings;
- I. Records and drafts the minutes;
- J. Finalizes, processes, records, files, post and/or publishes ordinance and resolutions;
- K. Advertises public hearings, notices, employment opportunities, and contract bidding;
- L. Receives and responds to citizen complaints, inquiries and requests, upon consultation with City Administrator;
- M. Maintains custody of City seal;
- N. Executes, attests or certifies to official documents.
- O. Ensuring execution of all ordinances, resolutions, and contracts.
- P. Performs duties as required by pertinent City ordinances and government codes.
- Q. Attend all Council Meetings;
- R. Provide a monthly staff report at the City Council meeting.
- S. Supervise the clerical staff and prioritizing direction of workload for proper management of City Clerk's office.
- T. Manage bank deposits, bank reconciliations, transfers, and inventories for City Clerk's office.

U. Such other duties as assigned by the City Council or City Administrator.

Section 5. Chapter 2.11 “City Attorney” is hereby added to Title 2 “Administrator and Personnel” of the Montague Municipal Code to read as follows:

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.

Section 6. Chapter 2.13 “Director of Public Works” is hereby added to Title 2 “Administrator and Personnel” of the Montague Municipal Code to read as follows:

CHAPTER 2.13
DIRECTOR OF PUBLIC WORKS

2.13.010 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. In the event that the Director of Public Works serves as the City Administrator, the Director shall serve at the pleasure of the City Council.

2.13.020 Duties.

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

- A. 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, rights of way, all land, buildings, and other improvements owned by the City and all equipment used by the City in repair, maintenance, and construction of said public works.
- B. Prepare the capital improvement program and shall review capital project budget requests.
- C. 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. 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. Direct and supervise the work of the City Engineer.
- F. Carry out any other duties outlined in a contract for employment or job description issued by the City or directed by the Council.

Section 7. Section 2.32.030 "Definitions" of Chapter 2.32 "Personnel System" 11 of Title 2 "Administrator and Personnel" of the Montague Municipal Code is hereby amended to read as follows:

2.32.020 Definitions.

As used in this chapter, the following terms shall be defined as indicated:

- 1. ~~"[Reserved] Appointing power" means the city council has the final authority to make the appointment to the position to be filled.~~

.... [Remainder unchanged]

Section 8. Section 2.32.050 "Appointment and promotion criteria" of Chapter 2.32 "Personnel System" 11 of Title 2 "Administrator and Personnel" of the Montague Municipal Code is hereby amended to read as follows:

2.32.050 Appointment and promotion criteria.

- A. Appointments to vacant positions in the city service shall be made in accordance with the personnel rules. Appointments and promotions shall be based on merit and fitness to be ascertained so far as practicable by competitive examination. Examinations may be used and conducted to aid in the selection of qualified

employees and shall consist of selection techniques which will test fairly the qualifications of candidates such as achievement and aptitude tests, written tests, personal interview, performance tests, physical agility tests, evaluation of daily work performance, work samples or any combination of these or other tests. The probationary period shall be considered an extension of the examination process. Physical and medical tests may be given as a part of any examination.

- B. ~~In a~~Any examination for employment ~~the council~~ may include, in addition to competitive tests, a qualifying test or tests, and set minimum standards therefor.
- C. Appointments shall be made by the city administrator, or city council, as specified in this city code. When appointment is to be made to a vacancy in the city service, the city clerk shall transmit to the city administrator and council the names of all persons on the appropriate certified employment lists, in the order in which they appear on the lists.

Section 9. Section 2.32.090 “Demotions, dismissals, reductions in pay or suspensions” of Chapter 2.32 “Personnel System” of Title 2 “Administrator and Personnel” of the Montague Municipal Code is hereby amended to read as follows:

2.32.090 Demotions, dismissals, reductions in pay or suspensions.

- A. The city administrator ~~A department head~~ shall have the right, ~~for due cause,~~ to demote, dismiss, reduce in pay or suspend ~~without pay for thirty calendar days,~~ any regular employee consistent with the personnel policies and procedures. Notice of such action must be in writing and served personally on such employee, except wherein an emergency situation exists, in which case the notice shall be served within the period specified in the personnel policies and procedures ~~three working days of the action taken~~. Such notice shall specify the ~~action~~ penalty and contain a statement of the reason or reasons therefor. On dismissal, two weeks severance pay will be granted.
- B. The provisions of this section shall not apply to reduction in pay which are a part of a general plan to reduce salaries and wages or to eliminate positions.

Section 10. CEQA Exemption. The City Council hereby finds and determines that the action taken in this Ordinance is general policy and procedure making which does not commit the City to any action that may have a significant effect on the environment. Accordingly, under the provisions of §§ 15061(b)(3), 15378(b)(2), and 15378(b)(5) of Division 6 of Title 14 of the California Code of Regulations, the CEQA Guidelines, the adoption of this ordinance is not subject to the requirements of the California Environmental Quality Act. The City Council directs City staff to file a Notice of Exemption within five (5) days following adoption of this Ordinance with the Siskiyou County Clerk.

Section 11. Severability. If any section, subsection, part, clause, sentence or phrase of this ordinance or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, the validity of the remaining portions of this Ordinance, the application thereof, shall not be effected thereby but shall remain in full force and effect, it being the intention of the City Council to

adopt each and every section, subsection, part, clause, sentence phrase regardless of whether any other section, subsection, part, clause, sentence or phrase or the application thereof is held to be invalid or unconstitutional.

Section 12. Effective Date. This Ordinance shall take effect thirty days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Montague ordinance, resolution, or policy.

Section 13. Implementation. The City Council hereby authorizes and directs the City Administrator to take any action and sign any documents necessary to implement this Ordinance.

Section 14. Certification. The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

Section 15. Inconsistencies. Any provisions of the Montague Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

Section 16. Codification. The City Clerk is directed and authorized to instruct the publisher of the City of Montague Municipal Code that codification of this Ordinance is limited to Sections 1 through 9 of this Ordinance.

Section 17. Execution. The Mayor and City Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval.

