City of Etna

AGENDA for the REGULAR MEETING of the ETNA CITY COUNCIL

DATE OF THE MEETING: April 24, 2023
TIME OF THE MEETING: 6:30pm
PLACE OF THE MEETING: 442 Main Street Etna, CA or TELECONFERANCE

1. **Call to Order**
   a. **Pledge of Allegiance**
   b. **Roll Call**
2. **Public Comment - Non-agenda items. The City Council cannot take action or comment on non-agenda items.**
3. **CONSENT CALENDAR**
   a. Minutes Regular Meeting March 27, 2023
   b. Minutes Special Meetings April 4, 2023, and April 10, 2023
   c. Accounts Payable Check Register
   d. Resolution 2023-005 – A Resolution Adopting a List of Projects for Fiscal Year 2022-23 Funded SB 1: The Road Repair Accountability Act of 2017
4. **DEPARTMENT REPORTS**
   *Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee
5. **CURRENT BUSINESS**
   a. Approve and Sign Proclamation of the City of Etna Proclaiming April 30, 2023, as Smart Rural Community Day
   b. Approve and Sign Proclamation for National EMS Week
   c. Discuss/Approve Cannabis Local Jurisdiction Retail Access Grant Program
   d. Discuss/Approve 75th Etna May Rodeo Parade Event Application
   e. Discuss/Approve Resource Conservation Lease Agreement
   f. Discuss/Approve Firefighter Applicant – Deb Tippit
   g. Discuss Update on Museum Project
   h. Discuss/Approve Lifeguard Training
   i. Discuss/Review Salary Schedule and Job Descriptions
6. **CORRESPONDENCE**
7. **CITY COUNCIL STATEMENTS AND REQUESTS**
8. **ADJOURNMENT**

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 890 3705 6340
https://us06web.zoom.us/j/89037056340

MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday March 27, 2023

Members of the Etna City Council met on this 27th day of March, via TELECONFERENCE and IN PERSON. Mayor Cliff Munson called the meeting to order and led in the Salute to the Flag of the United States of America.

Roll Call

Councilmembers Jason Deppen, Mayor Cliff Munson, Charnna Gilmore, and John Stacher were present. Councilmember Brandon Fawaz was absent.

Oral Comments from the Public on Non-Agenda Item

None

Consent Calendar

- Minutes Special Meetings March 6, 2023 & March 20, 2023
- Invoice Check Register
- Resolution 2023-003 – A Resolution of the City of Etna City Council Accepting the 2022 General Plan Annual Progress Report and Approving the Transmittal of the Report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development.
- Resolution 2023-004 – A Resolution of the City of Etna Authorizing Overtime and Portal to Portal Pay for Outside Assignments Regular, Part-Time, and On Call Non-Benefited Employees (OCNB)

Councilmember Gilmore moved to approve the Consent Calendar, Councilmember Deppen seconded and the motion passed.

Ayes : Stacher, Gilmore, Munson, Deppen

Council/Department Reports:

Police Chief Josh Short gave a brief report and explained police stats for the department for the last calendar year. Chief Short also updated the Council on Missy's training progress. Chief Short and the Council further discussed the situation on Highland Street involving multiple code enforcement violations.

Public Works Director Dan Burbank reported that his department has been very busy. A large oak tree fell on Center Street and damaged the water main, but fortunately they were able to repair the break timely.

Fire Chief Alan Kramer thanked the Council for approving the payment per call for the department. Kramer received the last of the radio equipment through the 50/50 Grant.

Ambulance Director Teri Arrwood reported that she is preparing for a training class. Arrwood would like to research purchasing a new ambulance in the future.

City Clerk Pamela Eastlick updated the Council on financials and would like to set up a budget workshop.

Mayor Munson mentioned that he and Charnna will be attending the LOLA dinner.

Councilmember John Stacher met with Russ Elliot from Siskiyou Telephone and Siskiyou Telephone set up free Wi-Fi for downtown and there will be a celebratory event during the Rodeo Parade to celebrate Etna being a Smart Rural Community. The Wi-Fi is at no cost to the City of Etna.

CURRENT BUSINESS:

Adopt the 2023 Collaborative Proclamation Making a Stance Against Child Abuse, Declare April as Child Abuse Prevention and Sexual Assault Awareness Month, Proclaim April 15th – 21st as Week of the Young Child. Michelle Harris from First Five Siskiyou gave a brief presentation and gave a background on the program. Councilmember Gilmore moved to adopt the proclamation, Councilmember Stacher seconded, and the motion passed.

Ayes : Deppen, Munson, Gilmore, Stacher

Discuss/Adopt Ordinance 225 – An Ordinance of the City Council of the City of Etna Adding Chapter 15.14, Electric Vehicle Charging Stations, to the Etna Municipal Code. Councilmember Deppen moved to approve adopting Ordinance 225, Councilmember Stacher seconded, and the motion passed.

Ayes : Gilmore, Stacher, Deppen, Munson

Discuss Update on Museum Project. City Manager Adam Cox met with the Native Daughters and discussed the infrastructure needs of the building. Cox suggested beginning the process of having the building assessed by a professional. Cox recommends moving forward with the CDBG application for construction dollars. Further discussion on how to best use grant funding and city money to complete the project. No action taken.

Discuss/Approve Police/Fire Memorandum of Understanding (MOU) Between the Etna Police Department and Fort Jones Fire Department. Cox explained that this agreement allows Fort Jones to respond to some code enforcement related issues. Further discussion. This agreement has been reviewed by legal counsel and has been approved by the Town of Fort Jones. Councilmember Gilmore made a motion to approve the MOU, Councilmember Deppen seconded, and the motion passed.

Ayes : Stacher, Gilmore, Munson, Deppen

Discuss/Approve Plans and Specifications for the Pool Solar Project. Discussion regarding power usage. The bid process has been closed and the City did not receive any bids for this project. This project will need to go out for bid again. Councilmember Gilmore moved to approve the plans and specifications for the Pool Solar Project, Councilmember Stacher seconded, and the motion passed.

Ayes : Deppen, Munson, Gilmore, Stacher

Discuss/Approve Agreement for Outside Assignments. Councilmember Deppen made a motion, Councilmember Stacher seconded, and the motion passed.

Ayes : Stacher, Gilmore, Munson, Deppen

Discuss/Approve Etna Clean Up Day. Councilmember Gilmore reminded the Council that last year the City paid $2,500 and she is requesting approval for the City to pay $2,500 again for this year's event. Mayor Munson moved to approve $2,500 for the event, Coucilmember Stacher seconded, and the motion passed.

Ayes : Deppen, Munson, Gilmore, Stacher

Discuss/Approve Signing Letter of Support for California Health Collaborative Application for Adaptation Planning Grant Program. Councilmember Deppen made a motion, Councilmember Stacher seconded, and the motion passed.

Ayes : Stacher, Gilmore, Munson, Deppen

Discuss/Approve Increasing Hourly Rate for Public Works Employee. City Manager Cox is working on a salary schedule that he will present in the near future. Cox is recommending increasing the hourly rate from $17.00 per hour to $21.00 per hour for the part-time public works employee. Councilmember Stacher made a motion, Councilmember Gilmore seconded, and the motion passed.

Ayes : Stacher, Gilmore, Munson, Deppen

CORRESPONDENCE:

Auditor Communication – Review Planning Communication from City Auditor Charles Pillon.

CITY COUNCIL STATEMENTS AND REQUESTS:

Councilmember Deppen requested that the salary schedule and job descriptions are completed and ready for review at the next regular meeting.

Councilmember Gilmore may not be available in person at the next regular meeting and would like to zoom in.

CLOSED SESSION: Pursuant to Government Code Section §54956.8

- **Real Estate Negotiations – APN: 056-261-060, 833 Highland**

No reportable action.

Adjournment

There being no further business Mayor Munson ended the closed session and adjourned the meeting.

Respectfully submitted,

Jenny Bennett

Asst. City Clerk

MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Tuesday April 4, 2023

Members of the Etna City Council met on this 4th day of April, IN PERSON. Mayor Cliff Munson called the meeting to order and led in the Salute to the Flag of the United States of America.

Roll Call

Councilmembers Jason Deppen, Brandon Fawaz, Mayor Cliff Munson, Charnna Gilmore and John Stacher were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business

None.

CORRESPONDENCE:

None.

CLOSED SESSION: Pursuant to Government Code Section §54957

- Personnel Matters: Public Employee Appointment – City Manager

  No reportable action.

Adjournment

There being no further business Mayor Munson adjourned the meeting.

Respectfully submitted,

Jenny Bennett

Asst. City Clerk

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MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Monday April 10, 2023

Members of the Etna City Council met on this 10th day of April, via TELECONFERENCE and IN PERSON. Mayor Cliff Munson called the meeting to order and led in the Salute to the Flag of the United States of America.

Roll Call

Councilmembers Jason Deppen, Brandon Fawaz, Mayor Cliff Munson, Charnna Gilmore and John Stacher were present.

Oral Comments from the Public on Non-Agenda Item

None.

Current Business:

Discuss Budget Review. City Clerk Pamela Eastlick provided current financials and gave an update. Discussion on specific revenue items such as TOT (Transient Occupancy Tax) and short-term rentals – Airbnb's. Mayor Munson recommended putting the topic of TOT on a July agenda to discuss further. The Council discussed general fund expenditures. Eastlick provided account balances. No action taken.

Discuss/Approve Repairs for Medic 54. Public Works Director Dan Burbank received three quotes for the repairs that are needed. Burbank recommends Dusty's Transmissions to complete the repairs. Discussion. Councilmember Gilmore moved to approve Dusty's Transmission to perform the repairs, Councilmember Stacher seconded, and the motion passed.

Ayes: Fawaz, Deppen, Munson, Gilmore, Stacher

Discuss/Approve Pool Commissioner and Interviews for Pool Positions. Mayor Munson appointed Councilmember Brandon Fawaz as the Pool Commissioner and interviews for pool positions.

Discuss Interim City Manager Search. Councilmember John Stacher updated the Council. Stacher will be reaching out to Randy Johnson. Councilmember Gilmore reviewed the City Manager Job Description and made some edits and suggestions. More discussion on salary for the position. The Council agreed on the modifications, Gilmore will post the City Manager job advertisement.

Discuss/Approve Banking Investments. Mayor Munson explained that money in the City's checking account can be moved to a Money Market account with more interest. Munson recommends moving $1 million from the checking account. Councilmember Fawaz moved to approve transferring $1 million from the checking account to a 3.5% money market account. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

CORRESPONDENCE:

None.

CITY COUNCIL STATEMENTS AND REQUESTS:

None.

CLOSED SESSION: Pursuant to Government Code Section §54957

- Public Employee Discipline/Dismissal/Release

No reportable action.

Adjournment

There being no further business Mayor Munson adjourned the meeting.

Respectfully submitted,

Jenny Bennett

Asst. City Clerk

Check Register Report

Date: 04/21/2023
Time: 11:57 am
Page: 1

City of Etna

BANK: EFT

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
158	04/06/2023		FULL	FULL IDENTITY	31.00	31.00
			Printed	DEBIT: PD ID Card M. Martin	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25936	10-40-875.00	31.00	0.00	31.00
			Check Amount	31.00

159	04/06/2023		USPS	U S POSTAL SERVICE	147.56	147.56
			Printed	DEBIT: Water Bill Postage	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25942	70-35-820.00	8.13	0.00	8.13
25957	45-33-820.00	69.72	0.00	69.72
25957	45-33-820.00	69.71	0.00	69.71
			Check Amount	147.56

160	04/21/2023		AMAZON	AMAZON.COM	692.98	692.98
			Printed	Debit: Park, Clerk, Amb Suppli	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26031	10-70-880.00	199.38	0.00	199.38
26032	10-70-880.00	361.23	0.00	361.23
26032	50-45-870.00	57.77	0.00	57.77
26032	10-25-870.00	74.60	0.00	74.60
			Check Amount	692.98

161	04/21/2023		BADGE	BADGE & WALLET	171.00	171.00
			Printed	PD Badge Wes Dunkin	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26033	10-40-875.00	171.00	0.00	171.00
			Check Amount	171.00

162	04/21/2023		FULL	FULL IDENTITY	60.00	60.00
			Printed	CCW H. Crockford	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26025	10-40-875.00	20.00	0.00	20.00
26026	10-40-875.00	20.00	0.00	20.00
26027	10-40-875.00	20.00	0.00	20.00
			Check Amount	60.00

163	04/21/2023		HARBOR	HARBOR FREIGHT	429.83	429.83
			Printed	Debit: 1414 Repair Parts	0.00	

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor#	Vendor Name / Check Description	Gross / Discount	Amount

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26029	10-50-860.00	429.83	0.00	429.83
			Check Amount	429.83

164	04/21/2023	SVCS Printed		SHASTA VALLEY CHAIN SAW Debit: Weed Eater Parts	80.67 0.00	80.67

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26028	10-70-880.00	80.67	0.00	80.67
			Check Amount	80.67

165	04/21/2023	TRACTOR Printed		TRACTOR SUPPLY CO. Debit: Water Equip Maint.	80.80 0.00	80.80

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26030	40-30-850.00	80.80	0.00	80.80
			Check Amount	80.80

Total Checks: 8 **Bank Total(excluding void checks):** **1,693.84**

Total Checks: 8 **Grand Total(excluding void checks):** **1,693.84**

Recap by Fund

Department #	Department Name	Dist. Amount
25	City Clerk	74.60
30	Water	80.80
33	Sewer	139.43
35	Community Development	8.13
40	Law Enforcement	262.00
45	Ambulance Services	57.77
50	Fire Prevention	429.83
70	Parks & Recreation	641.28
	Grand Total:	**1,693.84**

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21312	04/06/2023		APPLIED Printed	APPLIED CONCEPTS PD Radar Equipment	1,672.20 0.00	1,672.20

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25954	53-40-875.00	1,672.20	0.00	1,672.20
			Check Amount	1,672.20

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21313	04/06/2023		BOUND Printed	BOUND TREE MEDICAL, LLC Medical Supplies	413.56 0.00	413.56

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25938	50-45-872.00	134.14	0.00	134.14
25953	50-45-872.00	279.42	0.00	279.42
			Check Amount	413.56

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21314	04/06/2023		CAMPO Printed	CAMPORA 155 Diggles PD	848.69 0.00	848.69

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25929	45-33-840.20	144.78	0.00	144.78
25929	40-30-840.20	144.76	0.00	144.76
25929	10-60-840.20	144.76	0.00	144.76
25930	53-40-840.20	207.20	0.00	207.20
25930	10-40-840.20	207.19	0.00	207.19
			Check Amount	848.69

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21315	04/06/2023		CK Printed	CHARLES KELLY Background Investigation	768.95 0.00	768.95

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25943	53-40-760.00	768.95	0.00	768.95
			Check Amount	768.95

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21316	04/06/2023		CCAC Printed	CITY CLERK'S ASSOCIATION OF CA Annual Membership Dues	200.00 0.00	200.00

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25944	10-25-750.00	200.00	0.00	200.00
			Check Amount	200.00

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21317	04/06/2023		DBURBANK Printed	DAN BURBANK Reim: Tax Exp	522.00 0.00	522.00

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25948	10-90-761.00	100.00	0.00	100.00

City of Etna BANK: MECHANICS BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
	25949	10-90-761.00		422.00	0.00	422.00
					Check Amount	522.00
21318	04/06/2023		DEPT. OF H	DEPARTMENT OF HEALTH CARE	5,477.22	5,477.22
			Printed	Amb QA Fees	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25963	50-45-750.00		5,477.22	0.00	5,477.22
					Check Amount	5,477.22
21319	04/06/2023		DMV	DEPARTMENT OF MOTOR VEHICLES	54.00	54.00
			Printed	Mule Registration Renewal	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25955	10-60-790.00		54.00	0.00	54.00
					Check Amount	54.00
21320	04/06/2023		BRAY	E & S ENGINEERS	1,545.00	1,545.00
			Printed	PROP 68 Pool Solar	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25933	10-25-782.00		500.00	0.00	500.00
	25934	23-70-881.00		1,045.00	0.00	1,045.00
					Check Amount	1,545.00
21321	04/06/2023		FMC	FAIRCHILD MEDICAL CENTER	54.90	54.90
			Printed	Medical Supplies	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25932	50-45-872.00		54.90	0.00	54.90
					Check Amount	54.90
21322	04/06/2023		HENRYSH	HENRY SCHEIN MEDICAL	299.02	299.02
			Printed	Medical Supplies	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25931	50-45-872.00		14.48	0.00	14.48
	25940	50-45-872.00		45.91	0.00	45.91
	25956	50-45-872.00		238.63	0.00	238.63
					Check Amount	299.02
21323	04/06/2023		KK	KIEP-ER KLEEN	197.18	197.18
			Printed	Cleaning Services	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25950	10-25-760.00		90.00	0.00	90.00

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
	25950	10-70-760.00		107.18	0.00	107.18
					Check Amount	197.18
21324	04/06/2023		LCC	LEAGUE OF CALIFORNIA CITIES	453.00	453.00
		Printed	Membership Dues		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25928	10-20-760.00		453.00	0.00	453.00
					Check Amount	453.00
21325	04/06/2023		LA	LIFE ASSIST	619.44	619.44
		Printed	Medical Supplies		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25939	50-45-872.00		433.68	0.00	433.68
	25945	50-45-872.00		185.76	0.00	185.76
					Check Amount	619.44
21326	04/06/2023		LEI	LINCOLN AQUATICS	3,081.42	3,081.42
		Printed	Chemicals Water		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25941	40-30-877.00		3,081.42	0.00	3,081.42
					Check Amount	3,081.42
21327	04/06/2023		MACE'S	MACE'S HIDEOUT	90.00	90.00
		Printed	Gilmore Munson LOLA Dinner		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25958	10-20-735.00		90.00	0.00	90.00
					Check Amount	90.00
21328	04/06/2023		NBS	NBS GOVERNMENT FINANCE GROUP	1,357.21	1,357.21
		Printed	QTR Bond Assessment		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25951	47-33-760.00		1,357.21	0.00	1,357.21
					Check Amount	1,357.21
21329	04/06/2023		NETW	NETWORK ONE	2,533.00	2,533.00
		Printed	IT Services		0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25947	53-40-760.01		361.90	0.00	361.90
	25947	10-40-760.01		361.85	0.00	361.85
	25947	10-41-760.01		361.85	0.00	361.85

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
	25947	45-33-760.01		361.85	0.00	361.85
	25947	40-30-760.01		361.85	0.00	361.85
	25947	50-45-760.01		361.85	0.00	361.85
	25947	10-25-760.01		361.85	0.00	361.85
					Check Amount	2,533.00
21330	04/06/2023		PP	PACIFIC POWER	1,766.46	1,766.46
			Printed	Streetlights	0.00	
	Ref#	GL Number / Line Distribution	Description		Gross / Discount	Amount
	25967	10-40-840.10			27.20 / 0.00	27.20
	25967	53-40-840.10			27.20 / 0.00	27.20
	25968	23-70-840.10			23.75 / 0.00	23.75
	25969	45-33-840.10			38.98 / 0.00	38.98
	25969	40-30-840.10			38.98 / 0.00	38.98
	25969	10-60-840.10			38.98 / 0.00	38.98
	25969	50-45-840.10			233.88 / 0.00	233.88
	25970	10-55-840.10			107.41 / 0.00	107.41
	25971	45-33-840.10			175.02 / 0.00	175.02
	25972	10-55-840.10			95.21 / 0.00	95.21
	25978	29-60-867.00			959.85 / 0.00	959.85
					Check Amount	1,766.46
21331	04/06/2023		PEAST	PAMELA EASTLICK	150.65	150.65
			Printed	Reim: Travel & Training	0.00	
	Ref#	GL Number / Line Distribution	Description		Gross / Discount	Amount
	25959	10-25-735.00			150.65 / 0.00	150.65
					Check Amount	150.65
21332	04/06/2023		PRENTICE	PRENTICE, LONG, & EPPERSON	2,025.00	2,025.00
			Printed	Attorney Fees PD	0.00	
	Ref#	GL Number / Line Distribution	Description		Gross / Discount	Amount
	25973	70-35-780.00			556.50 / 0.00	556.50
	25974	10-25-780.00			49.50 / 0.00	49.50
	25975	10-40-780.00			1,419.00 / 0.00	1,419.00
					Check Amount	2,025.00
21333	04/06/2023		PURCHASE P	PURCHASE POWER	301.50	301.50
			Printed	Postage Exp	0.00	

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25977	10-25-820.00		301.50	0.00	301.50
					Check Amount	301.50
21334	04/06/2023		SECT	SECTARIS PARTNERS	4,800.00	4,800.00
		Printed		City Manager Services	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25961	10-20-760.00		4,800.00	0.00	4,800.00
					Check Amount	4,800.00
21335	04/06/2023		SHTO	SHERYL TOWNE	1,645.00	1,645.00
		Printed		Pool Solar	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25960	23-70-881.00		1,645.00	0.00	1,645.00
					Check Amount	1,645.00
21336	04/06/2023		SHN	SHN CONSULTING ENGINEERS	1,114.00	1,114.00
		Printed		SSMP Etna	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25937	45-33-760.00		1,114.00	0.00	1,114.00
					Check Amount	1,114.00
21337	04/06/2023		SCORE	SMALL CITIES ORGANIZED RISK	42,929.38	42,929.38
		Printed		Q4 2023 Premium	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25964	45-33-725.00		1,234.46	0.00	1,234.46
	25964	40-30-725.00		1,119.72	0.00	1,119.72
	25964	25-60-725.00		270.94	0.00	270.94
	25964	23-70-725.00		687.66	0.00	687.66
	25964	10-70-725.00		227.72	0.00	227.72
	25964	10-60-725.00		217.07	0.00	217.07
	25964	10-55-725.00		186.92	0.00	186.92
	25964	10-50-725.00		6,809.87	0.00	6,809.87
	25964	50-45-725.00		3,596.53	0.00	3,596.53
	25964	10-40-725.00		6,926.23	0.00	6,926.23
	25964	10-25-725.00		187.57	0.00	187.57
	25965	45-33-725.00		1,234.46	0.00	1,234.46
	25965	40-30-725.00		1,119.72	0.00	1,119.72