Introduced at a regular meeting of the City Council held on _____, 2025 passed, approved by at least a majority and adopted at a regular meeting of the City Council of the City of Montague held on _____, 2025 by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Takeshi Murakami, Mayor

Approved as to Form:

Attest:

Andrew Jared, City Attorney

, City Clerk



City Council Staff Report

AGENDA ITEM IX-1_

Meeting Date: April 3, 2024

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



City Council Staff Report

AGENDA ITEM ____VIII-1__

Meeting Date: April 3, 2024

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

Amending Resolution 17-36 section 7.1.1 to a simple majority vote]

April 3, 2025

Page 2

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 25-02
2. Resolution 17-36

Action Taken: _____

ATTACHMENT 1

RESOLUTION NO. 25- 02

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. ~~Three votes are required for council action.~~ 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 ~~these rules or~~ 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 3rd day of April, 2025.

AYES:
NOES:
ABSENT:
ABSTAIN:

ATTEST:

APPROVED:

Ruanna Smith, CITY CLERK

TAKESHI MURAKAMI, MAYOR

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 ____, 2024 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 (hereinafter, "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 eligible 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 distribution 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: _____

Jeff Mitchem, City Administrator

TOWN OF FORT JONES

BY: _____

DATE: _____

Cherie Stephen, Interim City 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 Clerk

From: Allison Scull <Allison@first5siskiyou.org>
Sent: Tuesday, February 11, 2025 4:35 PM
To: City Clerk
Cc: Karen Pautz
Subject: CAPC Proclamation Adoption for HUB City Council

To whom it may concern:

I wanted to request to be on the agenda on behalf of First 5 Siskiyou for Thursday, April 3rd. We would like our Proclamation be adopted for Child Abuse Prevention Month which is in April.

Thank you,
Allison

Allison Scull | Services Coordinator
Office: (530) 918-7222
First 5 Siskiyou Children & Families Commission
Allison@first5siskiyou.org
www.first5siskiyou.org



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April 2025

The Siskiyou Child Abuse Prevention Council Collaborative Proclamation

Whereas, to become healthy adults, all children deserve to live in safe, stable and nurturing homes and communities;

Whereas, children are vital to Siskiyou County's prosperity and future success;

Whereas, the people of Siskiyou County believe in the celebration of life, inclusion, and hope through our children, and deplore and condemn acts of violence committed upon the children of our communities;

Whereas, the lives of children--who have been hurt or lost to child abuse--are honored by studying their stories in order to prevent future abuse and protect the innocence, health and lives of all our county's children;

Whereas, child abuse, rape, sexual assault and sexual harassment impact our society;

Whereas, child abuse, neglect and sexual assault prevention is a community responsibility affecting both the current and future generations;

Whereas, research has shown the enormous impact that positive parenting practices have on a child's social, emotional, and intellectual development and future success;

Whereas, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

Whereas, effective child abuse and sexual assault prevention succeed because of partnerships among citizens and all sectors of the county;

Whereas, April is the month to focus public attention on the needs of all children, and prevention of sexual assault;

Whereas, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

Therefore, we hereby proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month—as well as April 5h–11h, 2025 as Week of the Young Child. We call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live.

Takeshi Murakami, Mayor, City of Montague

Date

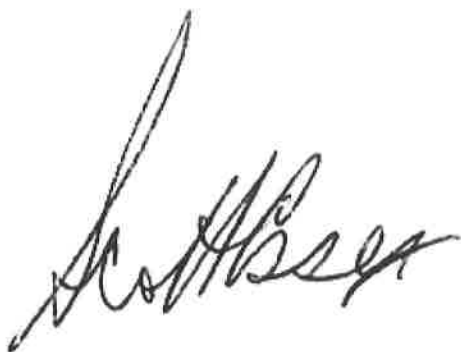
Public Works

From: Scott Essex <essexvetservices@outlook.com>
Sent: Thursday, March 27, 2025 1:33 PM
To: Public Works
Subject: Spay/Neuter

To Whom It May Concern,

I am writing to let you know that we would like to be added to the agenda for the City of Montague meeting. We have been asked to provide Spay and Neuter services to your town by various members of the community. In an effort to do so, the city management will certainly need to approve and be involved. We are open to answering any questions you may have at that time.

Sincerely,

A handwritten signature in black ink, appearing to read "Scott Essex". The signature is written in a cursive, flowing style with a large initial "S".



City Council Staff Report

AGENDA ITEM ____VIII-1__

Meeting Date: April 3, 2025

Subject: Introduction and First Reading of an Ordinance to Designate Fire Hazard Severity Zones, and Amend Title 15 of the Montague Municipal Code adding Chapter 15.38 "Fire Hazard Severity Zones."

From: Dave Dunn, City Administrator;
Andrew Jared, City Attorney

Introduction

State law requires that the State Fire Marshal evaluate whether there are fire hazard severity zones (FHSZ) in each city based on statewide criteria. The State Fire Marshall shall then designate moderate, high, and very high FHSZ's in each city and shall publish a map showing those zones. The State Fire Marshal has published such map and the City has posted such map at <https://cityofmontagueca.gov/news-and-notices/montague-hazard-severity-zones-map/>. State law requires that each city adopt by ordinance the map showing moderate, high, and very high FHSZ's.

Recommendation

- 1) Consider Fire Hazard Severity Zone Map as recommended by the State Fire Marshal (Attachment 1.B)
- 2) Introduce and waive the full reading of an Ordinance Designating Fire Hazard Severity Zones as recommended by the State Fire Marshal and amend Title 15 of the Montague Municipal Code to add Chapter 15.38 "Fire Hazard Severity Zones" (Attachment 1.A), and read by title only:
AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF YREKA, CALIFORNIA ADOPTING THE FIRE HAZARD SEVERITY ZONE MAP AND AMENDING TITLE 11, CHAPTER 11.10 AS "FIRE HAZARD SEVERITY ZONES"

Discussion/Analysis

Fire Hazard Severity Zone Designation

In September 2021, Senate Bill 63 was approved by the California Legislature to amend California Government Code Section 51178 to direct the State Fire Marshal to identify

Fire Hazard Severity Zone Ordinance

April 3, 2025

Page 2

fire hazard severity zones (FHSZ) in the state as moderate, high, and very high FHSZ's. This law became effective on January 1, 2022. It requires the State Fire Marshal to create FHSZ's based on the severity of the fire hazard that is expected to prevail in each local area considering consistent statewide criteria. The designation of moderate, high, and very high FHSZs are based on fuel loading, slope, fire weather, and other relevant factors that have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Additional background information from Cal Fire is provided as Attachment 2.A. Information from the California Department of Insurance regarding Q&A's about Insurance and Fire Hazard Severity Zone maps is provided as Attachment 2.B.