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Vendor Name / Check Description	Gross / Discount	Amount
	25965	25-60-725.00	270.94	0.00	270.94
	25965	23-70-725.00	687.66	0.00	687.66
	25965	10-70-725.00	227.72	0.00	227.72
	25965	10-60-725.00	217.07	0.00	217.07
	25965	10-55-725.00	186.92	0.00	186.92
	25965	10-50-725.00	6,809.87	0.00	6,809.87
	25965	50-45-725.00	3,596.53	0.00	3,596.53
	25965	10-40-725.00	6,926.23	0.00	6,926.23
	25965	10-25-725.00	187.57	0.00	187.57
				Check Amount	42,929.38
21338	04/06/2023	VERIZONC	VERIZON CONNECT	60.48	60.48
		Printed	Vehicle Trackers	0.00	
	Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
	25966	10-20-750.00	60.48	0.00	60.48
				Check Amount	60.48
21339	04/06/2023	VW	VERIZON WIRELESS	648.26	648.26
		Printed	Monthly Cellular	0.00	
	Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
	25935	50-45-830.30	171.35	0.00	171.35
	25935	45-33-830.30	47.86	0.00	47.86
	25935	40-30-830.30	47.86	0.00	47.86
	25935	10-60-830.30	47.86	0.00	47.86
	25935	53-40-830.30	111.11	0.00	111.11
	25935	10-40-830.30	111.11	0.00	111.11
	25935	10-41-830.30	111.11	0.00	111.11
				Check Amount	648.26
21340	04/06/2023	WE	WITTMAN ENTERPRISES, LLC	607.81	607.81
		Printed	Ambulance Billing Feb 2023	0.00	
	Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
	25952	50-45-760.00	607.81	0.00	607.81
				Check Amount	607.81
21341	04/06/2023	XEROX	XEROX CORPORATION	24.43	24.43
		Printed	Meter Print	0.00	
	Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
	25946	10-25-870.00		24.43	0.00	24.43
					Check Amount	24.43
21342	04/06/2023		YANKEE	YANKEE HILL MACHINE CO	479.90	479.90
			Printed	PD Supplies	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25962	10-40-875.00		479.90	0.00	479.90
					Check Amount	479.90
21343	04/14/2023		DUSTY	DUSTY'S TRANSMISSION	9,139.93	9,139.93
			Printed	Ambulance Repairs	0.00	
	Ref#	GL Number / Line Distribution Description		Gross	Discount	Amount
	25979	61-45-860.00		9,139.93	0.00	9,139.93
					Check Amount	9,139.93

Total Checks:	**32**	**Bank Total(excluding void checks):**	**85,879.59**
Total Checks:	**34**	**Grand Total(excluding void checks):**	**86,058.15**

Recap by Fund

Department #	Department Name	Dist. Amount
20	City Council	5,403.48
25	City Clerk	2,053.07
30	Water	5,914.31
33	Sewer	5,848.05
35	Community Development	564.63
40	Law Enforcement	19,638.27
41	Police - FJ Station	472.96
45	Ambulance Services	24,572.02
50	Fire Prevention	13,619.74
55	Governmental Buildings	576.46
60	Highways & Streets	2,221.47
70	Parks & Recreation	4,651.69
90	Non-Departmental	522.00
	Grand Total:	**86,058.15**

Check Register Report

City of Etna | BANK: MECHANICS BANK | Date: 04/20/2023 | Time: 12:48 pm | Page: 1

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
21344	04/20/2023		AFTERM	AFTERMARKET PARTS SUPPLY	140.61	140.61
		Printed	Fire Dept. Veh Maint.		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26001	10-50-860.00	140.61	0.00	140.61
			Check Amount	140.61

21345	04/20/2023		AUSTINEAST	AUSTIN EASTLICK	150.00	150.00
		Printed	Sewer Cleanout		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25992	45-33-760.00	150.00	0.00	150.00
			Check Amount	150.00

21346	04/20/2023		BAXTER	BAXTER AUTO PARTS	24.77	24.77
		Printed	Fire Dept. Tire Chain		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25996	10-50-860.00	24.77	0.00	24.77
			Check Amount	24.77

21347	04/20/2023		CNA	CNA SURETY	158.79	158.79
		Printed	Premium		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26012	10-25-755.00	158.79	0.00	158.79
			Check Amount	158.79

21348	04/20/2023		DEPTJUST	DEPARTMENT OF JUSTICE	130.00	130.00
		Printed	Fingerprints		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26010	10-40-760.00	130.00	0.00	130.00
			Check Amount	130.00

21349	04/20/2023		EHSG	ETNA HARDWARE & SPORTING GOODS	170.51	170.51
		Printed	Fire Dept. Maint		0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25980	10-55-880.00	18.22	0.00	18.22
25981	50-45-880.00	23.58	0.00	23.58
25982	10-25-870.00	8.03	0.00	8.03
25983	40-30-880.00	76.17	0.00	76.17
25984	10-50-880.00	44.51	0.00	44.51
			Check Amount	170.51

City of Etna BANK: MECHANICS BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
21350	04/20/2023		HENRYSH	HENRY SCHEIN MEDICAL	256.57	256.57
			Printed	Medical Supplies	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26011	50-45-872.00	256.57	0.00	256.57
			Check Amount	256.57

21351	04/20/2023		KK	KIEP-ER KLEEN	139.50	139.50
			Printed	Cleaning Services	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25995	10-25-760.00	103.50	0.00	103.50
25995	10-40-760.00	36.00	0.00	36.00
			Check Amount	139.50

21352	04/20/2023		MGM	MEAN GENE'S GAS	3,416.48	3,416.48
			Printed	Bulk Fuel Diesel	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25985	10-55-840.20	1,194.29	0.00	1,194.29
25986	10-50-840.20	219.54	0.00	219.54
25987	10-60-865.00	2.72	0.00	2.72
25987	45-33-865.00	2.71	0.00	2.71
25987	40-30-865.00	2.71	0.00	2.71
25987	10-50-865.00	2.71	0.00	2.71
25987	10-40-865.00	43.38	0.00	43.38
25988	10-60-865.00	33.33	0.00	33.33
25988	45-33-865.00	33.31	0.00	33.31
25988	40-30-865.00	33.31	0.00	33.31
25988	10-50-865.00	33.31	0.00	33.31
25988	10-40-865.00	533.03	0.00	533.03
25989	10-60-865.00	6.54	0.00	6.54
25989	45-33-865.00	13.07	0.00	13.07
25989	40-30-865.00	13.07	0.00	13.07
25989	10-50-865.00	65.36	0.00	65.36
25989	50-45-865.00	555.56	0.00	555.56
25990	10-60-865.00	15.44	0.00	15.44
25990	45-33-865.00	15.46	0.00	15.46
25990	40-30-865.00	15.46	0.00	15.46

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
	25990	10-50-865.00		15.46	0.00	15.46
	25990	10-40-865.00		247.28	0.00	247.28
	25991	10-60-865.00		3.19	0.00	3.19
	25991	45-33-865.00		6.39	0.00	6.39
	25991	40-30-865.00		6.39	0.00	6.39
	25991	10-50-865.00		31.94	0.00	31.94
	25991	50-45-865.00		271.52	0.00	271.52
					Check Amount	3,416.48
21353	04/20/2023	PP	PACIFIC POWER		1,082.84	1,082.84
		Printed	3400 PD		0.00	

Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
26002	23-70-840.10		136.20	0.00	136.20
26003	40-30-830.00		30.36	0.00	30.36
26003	45-33-830.00		30.36	0.00	30.36
26003	10-60-830.00		30.36	0.00	30.36
26004	10-25-830.00		269.84	0.00	269.84
26005	53-40-830.00		31.41	0.00	31.41
26005	10-40-830.00		31.41	0.00	31.41
26006	10-25-830.00		49.82	0.00	49.82
26007	10-50-830.00		75.73	0.00	75.73
26008	50-45-830.00		107.46	0.00	107.46
26009	53-40-830.00		144.95	0.00	144.95
26009	10-40-830.00		144.94	0.00	144.94
				Check Amount	1,082.84

21354	04/20/2023	PS	PRINTING SYSTEMS		389.31	389.31
		Printed	Utility Bills		0.00	

Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
26016	45-33-870.00		194.66	0.00	194.66
26016	40-30-870.00		194.65	0.00	194.65
				Check Amount	389.31
21355	04/20/2023	SVAP	SCOTT VALLEY AUTO PARTS		443.26	443.26
		Printed	Amb. Veh Maint		0.00	

Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
25998	10-50-860.00		187.68	0.00	187.68

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Check Description	Vendor Name	Gross / Discount	Amount
	25999	40-30-860.00		111.55	0.00	111.55
	25999	10-40-860.00		111.55	0.00	111.55
	26000	50-45-860.00		32.48	0.00	32.48
					Check Amount	443.26
21356	04/20/2023		CIVIL	SISKIYOU COUNTY SHERIFF	5,125.00	5,125.00
		Printed	3rd QTR 2023 Dispatch Services		0.00	
	Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
	26013	10-40-762.00		2,562.50	0.00	2,562.50
	26013	10-41-762.00		2,562.50	0.00	2,562.50
					Check Amount	5,125.00
21357	04/20/2023		SDN	SISKIYOU DAILY NEWS	144.00	144.00
		Printed	Pool Solar Project Ad		0.00	
	Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
	26014	23-70-881.00		144.00	0.00	144.00
					Check Amount	144.00
21358	04/20/2023		SVR HOMECA	SVR HOMECARE INC	170.00	170.00
		Printed	Medical Supplies		0.00	
	Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
	25993	50-45-872.00		95.00	0.00	95.00
	25994	50-45-872.00		75.00	0.00	75.00
					Check Amount	170.00
21359	04/20/2023		VTHS	VALLEY TIRE & TACKLE INC.	417.88	417.88
		Printed	Amb. Vehicle Maint.		0.00	
	Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
	25997	50-45-860.00		417.88	0.00	417.88
					Check Amount	417.88
21360	04/20/2023		XEROX	XEROX CORPORATION	29.92	29.92
		Printed	Print Lease		0.00	
	Ref#	GL Number / Line Distribution	Description	Gross	Discount	Amount
	26015	10-25-870.00		29.92	0.00	29.92
					Check Amount	29.92

Total Checks: 17 **Bank Total(excluding void checks):** **12,389.44**

Total Checks: 17 **Grand Total(excluding void checks):** **12,389.44**

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor#	Vendor Name / Check Description	Gross / Discount	Amount

Recap by Fund

Department #	Department Name	Dist. Amount
25	City Clerk	619.90
30	Water	483.67
33	Sewer	445.96
40	Law Enforcement	4,016.45
41	Police - FJ Station	2,562.50
45	Ambulance Services	1,835.05
50	Fire Prevention	841.62
55	Governmental Buildings	1,212.51
60	Highways & Streets	91.58
70	Parks & Recreation	280.20
	Grand Total:	**12,389.44**

Check Register Report

City of Etna

Date: 04/20/2023
Time: 2:06 pm
Page: 1

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21361	04/20/2023		GNC	GREAT NORTHERN SERVICES	543.75	543.75
			Printed	Portfolio Management	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
25976	70-35-760.00	543.75	0.00	543.75
			Check Amount	543.75

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21362	04/20/2023		PP	PACIFIC POWER	136.20	136.20
			Printed	401 Howell Pool	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26017	23-70-840.10	136.20	0.00	136.20
			Check Amount	136.20

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
21363	04/20/2023		ST	SISKIYOU TELEPHONE	946.64	946.64
			Printed	3400 PD Phone	0.00	

Ref#	GL Number / Line Distribution Description	Gross	Discount	Amount
26018	40-30-830.00	30.36	0.00	30.36
26018	45-33-830.00	30.36	0.00	30.36
26018	10-60-830.00	30.36	0.00	30.36
26019	10-25-830.00	269.84	0.00	269.84
26020	53-40-830.00	31.41	0.00	31.41
26020	10-40-830.00	31.41	0.00	31.41
26021	10-25-830.00	49.82	0.00	49.82
26022	10-50-830.00	75.73	0.00	75.73
26023	50-45-830.00	107.46	0.00	107.46
26024	53-40-830.00	144.95	0.00	144.95
26024	10-40-830.00	144.94	0.00	144.94
			Check Amount	946.64

Total Checks: 3 **Grand Total(excluding void checks):** **1,626.59**

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor#	Vendor Name / Check Description	Gross / Discount	Amount

Recap by Fund

Department #	Department Name	Dist. Amount
25	City Clerk	319.66
30	Water	30.36
33	Sewer	30.36
35	Community Development	543.75
40	Law Enforcement	352.71
45	Ambulance Services	107.46
50	Fire Prevention	75.73
60	Highways & Streets	30.36
70	Parks & Recreation	136.20
	Grand Total:	**1,626.59**

City of Etna

RESOLUTION 2023-005

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2023-24 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS SB 1 includes accountability and transparency provisions that will ensure the residents of The City of Etna are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS the City of Etna must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City of Etna, will receive an estimated $16,909 in RMRA funding in Fiscal Year 2023-24 from SB 1; and

WHEREAS this is the 7th year in which the City of Etna is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City of Etna has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS the City of Etna used City Engineer and staff to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS the funding from SB 1 will help the City of Etna maintain and rehabilitate streets/roads throughout the City this year and Several of similar projects into the future; and

WHEREAS the 2020 California Statewide Local Streets and Roads Needs Assessment found that the City of Etna streets and roads are in an at-risk/poor condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a Good/excellent condition; and

WHEREAS the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials, and practices.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the City of Etna, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The following list of proposed projects will be funded in-part or solely with Fiscal Year 2023-24 Road Maintenance and Rehabilitation Account revenues:

   Project Title: Cleveland/Bryan Street Rehab
   Project Description: Overlay dilapidated Road and Resolve Road Base Issues
   Project Location: Cleveland from Woodland St. South / Bryan St. from College St. North
   Estimated Project Schedule: Start (03-2024) – Completion (10-2024) based on the component being funded with RMRA funds and cost may need to be combined with more RMRA funds.
   Estimated Project Useful Life: 15-20 years

ADOPTED ON the 24th day of April, by the City Council of the City of Etna by the following vote:

AYES:
NOES:
ABSTAIN:
ABSENT:

_____
Cliff Munson, Mayor

ATTEST:

_____
Pamela Eastlick, City Clerk

ATTACHMENT B

Local Streets and Roads - Projected FY2023-24 Revenues

Based on State Dept of Finance statewide revenue projections

Estimated January 2023	Highway Users Tax Acct (HUTA)[1] Streets & Highways Code					TOTAL	Road Mntnc	TOTAL
	Sec2103[5]	Sec2105[3]	Sec2106[3]	Sec2107[3]	Sec2107.5[4]	HUTA	Rehab Acct	
SANTA CLARA COUNTY								
CAMPBELL	434,881	287,979	172,304	345,902	6,000	1,247,065	1,084,872	2,331,938
CUPERTINO	600,079	397,374	235,933	477,299	7,500	1,718,186	1,496,983	3,215,170
GILROY	594,312	393,555	233,712	472,712	7,500	1,701,791	1,482,596	3,184,388
LOS ALTOS	313,799	207,798	125,666	249,594	6,000	902,857	782,816	1,685,673
LOS ALTOS HILLS	84,259	55,797	37,254	67,019	2,000	246,329	210,196	456,525
LOS GATOS	332,617	220,260	132,914	264,561	6,000	956,352	829,760	1,786,111
MILPITAS	812,704	538,175	317,830	646,420	7,500	2,322,628	2,027,406	4,350,034
MONTE SERENO	34,574	22,895	18,117	27,500	1,000	104,085	86,249	190,334
MORGAN HILL	460,298	304,811	182,094	366,118	6,000	1,319,321	1,148,280	2,467,601
MOUNTAIN VIEW	831,036	550,315	324,891	661,001	7,500	2,374,743	2,073,138	4,447,881
PALO ALTO	678,789	449,496	266,250	539,905	7,500	1,941,940	1,693,336	3,635,276
SAN JOSE	10,066,156	6,665,837	3,881,994	8,006,558	20,000	28,640,545	25,111,461	53,752,005
SANTA CLARA	1,289,471	853,892	501,467	1,025,638	10,000	3,680,468	3,216,770	6,897,239
SARATOGA	309,211	204,760	123,899	245,944	6,000	889,814	771,370	1,661,185
SUNNYVALE	1,548,174	1,025,206	601,112	1,231,408	10,000	4,415,900	3,862,142	8,278,042
SANTA CRUZ COUNTY								
CAPITOLA	97,637	64,655	40,429	77,660	3,000	283,380	243,569	526,949
SANTA CRUZ	641,441	424,764	238,871	510,198	7,500	1,822,774	1,600,166	3,422,939
SCOTTS VALLEY	121,766	80,634	49,234	96,852	3,000	351,485	303,762	655,248
WATSONVILLE	513,066	339,753	192,025	408,089	7,500	1,460,433	1,279,915	2,740,348
SHASTA COUNTY								
ANDERSON	110,628	73,258	60,067	87,993	3,000	334,946	275,977	610,922
REDDING	929,852	615,751	469,333	739,598	7,500	2,762,034	2,319,648	5,081,682
SHASTA LAKE	102,423	67,825	55,968	81,466	3,000	310,682	255,508	566,191
SIERRA COUNTY								
LOYALTON	7,313	4,843	6,391	22,072	1,000	41,619	18,244	59,862
SISKIYOU COUNTY								
DORRIS	8,512	5,637	8,909	6,770	1,000	30,828	21,235	52,063
DUNSMUIR	16,895	11,188	12,955	39,297	1,000	81,335	42,148	123,483
ETNA	6,778	4,488	8,072	5,391	1,000	25,729	16,909	42,638
FORT JONES	6,877	4,554	8,120	5,470	1,000	26,021	17,156	43,176
MONTAGUE	12,188	8,071	10,683	9,695	1,000	41,638	30,406	72,044
MOUNT SHASTA	32,146	21,287	20,317	94,005	1,000	168,754	80,192	248,947
TULELAKE	8,928	5,912	9,110	7,102	1,000	32,052	22,273	54,325
WEED	28,757	19,043	18,681	22,873	1,000	90,354	71,738	162,092
YREKA	77,105	51,059	42,018	61,994	2,000	234,176	192,348	426,524

CaliforniaCityFinance.com

Local Streets and Roads Funding Program

Road Maintenance and Rehabilitation Account
Annual Funding Eligibility Checklist

California Transportation Commission

Local Streets and Roads Funding Program
Annual Funding Eligibility Checklist

TABLE OF CONTENTS

Local Streets and Roads Funding Eligibility Overview **2**

A. Funding Eligibility Checklist **3**

B. Additional Information **5**

C. Sample Resolution **6**

Program Resources **8**

Local Streets and Roads Funding Eligibility Overview

Prior to receiving an apportionment of Road Maintenance and Rehabilitation Account (RMRA) funds from the California State Controller in a fiscal year, a city or county **must submit** to the Commission an **adopted list** of projects proposed to be funded with these funds by **July 1st each year**. All projects proposed to receive the fiscal year funding **must be adopted** by resolution by the applicable city council or county board of supervisors at a **regular** public meeting **each fiscal year** [Streets and Highways Code (SHC) Section 2034(a)(1)].

The adopted list of projects proposed must, **at a minimum**, include **any new** projects proposed for the upcoming fiscal year and any projects proposed in a previous fiscal year that will utilize program funds apportioned in the upcoming fiscal **year** (i.e. multi-year funded projects).

The list of projects proposed **must** be included in the resolution adopted. **At a minimum**, the project details **must** include the elements mandated by SHC 2034 (a)(1): description, location, schedule for completion and useful life elements. While the online tool requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the online reporting system, the California Statewide Multi-Modal Application and Reporting Tool (CalSMART).

CalSMART was developed to promote statewide consistency in the content and format of project information submitted to the Commission, and to facilitate transparency within the Local Streets and Roads Funding Program. The standard project list format that was created in CalSMART will be the **only submittal method** accepted for funding eligibility.

This checklist is intended to provide additional assistance to cities and counties with the development and execution of their proposed project list adoption and successful submittal to the Commission, per SHC 2034. The 2021 Local Streets and Roads Funding Program Reporting Guidelines and additional program materials are available on the Local Streets and Roads Program web page (https://catc.ca.gov/programs/sb1/local-streets-roads-program).

Cities and counties will have an opportunity to identify any changes to projects previously submitted in CalSMART during annual expenditure reporting, which is opened in the month of October each year and is due to the Commission by December 1st.

A. Funding Eligibility Checklist

Adopted Resolution or Staff Report

- ☐ Use the most current version of the Fiscal Year SB 1 Sample Resolution that is available on the "Help & Resources" tab in CalSMART. Agencies can request a word file of the sample resolution from the LSR staff if needed.
- ☐ The resolution/staff report adopting the list of projects proposed **must** be:
  - ☐ Adopted at a **regular** city council or county board of supervisors meeting; and
  - ☐ Specific to the fiscal year's funding apportionment for which eligibility is being sought; and
  - ☐ Is a stand-alone action that is dedicated to the use of SB 1 RMRA funds associated with the Local Streets and Roads Funding Program; and
  - ☐ Is **not** a part of any other transportation, funding or budgetary action taken (such as adoption of a Capital Improvement Plan); and
  - ☐ **Includes** a statement affirming the city/county's commitment the apportionments received will be used and reported on as required by statute and the Commission's adopted program guidelines; and
  - ☐ Is **signed** and **dated** by either the City/County Manager, Clerk, Attorney, or any other city/county official with signatory authority.
- ☐ The resolution/staff report **must** clearly identify projects that are intended to **utilize** the **next fiscal year's** SB 1 RMRA apportionment received through the Local Streets and Roads Funding Program.
  - ☐ The list may be built into the body of the resolution/staff report; or
  - ☐ The list may be included as an attachment to the resolution/staff report.
- ☐ A copy of or a link to the published agenda noticing the list adoption is requested when using a staff report in lieu of a resolution.