In September 2022, Assembly Bill 211 amended California Government Code Section 51179 by requiring local agencies to designate, by ordinance, moderate, high, and very high FHSZs within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.

An agency may not adopt a FHSZ that decreases the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency. (Gov. Code sec. 51179(b)(3)).

In February 2025, the Office of the State Fire Marshal released the FHSZs in Local Responsibility Area map for review. The map is attached to this staff report and identifies moderate, high, and very high FHSZs within the City of Montague. The map was posted on the City website and mentioned by the Fire Chief at prior City Council meetings.

Though State law does not allow a local agency to decrease the FHSZ designation, a local agency may increase the designation of a particular area if a local agency can make findings that it is necessary for the effective fire protection within the area. (Gov. Code sec. 51179(b)(1) and (2)). Such discretion can allow an agency to apply very high, high, and moderate designations to areas not otherwise identified in the map prepared by the State Fire Marshal.

Staff has reviewed the proposed map and is not recommending any changes to include any parcels not otherwise designated as moderate, high and very high FHSZ's as proposed by the State Fire Marshal. Accordingly, no change to the severity zones in the State Fire Marshal's proposed map is being recommended.

In order to adequately provide for the effective fire protection in the area and administration of this ordinance and map, staff is presenting for consideration in the ordinance an interpretative note that when any parcel has more than one FHSZ designation on that parcel as depicted on the adopted map, the highest FHSZ designation shall be applied to the entire parcel. For example, a parcel containing both a high and very high hazard designation will be administered as very high FHSZ. This interpretation will prevent different building and property maintenance codes applying for different areas of a parcel. It will also prevent confusion among staff in which standard to apply. All modifications are made in accordance with the California Government Code, ensuring that FHSZs were not downgraded.

In support of such provision and designations of the very high FHSZ, the following analysis is required pursuant to Government Code Section 51182. Staff has determined that pursuant to section 51182 the following do make it necessary for effective fire prevention of the area that this provision be adopted for following reasons :

1. To maintain defensible space of 100 feet from each side of an occupied dwelling or occupied structure.

Fire Hazard Severity Zone Ordinance

April 3, 2025

Page 4

2. To remove portions of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
3. To prevent maintaining a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.
4. To maintain the roof of the structure free of leaves, needles, and other vegetative materials.
5. Certifying that a new occupied structure or rebuilding an existing occupied structure complies with all applicable state and local building codes.

Municipal Code Amendments

Staff recommends adding Chapter 15.38 to Title 15 Buildings and Construction of the Montague Municipal Code to codify the procedure for the FHSZ designation recommendations from the State Fire Marshal.

Attachments:

1. Proposed Ordinance
 - A. Proposed FHSZ Map
2. Background Materials from CALFIRE
 - A. Fire Hazard Severity Zones Local Responsibility Area
 - B. Q&A – Insurance and CAL FIRE Fire Hazard Severity

Action Taken: _____

Attachment 1

ORDINANCE NO. 25-02

**[PROPOSED] AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF MONTAGUE, CALIFORNIA ADOPTING THE FIRE
HAZARD SEVERITY ZONE MAP AND AMENDING TITLE 15 OF
THE MONTAGUE MUNICIPAL CODE ADDING CHAPTER 15.38 AS
“FIRE HAZARD SEVERITY ZONES”**

WHEREAS, the Montague Municipal Code does not have a provision for the adoption of fire hazard severity zones (“FHSZs”) following the recommendations of the State Fire Marshal under Government Code section 51175 et seq.;

WHEREAS, pursuant to Government Code section 51178, the State Fire Marshal published a map indicating the Local Responsibility Area Fire Hazard Severity Zones for the City of Montague designating various areas in the City of Montague as moderate, high and very high FHSZs;

WHEREAS, the map prepared by the State Fire Marshal did not create FHSZ boundaries based on areas consistent with parcel map boundaries, and was not presented with detail at the parcel level or with sufficient detail to determine precisely which parcels were within the various FHSZs;

WHEREAS, a parcel with more than one FHSZ designation presents challenges for efficient and comprehensive implementation of effective fire protection in the City;

WHEREAS, in order to conduct effective fire protection within the City, it is necessary to administer properties with more than one FHSZ on a single lot as the highest FHSZ on that lot;

WHEREAS, addition of Chapter 15.38 of the Montague Municipal Code is necessary for effective fire protection within the area;

WHEREAS, any modifications made to the FHSZs determined by the State Fire Marshal are being made accordance with the California Government Code, ensuring that FHSZs were not downgraded; and

WHEREAS, the amendments to Chapter 15.38 of the Montague Municipal Code are necessary for effective fire prevention in the City to achieve the following in very high severity zones: Maintain defensible space of 100 feet from each side of an occupied dwelling or occupied structure; Remove portions of a tree that extends within 10 feet of the

Ord. _____

Fire Hazard Severity Zones

Page 2

outlet of a chimney or stovepipe; Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood; Maintain the roof of the structure free of leaves, needles, and other vegetative materials; and Certify that a new occupied structure or rebuilding of an existing occupied structure complies with all applicable state and local building codes.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF MONTAGUE DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings. The recitals above are true and correct and incorporated herein by this reference.

Section 2. Adoption of Fire Severity Zone Map. Pursuant to Government Code section 51179(a), the City Council hereby adopts the fire hazard severity zones as recommended by the State Fire Marshal, through such map entitled "City of Montague - Siskiyou County, Local Responsibility Area Fire Hazard Severity Zones" attached hereto as Exhibit A ("the Montague Fire Hazard Severity Zones map") depicting such fire hazard severity zones with, and finds that in order to effectively administer fire protection within the area it is necessary that when a parcel has more than one FHSZ on a single lot the highest FHSZ on that lot shall be administered for the entire lot. The Montague Fire Hazard Severity Zones map shall be on file in the Office of the City Clerk and shall be available upon request. The official map is also located electronically on the following website: _____.

Section 3. Municipal Code Amendment. The City Council hereby amends Title 15 Buildings and Construction to add Chapter 15.38 "Fire Hazard Severity Zones" to the Montague Municipal Code to read as follows:

Chapter 15.38 FIRE HAZARD SEVERITY ZONES

15.38.010 – Designation.