List of Projects Proposed

- ☐ The proposed list must include:
  - ☐ Any **new** project(s) intended to utilize the upcoming fiscal year's apportionment; and
  - ☐ If applicable, **project(s) previously proposed** that will continue to utilize apportionments in the upcoming fiscal year (i.e. multi-year projects).
    - Clearly differentiate between the new projects proposed and those that are re-listed.
- ☐ Each project listed **must** include the project detail that is required in SHC Section 2034. This required detail is further explained in the 2021 Local Streets and Roads Funding Program Guidelines:
  - ☐ Project Description (project purpose/brief scope, and component that will be funded with the fiscal year apportionments received)
  - ☐ Project Location (location detail that a member of the general public could reasonably identify)
  - ☐ Estimated Project Useful Life (minimum and maximum)

- ☐ Estimated Project Schedule (project start and completion mm/yy)

☐ Each project listed **must** meet the intent and purpose of the funding program that is indicated in SHC Section 2030 and the 2021 Local Streets and Roads Funding Program Reporting Guidelines.

- ☐ These funds are intended to be **prioritized** for expenditure on **basic road maintenance** and **rehabilitation projects**, and on **critical safety projects**.
- ☐ **Eligible** projects include:
  - Road Maintenance and Rehabilitation
  - Safety Projects
  - Railroad Grade Separations
  - Complete Streets Components (including active transportation purposes, pedestrian and bicycle safety projects, transit facilities, and drainage and stormwater capture projects **in conjunction** with any other allowable project)
  - Traffic Control Devices
  - Funds made available by the program may also be used to satisfy a match requirement in order to obtain state or federal funds for projects authorized by this subdivision.
  - Pursuant to Article XIX Section 2(a) of the constitution: "The research, planning, construction, improvement, maintenance, and operation of public streets and highways (and their related public facilities for nonmotorized traffic), including the mitigation of their environmental effects, the payment for property taken or damaged for such purposes, and the administrative costs necessarily incurred in the foregoing purposes."

CalSMART Submittal

☐ Log-in to your CalSMART user account or register in CalSMART if you do not have an existing user account; and

☐ During the open eligibility period in CalSMART, users **must**:

- ☐ Create a Fiscal Year Eligibility Proposed Project List Submittal
  - Upload the signed executed resolution/staff report and list of projects adopted; and
  - Create a list of projects in CalSMART. Although CalSMART requires additional project detail than what is required for the list of projects adopted, there must be a clear connection between the proposed projects adopted and those entered into the system.
- ☐ Review the documents and detail entered for consistency.
- ☐ Select "Submit" on or before the July 1st due date.
- ☐ Submittals missing the relevant signed executed resolution/staff report and project list will be returned to a city or county as incomplete, the city or county will be given a set date by the Commission to resubmit or risk forfeiture of their annual apportionment.

B. Additional Information

Fiscal Year Local Streets and Roads Estimates:

- ☐ A third-party consultant contracted by the League of California Cities provides fiscal year estimates pertaining to HUTA and RMRA apportionments.
    - ☐ Visit the California Local Government Finance Almanac website for the most recent city and county apportionment estimates.

CalSMART Registration:

- ☐ To create a CalSMART "User Account" click here.
    - ☐ Each City/County is allowed multiple users, each user must create their own account in the system using their e-mail.
    - ☐ Only one account may be created per e-mail address registered.
    - ☐ A single (general) account for a city or county that is shared by multiple individuals is **not** encouraged, a shared account often leads to inadvertent account lockout.
    - ☐ When registering, a user must request Local Streets and Roads Program access in CalSMART.
- ☐ If an existing CalSMART user is unable to access their account, please email the Local Streets and Roads Funding Program at LSR@catc.ca.gov so we may assist you.

Technical Training:

- ☐ Technical training is provided leading up to of each fiscal year's eligibility and expenditure reporting period.
- ☐ All training material is posted on the Commission's website and in the "Help & Resources" tab in CalSMART.

Funding Eligibility Schedule:

- ☐ May – Local Streets and Roads Funding Program Technical Training and CalSMART opens for Initial Fiscal Year Eligibility
- ☐ July 1st – Initial Fiscal Year Eligibility Closes in CalSMART
- ☐ August – Commission adopts the Initial List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller's Office
- ☐ August 1st – CalSMART is reopened for Subsequent Fiscal Year Eligibility (if needed)
- ☐ September 30th – Subsequent Fiscal Year Eligibility Closes in CalSMART (if needed)
- ☐ October – Commission adopts the Subsequent List of Eligible Cities and Counties for Fiscal Year Funding and transmits the adopted list to the State Controller's Office (if needed)

C. Sample Resolution

RESOLUTION NO._____

RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 20##-## FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City/County are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City/County must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City/County, will receive an estimated $XXX in RMRA funding in Fiscal Year 20##-## from SB 1; and

WHEREAS, this is the XXX year in which the City/County is receiving SB 1 funding and will enable the City/County to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City/County has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City/County used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City/County maintain and rehabilitate XXX streets/roads, XXX bridges, add active transportation infrastructure throughout the City/County this year and ### of similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City/County's streets and roads are in an "excellent/good/at-risk/poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into a "XXX" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the Board of Supervisors/City Council of the City/County, State of California, as follows:

1. The foregoing recitals are true and correct.

2. The following list of newly proposed projects will be funded in-part or solely with Fiscal Year 20##-## Road Maintenance and Rehabilitation Account revenues:

   [If a city/county is proposing a new project for the Fiscal Year in question, the following statement and project detail should be included. Cities/counties may cite an attachment in lieu of entering the project detail in this section. The attachment cited must include the statutorily mandated project detail included below, to be compliant.]

   Each NEW Project Proposed MUST Include:
   Project Title:
   Project Description:
   Project Location:
   Estimated Project Schedule: Start (MM/YY)– Completion (MM/YY) based on the component being funded with RMRA funds
   Estimated Project Useful Life:

3. The following previously proposed and adopted projects may also utilize Fiscal Year 20##-## Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the City/County is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

   [If a city/county intends to utilize Fiscal Year Program Funds, in which eligibility is being sought, on a previously adopted proposed project, the following statement and project detail should be included, do not forget to update the proposed project schedule if different from the prior project detail adopted. Cities/counties may cite an attachment in lieu of entering the project detail in this section. The attachment cited must include the statutorily mandated project detail included below, to be compliant.]

   Each Relisted Project Previously Proposed MUST Include:
   Project Title:
   Project Description:
   Project Location:
   Estimated Project Schedule: Start (MM/YY)– Completion (MM/YY) based on the component being funded with RMRA funds
   Estimated Project Useful Life:

PASSED AND ADOPTED by the Board of Supervisors/City Council of the County/City, State of California this _____ day of _____, 20##, by the following vote:

Program Resources

California Transportation Commission Resources:

- Local Streets and Roads Funding Program
- 2021 Local Streets and Roads Funding Program Reporting Guidelines
- CalSMART Website
- Statute - Streets and Highways Code Chapter 2, Division 3, Sections 2030 – 2038

League of California Cities Resources:

- The League of California Cities
- Annual Local Streets and Roads Funds Estimates (HUTA, SB 1)

California State Association of Counties Resources:

- California State Association of Counties

State Controller's Office Resources:

- SB 1 Road Maintenance and Rehabilitation Account Funding Frequently Asked Questions.
- SB 1 Local Streets and Roads Apportionments Cities and Counties.

Etna Police Chief's Monthly Report

March 2023

To begin this month's police department report, I would first like to extend our gratitude to the city council for their continued support of the police department as we have been going through a transitional period. There have been some frustrating times and it is with great comfort to know we have council backing us. I would like to also reiterate to the council our open-door policy and the importance of communication. It is my pledge to the city as well as our constituents to always be transparent and communicate any issues that may arise. I ask the council and city staff to please forward any concerns or questions to myself to eliminate any rumors and most important provide the ability to address the issue while going through the proper chain of command. As I have mentioned before, in many cases our constituents are our eyes and ears when we can't be there. It is very important we receive this information through the proper channels so we can be aware of the situation and again address it appropriately. I would also like to ask if appropriate to have a session or meeting with the council from time to time specific to the police department to remain vigilant in transparency and to provide a set time to address any issues or questions you may have on the inner workings of the police department and how everyday business is done. I believe this will help us all to remain on the same page and be proactive in policy and procedures.

As the winter months continue to bring us much needed weather our focus continues to be safety around town. While we have continued to educate drivers on the rules of the road and what the town of etna expects while around town you will see our focus being modified from education to accountability in the form of citations. We will also see an uptick in pedestrians around town as the weather allows, including our pct hikers. It is important to educate pedestrians as well as drivers in proper educate while walking in town especially to our youth that may not have much experience walking without their parents. We have several events planned in the near future so we will be focusing on maintaining safe and secure guidelines including new signage and barricades.

Traffic- Since the beginning of the new school year we have been diligent in the presence of law enforcement in and around the schools in the attempt to bring violations to a minimum. We have seen an increase in traffic activity in the month of March with numerous citations being issued for violations such as speed and driving while suspended. Extra patrol and high visibility in school areas helps to remind motorists of their responsibilities to drive with extra caution in any area with high pedestrian presence. Again, this past month our highest priority In the traffic realm has been a focus on speeding and failure to stop at crosswalks on Main Street, Diggles, and Collier Avenues. We have shown high presents in the area including unmanned vehicles staged in and around as a reminder to drivers to follow the rules of the road. Numerous traffic stops have been made and we have received many phone calls asking why we have been swarming the area. It gives us the chance to educate people and have them spread the word to others of what is expected of them while in town.

Schools- As mentioned above this school year we continue to work hand in hand with school officials in order to be proactive with the needs of our schools. We have been active with the DARE program and attended several events such as breakfast with first responders. We also have been physically walking into our schools to visit rather than just drive by. This opportunity allows us to talk with the kids and become familiar with them. It is always a great feeling when each and every child knows our name and is excited to see us. There has been a significant increase in our services at our schools lately including our participation in SARB, SART, and official school meetings.

Animal Control- Several animal control issues were handled during the month of March including dog at large and dog barking calls. Each of the situations were handled by verbal and written warnings. The warnings

seemed to remedy the problem at this time. If the issues arise again the implementation of citations will occur. Most of the dog at large problems have been consisting of dogs living out of town. This makes the situation a bit more difficult but our relationship with county animal control now helps us in gaining a conclusion. Over the past year we have seen a major decline in animal related issues. While we will always have calls for service related to animal control it is nice to see that the hard work of the officers is having a positive outcome. We also will continue to work with city hall as to gain compliance of dog registration as the new fiscal year begins soon. Having dogs registered is important with our ability to hold owners accountable as well as fund the towns animal control program. With the weather permitting we will be working on establishing our Ft. Jones Kennels and placing them in service. This will prevent us from having to transport dogs to Etna and will keep the kennel fees specific to the Town of origin.

Reports/Cases- As of this date we have over 26 written cases for the year in Etna alone. Again, these cases reflect an actual written case with them being sent to other departments such as the District Attorney's Office. This does not reflect calls for service. These cases also include abatement cases. Several of these ordinance cases have been active and we will be hopefully closing out shortly. As with any of the abatement issues we are always looking towards voluntary compliance. These are also all civil issues not criminal so the time a case remains open can be long periods often over a year. As our major abatement cases continue to see progress and closure we now have the experience and knowledge of what has been working and what has not. As mentioned at the last meeting the implementation of an in-house hearing process will help the city not only enforce but hold violators more accountable. Kelly has been very diligent in continuing Etna cases that had been started prior to her taking over. We are also discussing and will be providing the city with updated ordinances as well as new ones for the council's considerations.

Calls for Service- Our calls for service for the month continue to be at a high volume as you can see in the attached stat report. Also included is a key for each code used in our call log. These calls include our assistance to the fire department as well as the ambulance service. We have also been assisting allied agencies on a regular basis including regular calls for service and the implementation of search warrants. PAL events have also taken many hours Tuesday through Saturday which throws a curve ball into our daily activities. Time management has become very important as we transition to new officers and priorities.

Code Enforcement- Enforcement continues to be at the forefront and we continue to have positive results and cooperation from those involved. The follow-up has shown to take much of our time, however with the results we are seeing makes it well worth it. With good ordinances comes the availability to uphold the town's regulations and help our city head in a positive sustaining direction.

PAL- We have just wrapped up our basketball season and have been working diligently with several graduating seniors in their implementation of senior projects. They have brought programs such as softball, volleyball, and wrestling back to the pal program and have had great success in providing new programs to our youth. It is very exiting to see our once young pal kids come back and give to the program as young adults. Our very successful Clay Birds program has begun with over 20 members. They will be participating in state and national events throughout the season. Our swim season in fast approaching and appears to be well attended in both our competitive and recreational leagues. The swim season will run through the summer with practice being Monday through Friday with competitions occurring over the weekends.

Training- All Officers and I have been attending training courses including our mandated perishable skills classes. January 1st marks the start of a two-year time frame to get these training courses completed. The COS ADJ program continues to make these much-needed trainings available and free to local agencies. Any other

advanced officer training we utilize through post is reimbursable, making the attendance obtainable for our small-town officers.

Our new Officer Martin has concluded her field training and is now officially on her own. She will remain on probation for up to a year as she continues to learn the job. She has continued to do very well, and we look forward to her serving the community she grew up in. We have been going business to business introducing her to our constituents and speaking to them about what they are seeing in and around town. This is a great way for new officers not only to meet people but also to learn about the town's needs.

I currently have an additional candidate nearing the end phase of background and if successful, I will be bringing final approval for hire to council in the near future.

AB	ASSAULT AND BATTERY
ABC	ALCOHOL BEVERAGE CONTROL
ACS	ACCIDENTAL SHOOTING
ADW	ASSAULT WITH DEADLY WEAPON
ALARM	ALARM
ANIMAL	ANIMAL ABUSE OR NEGLECT
ARO	ATTEMPT TRO SERVICE
ARSN	ARSON
ASST	ASSIST OTHER AGENCY
AT	AUTO THEFT
ATC	ATTEMPT TO LOCATE
AVEH	ABANDONED VEHICLE
BCHK	BAR CHECK
BURG	BURGLARY
CASINO	CASINO RELATED CALLS
CCW	CONCEALED WEAPONS PERMIT AI
CHAB	CHILD ABUSE
CHKS	CHECKS
CIV	CIVIL PROCESS
CODE	CODE ENFORCEMENT
CPO	CRIMINAL PROTECTIVE ORDER
CRNR	CORONER
DB	DEAD BODY
DP	DISTURBING PEACE
DRDR	DRUNK DRIVING
DRNK	DRUNK
DV	DOMESTIC VIOLENCE
EA	ELDER ABUSE
EMBZ	EMBEZZELMENT
ESCP	ESCAPE
EXPL	EXPLOSIVE
FG	FISH AND GAME
FIRE	FIRE AND FIREWORKS RELATED C
FND	FOUND
FORG	FORGERY
FU	FOLLOW UP
GTFT	GRAND THEFT
HAZ	HAZMAT
HOMI	HOMICIDE OR ATTEMPT
HW	HOUSE WATCH

IDTFT	IDENTITY THEFT
K9	K9
KDNP	KIDNAPPING
LIVS	LIVESTOCK
LST	LOST
M	MISCELLANEOUS
MFEL	MISC FELONY
MH	MENTAL HEALTH
MJ	MARIJUANA CULTIVATION OR CON
MMIS	MISC MISDEMEANOR
MP	MISSING PERSON
NARC	NARCOTICS
NCRM	NON CRIMINAL
OWAS	OUT WITH A SUBJECT
OWAV	OUT WITH A VEHICLE
PLANE	PLANE CRASH OR INCIDENT
PROBS	PROBATION SEARCH
PROW	PROWLER
PTFT	PETTY THEFT
PTRL	PATROL
RADAR	RADAR TRAILER
RADIO	RADIO RECEPTION TROUBLE
RAPE	RAPE
RBRY	ROBBERY
REPO	VEHICLE REPOSSESSION
RO	RESTRAINING ORDER
RWAY	RUNAWAY
SAFE	SEXUAL ASSAULT FELONY ENFOR
SAR	SEARCH AND RESCUE
SCAM	SCAM
SCHK	SECURITY CHECK
SCHOOL	SCHOOL SECURITY CHECK
SEXO	SEX OFFENCE
SUIC	SUICIDE (OR ATTEMPT)
SUPS	SUBPOENA SERVICE
SVEH	VEHICLE ASSIST
SWAR	SEARCH WARRANT
TC	TRAFFIC ACCIDENT
TEST	TEST CALL ONLY
TRAF	TRAFFIC

TRSP	TRESPASSING
TS	VEHICLE STOP
VNDL	VANDALISM
WAR	WARRANT SERVICE
WI	WELFARE CHECK
WS	WATER SAFETY

SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 03/01/2023 to 04/19/2023,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/01/2023 09:40	2303010014		CIV	106 DIGGLES ST		
03/01/2023 12:55	2303010023		FLP	857 VERNON ST		
03/03/2023 09:49	2303030013		FLP	450 CAMPUS WAY		
03/03/2023 10:52	2303030017	4230013	CHAB	857 HIGHLAND ST		
03/07/2023 12:06	2303070015		TRSP	15 TELCO WAY		
03/08/2023 12:02	2303080023		FLP	15 TELCO WY		
03/08/2023 12:43	2303080028	4230014	CHAB	247 DIGGLES ST		
03/08/2023 14:26	2303080032		FLP	457 HIGHLAND ST		
03/08/2023 14:27	2303080033		FLP	857 HIGHLAND ST		
03/08/2023 14:29	2303080034		VEH STOP	HOWE/CAMPUS WAY		
03/09/2023 01:06	2303090002		MH	407 MAIN ST		
03/09/2023 08:40	2303090023		FLP	407 MAIN ST		
03/09/2023 11:24	2303090033		ASST	706 CALLAHAN WAY		
03/09/2023 13:35	2303090039		ASST	110 INDUSTRIAL PKY		
03/09/2023 14:04	2303090042		ASST	CENTER ST/DIGGLES ST		
03/11/2023 20:22	2303110037		MP	918 CLEVELAND ST		
03/12/2023 05:49	2303120008		DP	507 CALLAHAN ST		
03/12/2023 13:07	2303120018		DP	124 COLLIER WAY		
03/15/2023 08:53	2303150010		FLP	450 CAMPUS WAY		
03/15/2023 17:36	2303150029		TRSP	15 TELCO WY		
03/16/2023 12:06	2303160026		TRAF	000 DIGGLES ST		
03/16/2023 13:46	2303160037		NCRM	104 SCOTT ST		
03/16/2023 14:34	2303160042		SCHOOL	220 COLLIER WAY		
03/16/2023 21:01	2303160076		DP	OAK ST/HARRISON ST		
03/17/2023 10:59	2303170026		NCRM	168 SCOTT ST		
03/17/2023 12:00	2303170036		M	400 HOWELL AVE		
03/19/2023 05:48	2303190006		ASST	835 HIGHLAND ST		
03/20/2023 13:41	2303200042		FLP	857 CALLAHAN WAY		
03/22/2023 15:04	2303220028		M	400 HOWELL AVE		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/23/2023 10:16	2303230024		FLP	857 VERNON ST		
03/28/2023 11:50	2303280021	4230020	DV	900 CALLAHAN WAY		
03/29/2023 11:32	2303290017		FLP	900 CALLAHAN WAY		
03/29/2023 13:31	2303290022	4230021	CHAB	541 OAK ST		
03/30/2023 14:02	2303300028		CODE	835 VERNON		
04/03/2023 12:32	2304030044		TRAF	SCOTT ST/N 3		
04/05/2023 09:27	2304050012		FLP	802 MAIN ST		
04/05/2023 09:57	2304050013		FLP	220 COLLIER WAY		
04/05/2023 12:57	2304050027	4230023	TRAF	400 HOWELL AVE		
04/05/2023 14:14	2304050041		FLP	67 MAIN ST		
04/05/2023 17:22	2304050058		CIV	802 MAIN ST		
04/06/2023 10:48	2304060021	4230024	AVEH	700 HIGHLAND ST		
04/06/2023 17:33	2304060054		DP	124 COLLIER WAY		
04/06/2023 18:00	2304060059	4230025	DP	124 COLLIER WAY		
04/07/2023 19:00	2304070075		ANIMAL	HOWELL AVE/COLLEGE AVE		
04/08/2023 20:42	2304080059		FIRE	337 MAIN ST		
04/12/2023 17:06	2304120044		VEH STOP	PIG ALY/COLLIER WAY		
04/17/2023 07:41	2304170006		VEH STOP	FRANKLIN /HWY3		

TOTAL CALLS: 47

SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 03/01/2023 to 04/19/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/01/2023 14:00	2303010026		M	113 BUTTE ST		
03/01/2023 15:28	2303010030	5230009	DB	12079 MAIN ST		
03/01/2023 21:01	2303010050		DP	HAIR RAZOR		
03/02/2023 11:19	2303020021		CHAB	12341 MAIN ST		
03/02/2023 11:21	2303020022	5230011	CHAB	173 CARLOCK ST	1	
03/02/2023 12:09	2303020024		FLP	173 CARLOCK ST		
03/03/2023 12:08	2303030028	5230012	FLP	00 FT JONES		
03/04/2023 20:51	2303040024		DP	00 MATHEWS ST		
03/04/2023 21:39	2303040028		FLP	00 NEWTON ST		
03/09/2023 09:44	2303090025		FLP	236 STERLING ST		
03/09/2023 10:05	2303090027		FLP	12737 MARBLE VIEW AVE		
03/09/2023 17:56	2303090056		TC	12425 N MAIN ST		
03/11/2023 15:01	2303110023	5230014	DP	243 STERLING ST		
03/14/2023 17:58	2303140035		VNDL	31 NEWTON ST		
03/15/2023 17:39	2303150030		TRSP	11936 DIGGLES ST		
03/16/2023 13:51	2303160038	5230017	OWAV	JUMP SCALES		
03/17/2023 16:50	2303170071		VEH STOP	HWY 3/MATHEWS		
03/22/2023 08:27	2303220009		M	11501 MATHEWS ST		
03/23/2023 13:19	2303230037	5230019	CHAB	11725 EASTSIDE RD		
03/24/2023 13:47	2303240032		VEH STOP	MATHEWS ST/MAIN ST		
03/24/2023 14:24	2303240034		CHAB	11725 EASTSIDE RD		
03/24/2023 14:37	2303240035		FLP	243 STERLING ST		
03/25/2023 12:18	2303250018		FLP	243 STERLING ST		
03/25/2023 12:39	2303250019		FLP	12000 MAIN ST		
03/25/2023 16:44	2303250029		FLP	243 STERLING ST		
03/25/2023 17:18	2303250030		VEH STOP	MAIN ST/BUTTE ST		
03/26/2023 09:02	2303260010		PTFT	12855 MARBLE VIEW AVE		
03/27/2023 10:31	2303270022		CIV	11501 MATHEWS ST		
03/29/2023 13:29	2303290020	5230021	CHAB	12103 OAK MILL DR		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/29/2023 13:30	2303290021	5230022	CHAB	12095 OAK MILL DR		
03/29/2023 14:54	2303290028		M	BUTTE ST/OAK MILL DR		
03/29/2023 15:35	2303290029		FLP	322 SCOTT RIVER RD		
03/30/2023 11:00	2303300017		CIV	243 STERLING ST		
03/30/2023 11:17	2303300018		NCRM	477 STERLING ST		
03/30/2023 14:54	2303300037		NCRM	243 STERLING ST		
03/30/2023 19:47	2303300050		TRSP	11300 N HWY 3		
04/01/2023 14:47	2304010021		OWAV	12301 MAIN ST		
04/03/2023 07:54	2304030012	5230024	M	106 BUTTE ST		
04/03/2023 12:15	2304030043	5230023	FLP	41 STERLING ST		
04/03/2023 14:40	2304030053		FLP	12095 OAK MILL DR		
04/03/2023 15:00	2304030055		FLP	12103 OAK MILL DR		
04/04/2023 13:38	2304040033		ANIMAL	12709 MARBLE VIEW AVE		
04/05/2023 11:46	2304050023	5230027	TRAF	11906 MAIN ST		
04/05/2023 13:57	2304050039		ANIMAL	11714 EAST ST		
04/05/2023 16:03	2304050052	5230029	FLP	11730 EAST ST		
04/06/2023 08:49	2304060011	5230028	FLP	12079 MAIN ST		
04/07/2023 12:15	2304070043		FLP	12725 MARBLE VIEW AVE		
04/07/2023 12:22	2304070045		FLP	11725 EASTSIDE RD		
04/10/2023 13:27	2304100030	5230030	VNDL	FORT JONES LITTLE LEAGUE		
04/11/2023 12:29	2304110016		ANIMAL	11742 EAST ST		
04/11/2023 13:45	2304110023		FLP	11501 MATHEWS ST		
04/11/2023 20:20	2304110060		DP	241 STERLING ST		
04/12/2023 12:04	2304120028		FLP	243 STERLING ST		
04/14/2023 12:21	2304140031		TRSP	12102 OAK MILL DR		
04/15/2023 13:02	2304150022		FLP	12725 MARBLE VIEW AVE		
04/15/2023 13:03	2304150023		FLP	112 NEWTON ST		
04/15/2023 14:43	2304150029		FLP	12102 OAK MILL DR		
04/16/2023 12:52	2304160017		ANIMAL	12525 MARBLE VIEW AVE		
04/18/2023 17:56	2304180047		DP	11921 MAIN ST		

TOTAL CALLS: 59

SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 03/01/2023 to 04/19/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/22/2023 16:11	2303220033		M	N HWY 3/KELLEMS LN		

TOTAL CALLS: 1

SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 03/01/2023 to 04/19/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/15/2023 11:27	2303150017		TC	N HWY 3/MARBLE VIEW AVE		
03/20/2023 12:07	2303200037		CODE	4600 LIGHTHILL RD		
03/23/2023 13:58	2303230041		NCRM	5213 MINERS CREEK		
03/27/2023 12:25	2303270032		OWAS	13005 N HWY 3		
03/29/2023 11:32	2303290016		ASST	N HWY 3/PATTERSON CREEK RD		
04/07/2023 19:05	2304070076		ANIMAL	LIGHTHILL RD/N 3		
04/07/2023 20:31	2304070081		ANIMAL	LIGHTHILL RD/N 3		
04/17/2023 16:04	2304170041		VEH STOP	N HWY 3/ELLER LN		

TOTAL CALLS: 8

SISKIYOU COUNTY
SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 03/01/2023 to 04/19/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/01/2023 12:41	2303010022		FLP	880 SAWYERS BAR RD		
03/17/2023 11:31	2303170031		M	880 SAWYERS BAR RD		
03/28/2023 20:18	2303280039		ASST	HWY 3/ NORTH		
04/03/2023 15:45	2304030058		VEH STOP	FRANKLIN LN/HWY 3		
04/08/2023 12:06	2304080017		M	35 STARR ACCESS RD		
04/11/2023 12:51	2304110018		PROBS	9929 S HWY 3		
04/15/2023 11:03	2304150016		PROBS	9929 S HWY 3		
04/17/2023 07:17	2304170005		VEH STOP	0 N HWY 3		

TOTAL CALLS: 8

Public Works Report 4/20/23

Water: Monthly bacteria testing complete and up to date most recent test showed bacteria and E.coli in the raw (untreated) water and was negative for both in the treated water. This shows our treatment and disinfection process is effective and does provide safe drinking water to our customers.

We repaired a few minor leaks in the upper section of the distribution system this past month and had one major leak repair on a water main on collier way. I recently attended meter replacement training and found it very interesting that most other systems are in dire need of meter replacement due to age, accuracy and staff time consumption. We are in the same situation and look forward to new meters soon. Thank you charrna for getting the ball rolling on the grant.

We are also looking at some areas that need new main lines and service laterals in the upper part of town and trying to plan ahead to get them done before any new pavement is projected.

Pool: City staff portion of the solar shade structure is complete and the solar portion went out to bid however no bids were received and we hope to change that for the next bidding window.

We will be gearing up and getting the pool ready for the season over the next couple weeks.

We will also be doing some work in the snack shack area removing the old vinyl flooring installing a 3 compartment sink and some drywall/tile repair. I have reached out to several more resurfacing company's and have yet to find one that will give us a quote do to them not willing to travel that far. One option may be a company that is doing the project

at Rouge X in the City of Medford but I'm still waiting for a definite answer on the possibility.

Parks: Both the little league park and City Park restrooms have been de-winterized and are open for use and grounds main-cleaning and mowing has started.

Streets: The City has had a fairly eventful winter and has developed some areas that need attention. We will be getting a load of asphalt in the coming days to begin addressing some problem areas. I am still looking to add to our tool box for street equipment and look forward to bringing some ideas-requests to the council for approval.

Buildings: In-between projects we have been making progress with cleanup around the City yard and getting it looking a bit more professional than it has in the past .Surplus vehicles will be removed soon.

We had a section of old brick chimney break away from the upper back portion of city hall building that caused some damage to the walkway roof behind the rental space of RCD we will be addressing. With the building needing other repairs we may have a need for boom lift rental to resolve here and some tree branches at the park.

Vehicle maint: Medic 54 transmission was rebuilt and is back for availability.

Engine 1414 – PW staff has removed the transfer case diagnosed and ordered internal parts for repairs and will be getting that back together and in service when parts arrive, and time provide.

Ambulances:

M54: Dusty's Transmission in Central Point had transmission rebuilt and back to us by the end of the week we notified them to go ahead with the work.

M56: The batteries that were 6 years old finally had enough. They were replaced on 04/10/2023.

SSV Regional EMS Authority

No updates

March Numbers

Total: 36 Billable: 25	Etna:10 FJ: 7 SV: 19	ALS: 17	BLS: 6	CXL: 5	CCP: 1	AMA/ ALS Assessment: 1	AMA/ BLS Assessment: 1	AMA/ not billable: 3	Missed: 2	BLSD: 0

There were no rendezvous' with M11 or MSAS ambulance this month.

The missed calls were on days that I was out of the area and it was solely volunteer status.

There were 10 days without calls.

There were 31 total calls in March 2022

Misc

A successful PHTLS (Prehospital Trauma Life Support) certification class was held at the ambulance station April 17 & 18.

The first public CPR course was held April 22.

We will be providing a dedicated ambulance for the Scott Valley Pleasure Park Rodeo April 28,29, and 30.

UPCOMING TRAINING/CLASSES:

Planning ongoing for the Scott Valley MCI Training Drill May 7.

First on the Scene class is being advertised on social media and flyers are posted. We have 9 people registered so far. This will be held during EMS Week, May 23 from 5-9pm at the EMS station.

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): Cliff Munson

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Siskiyou Telephone Proclamation

Please provide a description of the request and attach supporting documentation:

Approve, read, and sign Proclamation of the City of Etna Joining the Smart Rural Community Program and proclaim April 30, 2023 as "Smart Rural Community Day."

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

PROCLAMATION OF THE CITY OF ETNA JOINING THE SMART RURAL COMMUNITY PROGRAM

WHEREAS the goal of Siskiyou Telephone, a local independent company, is to provide essential broadband services to people and businesses in our rural community that is fast, affordable, and reliable.

WHEREAS Siskiyou Telephone and the City of Etna are committed to broadband innovation and technological advancement.

WHEREAS Siskiyou Telephone is the first California company to participate in the Smart Rural Community program, a nationwide effort to bring high speed internet services to small town America.

WHEREAS a Smart Rural Community promotes collaboration among rural broadband providers and local leaders to provide innovative broadband services to support agriculture, economic development, education, health care and other vital services in rural areas.

WHEREAS Siskiyou Telephone, a rural broadband provider has taken initiative to bring advanced digital infrastructure to the regions and the people they serve to improve access to education, health, and government services.

THEREFORE, The City of Etna has proclaimed April 30, 2023, as "Smart Rural Community Day" with Etna being the first small smart rural community in California partnering with Siskiyou Telephone to build thriving Smart Rural Communities.

Signed_____ Date:_____

Mayor Cliff Munson, City of Etna

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

Agenda Request

Date of Meeting: 04242023

Spokesperson(s): Teresa Arrwood

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Approve and sign proclamation for National EMS week.

Please provide a description of the request and attach supporting documentation:

Request the mayor to sign the proclamation recognizing National EMS Week.

In November 1974, with influence from the American College of Physicians, President Gerald Ford announced and authorized the first National Emergency Medical Services Week. This was to celebrate the emergency medical services and the amazing and important work they do. EMS has been vital to emergency medicine and to saving lives. Medical emergencies and situations faced by all medical practitioners require quick problem solving and years of training. As the field expands, EMS will always be on the front line when it comes to emergencies and emergency medicines.

This year, EMS week is May 21st through May 27th. We will be hosting a variety of different events and offering visits at schools and daycares.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

EMS Week Proclamation

To designate the Week of May 21 - 27, 2023, as Emergency Medical Services Week.

WHEREAS emergency medical services are a vital public service; and

WHEREAS, the members of emergency medical services teams are ready to provide lifesaving care to those in need 24 hours a day, seven days a week; and

WHEREAS, access to quality emergency care dramatically improves the survival and recovery rate of those who experience sudden illness or injury; and

WHEREAS, emergency medical services has grown to fill a gap by providing important, out of hospital care, including preventative medicine, follow-up care, and access to telemedicine; and

WHEREAS, the emergency medical services system consists of first responders, emergency medical technicians, paramedics, emergency medical dispatchers, firefighters, police officers, educators, administrators, pre-hospital nurses, trained members of the public, and other out of hospital medical care providers; and

WHEREAS, the members of emergency medical services teams, whether career or volunteer, engage in thousands of hours of specialized training and continuing education to enhance their lifesaving skills; and

WHEREAS, it is appropriate to recognize the value and the accomplishments of emergency medical services providers by designating Emergency Medical Services Week; now

THEREFORE, I, Cliff Munson, Mayor of Etna California, in recognition of this event do hereby proclaim the week of May 21-27, 2023, as

EMERGENCY MEDICAL SERVICES WEEK

With the theme, *EMS: Where Emergency Care Begins*, I encourage the community to observe this week with appropriate programs and activities.

_____

Cliff Munson, Mayor of Etna, CA

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Cannabis Local Jurisdiction Retail Access Grant Program

Please provide a description of the request and attach supporting documentation:

Discuss/Approve grant funding opportunity for local jurisdiction to establish cannabis retail licening programs.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

Hello Cliff,

The Department of Cannabis Control's (DCC) Local Jurisdiction Retail Access Grant Program provides funding to cities and counties that do not currently license cannabis retail businesses to assist jurisdictions in developing and implementing local cannabis retailer licensing programs.

Our records indicate that your jurisdiction may be eligible for funding under this program!

By supporting local governments in establishing cannabis retail licensing programs, this grant seeks to reduce the size of the illicit market, protect consumer and community safety, and provide consumers with reliable access to regulated, tested cannabis in the legal market.

Under the grant, jurisdictions may choose to allow only medicinal, adult-use, or both medicinal and adult-use retail activity. Jurisdictions may also choose whether to allow only non-storefront retail (delivery), storefront retail, or both non-storefront and storefront retail businesses.

Funding will be dispersed to eligible applicants on a first-come, first-served basis, based on the number of priority points awarded, until funding is exhausted. Priority will be given to local jurisdictions that propose to assist cannabis equity businesses, address gaps in consumer access, and plan to permit retailers through existing business permitting processes.

Grant Details
Detailed information about this opportunity is available on our Retail Access Grant webpage and in the Grant Guidelines.

The application deadline is **April 28, 2023**, at 5:00 p.m.

We will be providing technical assistance to applicants during the application period. Please do not hesitate to contact me or grants@cannabis.ca.gov with any questions you may have.

Best regards,

Devin Gray *(he/him)*
Associate Governmental Program Analyst
Policy and Research Division
desk: 279.217.3555
844-61-CA-DCC (844-612-2322)
www.cannabis.ca.gov

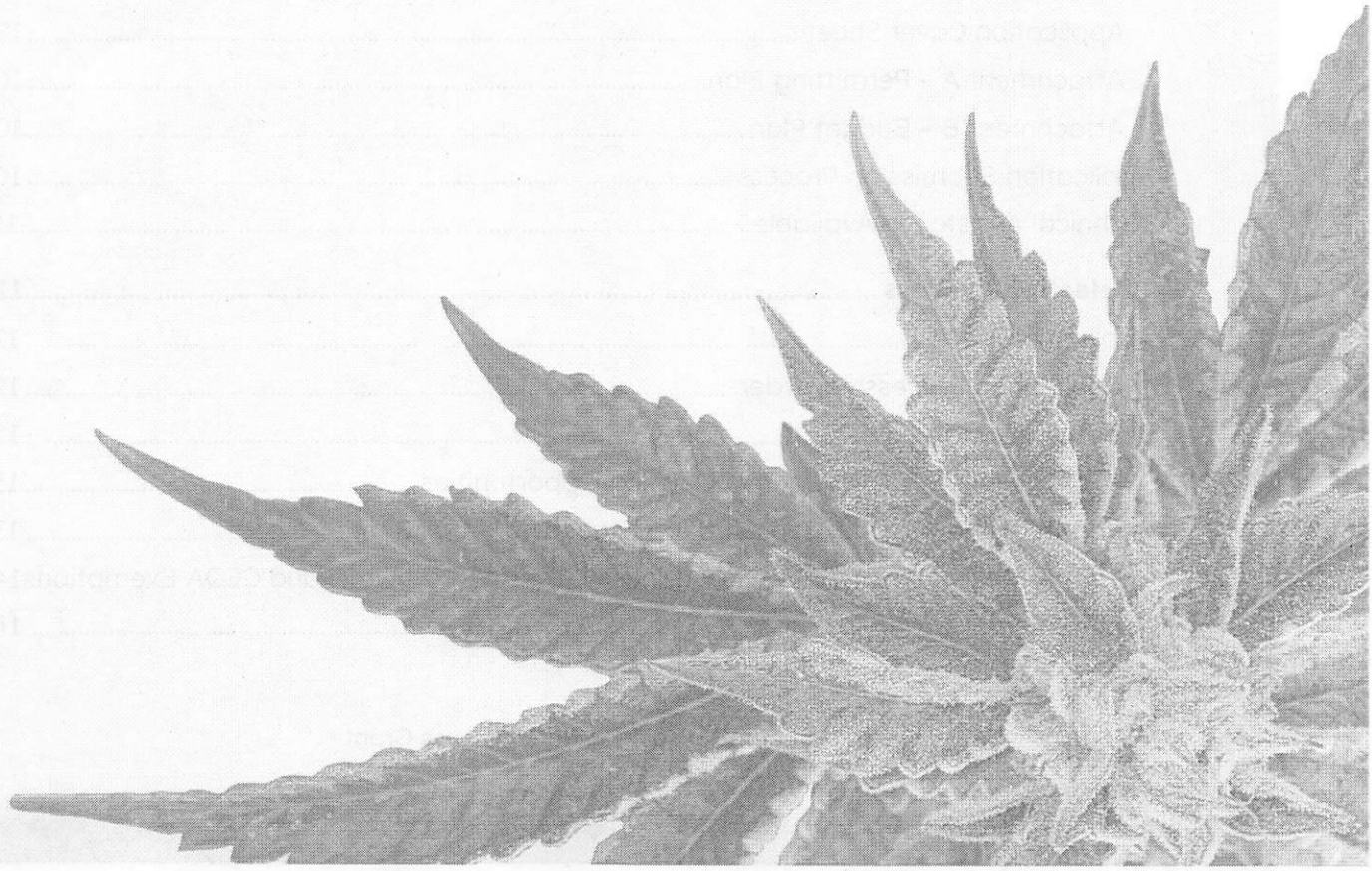
Department of
Cannabis Control
CALIFORNIA

Integrity • Fairness • Innovation • Knowledge • Collaboration • Support

Department of
Cannabis Control
CALIFORNIA

Cannabis Local Jurisdiction Retail Access Grant Program

Grant Guidelines
February 2023



Contents

I. Grant Overview 4

Funding Opportunity 4

Timeline 5

Questions and Answers Process 5

II. Grant Program Requirements 6

Eligible Applicants 6

A note on cities and counties 6

Examples of eligible local jurisdictions 6

Examples of ineligible local jurisdictions 7

Funding Rounds 7

Phase I 7

Phase II 8

Example Fund Disbursement 8

Eligible and Ineligible Uses of Funds 9

Eligible Uses and Costs 9

Ineligible Uses and Costs 9

III. Application Process 10

Application Requirements 10

Application Cover Sheet 10

Attachment A – Permitting Plan 10

Attachment B – Budget Plan 10

Application Submission Process 10

Technical Assistance Available 11

IV. Selection Process 12

Application Review 12

Application Processing Order 12

Priority Funding 12

Priority Review Points: Equity Licensing Opportunities 13

Priority Review Points: Consumption Exceeding Retail Share 13

Priority Review Points: Existing Business Licensing Pathways and CEQA Exemptions 14

Notification of Grant Award 14

V. Grant Implementation 15
Grant Agreement 15
Requirements Prior To Execution of Grant Agreement 15
Completion of Grant Agreement 15
Fund Disbursement 16
Phase I Fund Disbursement 16
Phase II Fund Disbursement 16
Disbursement of Remaining Funds 16
Recapture of Funds 16
Expenditure Deadline 17
Reporting Requirements 17
Annual Progress Report 17
Closeout Report 17
Grant Amendments 18
Accounting, Records and Audits 18
Remedies of Non-Performance 18

VI. Appendices 19
Appendix A: Definitions 19
Appendix B: List of jurisdictions in which consumption of cannabis and cannabis products exceeds the county's proportional share of legal cannabis retailers 20
Limitations of Data Sources 23
Appendix C: Grant Agreement – Standard Terms and Conditions 24
Appendix D: Sample Resolution 32

I. Grant Overview

The Department of Cannabis Control (DCC) announces the availability of $20 million in grant funding for the Cannabis Local Jurisdiction Retail Access Grant. This program provides funding to local governments to support the development and implementation of a local cannabis retailer licensing program.

Available funding: $20 million total, distributed in two phases

Question submission deadline: February 24, 2023

Application deadline: April 28, 2023, 5 p.m.

Eligible applicants: Local jurisdictions (city, county, or city and county) that:

- Do not currently have a cannabis retail licensing program
- Have a plan to develop and implement a cannabis retail licensing program

The Medicinal and Adult-Use Cannabis Regulation and Safety Act (MAUCRSA) establishes a dual regulatory structure for cannabis businesses: A person who wishes to engage in commercial cannabis activity is subject to regulation at both the state and local levels.

As of February 1, 2023, 327 cities and counties (61%) in California do not allow establishment of any cannabis retailers, whether storefront or non-storefront (delivery), within their jurisdiction.

This grant program aims to provide consumers with reliable access to regulated, tested cannabis in the legal market, and reduce demand in the illicit market. By supporting local governments in establishing cannabis retail licensing programs, this grant also seeks to reduce the size of the illicit market and establish sufficient cannabis retail stores statewide to meet existing consumer demand.

The grant program is authorized by the Budget Act of 2022, Item 1115-102-0001, found in Assembly Bill 178 (Ting, 2022).

Funding Opportunity

This grant program will provide $20 million in funding, distributed in two phases:

- **Phase I:** Funding to develop and implement a local cannabis retailer licensing program (up to $10 million total funding; awarded by June 20, 2023)
- **Phase II:** Funding awarded based on the number of cannabis retail permits issued (at least $10 million total funding, maximum $2 million per jurisdiction; awarded on or after June 30, 2023)

Grant program funds are available for expenditure until June 30, 2026.

Timeline

Event	Date*
Grant Guidelines and Application Instructions Published	**February 14, 2023**
Questions and Answers Period Opens	**February 14, 2023**
Questions and Answers Period Due Date • Questions about the grant program must be submitted by 5 p.m. on this date. • Questions must be submitted by email to grants@cannabis.ca.gov.	**February 24, 2023**
Questions and Answers Posted • DCC will post answers to questions submitted during the Questions and Answers Period.	**March 10, 2023**
Phase I Application Submission Period Opens • Applications will be accepted beginning at 8:00 a.m. on this date.	**March 10, 2023**
Phase I Last Day to Submit Applications • Grant applicants must submit applications by 5 p.m. on this date. • Technical assistance will be available until 4:00 p.m. on this date.	**April 28, 2023**
Phase I Grant Award Notification	**Early June 2023**
Phase II Funding Becomes Available for Award	**June 30, 2023**
Last Day for Grant Funding Expenditures	**June 30, 2026**

**Dates are tentative and subject to change.*

Questions and Answers Process

Questions regarding the grant program requirements and application will be accepted from February 14, 2023, until February 24, 2023, at 5 p.m. Questions must be emailed to grants@cannabis.ca.gov.