The City Council shall, pursuant to Government Code section 51179(a), designate fire hazard severity zones as recommended by the State Fire Marshal.

15.38.020 – Multiple Designation.

In the event that a single parcel has more than one fire hazard severity zone designation on the City of Montague Fire Hazard Severity Zones map, the more strict designation shall apply to the entire property. In order to effectively administer fire protection within the area it is necessary that when a parcel has with more than one FHSZ on a single lot, the highest FHSZ on that lot shall be administered and enforced for the entire lot.

15.38.030 - Designation may not be decreased.

Pursuant to Government Code section 51179(b)(3) no fire hazard severity zone identified by the State Fire Marshal for an area within the city may be decreased to a lesser fire hazard severity zone.

15.38.040 - Building regulations enforcement.

- (a) The building official shall enforce the provisions of the California Building Code, as such pertains to all moderate, high and very high fire hazard severity zones designated under section 15.38.010 or addressed under section 15.38.020.
- (b) The city manager or designee shall enforce and shall have the authority to enforce the provisions of the Government Code and all other codes and regulations affected by designation of fire hazard severity zones.

Section 4. CEQA. City staff have evaluated the proposed Ordinance and determined that it is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15061(b)(3), 15303, and 15308 on the grounds that it can be seen with certainty that the Ordinance will not have a significant effect on the environment. To the extent this is a project under CEQA, it is categorically exempt pursuant to CEQA Guidelines Sections 15304 (Minor Alterations to Land), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions by Regulatory Agencies for Protection of Natural Resources), and 15308 (Actions by Regulatory Agencies for Protection of the Environment).

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after final adoption.

Section 7. Implementation. The City Council hereby authorizes and directs the City Manager to take any action and sign any documents necessary to implement this Ordinance.

Section 8. Certification. The City Clerk shall certify to passage and adoption of this Ordinance and shall give notice of its adoption as required by law.

Section 9. Inconsistencies. Any provisions of the Montague Municipal Code, or appendices thereto, or any other ordinances of the City inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

Ord. _____

Fire Hazard Severity Zones

Page 4

Section 10. Codification. The City Clerk is directed and authorized to instruct the publisher of the City of Montague Municipal Code that codification of this Ordinance is limited to Section 3.

Section 11. Execution. The Mayor and City Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval.

INTRODUCED and first read at a regular meeting of the City Council on the _____ day of _____ 2024.

FINAL PASSAGE AND ADOPTION by the City Council of the City of Montague was at a meeting held on the _____ day of _____ 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

Takeshi Murakami, Mayor

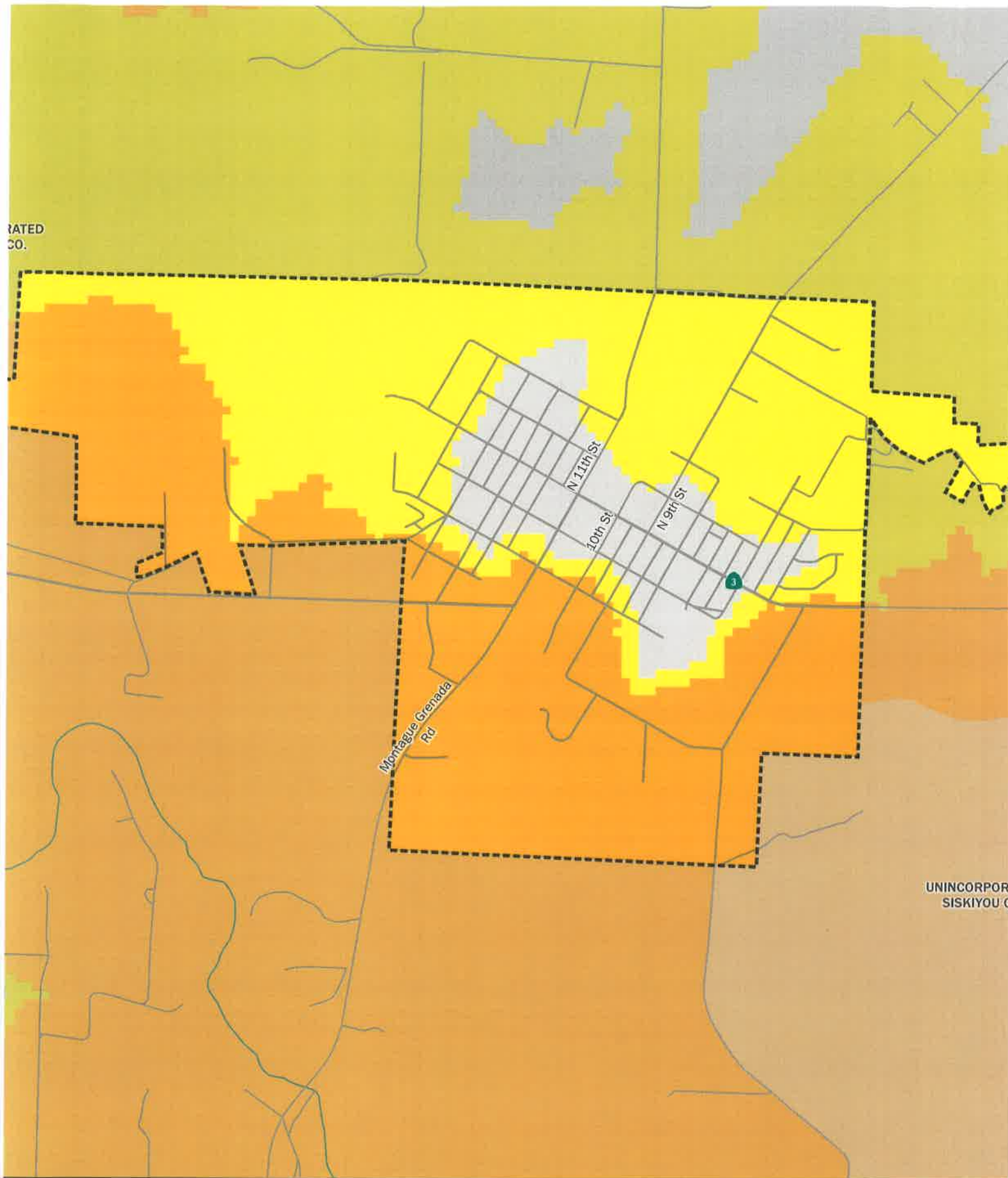
APPROVED AS TO FORM:

ATTEST:

Andrew L. Jared, City Attorney

Ruana Smith, City Clerk

RATED
CO.

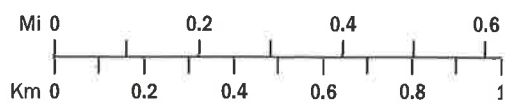


UNINCORPORATED
SISKIYOU CO.

Montague

Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

High Moderate



Projection: NAD 83 California Teale Albers
Scale: 1:17,000 at 11" x 17"



Fire Hazard Severity Zones Local Responsibility Area

Fire Hazard Severity Zones

What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – [CA GOV 51178](#)

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – [CA GOV 51175](#)

What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. – [osfm.fire.ca.gov/fhsz](#)

Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady.

– [California Department of Insurance](#)

What are the requirements within Fire Hazard Severity Zones?

- Materials and Construction Methods for Exterior Wildfire Exposure – [CBC Chapter 7A](#)
- Natural hazard real estate disclosure at the time of sale – [CA CIV 1102.19 \(AB 38 2019\)](#)
- 100-foot defensible space clearance requirements – [CA GOV 51182](#)
- Property development standards such as road widths, water supply, and signage – [CA PRC 4290](#)
- Consideration during future development of Cities and Counties General Plan – [CA GOV 65302](#)

1980

Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino.

1991

Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones.

1982

Fire Hazard Severity Zone maps are created.

1985

The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.

1992

Frequently Asked Questions



Is there an easy way to determine the Fire Hazard Severity Zone of my property?

You can search by address to find your current designation on the website: osfm.fire.ca.gov/fhsz

Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. — [PRC 4125](#) and [GC 51178](#)

What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. — osfm.fire.ca.gov/fhsz

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. — osfm.fire.ca.gov/fhsz

What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. — [CA PRC 4102](#)

Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. — [CA PRC 4125](#)

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

— [PRC 4202](#) and [GC 51178](#)

2017



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.

2018



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.

2007

AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.

2021

AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.

2022

FHSZ Frequently Asked Questions



General

What is a Fire Hazard Severity Zone or FHSZ?

[Public Resource Code 4202](#); The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread.

[Government Code 51178](#); The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

FHSZ Frequently Asked Questions



General

What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under [Senate Bill 63 \(Stern, 2021\)](#) [Government Code 51178](#) was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

FHSZ Frequently Asked Questions



General

How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

How are Fire Hazard Severity Zones determined?

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

What new data will be included in the new model, and how does this differ from the previous model?

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.

Why is my property in a different zone than the adjacent area, which looks similar?

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

FHSZ Frequently Asked Questions



General

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

Why do waterbodies have a Fire Hazard Severity Zone Classification?

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans.

How can I search the Fire Hazard Severity Zone of a property?

You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ

FHSZ Frequently Asked Questions



State Responsibility Area

What is State Responsibility Area or SRA?

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

How is State Responsibility Area determined?

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the [Public Resources Code Section 4125](#). The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

What Fire Hazard Severity Zones are in State Responsibility Area?

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

What are the wildland urban interface (WUI) building codes in State Responsibility Area?

The WUI building codes ([California Building Code \(CBC\) Chapter 7A](#)) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at:

<https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>

FHSZ Frequently Asked Questions



State Responsibility Area

What is the difference between the various Fire Hazard Severity Zones?

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

Is the GIS data for Fire Hazard Severity Zones available for download?

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.

FHSZ Frequently Asked Questions



Local Responsibility Area

What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. [Government Code 51175](#) then provides direction for the local jurisdiction to take appropriate action.

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes ([CBC Chapter 7A](#)) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per [Government Code 51182](#) unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

FHSZ Frequently Asked Questions



Local Responsibility Area

What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The map, along with a model ordinance, are then sent to the governing body for adoption.

How are the new Fire Hazard Severity Zones impacting development?

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

When will the Local Responsibility Area Map be released?

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2025.

Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?

New legislation, [Senate Bill 63 \(Stern, 2021\)](#), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

Why is my property in a different zone than the adjacent area, which looks similar?

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

LRA Legislation Factsheet



Assembly Bill No.337

An act to add Chapter 6.8 (commencing with Section 51175) to Part 1 of Division 1 of Title 5 of the Government Code, and to amend Section 13108.5 of the Health and Safety Code, relating to fire protection.

[Enrolled, January 28, 1991]

AB 337, Bates. Very high fire hazard severity zones.

- (1) Under existing law, the State Board of Forestry is required to classify all lands within the state, in accordance with prescribed criteria, for the purpose of determining areas in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state.

This bill would declare that the prevention of fires is not a municipal affair but is instead, a matter of statewide concern, and would make a finding and declaration of the Legislature that its provisions apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. The bill would prohibit that finding from limiting the authority of a local agency, as defined, from imposing more restrictive fire and panic safety requirements, as otherwise authorized by law.

The bill would state that it is not the intent of the Legislature to limit or restrict the authority of a local agency to impose more restrictive fire and panic safety requirements, as otherwise authorized by law.

This bill would require the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones within all counties pursuant to a prescribed schedule. The bill would require local agencies, as defined, to designate, by ordinance, very high fire hazard severity zones in their jurisdiction after receiving recommendations from the director, except as prescribed. The bill would authorize local agencies to include or exclude areas following certain findings and would require changes made by local agencies to be final and not rebuttable by the director. By requiring local agencies to designate very high fire hazard severity zones within their jurisdictions, this bill would impose a state-mandated local program. The bill would require the State Fire Marshal to prepare and adopt a model ordinance that provides for the establishment of any high fire hazard severity zones.

LRA Legislation Factsheet



Assembly Bill No.337 (Continued)

- (2) Under existing law, any person who owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush-covered lands, or grass-covered lands, or any land that is covered with flammable material, is required to undertake specified fire protection measures, including the maintenance of specified firebreaks.

The bill would enact requirements of this nature for any person who owns, leases, controls, operates, or maintains, any occupied dwelling or occupied structure in, upon, or adjoining any mountainous area, forest-covered land, brush-covered land, grass-covered land, or land covered with flammable material, which area or land is within a very high fire hazard severity zone, as described in (1).

The bill would authorize local agencies to exempt certain structures and would exempt certain land or water areas.

The bill would make violation of these requirements an infraction or misdemeanor, as specified, thereby imposing a state-mandated local program by creating a new crime, and would specify related matters.