Answers to questions received by the deadline will be published on DCC's Local Jurisdiction Retail Access Grant Program webpage on March 10, 2023. DCC may group similar or related questions together or reword questions for clarity. The posted Questions and Answers are subject to updates. It is the inquirer's responsibility to check the webpage for the latest information; individual responses will not be sent.

II. Grant Program Requirements

Eligible Applicants

Grant funds are available only to eligible local jurisdictions (city, county, or city and county) located in California. A local jurisdiction is eligible if, as of February 14, 2023, it:

- Does **not** have a local cannabis retailer licensing program
- Has a plan to develop and implement a program to issue permits to cannabis retail businesses that establish within its jurisdiction

Jurisdictions that have already begun development of a cannabis retailer licensing program may be eligible if it:

- Has not yet begun accepting permit applications for cannabis retailers
- Has not yet published permit application forms
- Has not yet permitted any cannabis retailers within their jurisdiction

A note on cities and counties

For purposes of cannabis regulation in California, cities and counties are regarded as separate local jurisdictions (except for San Francisco, which is both a city and county). A county is the local authority for businesses within the unincorporated areas of the county. An incorporated city is the local authority for businesses within its boundaries.

A county is eligible for the grant program if it meets the criteria for eligibility described above, even if there are incorporated cities within that county that already permit cannabis retailers. Conversely, an incorporated city is eligible for the grant program if it meets the eligibility criteria above, even if it is located within a county that already permits cannabis retailers.

Examples of eligible local jurisdictions

- A local jurisdiction that currently prohibits all commercial cannabis activity but has a plan to develop and implement a program to issue permits to commercial cannabis retail businesses within its jurisdiction.
- A local jurisdiction that has passed a law to allow retail cannabis businesses but has not yet begun accepting permit application forms.
- A county that currently prohibits the establishment of cannabis retailers within the unincorporated area of the county, even if incorporated cities within that county already permit cannabis retailers.
- A city that currently prohibits the establishment of cannabis retailers within its boundaries, even if that city is located within a county that already permits cannabis retailers.

Examples of ineligible local jurisdictions

- A local jurisdiction that already has a program to permit cannabis retail businesses and has begun accepting applications or has already issued retail licenses.
- A local jurisdiction that prohibits cannabis activity and has no plan to develop and implement a program to issue permits to retail businesses within their jurisdiction.
- A local jurisdiction that allows cannabis activity and has already issued retail licenses.
- A local jurisdiction that only plans to permit cannabis retailers to deliver from an outside jurisdiction and does not intend to allow the establishment of cannabis retailers within the jurisdiction

Funding Rounds

This grant program will provide $20 million in funding, distributed in two phases:

- **Phase I** provides funding to support local jurisdictions in the development and implementation of a local cannabis retailer licensing program. Up to $10 million in total funding is available, and awards will be announced by June 20, 2023.
- **Phase II** awards additional funding after the local jurisdiction issues cannabis retailer permits. At least $10 million in total funding is available; awards will be made for each cannabis retailer permit issued, beginning on or after June 30, 2023.

Phase I

During Phase I, an eligible local jurisdiction may receive initial funding to support its development and implementation of a local cannabis retailer licensing program.

Available Funding: Up to $10 million in total funding is available for Phase I. An eligible jurisdiction may receive funding up to the maximum amounts listed in Table A, based on the local jurisdiction's population as determined by the California Department of Finance's 2022 Population Estimates for Cities, Counties, and the State[1].

Additional funding will be awarded to local jurisdictions that include a proposal to issue retail licenses to qualified local equity businesses. This funding will be paid with the second disbursement, after the jurisdiction has established a program with explicit provisions to issue licenses to qualified equity retail businesses.

Funding Disbursement: Phase I funding will be disbursed in two payments:

- **1st Payment:** The first disbursement of funds will comprise 80% of the initial award and will be distributed upon execution of the Grant Agreement.

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[1] State of California, Department of Finance, *E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change — January 1, 2021 and 2022*, Sacramento, California, May 2022. Note: County populations will be determined by counting only the population in the unincorporated areas of the county, denoted on the spreadsheet as "Balance of County," under each respective county name.

- **2nd Payment:** The second disbursement of funds will comprise the remaining 20% of the initial award and will be distributed after the jurisdiction has established the cannabis retail licensing program.

Table A: Maximum Funding Amounts During Phase I

Population	1st Payment (80%)	2nd Payment (20%)	Total Phase I Funding	Phase I Equity Bonus
0-14,999	$80,000	$20,000	$100,000	$15,000
15,000-29,999	$100,000	$25,000	$125,000	$30,000
30,000-44,999	$120,000	$30,000	$150,000	$45,000
45,000-59,999	$140,000	$35,000	$175,000	$60,000
60,000-74,999	$160,000	$40,000	$200,000	$75,000
75,000-89,999	$180,000	$45,000	$225,000	$90,000
90,000-104,999	$200,000	$50,000	$250,000	$105,000
105,000-119,999	$220,000	$55,000	$275,000	$120,000
120,000-134,999	$240,000	$60,000	$300,000	$135,000
135,000+	$260,000	$65,000	$325,000	$150,000

Phase II

Local jurisdictions that received funding during Phase I are eligible to receive additional awards during Phase II, after the local jurisdiction has begun issuing licenses to cannabis retailers.

Available Funding: At least $10 million will be available for disbursement in Phase II. Local jurisdictions that received funding during Phase I are eligible to receive an additional $75,000 in grant funds for each cannabis retailer license issued, or $150,000 for each equity cannabis retailer license issued. A maximum of $2 million per jurisdiction can be awarded in Phase II.

Example Fund Disbursement

An eligible local jurisdiction with a population of 80,000 could be granted **$225,000** in Phase I (disbursed in two payments of $180,000 and $45,000) and may receive an additional **$90,000** in equity bonus funding if they establish a program to issue cannabis retailer licenses to equity applicants.

If this jurisdiction issued four retailer licenses and one equity retailer license, they would be eligible to receive **$450,000** ($75,000 per license and $150,000 per equity license) in Phase II.

Eligible and Ineligible Uses of Funds

Eligible Uses and Costs

Local jurisdictions must use funding to support the development and implementation of a cannabis licensing program, or for programs or initiatives that directly support cannabis equity businesses.

Eligible costs include, but are not limited, to the following:

- Salaries and benefits for local government staff directly involved in the development or implementation of the cannabis retailer licensing program
- Expenses to develop or implement application processes for cannabis retailer licenses, including software costs
- Expenses to conduct stakeholder outreach or community engagement to inform the development of the cannabis retailer licensing program
- Local government staff costs or other professional preparation of CEQA-compliant environmental documents for cannabis retailers
- Technical support for applicants and licensees
- Other uses that further the intent of the program, as determined by DCC

Additional grant funding provided in either Phase I or II for adoption of an equity program or issuance of an equity license **must be used for the benefit of the cannabis equity program or cannabis equity businesses**. Eligible uses for equity bonus funding include:

- Fee waivers, tax relief, or similar direct-financial assistance for equity applicants and licensees
- Development of infrastructure to support and/or prioritize equity applicants in the permitting process
- Technical assistance for equity applicants or licensees, including, but not limited to:
    - State or local license application assistance
    - Assistance with regulatory compliance
- Other uses that support the success of equity applicants or licensees, as determined by DCC

Ineligible Uses and Costs

The following activities, products or costs are ineligible uses under the grant program and will not be allowed:

- Local government costs or initiatives unrelated to the development or implementation of the cannabis retailer licensing program
- Costs or fees related to litigation
- Payment of fines or other penalties incurred for violations of environmental laws and regulations, or related to unlicensed commercial cannabis activity
- Costs incurred outside of the grant funding expenditure period
- Acquisitions where the purchase price is greater than the appraised value
- Other prohibited uses, as determined by DCC

III. Application Process

Application Requirements

Grant applicants must submit a complete application to DCC, which includes:

- Application Cover Sheet (DCC-2625)
- Attachment A – Permitting Plan (DCC-2626)
- Attachment B – Budget Plan (DCC-2627)

Application Cover Sheet

The Application Cover Sheet (DCC-2625) describes basic information about the local jurisdiction, including the applicant information, grant funds requested, the jurisdiction's current program status, and any adopted local cannabis laws.

Attachment A – Permitting Plan

The Permitting Plan (DCC-2626) describes the jurisdiction's plan to establish a cannabis retailer licensing program. The plan must include timelines for program adoption, which will be used to assess whether the jurisdiction has made measurable progress toward permitting cannabis retail businesses, as required by the Budget Act of 2022. The permitting plan also describes the jurisdiction's eligibility for priority review.

Jurisdictions applying for funding in connection with proposals to assist equity applicants must also complete the Equity Program Plan section of the form, which describes the local government's plan to adopt a program that prioritizes and/or facilitates the issuance of licenses to qualified equity businesses. In establishing this program, the jurisdiction may adopt the state's definition of "qualified equity applicant or licensee" (CCR Title 4, §15014.1(a)).

If selected for a grant award, Attachment A will be incorporated into the Grant Agreement as the Scope of Work.

Attachment B – Budget Plan

The Budget Plan (DCC-2627) estimates how Phase I funding will be used to support the creation of the local cannabis retailer licensing program and issuance of retail licenses.

All grant program expenditures must be for activities, products, and costs that have been included in an approved Application proposal and Budget. Approved expenditures must only be incurred after the local jurisdiction enters into a Grant Agreement (see Section V).

No expenses can be incurred after June 30, 2026.

Application Submission Process

Applications must be submitted to grants@cannabis.ca.gov by 5 p.m. on April 28, 2023. Applicants must use the form templates provided by DCC.

Applicants may modify their application by withdrawing their application and resubmitting a new application. The withdrawal request must be submitted by the applicant and emailed to grants@cannabis.ca.gov. The new application must be received **before** the application deadline (5 p.m. on April 28, 2023) to be considered.

The grant applicant is responsible for all costs associated with developing the application or incurred in anticipation of award or the agreement. Grant applicants should carefully review their documents for errors and adherence to the application requirements. DCC is not responsible for any errors or defects in the submitted application, and applicants should not rely on DCC during the review process to discover and report to the applicant any such defects or errors.

Technical Assistance Available

Resources are available to assist local jurisdictions with understanding the grant program requirements and application process:

- Visit the Local Jurisdiction Retail Access Grant Program webpage for additional information about this grant program, including answers to questions submitted during the Q&A period.
- Contact the DCC Office of Grants Management at grants@cannabis.ca.gov with any questions.

IV. Selection Process

Application Review

Grant applications will be screened for eligibility and completeness. Applications will be disqualified if they are:

- Submitted by an ineligible applicant
- Incomplete
- Received after the application deadline

DCC may request clarification regarding the submitted application, as needed, during the review process. Applicants will be notified if they do not meet the eligibility requirements and will be provided five business days to respond before a final determination of disqualification is made.

Application Processing Order

Eligible applications will be processed in the order that they are received, beginning with those that receive the highest number of priority review points and ending with those receiving no priority points (as described below), until funding is exhausted. Applications with six priority review points will be processed first, followed by applications with five priority review points, then four, and so on. Applications with no priority review points will be processed last.

If a Grant applicant withdraws their application to make modifications and submits a new application, the date the new application is received by DCC will be used in determining the processing order.

Priority Funding

This grant program prioritizes funding to local jurisdictions that propose to assist cannabis equity businesses, address gaps in consumer access to safe and regulated cannabis, or plan to permit cannabis retailers through existing business permitting processes. To accomplish this, eligible applications will be awarded priority review points, as follows:

- Two (2) priority review points will be awarded to local jurisdictions whose proposed retail program contains provisions to assist equity applicants.
- Two (2) priority review points will be awarded to local jurisdictions in which consumption of cannabis and cannabis products in the county exceeds that county's proportional share of legal cannabis retailers.
- One (1) priority review point will be awarded to local jurisdictions whose proposed retail program will license cannabis retail businesses through the local jurisdiction's existing non-cannabis-business license process.

- One (1) priority review point will be awarded to local jurisdictions whose proposed retail program will license cannabis retail business projects only that are eligible for a categorical exemption under the California Environmental Quality Act (CEQA).

Priority Review Points: Equity Licensing Opportunities

DCC is committed to providing equity to communities harmed by past cannabis criminalization through local pathways to licensure and business success. Local jurisdictions that submit a plan to incorporate equity into their permitting process will be eligible for two (2) priority review points.

Additional funding will be awarded in both phases of this grant program for local governments that adopt equity programs and issue cannabis retailer licenses to equity businesses.

Priority Review Points: Consumption Exceeding Retail Share

This grant program aims to provide consumers with better access to regulated, tested cannabis and reducing the need for consumers to turn to the illicit market. To achieve this aim, priority review points will be allocated for areas of the state in which the proportion of licensed cannabis retail outlets is low compared to its share of consumer consumption, or in which no legal retailers are established (as shown in Appendix B).

Two (2) priority review points will be allocated to the following counties or cities located within the counties, where grant-eligible:

- Amador County
- Butte County
- Contra Costa County
- Fresno County
- Glenn County
- Kern County
- Lassen County
- Madera County
- Orange County
- Placer County
- San Benito County
- San Diego County
- San Joaquin County
- San Mateo County
- Santa Clara County
- Sutter County
- Tehama County
- Yuba County

Priority Review Points: Existing Business Licensing Pathways and CEQA Exemptions

The experience of local jurisdictions that have proactively regulated cannabis has shown that:

- Establishing cannabis-specific licensing programs can be resource and time intensive
- Utilizing existing permitting and review pathways can simplify cannabis permitting processes

To support local jurisdictions in expeditiously developing cannabis retailer licensing programs, one (1) priority review point will be awarded to jurisdictions that propose to license cannabis businesses through existing business permitting process already in existence for non-cannabis businesses.

Additionally, one (1) priority review point will be awarded to jurisdictions whose proposed retail program will license cannabis retail business projects only that are eligible for categorical exemption under the California Environmental Quality Act (CEQA).

Notification of Grant Award

DCC will announce grant awards in early June 2023. Successful applicants will receive a Grant Award Notification and must enter into a Grant Agreement to receive funds.

V. Grant Implementation

Grant Agreement

Grant recipients must enter into a Grant Agreement which specifies terms and conditions relevant to the receipt and use of grant funding. The following items will be incorporated by reference into the Grant Agreement:

- The content of this solicitation and related terms and conditions (see Appendix C: Grant Agreement – Standard Terms and Conditions)
- The grant recipient's submitted application materials, including any clarifications provided during the review process, which will comprise the Scope of Work

Both DCC and the selected applicant must sign the Grant Agreement to execute it. An executed Grant Agreement must be in place before funding will be disbursed or expenditures may begin.

The term of the grant agreement will be July 1, 2023, to June 30, 2026.

Requirements Prior To Execution of Grant Agreement

Prior to the execution of the Grant Agreement, the local jurisdiction will be required to submit a resolution of its governing body (i.e., the county board of supervisors or city council) that commits the entity to:

- Comply with the requirements of the Grant Agreement
- Accept grant funds from DCC

The resolution may be written so as to allow for grant amendments without governing body approval. A sample resolution is included in Appendix D.

As an alternative to submitting a resolution of its governing body, the local jurisdiction may instead show that the governing body has previously authorized another decisionmaker within the local jurisdiction to make these commitments on behalf of the local jurisdiction. In this circumstance, the local jurisdiction must submit evidence of this authorization (for example, a local ordinance delegating authority to the relevant decisionmaker within the local jurisdiction), as well as a commitment from the relevant decisionmaker on behalf of the local jurisdiction.

Completion of Grant Agreement

Signed Grant Agreements, Payee Data Form (STD. 204), and approved governing board resolutions or authorizations must be returned to DCC no later than October 1, 2023. If these are not returned by the deadline, DCC, in its sole discretion, may withdraw the award and redirect funds to another eligible applicant, as needed.

Fund Disbursement

Phase I Fund Disbursement

DCC will distribute the first Phase I funds directly to a local jurisdiction after the award process is completed and the local jurisdiction has entered into the Grant Agreement. Payments will be made through the State Controller's Office.

Phase I funding will be disbursed in two payments:

- **1st Payment:** 80% of the initial award, distributed upon execution of the Grant Agreement
- **2nd Payment:** The remaining 20% of the initial award (including equity bonus funding, if eligible) distributed after the jurisdiction has established the cannabis retail licensing program

The grant recipient must notify DCC of its eligibility to receive the second payment by submitting the Payment Request Form (DCC-2630) and an updated budget expenditures report to grants@cannabis.ca.gov, no later than October 31, 2025. If the second payment includes equity bonus funding, the jurisdiction must include an updated Budget Form detailing how the equity bonus funds will be spent.

Phase II Fund Disbursement

Jurisdictions may request Phase II funding disbursements after the issuance of a cannabis retailer permit. To request Phase II funding, the jurisdiction must submit the Payment Request Form (DCC-2630).

A local jurisdiction may not receive Phase II funding for the issuance of a retailer license until the locally-licensed business has submitted a complete state license application. A local jurisdiction may not be awarded more than $2,000,000 for retailer licenses issued in Phase II.

After DCC verifies eligibility for the Phase II payment, the funding will be scheduled for disbursement. Approved Phase II funding awards will be processed for payment in September and April of each year of the grant program. Phase II funding will be awarded until the funds are depleted. Payments will be made through the State Controller's Office.

Disbursement of Remaining Funds

Grant program funds not originally distributed, and funds recaptured by DCC, may be distributed to any eligible local jurisdiction, as determined by DCC.

Recapture of Funds

Any remaining amounts of funding allocated to local jurisdictions that are not expended by June 30, 2026, pursuant to each local jurisdiction's approved application by the Department of Cannabis Control, shall revert to, and be paid and deposited in, the General Fund.

Expenditure Deadline

Awarded grant funds must be expended by June 30, 2026. All eligible expenses incurred by the recipient must be within the grant term of July 1, 2023, to June 30, 2026. Any funds that are not expended as of July 1, 2026, are returned to the Department of Cannabis Control, and shall revert back to the state's General Fund.

Reporting Requirements

Annual Progress Report

The Grantee must provide an Annual Progress Report on December 1 for each year of grant expenditures. The Annual Progress Report:

- Describes grant program expenditures and activities occurring during the calendar year, and
- Must demonstrate that the grant program funds were expended for eligible uses and consistent with the activities identified in the Grant Agreement.

The progress report must be submitted using the Annual Progress Report (DCC-2628) template provided by DCC.

The Annual Progress Report must be submitted for any year in which grant program funds were expended, even if no funds remain by the submission due date. DCC may request additional updates during the grant term as needed to assess the validity of expenditures or progress towards milestones outlined in the Grant Agreement.

Table B: Annual Progress Report Submission Dates

Reporting Timeframe	Annual Report Deadline
July 1 – December 31, 2023	December 1, 2023
January 1 – December 31, 2024	December 1, 2024
January 1 – December 31, 2025	December 1, 2025
January 1 – June 30, 2026	December 1, 2026

Closeout Report

If the Grantee receives funding in Phase I but does not establish a local cannabis retailer licensing program by October 31, 2025, the Grantee must complete and submit a Closeout Report (DCC-2629).

The Closeout Report must include the following information:

- The status of cannabis retail within the jurisdiction
- A detailed description of the reason(s) the local jurisdiction did not establish a cannabis retailer licensing program

The Closeout Report must be submitted with the final Annual Progress Report form. The Grantee must provide a closeout report to DCC whether the grant term has expired or not, or the Grantee has expended the grant program funds before the end of the grant term.

Grantees that fail to establish a local cannabis retailer licensing program by October 31, 2025, must return any unused Phase I funds to DCC in a timely manner and will not be eligible for Phase II funds.

Grant Amendments

Requests to amend the Grant Agreement must be submitted by the Grantee in writing to grants@cannabis.ca.gov using the Grant Amendment Form (DCC-2607). Requests must include revised grant agreement exhibits and an explanation of reason for the requested change.

Accounting, Records and Audits

The Grantee must maintain records of receipts and expenditures of grant funds for a minimum of seven (7) years after the grant term end date, or final payment of any grant funds, whichever is later. Records are subject to audit by DCC, the California State Auditor, the California Department of Finance or relevant state auditing authorities.

Remedies of Non-Performance

DCC may recapture funds that have been disbursed to the Grantee in any of the following circumstances:

- Funds are not expended by the deadline established by DCC
- Funds are used for an ineligible purpose
- The use of funds does not align with the application materials submitted to DCC and incorporated into the Grant Agreement
- The Grantee fails to demonstrate progress toward establishing a cannabis retail licensing program, as measured by the plan and timeframes outlined in the application materials submitted to DCC and incorporated into the Grant Agreement.
- The Grantee is not in compliance with Item 1115-102-0001 of Section 2.00 of the Budget Act of 2022 or DCC's Grant Guidelines.

Grantees must notify DCC of any grant funds that have not been expended by the deadlines outlined in the Grant Agreement by emailing grants@cannabis.ca.gov. DCC will reissue funds to other eligible applicants, where possible.

VI. Appendices

Appendix A: Definitions

The following terms used in this document are defined below, unless the context clearly indicates otherwise:

a) "Eligible local jurisdiction" means a city or county that does not have a local cannabis retailer licensing program and that has a plan to develop and implement a program to issue permits to commercial cannabis retail businesses within the jurisdiction of the city or county.

b) "Equity licensee" means a person who has applied for and been issued a license pursuant to a local cannabis retailer program and meets the definition of a local equity applicant or licensee established by that jurisdiction or the definition established by the Department of Cannabis Control for the fee waiver program described in Section 26249 of the Business and Professions Code.

c) "Grant applicant" refers to either the local jurisdiction applying for funding under the grant program, or to a person authorized by the local jurisdiction to complete an application on behalf of the local jurisdiction (this is usually the primary contact listed on the application, but could also be the secondary contact, signature authority, consultant, or other authorized person).

d) "Grantee" means a local jurisdiction that is the recipient of funds pursuant to the grant program.

e) "Local equity applicant" means an applicant who has submitted, or will submit, an application to a local jurisdiction to engage in commercial cannabis activity within the jurisdictional boundaries of that jurisdiction and who meets the requirements of that jurisdiction's local equity program.

f) "Local cannabis retailer licensing program" means a local jurisdiction's program to permit a person or entity to establish a commercial cannabis retail business within the jurisdictional boundaries of that jurisdiction.

g) "Local jurisdiction" means a city, county, or city and county.