This bill would require local agencies to notify owners of property of violation and would authorize local agencies to correct the conditions and make a lien upon the property, as prescribed. By creating these requirements, this bill would impose a state-mandated local program.

The bill would permit a violation of these requirements to be considered a public nuisance, as specified.

- (3) Existing law requires the State Fire Marshal to adopt, amend, and repeal regulations for roof coverings and openings into the attic areas of buildings in those fire hazard severity zones in state responsibility lands as designated by the director. Existing law requires the director to classify lands within state responsibility areas into fire hazard severity zones.

This bill would instead require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal those regulations. The bill would also require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal, those regulations for buildings in very high fire hazard severity zones in state responsibility lands, designated by the director, and in very high fire hazard severity zones as described in (1). The bill would require roofs on all new buildings and certain existing buildings in both of those zones to be at least a class B roof that complies with Standard 32-7 of the Uniform Building Code, as adopted in the California Building Standards Code. The bill would impose requirements on installers and roofing materials and make other related changes. The bill would exempt historic buildings, as defined, from these provisions.

LRA Legislation Factsheet



Senate Bill No.63

CHAPTER 382

An act to amend Sections 51177, **51178**, **51178.5**, 51182, and 51189 of the **Government Code**, to amend Section 13108.5 of the Health and Safety Code, and to amend Sections 4124.5 and 4291 of, and to add and repeal Sections 4123.8, 4291.5, and 4291.6 of, the Public Resources Code, relating to fire prevention.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

SB 63, Stern. Fire prevention: vegetation management: public education: grants: defensible space: fire hazard severity zones.

- (1) Existing law requires the Director of Forestry and Fire Protection to identify areas of the state as very high fire hazard severity zones based on specified criteria. Existing law requires a local agency, within 30 days after receiving a transmittal from the director that identifies very high fire hazard severity zones, to make the information available for public review, as provided. This bill, among other things, would also require the director to identify areas of the state as moderate and high fire hazard severity zones. The bill would modify the factors the director is required to use to identify areas into fire hazard severity zones, as provided. The bill would require a local agency to make this information available for public review and comment, as provided. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program.

This bill would also make conforming changes.

- (2) Existing law requires a person who owns, leases, controls, operates, or maintains an occupied dwelling or structure in, upon, or adjoining a mountainous area, forest-covered land, brush-covered land, grass-covered land, or land that is covered with flammable material that is within a very high fire hazard severity zone, as designated by a local agency, or a building or structure in, upon, or adjoining those areas or lands within a state responsibility area, to maintain a defensible space of 100 feet from each side and from the front and rear of the structure, as specified. Existing law authorizes a greater distance than specified above on the specified land in a very high fire hazard severity zone. Existing law specifies that clearance beyond the property line may only be required if state law, local ordinance, rule, or regulation includes certain findings and specifies that clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.

City Administrator/Public Works

4/3/2025

March was busy Charlie was here for a week getting our audit started. We had the bid opening for 12th street, that went to JF Shea. We hired a new Code Enforcement/Animal Control person. We had our equipment auction. It when very well we made over \$10,000. Public works got there 2 new to us trucks.

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 are going to have a brush day on April 26th from 10 to 2 at the end of W. Webb.

March 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
- Getting a game plan together for the summer months

Things to remember in April:

April Fool's Day-April 1st

Easter Sunday-April 20th

REVENUE/EXPENDITURE REPORT

Page: 1

3/27/2025

7:09 am

City of Montague

For the Period: 3/1/2025 to 3/31/2025

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 101 - GENERAL FUND							
Revenues							
360.150 DOC TRANSFER TAX	0.00	0.00	104.50	104.50	0.00	-104.50	0.0
360.200 VEHICLE CODE FEES & FINES	0.00	0.00	106.76	106.76	0.00	-106.76	0.0
416.000 PERMITS	0.00	0.00	587.51	587.51	0.00	-587.51	0.0
417.000 BUSINESS LICENSE	0.00	0.00	132.00	132.00	0.00	-132.00	0.0
417.001 BUSINESS LICENSE FEES	0.00	0.00	8.00	8.00	0.00	-8.00	0.0
502.000 PARKS & REC INCOME	0.00	0.00	5,100.00	5,100.00	0.00	-5,100.00	0.0
635.000 EVENT INSURANCE	0.00	0.00	81.00	81.00	0.00	-81.00	0.0
640.400 COMMUNITY HALL - RENT	0.00	0.00	630.00	630.00	0.00	-630.00	0.0
644.000 MISCELLANEOUS REVENUE	0.00	0.00	7,425.00	7,425.00	0.00	-7,425.00	0.0
Revenues	0.00	0.00	14,174.77	14,174.77	0.00	-14,174.77	0.0
Expenditures							
702.000 SALARIES	0.00	0.00	963.00	963.00	0.00	-963.00	0.0
702.000 SALARIES	0.00	0.00	3,512.08	3,512.08	0.00	-3,512.08	0.0
702.000 SALARIES	0.00	0.00	3,362.56	3,362.56	0.00	-3,362.56	0.0
702.000 SALARIES	0.00	0.00	770.35	770.35	0.00	-770.35	0.0
702.000 SALARIES	0.00	0.00	8,607.99	8,607.99	0.00	-8,607.99	0.0
714.000 PERS-Retirement	0.00	0.00	104.45	104.45	0.00	-104.45	0.0
714.000 PERS-Retirement	0.00	0.00	242.30	242.30	0.00	-242.30	0.0
714.000 PERS-Retirement	0.00	0.00	346.75	346.75	0.00	-346.75	0.0
716.000 HEALTH INSURANCE	0.00	0.00	308.09	308.09	0.00	-308.09	0.0
716.000 HEALTH INSURANCE	0.00	0.00	1,060.21	1,060.21	0.00	-1,060.21	0.0
716.000 HEALTH INSURANCE	0.00	0.00	1,368.30	1,368.30	0.00	-1,368.30	0.0
746.003 CONTRACT LABOR / AUDITOR	0.00	0.00	1,586.71	1,586.71	0.00	-1,586.71	0.0
772.000 REPAIR & MAINT. EQUIPMENT	0.00	0.00	515.46	515.46	0.00	-515.46	0.0
780.000 MAINT VEHICLES	0.00	0.00	20,107.37	20,107.37	0.00	-20,107.37	0.0
820.000 UTILITIES	0.00	0.00	469.42	469.42	0.00	-469.42	0.0
820.000 UTILITIES	0.00	0.00	30.18	30.18	0.00	-30.18	0.0
820.000 UTILITIES	0.00	0.00	21.99	21.99	0.00	-21.99	0.0
820.000 UTILITIES	0.00	0.00	521.59	521.59	0.00	-521.59	0.0
820.100 HEATING FUEL	0.00	0.00	327.64	327.64	0.00	-327.64	0.0
848.000 COMPUTER / SOFTWARE / SUPPORT	0.00	0.00	302.01	302.01	0.00	-302.01	0.0
857.000 JANITORIAL	0.00	0.00	43.04	43.04	0.00	-43.04	0.0
858.000 SHOP SUPPLIES	0.00	0.00	46.41	46.41	0.00	-46.41	0.0
Expenditures	0.00	0.00	33,773.27	33,773.27	0.00	-33,773.27	0.0
Fund: 102 - COMMUNITY HALL							
Expenditures							
820.000 UTILITIES	0.00	0.00	1,512.42	1,512.42	0.00	-1,512.42	0.0
Expenditures	0.00	0.00	1,512.42	1,512.42	0.00	-1,512.42	0.0
Fund: 105 - CE/AC OFFICER							
Expenditures							
780.000 MAINT VEHICLES	0.00	0.00	46.40	46.40	0.00	-46.40	0.0
848.000 COMPUTER / SOFTWARE / SUPPORT	0.00	0.00	146.25	146.25	0.00	-146.25	0.0
Expenditures	0.00	0.00	192.65	192.65	0.00	-192.65	0.0
Fund: 109 - SHERIFF CONTRACT							
Revenues							
360.350 PUBLIC SAFETY - MOE PROP 172	0.00	0.00	868.42	868.42	0.00	-868.42	0.0
Revenues	0.00	0.00	868.42	868.42	0.00	-868.42	0.0
Fund: 110 - DEPOT							
Expenditures							
820.000 UTILITIES	0.00	0.00	30.67	30.67	0.00	-30.67	0.0