Appendix B: List of jurisdictions in which consumption of cannabis and cannabis products exceeds the county's proportional share of legal cannabis retailers

The data below is an analysis to estimate cannabis consumption in California. This data reflects data from the Substance Abuse and Mental Health Services Administration's (SAMHSA) National Survey on Drug Use and Health (NSDUH), population data from the United States Census Bureau and estimated cannabis use rates per capita.

The NSDUH reports past month usage (regular consumers) and past year usage (casual consumers) of cannabis. Consistent with previous state estimates, this analysis assumes regular consumers consume an average of 21 grams of cannabis flower or equivalent cannabis product per month; it assumes casual consumers consume an average of 3.5 grams per month. These values are conservative and may be higher than actual figures.

Based on this analysis, the average total consumption of cannabis and cannabis products per licensed cannabis retailer is approximately 2,359 pounds. The counties in orange and with an asterisk by their name are:

- Those in which consumption amount per licensed retailer is higher than the average, or
- Those in which no legal retailers exist and consumption is higher than the average.

In these counties, the number of licensed cannabis retailers are low compared to its share of consumer consumption, indicating that consumers in these areas would benefit from expanded access to licensed retail cannabis.

County	# of Licensed Cannabis Retailers Located in the County (As of January 1, 2023)	Total Consumption of Cannabis and Cannabis Products (in lbs.)	Total Consumption Share (%)	Total Consumption (lbs.) / Retailer
Alameda	215	142,982	5.32%	665
Alpine	0	90	0.00%	N/A
Amador*	1	2,904	0.11%	2,904
Butte*	0	24,837	0.92%	N/A
Calaveras	5	3,216	0.12%	643
Colusa	2	2,267	0.08%	1,134

Contra Costa*	22	89,164	3.31%	4,053
Del Norte	6	3,100	0.12%	517
El Dorado	11	13,625	0.51%	1,239
Fresno*	17	58,003	2.16%	3,412
Glenn*	0	2,992	0.11%	N/A
Humboldt	47	15,851	0.59%	337
Imperial	16	10,516	0.39%	657
Inyo	3	932	0.03%	311
Kern*	13	40,445	1.50%	3,111
Kings	5	6,957	0.26%	1,391
Lake	7	7,621	0.28%	1,089
Lassen*	1	3,940	0.15%	3,940
Los Angeles	496	753,199	28.00%	1,519
Madera*	0	8,384	0.31%	N/A
Marin	9	17,235	0.64%	1,915
Mariposa	0	1,062	0.04%	N/A
Mendocino	30	10,295	0.38%	343
Merced	10	14,570	0.54%	1,457
Modoc	1	1,004	0.04%	1,004
Mono	5	910	0.03%	182
Monterey	28	37,802	1.41%	1,350
Napa	7	9,063	0.34%	1,295
Nevada	5	7,551	0.28%	1,510

Orange*	52	152,161	5.66%	2,926
Placer*	1	27,775	1.03%	27,775
Plumas	0	2,320	0.09%	N/A
Riverside	169	147,892	5.50%	875
Sacramento	119	113,671	4.23%	955
San Benito*	1	5,477	0.20%	5,477
San Bernardino	54	116,278	4.32%	2,153
San Diego*	75	227,633	8.46%	3,035
San Francisco	86	91,680	3.41%	1,066
San Joaquin*	19	48,021	1.79%	2,527
San Luis Obispo	24	27,174	1.01%	1,132
San Mateo*	18	58,359	2.17%	3,242
Santa Barbara	35	26,269	0.98%	751
Santa Clara*	18	102,502	3.81%	5,695
Santa Cruz	24	25,724	0.96%	1,072
Shasta	10	20,364	0.76%	2,036
Sierra	0	373	0.01%	N/A
Siskiyou	8	5,033	0.19%	629
Solano	24	28,810	1.07%	1,200
Sonoma	40	32,485	1.21%	812
Stanislaus	29	29,689	1.10%	1,024
Sutter*	0	6,549	0.24%	N/A
Tehama*	1	7,098	0.26%	7,098

Trinity	2	1,895	0.07%	948
Tulare	16	20,510	0.76%	1,282
Tuolumne	2	3,919	0.15%	1,960
Ventura	32	49,339	1.83%	1,542
Yolo	7	15,300	0.57%	2,186
Yuba*	2	5,191	0.19%	2,596

Limitations of Data Sources

The NSDUH data underlying this analysis has limitations common to survey research, including the potential for sample biases and weighting errors. The data are based on self-reports of cannabis use, and their value depends on respondents' truthfulness and memory. While NSDUH procedures were designed to address such concerns, some underreporting or overreporting may take place. Learn more about the strengths and limitations of NSDUH data.

SAMHSA provides state and substate regional data from the NSDUH. In some cases, these substate regions contain multiple counties. Adult population data from the United States Census Bureau was used to extrapolate cannabis consumption levels by county from the broader regional data. Additionally, some regionalized data is not available due to data collection challenges during the COVID-19 pandemic. Where that is the case, the estimates in this analysis represent projected levels of cannabis consumption using historical averages and trends combined with the most recent available NSDUH data.

Despite these limitations, this data analysis serves as a good estimate of the relative share of total cannabis consumption in counties, as needed for the administration of this grant program.

Appendix C: Grant Agreement - Standard Terms and Conditions

1. **Approval**

   This Agreement is of no force or effect until signed by both parties. Grant funds may not be used for expenditures made prior to the date of approval.

2. **Agreement Execution**

   Unless otherwise prohibited by state law, regulation, or Department of Cannabis Control (DCC) or Grantee policy, the parties agree that an electronic copy of a signed Agreement, or an electronically signed Agreement, has the same force and legal effect as an Agreement executed with an original ink signature. The term "electronic copy of a signed Agreement" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed Agreement in a portable document format. The term "electronically signed Agreement" means an Agreement that is executed by applying an electronic signature using technology approved by all parties.

3. **Representation on Authority of Parties/Signatories**

   Each person signing this Agreement represents and warrants that they are duly authorized and has legal capacity to execute and deliver this Agreement. Each Party represents and warrants to the other that the execution and delivery of this Agreement and the Performance of such Party's obligations hereunder have been duly authorized and that this Agreement is a valid and legal agreement binding on such Party and enforceable in accordance with its terms.

4. **Assignment**

   This Agreement is not assignable by the Grantee.

5. **Governing Law and Consent to Jurisdiction**

   This Agreement is governed by and will be interpreted in accordance with the State of California without regard to its conflict of laws rules. Each party hereby irrevocably consents to the exclusive jurisdiction and venue of any state court located within Sacramento County, State of California in connection with any matter arising out of this Agreement.

6. **State and Federal Law**

   It is the responsibility of the Grantee to know and understand which State, Federal, and local laws, regulations, and ordinances are applicable to this Agreement and the Project, as described in Exhibit A. The Grantee shall be responsible for observing and complying with all applicable State and Federal laws and regulations. Failure to comply may constitute a material breach.

7. **Grantee Commitments**

   The Grantee accepts and agrees to comply with all terms, provisions, and conditions of this Agreement, including all incorporated documents, and to fulfill all

assurances, declarations, representations, and statements made by the Grantee in the application, documents, amendments, and communications in support of its request for funding.

8. Grantee – Representations and Warranties

Grantee represents and warrants that:

A. Grantee is an eligible applicant as set forth in the Grant Guidelines;

B. It is not a party to any agreement, written or oral, creating obligations that would prevent it from entering into this Agreement or satisfying the terms herein;

C. All of the information in its grant application and all materials submitted to the Department are true and accurate;

D. Grantee's governing body has authorized the Grantee to enter into this Agreement and has designated by title the individual authorized to sign the Agreement on behalf of Grantee.

9. Performance and Assurances

The Grantee agrees to perform or cause to be performed all Project work as described in the Scope of Work, and to apply grant funds awarded in this Agreement only to eligible Project uses and costs.

10. Funding Contingency Clause

The funding for this Agreement is allocated pursuant to the Local Jurisdiction Retail Access Grant Funding. Grantee agrees that the Department's obligation to pay any sum under this Agreement is contingent upon availability of funds disbursed from the Local Jurisdiction Retail Access Grant Funding. If there is insufficient funding, the Department shall have the option to either:

A. Terminate this Agreement, whereby no party shall have any further obligations or liabilities under this Agreement, or

B. Negotiate an Agreement amendment with Grantee to reduce the grant award and scope of work to be provided under this Agreement.

11. Indemnification, Warranty and Disclaimer, Limitation of Liability

Grantee shall defend, indemnify, and hold harmless DCC, its agents or assigns, from and against all claims, damages, and liabilities (including reasonable attorneys' fees) arising from this Agreement due to Grantee's breach of this Agreement or the Grantee's negligence or willful misconduct. UNDER NO CIRCUMSTANCES WILL THE STATE OF CALIFORNIA, DCC, ITS AGENTS OR EMPLOYEES BE LIABLE FOR ANY DIRECT, INDIRECT, INCIDENTAL, SPECIAL OR CONSEQUENTIAL DAMAGES THAT ARISE FROM THIS AGREEMENT.

12. Integration

This Agreement (including the exhibits hereto and any documents explicitly incorporated by reference, and any written amendments hereof executed by the Parties) constitutes the entire Agreement between the Parties related to this grant award and supersedes all prior agreements and understandings, oral and written, between the Parties with respect to the grant award described herein.

13. Severability

If any term of this Agreement is to any extent invalid, illegal, or unenforceable such term shall be excluded to the extent of such invalidity, illegality, or unenforceability; all other terms shall remain in full force and effect.

14. Contractors and Consultants

The Grantee assumes full responsibility for its obligation to pay its Contractors and Consultants. The Grantee is responsible to ensure that any and all contractors and consultants it engages to carry out activities under this Agreement shall have the proper licenses and certificates required in their respective disciplines. The Grantee's use of contractors and consultants shall not affect the Grantee's responsibilities under this Agreement.

15. No Third-Party Rights

This Agreement creates no rights in and grants no remedies to any third party as a beneficiary of this Agreement.

16. Non-Discrimination Clause

The Grantee agrees that during the performance of this Agreement, it will not discriminate, harass, or allow harassment or discrimination against any employee or applicant for employment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or military and veteran status. The Grantee agrees to require the same of all contractors and consultants retained to carry out the activities under this Agreement.

The Grantee agrees that during the performance of this Agreement, the evaluation and treatment of its employees and applicants for employment are free from discrimination and harassment. The Grantee will comply with the provisions of the Fair Employment and Housing Act (Government Code section 12990 et seq.) and the applicable regulations promulgated there under (California Code of Regulations, Title 2, section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. The Grantee will give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining unit or other Agreement. The Grantee must include the

nondiscrimination and compliance provisions of this clause in all subcontracts to perform work under this Agreement.

17. Union Activities

Grantee acknowledges that Government Code Section 16645.2 applies to this Agreement. Pursuant to Government Code Section 16645.2, Grantee certifies that none of the grant award will be used to assist, promote, or deter union organizing. If Grantee makes expenditures to assist, promote, or deter union organizing, it shall maintain records sufficient to show that no portion of the grant award was used for those expenditures. Grantee shall provide those records to the Attorney General upon request.

18. Disputes

The Grantee must continue with the responsibilities under this Agreement during any dispute. In the event of a dispute, the Grantee must file a "Notice of Dispute" with the DCC Office of Grants Management (OGM), identified in Exhibit A, or designee within ten (10) calendar days of discovery of the problem. The Notice of Dispute must contain the Agreement number. Within ten (10) calendar days of receipt of the Notice of Dispute, the DCC Office of Grants Management (OGM) or designee must meet with the Grantee for the purpose of resolving the dispute. In the event of a dispute, the language contained within this Agreement shall be interpreted as to its fair meaning and not strictly for or against any Party.

19. Termination for Convenience

This Agreement may be terminated by either party upon written notice. Notice of termination must be delivered to the other party at least thirty (30) calendar days prior to the intended date of termination. Notice of termination does not nullify obligations already incurred prior to the date of termination. In the event of Termination for Convenience of this Agreement by DCC, DCC must not recapture all eligible costs and non-cancellable obligations incurred by the Grantee as of the date of termination.

20. Termination for Cause

Either party may terminate this Agreement for cause in the event of a material breach of this Agreement, provided that the non-breaching party provides written notice of the material breach and ten (10) calendar days to cure the breach. If the breach is not cured to the satisfaction of the non-breaching party within ten (10) calendar days of receipt of notice, this Agreement shall automatically terminate and DCC shall not recapture from the Grantee all eligible documented costs incurred up to the date of the notice of termination, including all non-cancellable obligations.

21. Acceptable Failure to Perform; Force Majeure

The Grantee shall not be liable for any failure to perform as required by this Agreement, to the extent such failure to perform is caused by any of the following: labor disturbances or disputes of any kind, accidents, or the inability to obtain any required government approval to proceed, civil disorders, acts of aggression, acts

of God, energy or other conservation measures, failure of utilities, mechanical breakdowns, materials shortages, disease, pandemics, or similar occurrences.

A. If by reason of force majeure Grantee's performance hereunder is delayed or prevented, then the performance by Grantee may be extended for the amount of time of such delayer prevention. The term "force majeure" shall mean any fire, flood, earthquake, or public disaster, strike, labor dispute or unrest, embargo, riot, war, insurrection or civil unrest, any act of God, any act of legally constituted authority, or any other cause beyond the Grantee's control which would excuse Grantee's performance as a matter of law.

B. Grantee agrees to provide the Department written notice of an event of force majeure under this Agreement within ten (10) calendar days of the commencement of such event and within ten (10) calendar days after the termination of such event, unless the force majeure prohibits Grantee from reasonably giving notice within this period. Grantee will give such notice at the earliest possible time following the event of force majeure.

22. Material Breach

A material breach for purposes of this Agreement shall include, but not be limited to:

A. Failure to timely furnish the progress reports or other documents requested by DCC relating to the Grantee's compliance with this Agreement.

B. Material misstatements in any information provided to DCC as part of the application process or after this Agreement is signed.

C. Use of Grant funds not in accordance with the Budget or Project Plan.

D. Funds are not expended by the date established by DCC.

E. Funds are used for an ineligible purpose.

F. Failure to comply with applicable State and Federal laws.

G. Failure to demonstrate progress toward the establishment of a local cannabis retailer licensing program as measured by the specific criteria in the Program Plan.

In the event of a material breach of this Agreement, DCC shall provide in writing a Notice of Breach to the Grantee. The Grantee shall have ten (10) calendar days from receipt of the notice to cure the breach or such longer period as mutually agreed to in writing between the Parties. If Grantee fails to cure the breach within the prescribed timeframe, DCC may do any of the following:

A. Suspend payments.

B. Recapture funds disbursed.

C. Terminate the agreement.

D. Take any other action deemed necessary to protect its interests.

23. Recapture

DCC may recapture funds disbursed in the following circumstances:

A. Funds are not expended by the date established by DCC.

B. Funds are used for an ineligible purpose, including costs and fees related to litigation, payment of fines or other penalties incurred for violations related to unlicensed commercial cannabis activity, and other prohibited uses as determined by DCC.

C. The use of funds does not comply with the application plan submitted to, and approved by, DCC.

D. The local jurisdiction has failed to demonstrate progress toward permitting commercial cannabis retail businesses, as measured by the specific criteria provided in the plan.

E. The local jurisdiction has not complied with or is not in compliance with Item 1115-102-0001 of Section 2.00 of the Budget Act of 2022 or DCC's Grant Guidelines.

Grantee shall notify DCC of grant funds disbursed but not expended by the date established by DCC within the Agreement. DCC shall provide Grantee with instructions how to return the funds. Under all other circumstances, DCC shall notify Grantee of the circumstance, the amount to be recaptured and provide Grantee with instructions as to how to return funds.

24. Publicity and Acknowledgement

The Grantee agrees that it will acknowledge DCC's support whenever projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, publications, audiovisuals, presentations or other types of promotional material and in accordance with the Statement of Work attached to this Agreement. The Grantees may not use DCC's logo.

25. News Releases/Public Conferences

The Grantee agrees to notify DCC in writing at least two (2) business days before any news releases or public conferences are initiated by the Grantee or its Contractors/Consultants regarding the Project.

26. Amendments

Changes to the Scope of Work, Budget, Project term, or funding amount must be requested in writing to DCC Office of Grants Management (OGM) no less than sixty (60) calendar days prior to the requested implementation date. Any changes are subject to DCC approval and, at its discretion, DCC may choose to accept or deny any changes. If accepted and after negotiations are concluded, the agreed upon changes will be made and become part of this Agreement. No amendments are possible if the Agreement is expired.

27. Reporting Requirements

Grantee must be able to demonstrate to the satisfaction of the Department that the grant funds were expended for eligible uses and consistent with the activities identified in its application and under the Grant Agreement. The Grantee agrees to comply with all reporting requirements specified in the Grant Guidelines and Application Instructions incorporated by reference to this Agreement.

28. Records, Inspection and Audit

Grantee must maintain books, records, subcontracts, and other material relative to the Project and retain such books, records, subcontracts and other material detailing the expenditure of all grant funds for a period of seven (7) years after the end of the Grant Term. Grantee must require that such books, records, subcontracts, and other material are subject at all reasonable times (at a minimum during normal business hours) to inspection, copying, and audit by DCC and the California State Auditor. The Grantee must allow and must require its contractors to allow interviews during normal business hours of any employees who might reasonably have information related to such records. The Grantee agrees to include a similar duty regarding audit, interviews, and records retention in any contract or subcontract related to the performance of this Agreement. The provisions of this section survive the termination of this Agreement.

29. Equipment

Purchase of equipment not included in the approved Budget requires prior approval. The Grantee must comply with applicable state requirements regarding the use, maintenance, disposition, and reporting of equipment.

30. Confidential and Public Records

The Grantee and DCC understand that each party may come into possession of information and data which may be deemed confidential or proprietary by the person or organization furnishing the information or data. Such information or data may be subject to disclosure under the California Public Records Act (PRA) (Gov. Code, § 7920.000 et seq.). DCC has the sole authority to determine whether the information is releasable. Each party agrees to maintain such information as confidential and notify the other party of any requests for release of information.

31. Conflict of Interest

Grantees are subject to State conflict-of interest laws. The Grantee certifies that its officers, directors, agents, representatives, and employees are in compliance with applicable State and federal conflict of interest laws and will remain in compliance for the useful life of the Project. Public entities are required to have adopted conflict of interest codes and may be required to provide documentation of those codes to DCC.

32. Independent Actor

The Grantee and its agents and employees, in the performance of this Agreement, shall act in an independent capacity and not as officers, employees, or agents of DCC.

33. Undisbursed Funds Interest

The Grantee is not entitled to interest earned on undisbursed funds.

34. Sections and Other Headings

The section and other headings contained in this Agreement are for reference purposes only and shall not affect the meaning or interpretation of this Agreement.

35. Notice

Within thirty (30) calendar days of the effective date of this Agreement, Grantee shall notify the Department, in writing, of the name, address, phone number, and email of its contact person for future communication relating to this Agreement. In addition, Grantee agrees to immediately inform the Department of any changes to the name, address, phone number, and email of its contact person. Unless otherwise specified in this Agreement, any notice required or permitted to be given under this Agreement to the Department shall be emailed to grants@cannabis.ca.gov.

36. Closeout

The Agreement will be closed out after the completion of the Project or project term, receipt and approval of the final report, and resolution of any performance or compliance issues.

37. Executive Order N-6-22

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine the grantee is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide the grantee advance written notice of such termination, allowing the grantee at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

Appendix D: Sample Resolution

RESOLUTION OF **[INSERT NAME OF LOCAL GOVERNING BODY]** AUTHORIZING STATE OF CALIFORNIA LOCAL JURISDICTION CANNABIS RETAIL ACCESS GRANT PROGRAM FUNDING.

The **[insert name of local governing body]** finds:

WHEREAS, the California Legislature has appropriated funds for award by the California Department of Cannabis Control to eligible local jurisdictions to develop and implement a cannabis retailer licensing program;

WHEREAS, **[insert name of local government body]** has a plan to develop and implement a program to issue permits to commercial cannabis retail businesses;

WHEREAS, **[insert name of local government body]** has determined that it will use grant funds from the Department of Cannabis Control to establish a local cannabis retailer licensing program as described in its application for grant funds.

NOW, THEREFORE, BE IT RESOLVED that the **[insert title of designated official]** of the **[insert city or county name]** is authorized to execute by electronic signature on behalf of **[insert name of local government body]** the grant agreement with the Department of Cannabis Control, including any extensions or amendments thereof and any subsequent grant agreement with Department of Cannabis Control in relation thereto.

BE IT FURTHER RESOLVED that the **[insert name of local government body]** agrees to abide by the terms and conditions of the Grant Agreement as set forth by the Department of Cannabis Control.

Passed, approved, and adopted by the **[insert name of local government body]** in a meeting thereof held on **[insert date]** by the following:

VOTE

Ayes:

Nays:

Absent:

Signature: _____ Date: _____

Typed Name and Title: _____

ATTEST

Signature: _____ Date: _____

Typed Name and Title: _____

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): Josh Short/Kory Hayden

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Etna Rodeo Parade

Please provide a description of the request and attach supporting documentation:

Approve event application for annual Etna Rodeo Parade.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

EVENT APPLICATION

Location of Event: ☐ Park ■ Main Street ☐ Pool ☐ Other:	
ORGANIZATION INFORMATION	
Name of Organization: Pleasure Park/Etna Rodeo	Event Contact Person: Kory Hayden/Josh Short
Street Address:	Phone Number(s):
EVENT INFORMATION	
Name of Event: Etna Rodeo Parade	Event Date(s): April 30, 2023
Event Start Time: ~~11:00~~ am 10:30 am	Event End Time: 12:30 pm
Event Description: Parade downtown Main Street	
Estimated Number of Participants:	Estimated Number of Vendors:

Is there an outdoor bar that will serve alcohol? If yes, liquor & bartender licenses are necessary under separate application.	☐Yes	■No
Will there be selling/serving food? If yes, you will need to contact Siskiyou County Health Department for proper permits.	☐Yes	■No
Will there be merchandise for sale? If yes, each vendor must apply for a Peddler's License at City Hall.	☐Yes	■No
Will there be musical entertainment? If yes, you are responsible for following City Noise Ordinance 9.05.030. Contact Etna PD with questions or for a Noise Permit.	☐Yes	■No
Will your event require electricity? If yes, the Fire Department and Public Works Director will need to inspect prior to use.	☐Yes	■No
Will your event require a street shut-down? If yes, you must contact the Etna Police Department for secondary approval.	■Yes	☐No
Will you be providing portable restrooms & wash stations for the event?	☐Yes	■No
Will there be fireworks? If yes, approval from the Fire Chief and Police Chief is required. Additional fee of $150.00 is required for Fire & Police Standby.	☐Yes	■No

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

INSURANCE REQUIREMENTS

For certain events, the Event Sponsor will obtain liability insurance with coverage no less than $1,000,000 which names and endorses the City as an additional insured party. A copy is due within 15 days of the event. You will be notified if this is required.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the City a cleaning/damage deposit of $200.00 per day for each scheduled day of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if clean up is not completed to the satisfaction of the City. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary clean up associated with the permitted event to be completed within 12 hours after the conclusion of the event.

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?

BINDING AGREEMENT

I have read understand this application and the requirements placed upon this applicant and organization. I agree to defend, indemnify, and hold harmless the City of Etna, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses relating to or alleged to have resulted from the acts, errors, mistakes or omissions of the applicant. I agree to abide by the City of Etna's regulations, laws and ordinances.

Authorized Signature: Josh Short	Date: 4.18.23

LIST OF FEES

$	$
$	$
$	$

Council Approval:	**Date:**
Police Chief Approval:	**Date:**
Fire Chief Approval:	**Date:**
Public Works Director Approval:	**Date:**
Deposit Amount:	**Deposit Amount Returned:**

Notes:

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: RCD Lease Agreement

Please provide a description of the request and attach supporting documentation:

Approve Siskiyou Resource Conservation District Lease.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

SISKIYOU RESOURCE CONSERVATION DISTRICT Lease

THIS LEASE is made and entered into this 1st day of June, 2021, by and between THE CITY OF ETNA, a Municipal Corporation, hereinafter referred to as "Lessor", and Siskiyou Resource Conservation District, a Special District, hereinafter referred to as "Lessee".

WITNESETH:

WHEREAS, Lessor is the owner of that certain building commonly referred to as "City Hall", located in the City of Etna; and,

WHEREAS, Lessor desires to lease unto Lessee and Lessee desires to rent from Lessor the property at 450 Main Street, upon the terms and conditions hereinafter set forth,

NOW THEREFORE, the parties hereto do hereby AGREE as follows:

1. Lessor does hereby lease to Lessee and Lessee does hereby hire from Lessor that certain property located at 450 Main Street.

2. The term of this Lease shall be for a period of (2) years, commencing on June 1, 2021 and terminating on April 30, 2023. Should Lessee's funding collapse or be significantly reduced, Lessee shall be excused form and allowed to terminate this lease agreement upon 60 days written notice to Lessor.

3. As and for rental for said premises, Lessee shall pay to Lessor the sum of Three Hundred Dollars ($300.00) per month in advance during each and every month for the term of the Lease.

4. Lessor shall provide to the Premises and Building, and its common Areas, all utilities, including but not limited to electricity, water, sewer, heat and waste or trash removal.

5. Lessee shall pay to Lessor a pro rata share of said utilities equal to 17%. The cost of said utilities shall be in the amount of $227.47 for the term of this lease and shall be paid on a monthly basis. Payment will be due with rent unless other arrangements are made with the City Clerk. Lessee shall pay directly to the provider for the following services used exclusively for the Premises: telephone, cable/dish, internet access.

6. Said premises shall be used solely for an office and meeting facility and for no other use or uses without the express written consent of the Lessor.

7. Lessee shall not commit or permit the commission of any acts on said premises nor use or permit the use of said premises in any way that:

(a) Will increase the existing rates for or cause cancellation of any fire, casualty, liability, or other insurance policy insuring the building or its contents;

(b) Violates or conflicts with any law, statute, ordinance, or governmental rule or regulation, whether now in force or hereinafter enacted, governing said premises or the building;

(c) Obstructs or interferes with the rights of other tenants or occupants of the building or injures or annoys them; or,

(d) Constitutes the commission of waste on said premises or the commission or maintenance of a nuisance as defined by the laws of the State of California.

8. Use of supplementary electrical heating devices are not allowed without prior written consent of the Lessor and may result in additional costs to the Lessee.

9. Lessee admits, by entering into possession under this Lease, that said premises are now in a good, clean, and safe condition and repair. Lessee shall, at all times during the term of this Lease and any renewal or extension thereof, maintain, at Lessee's sole cost and expense, said premises, and every part of said premises, in a good clean and safe condition, and shall on expiration or sooner termination of this Lease surrender said premises to Lessor in as good condition and repair as they are in on the date of this Lease, reasonable wear and tear and damages by the elements excepted. Lessee hereby waives any right to make repairs to said premises at the expense of Lessor as provided by any law or statute now or hereafter enacted.

10. Lessee shall permit Lessor or Lessor's agents, representatives or employees to enter said premises at all reasonable times for the purpose of inspecting said premises to determine whether Lessee is complying with the terms of this Lease and for the purpose of doing other lawful acts that may be necessary to protect Lessor's interest in said premises under this Lease.

11. Lessor shall, at Lessor's own cost and expense, maintain the electrical and plumbing facilities, exterior walls, roof, and structural supports of the building of which said premises are part in good order and repair, excepting any repairs caused by the negligent or willful act of the Lessee or Lessee's agents, servants or invitees. Except as otherwise heretofore set forth, Lessee shall maintain the interior of said premises.

12. Lessee shall not encumber, assign, or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in said premises without the express written consent of Lessor first had and received.

13. Lessee shall indemnify and hold Lessor and the property of Lessor, including said premises and the building of which said premises are a part, free and harmless from any and all liability, claims, loss, damages, or expenses, including counsel fees and costs, arising by reason of the death or injury of any person, including Lessee or any person who is an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or any person who is an employee or agent of Lessee, caused or allegedly caused by:

(a) Any cause whatsoever while such person or property is in or on said premises or in any way connected with said premises or with any personal property on said premises;

(b) Some condition of said premises;

(c) Some act or omission on said premises of Lessee or any person in, on or about said premises with the permission of Lessee; or

(d) Any matter connected with Lessee's occupation and use of said premises.

During the term of this Lease, Lessee shall maintain comprehensive general liability insurance with limits of not less than One Million Dollars ($1,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage. The City, its officials and employees, shall be covered as additional insured for any liability arising out of Lessee's use or occupation of said premises. Such policy shall be endorsed to state that such coverage shall not be suspended, voided, canceled or reduced without thirty (30) days prior written notice given to the Lessor. During the term of this Lease, Lessee shall also maintain fire insurance for the contents of said premises.

14. Lessee acknowledges that the Lease herein may give rise to a possessory interest tax, which may be levied by the County of Siskiyou, and Lessee agrees to pay any such tax.

15. Any and all notices or other communications required or permitted by this Lease or by law to be served on or given to either party hereto by the other party hereto shall be in writing and shall be deemed duly served and given when personally delivered to the party, Lessor or Lessee, to whom it is directed or any managing employee of such party, or in lieu of such personal service, when deposited in the U.S. mail, first class postage prepaid, certified mail, addressed to Lessor as follows:

Lessor	Lessee
PO Box 460	520 Main Street
Etna, CA 96027	Etna, CA 96027

Either party, Lessor or Lessee, may change their address for the purpose of this paragraph by giving written notice of such change to the other party in the manner provided in this paragraph.

16. Should any litigation be commenced between the parties hereto concerning said premises, this Lease, or the rights and duties of either in relation thereto, the party, Lessor or Lessee, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for their attorney's fees in such litigation, which shall be determined by the court in such litigation or in a separate action brought for that purpose.

17. This Lease cannot be assigned in any way without written consent of the Lessor.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first written above.

LESSOR:	LESSEE:
THE CITY OF ETNA A Municipal Corporation	SISKIYOU RCD A Non-Profit Agency
By: _____ Mayor	By: _____ President

ATTEST:

_____
City Clerk

City of Etna

SISKIYOU RESOURCE CONSERVATION DISTRICT Lease

THIS LEASE is made and entered into this 1st day of June, 2023, by and between THE CITY OF ETNA, a Municipal Corporation, hereinafter referred to as "Lessor", and Siskiyou Resource Conservation District, a Special District, hereinafter referred to as "Lessee".

WITNESETH:

WHEREAS, Lessor is the owner of that certain building commonly referred to as "City Hall", located in the City of Etna; and,

WHEREAS, Lessor desires to lease unto Lessee and Lessee desires to rent from Lessor the property at 450 Main Street, upon the terms and conditions hereinafter set forth,

NOW THEREFORE, the parties hereto do hereby AGREE as follows:

1. Lessor does hereby lease to Lessee and Lessee does hereby hire from Lessor that certain property located at 450 Main Street.

2. The term of this Lease shall be for a period of (2) years, commencing on June 1, 2023 and terminating on April 30, 2025. Should Lessee's funding collapse or be significantly reduced, Lessee shall be excused form and allowed to terminate this lease agreement upon 60 days written notice to Lessor.

3. As and for rental for said premises, Lessee shall pay to Lessor the sum of Three Hundred Dollars ($300.00) per month in advance during each and every month for the term of the Lease.

4. Lessor shall provide to the Premises and Building, and its common Areas, all utilities, including but not limited to electricity, water, sewer, heat and waste or trash removal.

5. Lessee shall pay to Lessor a pro rata share of said utilities equal to 17%. The cost of said utilities shall be in the amount of _____ for the term of this lease and shall be paid on a monthly basis. Payment will be due with rent unless other arrangements are made with the City Clerk. Lessee shall pay directly to the provider for the following services used exclusively for the Premises: telephone, cable/dish, internet access.

6. Said premises shall be used solely for an office and meeting facility and for no other use or uses without the express written consent of the Lessor.

7. Lessee shall not commit or permit the commission of any acts on said premises nor use or permit the use of said premises in any way that:

(a) Will increase the existing rates for or cause cancellation of any fire, casualty, liability, or other insurance policy insuring the building or its contents;

(b) Violates or conflicts with any law, statute, ordinance, or governmental rule or regulation, whether now in force or hereinafter enacted, governing said premises or the building;

(c) Obstructs or interferes with the rights of other tenants or occupants of the building or injures or annoys them; or,

(d) Constitutes the commission of waste on said premises or the commission or maintenance of a nuisance as defined by the laws of the State of California.

8. Use of supplementary electrical heating devices are not allowed without prior written consent of the Lessor and may result in additional costs to the Lessee.

9. Lessee admits, by entering into possession under this Lease, that said premises are now in a good, clean, and safe condition and repair. Lessee shall, at all times during the term of this Lease and any renewal or extension thereof, maintain, at Lessee's sole cost and expense, said premises, and every part of said premises, in a good clean and safe condition, and shall on expiration or sooner termination of this Lease surrender said premises to Lessor in as good condition and repair as they are in on the date of this Lease, reasonable wear and tear and damages by the elements excepted. Lessee hereby waives any right to make repairs to said premises at the expense of Lessor as provided by any law or statute now or hereafter enacted.

10. Lessee shall permit Lessor or Lessor's agents, representatives or employees to enter said premises at all reasonable times for the purpose of inspecting said premises to determine whether Lessee is complying with the terms of this Lease and for the purpose of doing other lawful acts that may be necessary to protect Lessor's interest in said premises under this Lease.

11. Lessor shall, at Lessor's own cost and expense, maintain the electrical and plumbing facilities, exterior walls, roof, and structural supports of the building of which said premises are part in good order and repair, excepting any repairs caused by the negligent or willful act of the Lessee or Lessee's agents, servants or invitees. Except as otherwise heretofore set forth, Lessee shall maintain the interior of said premises.

12. Lessee shall not encumber, assign, or otherwise transfer this Lease, any right or interest in this Lease, or any right or interest in said premises without the express written consent of Lessor first had and received.

13. Lessee shall indemnify and hold Lessor and the property of Lessor, including said premises and the building of which said premises are a part, free and harmless from any and all liability, claims, loss, damages, or expenses, including counsel fees and costs, arising by reason of the death or injury of any person, including Lessee or any person who is an employee or agent of Lessee, or by reason of damage to or destruction of any property, including property owned by Lessee or any person who is an employee or agent of Lessee, caused or allegedly caused by:

(a) Any cause whatsoever while such person or property is in or on said premises or in any way connected with said premises or with any personal property on said premises;

(b) Some condition of said premises;

(c) Some act or omission on said premises of Lessee or any person in, on or about said premises with the permission of Lessee; or

(d) Any matter connected with Lessee's occupation and use of said premises.

During the term of this Lease, Lessee shall maintain comprehensive general liability insurance with limits of not less than One Million Dollars ($1,000,000.00) combined single limit per occurrence for bodily injury, personal injury and property damage. The City, its officials and employees, shall be covered as additional insured for any liability arising out of Lessee's use or occupation of said premises. Such policy shall be endorsed to state that such coverage shall not be suspended, voided, canceled or reduced without thirty (30) days prior written notice given to the Lessor. During the term of this Lease, Lessee shall also maintain fire insurance for the contents of said premises.

14. Lessee acknowledges that the Lease herein may give rise to a possessory interest tax, which may be levied by the County of Siskiyou, and Lessee agrees to pay any such tax.

15. Any and all notices or other communications required or permitted by this Lease or by law to be served on or given to either party hereto by the other party hereto shall be in writing and shall be deemed duly served and given when personally delivered to the party, Lessor or Lessee, to whom it is directed or any managing employee of such party, or in lieu of such personal service, when deposited in the U.S. mail, first class postage prepaid, certified mail, addressed to Lessor as follows:

Lessor	Lessee
PO Box 460	520 Main Street
Etna, CA 96027	Etna, CA 96027

Either party, Lessor or Lessee, may change their address for the purpose of this paragraph by giving written notice of such change to the other party in the manner provided in this paragraph.

16. Should any litigation be commenced between the parties hereto concerning said premises, this Lease, or the rights and duties of either in relation thereto, the party, Lessor or Lessee, prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for their attorney's fees in such litigation, which shall be determined by the court in such litigation or in a separate action brought for that purpose.

17. This Lease cannot be assigned in any way without written consent of the Lessor.

IN WITNESS WHEREOF, the parties hereto have executed this Lease the day and year first written above.

LESSOR:	LESSEE:
THE CITY OF ETNA A Municipal Corporation	SISKIYOU RCD A Non-Profit Agency
By: _____ Mayor	By: _____ President

ATTEST:

_____
City Clerk

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 4/24/23

SPOKESPERSON: Alan Kramer

ACTION: X **OR** **DISCUSSION:** ___

Subject/Request - (Must be a brief general description - approximately 20 words)

Accept Firefighter Application.
Des Tippit.

Financial Impact? **Yes** ☐ **Please describe impact, indicate funding source & amount budgeted.** **No** ☐ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ☐

Fund/Acct _____ Comment: _____

Signed by

NOTE: Agenda requests must be received no less than three working days before the date of the meeting.

Applications for Membership
ETNA VOLUNTEER FIRE DEPARTMENT

Date: 1-8-22

Name: Dela Tippit Date of Birth: 9-15-81

Street Address: [redacted] Mailing Address: P.O. Box 85

City: Etna State: CA Zip Code: 96027

Home/Cell Phone: [redacted] Work Phone: _____

SSI#: [redacted]

Employer: SCSO Employment Address: 305 Battles

Height: 5'9 Weight: 270

Driver's License #: [redacted] Class: _____ Endorsement(s): _____

Describe your general health: (Good) Average Fair

Have you ever had any back problems? Yes (No)

If yes, describe: _____

Marital Status:

(Single) Married Seperated Widowed

Spouses Name: _____ Number of children: _____

Name(s) of Children: Wyatt Jones Kaela Burbank

In case of Emergency, notify:

Name: Wyatt Jones Phone: [redacted]

Name: _____ Phone: _____

Military Branch: _____

List any Firefighting experience you have: lots of yrs w/ Etna FD

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Museum Project

Please provide a description of the request and attach supporting documentation:
Provide update on museum project.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): City Council

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Lifeguard Training

Please provide a description of the request and attach supporting documentation:

Discuss/approve possibility for a local training opportunity for lifeguards using the same trainers that Kidder Creek uses.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

City of Etna

Agenda Request

Date of Meeting: 4.24.23

Spokesperson(s): Job Descriptions

Is this for Discussion ☐ or are you requesting an Action ☐

Subject/Request: Review Job Descriptions

Please provide a description of the request and attach supporting documentation:
Review job descriptions.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $_____

Please describe:

NOTE: Agenda requests must be received no less than four working days before the date of meeting. Return this form and supporting documentation to address below.

442 Main Street • P.O. Box 460 • Etna, CA 96027
P: 530-467-5256 • F: 530-467-3217

1 Administrative Ambulance Positions Job Description

Created 03/12/2022
Listed in: Operations Manual Section 1 and Team Member Manual Appendix
Due for review every June with new budget

The City of Etna has defined the administrative positions as:
Ambulance Director
Ambulance Supervisor

The roles and responsibilities will be determined by the Ambulance Director to meet the needs of the department at the time. The responsibilities assigned may change due to the provider level or current needs as the Director deems relevant.

Roles and Responsibilities Include:

Full Time patient care provider on the ambulance
Paramedic
Training Coordinator
Safety Officer
Privacy Officer
QI Coordinator
Logistics
Explorer Program Coordinator
Special Events Coordinator

Full Time Patient care provider: Stay up to date and proficient with protocols and procedures, infrequent skills, and changes in treatments. Maintain current SSV certification. Responds to 911 calls, Community Care Program calls, and any other calls for service as requested and appropriate during their on-duty hours. May respond to calls after hours as a "volunteer"/paid call team member.

Paramedic: Stay up to date and proficient with protocols and procedures, infrequent skills, and changes in treatments. Maintain current SSV certification. If there is only one full time paramedic, they will be responsible for controlled substance upkeep, security, ordering, training in compliance with SSV, FMC and DEA.

Training coordinator: Follows SSV requirements. Responsible for new hire orientation and training. Responsible for ensuring mandatory training is being done, annual skills check offs that are required by S-SV are done, optional scope skills are trained on and reviewed. Assists our NREMT certified team members with recertification. Maintains training records. Disseminates appropriate

information to the City Clerk (CPR cards, providers certification cards, new hire paperwork, etc.). Address any QI concerns and follow up with training. Ensure our team members are maintaining their certifications and assist with obtaining their continuing education hours. Communicates with the Medical Director. Stays up to date with legal changes, changes in form needs, protocol changes, etc.

Safety and Privacy Officer: Ensures that HIPAA training and compliance is being performed. Any safety concerns are brought to attention and resolved. Ensures any updates are being disseminated.

QI Coordinator: Responsible for communication with SSV and ensuring SSV QI audits and reports being completed on time as required. Serves as the liaison with Fairchild Medical Center for QI communication, concerns, and/or audits. Responsible for coordination or delegation of inhouse QI program (see Operations Manual for specific in-house information). Completes annual EMSQIP report to SSV, CQI 5-year plan to SSV/EMSAAC and other QI audits as needed.

Logistics: Responsible for ordering of all medical supplies including controlled substances, maintaining correct inventory as required by SSV, ensuring any backorders or hard to find items or shortages are relayed to all team members with the appropriate information on substitutions. Orders office supplies.

Explorer Program Coordinator: Ensure all proper forms and applications are filled out by new explorers. Manage explorer workdays. Coordinate within community events that the explorers participate in. Point of contact for all explorers. Maintains communication with Etna P.A.L. that sponsors the program.

Special Event Coordinator: Handles requests for ambulance services during special events (Rodeo, High School sports events, fire assignments). Coordinates appropriate resources for the event, creating a schedule and needs. If applicable, create charges, contract and/or invoice for payment. Communicates with City Hall to ensure invoices are sent and received.

Other Responsibilities assigned by the Ambulance Director:

- Communication with SSV and EMSA
- Confirms permits are up to date and files applications for SSV.
- Communication with City of Etna City Clerk and City Council
- Attends City Council meetings
- Helps create annual budget with assigned commissioner and City Clerk.
- Ensure budget is being followed.
- Serves as the liaison with our dispatch center, CalFire, volunteer fire departments, medical director at FMC, OES, MSAS, any committees at FMC

City of Etna

Etna Ambulance

- Ensure proper maintenance is performed on equipment and building.
- Ensure all records are received with our billing department and being billed correctly.
- Ensures City Clerk is informed of all Mount Shasta Ambulance rendezvous for billing purposes.
- Supervises performance of all team members.
- Ensuring the overall effectiveness and safe performance of the ambulance service.
- Maintains and updates manuals as necessary.
- Assists with timesheet accuracy and submission to City Clerk
- Maintains radio, computer, and communications equipment inventory
- Assists with vehicle maintenance and readiness of all ambulances. Helps coordinate oil changes or other mechanical or operational needs.
- Assists with station duties and upkeep.
- Coordinates with the city clerk and our IT company for any problems with the computer or phone system.
- Assists Etna Fire Department or Police Department as needed.
- Other duties as assigned

Approved By:

Ambulance Director: _____ Date: _____

Ambulance Commissioner: _____ Date: _____

City Clerk: _____ Date: _____

442 Main Street • P.O. Box 460 • Etna, CA 96027

P: 530-467-5256 • F: 530-467-3331

City of Etna

Etna Ambulance

1 Team Member Roles / Descriptions

Created 05/01/2022

Due for review every June with new budget

Driver

Has and maintains a current CA DL with ambulance endorsement.
Completes mandatory in-house drivers training at time of hire and biannually.
Prior to driving Code 3, the mandatory drivers' course will be completed and signed off by the Director.
Completes any mandatory training (HIPAA, others as assigned)
Completes the New Team Member Orientation Checklist with sections other than patient care.
Follows all California traffic laws while driving routine. Follows Code 3 driving rules.
Responsible for the safety of the unit and occupants.
Maintains familiarity with each different ambulance, how it operates, how the lights and sirens work.
Understands how to properly use the radio and communicate with dispatch and other agencies.
Understands how the gurney functions and is able to assist with gurney operations with and without a patient on it.
Assists patient care provider as needed.
Maintains good working relationships with members from different agencies.
Fuels ambulance as needed.
Assists after a call to clean and ready the unit for the next call.
Reports any hazards, maintenance issues or equipment issues to the supervisor or director.