REVENUE/EXPENDITURE REPORT

Page: 2
3/27/2025
7:09 am

City of Montague

For the Period: 3/1/2025 to 3/31/2025

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 110 - DEPOT							
Expenditures	0.00	0.00	30.67	30.67	0.00	-30.67	0.0
Fund: 201 - SPEC. GAS TAX ST. IMPROVEMENT							
Revenues							
443.000 2103 OPERATIONS GAS TAX	0.00	0.00	794.43	794.43	0.00	-794.43	0.0
446.000 2106 CONSTRUCTION GAS TAX	0.00	0.00	921.55	921.55	0.00	-921.55	0.0
460.000 2105 GAS TAX FUNDS	0.00	0.00	617.86	617.86	0.00	-617.86	0.0
462.000 2107 MAINTENANCE GAS TAX	0.00	0.00	587.72	587.72	0.00	-587.72	0.0
Revenues	0.00	0.00	2,921.56	2,921.56	0.00	-2,921.56	0.0
Expenditures							
702.000 SALARIES	0.00	0.00	538.62	538.62	0.00	-538.62	0.0
702.000 SALARIES	0.00	0.00	538.62	538.62	0.00	-538.62	0.0
702.000 SALARIES	0.00	0.00	1,077.24	1,077.24	0.00	-1,077.24	0.0
714.000 PERS-Retirement	0.00	0.00	38.63	38.63	0.00	-38.63	0.0
714.000 PERS-Retirement	0.00	0.00	38.63	38.63	0.00	-38.63	0.0
714.000 PERS-Retirement	0.00	0.00	77.26	77.26	0.00	-77.26	0.0
716.000 HEALTH INSURANCE	0.00	0.00	192.13	192.13	0.00	-192.13	0.0
716.000 HEALTH INSURANCE	0.00	0.00	192.13	192.13	0.00	-192.13	0.0
716.000 HEALTH INSURANCE	0.00	0.00	384.26	384.26	0.00	-384.26	0.0
Expenditures	0.00	0.00	1,538.76	1,538.76	0.00	-1,538.76	0.0
Fund: 250 - POOL							
Expenditures							
820.000 UTILITIES	0.00	0.00	312.94	312.94	0.00	-312.94	0.0
Expenditures	0.00	0.00	312.94	312.94	0.00	-312.94	0.0
Fund: 280 - FIRE DEPARTMENT							
Revenues							
360.350 PUBLIC SAFETY - MOE PROP 172	0.00	0.00	199.75	199.75	0.00	-199.75	0.0
506.000 BURN PERMITS	0.00	0.00	26.00	26.00	0.00	-26.00	0.0
Revenues	0.00	0.00	225.75	225.75	0.00	-225.75	0.0
Expenditures							
702.003 PAID STATE FIRE SALARIES	0.00	0.00	880.40	880.40	0.00	-880.40	0.0
820.000 UTILITIES	0.00	0.00	609.26	609.26	0.00	-609.26	0.0
Expenditures	0.00	0.00	1,489.66	1,489.66	0.00	-1,489.66	0.0
Fund: 303 - SEWER							
Revenues							
646.000 SEWER REVENUE OMA	0.00	0.00	18,513.24	18,513.24	0.00	-18,513.24	0.0
647.000 SEWER PENALTIES	0.00	0.00	632.84	632.84	0.00	-632.84	0.0
649.000 SEWER REVENUE CAP RECOVERY	0.00	0.00	9,973.03	9,973.03	0.00	-9,973.03	0.0
Revenues	0.00	0.00	29,119.11	29,119.11	0.00	-29,119.11	0.0
Expenditures							
702.000 SALARIES	0.00	0.00	2,499.83	2,499.83	0.00	-2,499.83	0.0
702.000 SALARIES	0.00	0.00	5,435.17	5,435.17	0.00	-5,435.17	0.0
702.000 SALARIES	0.00	0.00	7,935.00	7,935.00	0.00	-7,935.00	0.0
714.000 PERS-Retirement	0.00	0.00	185.17	185.17	0.00	-185.17	0.0
714.000 PERS-Retirement	0.00	0.00	396.34	396.34	0.00	-396.34	0.0
714.000 PERS-Retirement	0.00	0.00	581.51	581.51	0.00	-581.51	0.0
716.000 HEALTH INSURANCE	0.00	0.00	596.69	596.69	0.00	-596.69	0.0
716.000 HEALTH INSURANCE	0.00	0.00	1,476.27	1,476.27	0.00	-1,476.27	0.0
716.000 HEALTH INSURANCE	0.00	0.00	2,072.96	2,072.96	0.00	-2,072.96	0.0
772.000 REPAIR & MAINT. EQUIPMENT	0.00	0.00	457.29	457.29	0.00	-457.29	0.0

REVENUE/EXPENDITURE REPORT

Page: 3

3/27/2025

7:09 am

City of Montague

For the Period: 3/1/2025 to 3/31/2025

	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Fund: 303 - SEWER							
Expenditures							
780.000 MAINT VEHICLES	0.00	0.00	20,107.37	20,107.37	0.00	-20,107.37	0.0
820.000 UTILITIES	0.00	0.00	4,213.97	4,213.97	0.00	-4,213.97	0.0
820.000 UTILITIES	0.00	0.00	204.88	204.88	0.00	-204.88	0.0
820.000 UTILITIES	0.00	0.00	4,418.85	4,418.85	0.00	-4,418.85	0.0
848.000 COMPUTER / SOFTWARE / SUPPORT	0.00	0.00	146.25	146.25	0.00	-146.25	0.0
849.000 LAB SAMPLES	0.00	0.00	150.60	150.60	0.00	-150.60	0.0
858.000 SHOP SUPPLIES	0.00	0.00	76.07	76.07	0.00	-76.07	0.0
Expenditures	0.00	0.00	35,945.90	35,945.90	0.00	-35,945.90	0.0
Fund: 404 - WATER							
Revenues							
526.000 MCWD FEES	0.00	0.00	1,463.75	1,463.75	0.00	-1,463.75	0.0
527.000 MCWD - PENALTIES	0.00	0.00	31.00	31.00	0.00	-31.00	0.0
528.000 RETURN CHECK CHARGES	0.00	0.00	89.19	89.19	0.00	-89.19	0.0
542.000 WATER CONNECTION FEES	0.00	0.00	475.60	475.60	0.00	-475.60	0.0
544.000 WATER PENALTIES	0.00	0.00	742.44	742.44	0.00	-742.44	0.0
564.000 WATER MAINTENANCE	0.00	0.00	2,602.97	2,602.97	0.00	-2,602.97	0.0
617.000 BACKFLOW INSPECTION	0.00	0.00	50.00	50.00	0.00	-50.00	0.0
618.000 WATER REVENUE OMA	0.00	0.00	15,293.63	15,293.63	0.00	-15,293.63	0.0
619.000 WATER REVENUE CAPITAL RECOVERY	0.00	0.00	15,518.38	15,518.38	0.00	-15,518.38	0.0
648.001 WATER MAINTENANCE PENALTIES	0.00	0.00	228.76	228.76	0.00	-228.76	0.0
Revenues	0.00	0.00	36,495.72	36,495.72	0.00	-36,495.72	0.0
Expenditures							
702.000 SALARIES	0.00	0.00	5,201.53	5,201.53	0.00	-5,201.53	0.0
702.000 SALARIES	0.00	0.00	9,202.29	9,202.29	0.00	-9,202.29	0.0
702.000 SALARIES	0.00	0.00	14,403.82	14,403.82	0.00	-14,403.82	0.0
714.000 PERS-Retirement	0.00	0.00	372.35	372.35	0.00	-372.35	0.0
714.000 PERS-Retirement	0.00	0.00	628.39	628.39	0.00	-628.39	0.0
714.000 PERS-Retirement	0.00	0.00	1,000.74	1,000.74	0.00	-1,000.74	0.0
716.000 HEALTH INSURANCE	0.00	0.00	1,242.71	1,242.71	0.00	-1,242.71	0.0
716.000 HEALTH INSURANCE	0.00	0.00	2,795.29	2,795.29	0.00	-2,795.29	0.0
716.000 HEALTH INSURANCE	0.00	0.00	4,038.00	4,038.00	0.00	-4,038.00	0.0
772.000 REPAIR & MAINT. EQUIPMENT	0.00	0.00	457.29	457.29	0.00	-457.29	0.0
780.000 MAINT VEHICLES	0.00	0.00	20,107.37	20,107.37	0.00	-20,107.37	0.0
820.000 UTILITIES	0.00	0.00	5,432.27	5,432.27	0.00	-5,432.27	0.0
820.000 UTILITIES	0.00	0.00	204.88	204.88	0.00	-204.88	0.0
820.000 UTILITIES	0.00	0.00	5,637.15	5,637.15	0.00	-5,637.15	0.0
848.000 COMPUTER / SOFTWARE / SUPPORT	0.00	0.00	146.25	146.25	0.00	-146.25	0.0
858.000 SHOP SUPPLIES	0.00	0.00	46.40	46.40	0.00	-46.40	0.0
Expenditures	0.00	0.00	45,837.02	45,837.02	0.00	-45,837.02	0.0
Fund: 505 - AIRPORT							
Revenues							
432.000 RENT & LEASES	0.00	0.00	395.96	395.96	0.00	-395.96	0.0
434.000 TIE DOWN FEES & HANGAR	0.00	0.00	250.00	250.00	0.00	-250.00	0.0
522.000 FUEL FLOWAGE FEE	0.00	0.00	7.00	7.00	0.00	-7.00	0.0
Revenues	0.00	0.00	652.96	652.96	0.00	-652.96	0.0
Expenditures							
702.000 SALARIES	0.00	0.00	653.10	653.10	0.00	-653.10	0.0
714.000 PERS-Retirement	0.00	0.00	46.75	46.75	0.00	-46.75	0.0
716.000 HEALTH INSURANCE	0.00	0.00	230.85	230.85	0.00	-230.85	0.0
Expenditures	0.00	0.00	930.70	930.70	0.00	-930.70	0.0

REVENUE/EXPENDITURE REPORT

Page: 4
3/27/2025
7:09 am

City of Montague

For the Period: 3/1/2025 to 3/31/2025	Original Bud.	Amended Bud.	MTD Actual	CURR MTH	Encumb. YTD	UnencBal	% Bud
Grand Total Net Effect:	0.00	0.00	-37,105.70	-37,105.70	0.00	37,105.70	