Patient Care Providers

Completes the New Team Member Orientation Checklist.
Maintains current S-SV EMS certification.
Follows S-SV EMS protocols and guidelines.
Completes any mandatory training (HIPAA, others as assigned)
Responsible for the safety of the unit and occupants.
Maintains familiarity with each different ambulance, the medical equipment, and medications.
Understands how to properly use the radio and communicate with dispatch and other agencies.
Understands how to communicate with FMC ED and proper alerts that are required to be made.
Understands how the gurney functions and is able to assist with gurney operations with and without a patient on it.
Must complete 5 supervised rides per S-SV before being solo as a patient care provider.

1 Team Member Roles / Descriptions Continued

Stay up to date and proficient with protocols and procedures, infrequent skills, and changes in treatments.
Responds to 911 calls, Community Care Program calls, and any other calls for service as requested and appropriate during their coverage hours.
Completes paperwork for all calls dispatched even if cancelled.
Completes paperwork for Community Care Program calls.
Completes any mandatory paperwork as required such as APS or CPS reports.
Performs truck checks if on shift or covering a shift.
Performs shift duties if on shift or covering a shift.
Maintains good working relationships with members from different agencies.
Fuels ambulance as needed.
Assists after a call to clean and ready the unit for the next call.
Reports any hazards, maintenance issues or equipment issues to the supervisor or director.

Additional for Paramedics:
Responsible for controlled substance check at the beginning of their shift.
Notifies supervisor or director of supply needs.
Stays in compliance with S-SV, FMC and DEA regulations.

Approved By:

Ambulance Director: _____ Date: _____

Ambulance Commissioner: _____ Date: _____

City Clerk: _____ Date: _____

City of Etna

Etna Ambulance

1 Pay Rates

Created 05/01/2022

Due for review every June with new budget

Ambulance Director Full time	Salary 40 hours a week base at $21/hr with benefits
Ambulance Supervisor Full time	Salary 40 hours a week base at $19/hr with benefits
Paramedic Non benefited volunteer	911: Per hour/per call @ $40/hr Special event standby or training pay: $25/hr 24 hr coverage shift: $100/24 hrs + per hour/per call rate for 911's
EMT Non benefited volunteer	911: Per hour/per call @ $30/hr Special event standby or training pay: $20/hr 24 hr coverage shift: $100/24 hrs + per hour/per call rate for 911's
Driver Non benefited volunteer	911: Per hour/per call @ $20/hr Special event standby or training pay: $15/hr
Mandatory Training	Paid per hour at the team members certification level rate for training
Training, not mandatory	Unpaid
Ambulance standby at fire assignments	Paid per hour at the team members certification level rate for 911 without overtime or as stated in current MOU.
**The hour will be broken down into quarters if needed. Example: A call for service takes 1 hour and 40 minutes, the time paid would be 1.75 hrs.	

Approved By:

Ambulance Director: _____ Date: _____

Ambulance Commissioner: _____ Date: _____

City Clerk: _____ Date: _____

442 Main Street • P.O. Box 460 • Etna, CA 96027

P: 530-467-5256 • F: 530-467-3331

City of Etna

Etna Ambulance

1 Training Program Coordinator Roles and Responsibilities

Created 08/2022
Listed in: Operations Manual Section 1 and the Team Member Manual appendix
Due for review every June with new budget

The roles and responsibilities will be delegated by the Ambulance Director to meet the needs of the department at the time. The responsibilities assigned may change due to the provider level or current needs as the Director deems relevant.

Responsible for:
-new hire orientation and training
-ensuring mandatory training is being done and current
-annual skills check offs that are required by S-SV are done
-S-SV optional scope skills are trained on and reviewed
-assisting our NREMT certified team members with recertification
-maintaining training records
-disseminates appropriate information to the City Clerk (CPR cards, providers certification cards, new hire paperwork, etc.)
-ensuring team members are maintaining their certifications and assists with obtaining their continuing education hours
-communication with the Medical Director
-staying current with legal changes, changes in forms needed, protocol changes, etc
-communication with the training coordinator with the Unified Public Safety Training Group with Etna P.A.L.
-maintaining S-SV requirements for being a training center
-maintaining NAEMT requirements for being a training center
-maintaining ASHI requirements for being a training center
-ensuring instructors are current with requirements
-ensuring Etna PD officers are current with Title 22 requirements
-coordinates or prepares monthly continuing education
-provides quality, relevant training for team members
-provides training as needed for other city of Etna departments (CPR, first aid, etc)
-if possible, provides training for the community

Approved By:

Ambulance Director: _____ Date: _____

Ambulance Commissioner: _____ Date: _____

City Clerk: _____ Date: _____

PUBLIC WORKS DIRECTOR

DEFINITION

The Public Works Director works under the direction of the Etna City Council to maintain, and/or improve, City streets, storm drains, public buildings, and related Public Works. The director shall also lay-out and oversee the work of other City employed maintenance personnel, as well as supervise sub-contractors working on City public works activities and/or projects. The Director is responsible for the operation and maintenance of the City's water plant and wastewater treatment ponds, collection and distribution facilities and performs related work as required. The director shall coordinate on a regular basis with the Council person appointed as Public Works Commissioner, and give periodic reports to the City Council, which sets policy.

EXAMPLE OF DUTIES;

Perform duties in maintenance of public facilities including roads, guard rails, ditches, culverts, storm drains, street signs, pavement, curbs and gutters, stripping, and water and sewer lines. Work in such activities as grading street shoulders, digging and repairing drain ditches and culverts, hauling, unloading and placing materials, supplies and equipment maintenance, and improvement of landscaped areas; Operates and Maintains heavy construction equipment such as backhoe, snow plow, and dump truck. Keeps records of materials, labor and equipment, used on projects. Other work includes minor carpentry, plumbing and electrical building maintenance, asphalt patching, concrete finishing and grounds maintenance.

Performs duties required for the efficient operation and maintenance of wastewater treatment, and collection system, and the City water supply and distribution system. Maintains the daily water requirements of the distribution system; collects water samples to determine compliance with the Effluent Quality Standards of the State Water Quality Control Board, and the State Health Department; keeps accurate records of system operation; performs equipment maintenance work; performs mechanical and electrical repairs, flow control, wastewater processing, sludge handling, filter system and effluent controls; monitors gages, meters, control panels and readings and on line chlorine analyzer as directed; maintains water system buildings and grounds.

Responds to after hour calls in emergencies and assists in preparation of annual operating budget for plant and facilities. Possesses the knowledge and ability to check site plans, inspect sewer main and lateral installations, and inspect water main and service lateral installations. Works as a liaison, consulting with Contractors and City Engineers on projects related to Public Works and / or Public Utilities.

QUALIFICATIONS;

Training and Experience — High School Graduate or equivalent and three years of experience in Public Works, and three years responsible experience in modern wastewater treatment processes. Must possess a Grade I Wastewater Operator's Certificate and a Grade II Certificate for water, and a Distribution Certificate

KNOWLEDGE AND ABILITIES;

Knowledge of methods, equipment and tools used in construction and / or maintenance of streets, buildings and sewer facilities; ability to operate and maintain construction equipment and maintenance vehicles; ability to keep records; ability to interpret blue prints and sketches; ability to layout and direct the work of a crew; ability to understand and follow oral and written instructions; ability to take effective action in emergency situations; ability to meet standard physical standards for vision and hearing; ability to establish and maintain effective relationships with others. Must have a. valid California drivers license.

By signing I acknowledge that I have read and understand all of the above as a description of my job duties, and what is required of me.

Signature _____

Date:

PUBLIC WORKS

Duties:

- Streets
  - Patch Potholes
  - Inspect & Maintain all culverts; keep ditches free of debris and weeds
  - Keep brush cut away from all signs and intersections
  - Plow Streets when needed & spread cinders
  - Maintain signs, remove graffiti
- Buildings
  - Paint when needed, replace broken glass, replace light bulbs, repair plumbing
  - Maintain HVAC (change air filters), keep paper supplied, etc
  - Keep shop clean and free of clutter, maintain tools, if broken, replace
- Pool
  - Clean filters, pump and pool house, maintain all equipment
  - Chlorinate the pool
- Park;
  - Mow once a week
  - Clean bathrooms & restock
  - Maintain Sprinklers
  - Sewer Maintain ponds to prevent over flow
  - Maintain sewer equipment and flow pit
  - Repair / maintain sewer lines & equipment
  - Supervise hook-up for new customers
- Water
  - Keep all fire hydrants in good working order
  - Repair or replace rusted / broken pipes and fittings
  - Maintain Water System, replace / repair water meters
  - Monitor chlorination and water filtering system
  - Check and clean out diversion dam on a regular basis
  - Do water samples for water testing
  - Monitor / maintain gauges, file reports, keep files up to date.
- Equipment:
  - Conduct regular oil and filter changes on city equipment and vehicles
  - Perform minor repairs (replace starter, alternator water pump etc)
- Empty all Trash containers in town (including City buildings)
- Handle citizen complaints, give tours (School Children) etc.

  -

CITY OF ETNA JOB DESCRIPTION
CITY CLERK

DUTIES:

Supervises, administers or personally performs:

Supervise and participate in the maintenance of official City documents and records

Maintenance of City financial records including income and expenditure, departmental budget, and special assessment records

Bank deposits, bank reconciliations and transfers

Collection of utility charges, taxes, license fees, and other revenues

Preparation of payroll and the processing of checks for payment

Preparation of quarterly and annual tax returns

Revenue and expenditure account reconciliation

Monthly financial reports for City Council, showing income, expenditures, and current financial position

Financial and statistical reports required by outside agencies

Preparation of City Council meeting agendas, supporting documents and materials

Scheduling of City facilities

Maintaining all City Clerk's office equipment, so that it is functional and clean at all times

Compiles income and expenditure estimates

Assists in preparing the annual budget

Audits expenditures to ensure they are within budget

Assists in the preparation of grant requests; administers grants, supervises grant administration by others, assists in procurement of contractors, assists in preparation of contract for outside grant administrator, supervises annual monitoring of outside grant administrator, supervises review process for all financial records and payment requests of and from outside grant administrator, facilitates public hearings

Receives and responds to citizen requests, inquires and complaints

Receives and responds to correspondence

Records and drafts minutes of City Council meetings

Posts meeting notices as required by law

Maintains City code book; advertises the maintenance of City records and documents; maintains custody of City seal; executes, attests or certifies to official documents

Prepares, processes, records, files, posts and publishes ordinances and resolutions

Performs additional duties as required by pertinent Ordinances and government codes

Gives monthly Department report at regular City Council meeting

Maintains and controls Employee Handbook

Manages personnel records, staffing, training, development and labor relations.

Maintains "service calendar" and brings required items to attention of Council and Staff in a timely manner

Maintains property and equipment inventory for all City departments

Supervises the clerical staff and prioritizes direction of workload for proper management of City Clerk's office

Develops and maintains education plan for self and staff

CITY OF ETNA JOB DESCRIPTION
CITY CLERK

DEFINITION:

Under the direction of the City Council, plans and supervises City income and expenditure accounting and financial record keeping; accounts for revenue and expenditures, maintains financial records; prepares the City's annual budget; audits City expenditures and warrants to obtain budget control; prepare reports of City financial condition; and does related work as required.

Under direction, to perform responsible and confidential secretarial duties for the Mayor and City Council; to supervise and participate in the maintenance of official City documents and records; and to do related work as required

DUTIES:

Supervises, administers or personally performs:

Maintenance of City financial records including income and expenditure, departmental budget, and special assessment records

Bank deposits, bank reconciliations and transfers

Collection of utility charges, taxes, license fees, and other revenues

Preparation of payroll and the processing of checks for payment

Revenue and expenditure account reconciliation

Monthly financial reports for City Council, showing income, expenditures, and current financial position

Financial and statistical reports required by outside agencies

Preparation of City Council meeting agendas, supporting documents and materials

Scheduling of City facilities

Maintaining all City Clerk's office equipment, so that it is functional and clean at all times

Also, personally performs the following:

Compiles income and expenditure estimates

Assists in preparing the annual budget

Audits expenditures to ensure they are within budget

Assists in the preparation of grant requests; administers grants, supervises grant administration by others, assists in procurement of contractors, assists in preparation of contract for outside grant administrator, supervises annual monitoring of outside grant administrator, supervises review process for all financial records and payment requests of and from outside grant administrator, facilitates public hearings

Receives and responds to citizen requests, inquires and complaints

Serves as secretary to the Mayor and City Council: Receives and responds to correspondence

Records and drafts minutes of City Council and other meetings

Posts meeting notices as required by law

Maintains City code book; advertises the maintenance of City records and documents; maintains custody of City seal; executes, attests or certifies to official documents

Prepares, processes, records, files, posts and publishes ordinances and resolutions

Performs additional duties as required by pertinent Ordinances and government codes

Gives monthly Department report at regular City Council meeting

Maintains and controls Employee Handbook

Maintains "service calendar" (tickler file) and brings required items to attention of Council and Staff in a timely manner

Maintains property and equipment inventory for all City departments

Supervises the clerical staff and prioritizes direction of workload for proper management of City Clerk's office

Develops and maintains education plan for self and staff

DESIRABLE QUALIFICATIONS:

Experience: Two years of computer financial system operations, secretarial experience involving frequent contact with the public, government accounting

Knowledge of: Accounting principles, practices and methods; governmental accounting principles, modern office procedure, practices and equipment, personnel record keeping

Ability to: Provide proof of insurance for the minimum required limits of liability; plan and supervise the maintenance of complete City financial records; analyze and interpret fiscal and accounting records and data

CITY OF ETNA JOB DESCRIPTION (2022)
CITY CLERK

Supervise and participate in the maintenance of official City documents and records

Maintenance of City financial records including income and expenditure, departmental budget, and special assessment records

Bank deposits, bank reconciliations and transfers

Collection of utility charges, taxes, license fees, and other revenues

Preparation of payroll and the processing of checks for payment

Preparation of quarterly and annual tax returns

Revenue and expenditure account reconciliation

Monthly financial reports for City Council, showing income, expenditures, and current financial position

Financial and statistical reports required by outside agencies

Review, report and manage vehicle, property, equipment, liability and workers compensation insurance

Preparation of City Council meeting agendas, supporting documents and materials

Coordinate follow up action on council meeting action items with other departments

Provide leadership and direction in multiple settings where parties with different interests may become adversarial and facilitate solutions agreeable to both parties.

Develop and implement internal work procedures to ensure regulatory compliance and consistent, quality services that achieve departmental goals.

Scheduling of City facilities

Provide support to City committees, ensure compliance and reporting of decisions and outcomes

Maintaining all City Clerk's office equipment, so that it is functional and clean at all times

Compiles income and expenditure estimates

Assists in preparing the annual budget

Audits expenditures to ensure they are within budget

Assists in the preparation of grant requests; administers grants, supervises grant administration by others, assists in procurement of contractors, assists in preparation of contract for outside grant administrator, supervises annual monitoring of outside grant administrator, supervises review process for all financial records and payment requests of and from outside grant administrator, facilitates public hearings

Manage and maintain HCD Community Development Grant loans. Ensure timely invoicing, payment and reporting to HUD and Council.

Receives and responds to citizen requests, inquires and complaints

Distribute public correspondence and ensure that municipal records are accessible to the public.

Receives and responds to correspondence

Records and drafts minutes of City Council meetings

Posts meeting notices as required by law

Maintains City code book; advertises the maintenance of City records and documents; maintains custody of City seal; executes, attests or certifies to official documents

Prepares, processes, records, files, posts and publishes ordinances and resolutions

Coordinate and conduct City elections and ensure compliance with election laws

Performs additional duties as required by pertinent Ordinances and government codes

Receive and file claims and lawsuits filed against the City; prepare and certify information and provide deposition

Gives monthly Department report at regular City Council meeting

Serve as a liaison for the City Clerk's Office with other City departments and negotiate and resolve departmental issues

Lead or assist with the implementation of improved business processes and solutions.

Maintains and controls Employee Handbook

Manages personnel records, staffing, training, development and labor relations

Select, train, motivate and evaluate City personnel, provide and coordinate staff training, work with employees to correct deficiencies, implement discipline and report issues with Commissioners and Council.

Manage and maintain employee benefits including retirement and health insurance plans.

Maintains "service calendar" and brings required items to attention of Council and Staff in a timely manner

Maintains property and equipment inventory for all City departments

Supervises the clerical staff and prioritizes direction of workload for proper management of City Clerk's office

Develops and maintains education plan for self and staff

Manage I.T., website and social media accounts

Maintain and manage Licensing, Building Permits, Planning Applications, Zoning and Variance requests.

Etna City Community Service Officer

The City of Etna is seeking an individuals to fill vacancies as a full time, and part time Community Service Officer. This position will be multifaceted; to included Police Administrative Duties, Code Enforcement and the City's Police Activities League (PAL) Program. He/she must possess the equivalent of graduation from high school and a valid California Driver's License. Prior law enforcement training and experience is desired. Please contact the Etna City Clerk's Office for more information. 442 Main St. PO Box 460, Etna CA 96027

530-467-5256

I. I. JOB SUMMARY

Serves as the Chief Administrator of the Police Department and is responsible for policy development, control, supervision, and program implementation of this Department and is accountable for the effective delivery of police services to the community.

II. II. SUPERVISION RECEIVED

Activities are conducted with considerable operational independence and personal judgment under the broad supervision of the Board of Selectmen. Reports on budgetary and personnel issues, and public safety concerns to the Board of Selectmen on a regular basis. Performance is reviewed through conferences, reports, and program results.

III. III. SUPERVISION EXERCISED

Directly supervises a department of law enforcement professionals presently consisting of two full-time and six part-time Patrol Officers and an Animal Control Officer. Assigns work schedules, oversees employees' job performance and has the responsibility for the selection, performance evaluation, training, and discipline of the department's staff. Has final authority for decisions pertaining to law enforcement.

IV. IV. ESSENTIAL DUTIES

1. 1. Required to attend a minimum of one Board of Selectmen's meeting each month and report on the status of the Department, budget and other issues within the community.

2. 2. Establishes Department goals, long-range plans, objectives, policies, directives, regulations, and procedures based upon the needs of the Town and the Police Department; continually monitors and evaluates the effectiveness and responsiveness of the Department.

3. 3. Directs, coordinates, and oversees all Department procedures, practices, and activities; takes necessary steps to improve police operations.

4. 4. Organizes, directs, and controls all resources of the Department to preserve the peace, protect persons and property, and enforce ordinances and by-laws of the Town, State and Federal government

5. 5. Conducts regular inspections of the Department's facilities, personnel, and equipment.

6. 6. Selects and disciplines staff in accordance with state and federal laws and Town policies and procedures.

7. 7. Evaluates employees annually and outlines personal development plans for employees.

8. 8. Plans and directs training programs in compliance with the NH Police Standards and Training Council and state statutes. Maintains training and performance records on all Department personnel in accordance with existing state and federal guidelines.

9. 9. Assigns work schedules to staff, including coverage by outside agencies when necessary.

10. 10. Within the Department, organizes, maintains, and administers the personnel policies of the Town and the procedures of the Department.

11. 11. Cooperates with law enforcement officials from other jurisdictions on investigations and in

the apprehension and detention of suspects.

12. 12. Develops and presents the annual department budget and administers the approved budget in accordance with established Town policy. Maintains equipment and personnel at a level consistent with budgeted allocations. Seeks financial assistance through grant writing at the federal, state, and local levels.

13. 13. Takes charge at scenes of emergencies, serious crimes, and accidents. Makes final decisions as to courses of action and protection of citizens, property, and police personnel. Operates both as a member of a team and independently at incidents of uncertain duration, advising and assisting Department personnel, performing complex tasks during life threatening emergencies.

14. 14. Supervises and conducts complete and accurate investigations, and prepares reports for same. Establishes and maintains necessary and appropriate records of activities. On a monthly basis, prepares Uniform Crime Report and other state statistical information and will prepare the statistical record for annual Town Report.

15. 15. Uses approved firearms, handcuffs, batons, and other hand equipment in the performance of duties in accordance with Federal and State laws, and Town and Department policies and procedures. Keeps abreast of the latest equipment and insures that officers are trained to be proficient in its use. Maintains proficiency in the operation of technical equipment, including radar, blood alcohol measuring devices, cameras, two-way radios, etc. Operates motor vehicles in accordance with State laws and Department regulations in routine and emergency situations.

16. 16. Plans, implements, and maintains effective customer relations and public education programs. Serves as primary representative of the Department with civic organizations, public interest groups, elected representatives, schools, etc., by attending meetings related to public safety problems and law enforcement. Insures that any complaints against the Department or its personnel are handled effectively and in a timely manner.

17. 17. Actively participates in professional law enforcement associations; acts as liaison between Town and other law enforcement agencies; attends and participates in meetings involving or relating to the Police Department.

18. 18. Performs all regular full-time patrol officer duties as necessary, including patrol, traffic control, responding to calls for service, investigating traffic accidents and criminal offenses, issuing citations and warnings, serving subpoenas, making physical custody arrests with and without a warrant, transporting prisoners, testifying in court and before administrative bodies, making application for search warrants and arrest warrants, taking juveniles, intoxicated, or mentally ill persons into protective custody, writing investigative reports, conducting crime prevention surveys, responding to citizen inquiries, taking fingerprints of arrested persons, searching for latent fingerprints, searching for and collecting physical evidence at crime and accident scenes, performing various rescue and lifesaving tasks, participating in raids and high-risk warrant services, controlling violent or resisting subjects, apprehending fleeing suspects on foot or in a motor vehicle, and participating in strenuous and physically demanding basic and in-serve training programs.

19. 19. Performs other related duties as required.

V. V. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

1. 1. Thorough knowledge of the principles and practices of modern police administration and

police methods.

2. 2. Thorough knowledge of state statutes and codes, federal guidelines and protocols, and local ordinances relating to law enforcement.
3. 3. Extensive knowledge of the standards by which the quality of police service is evaluated and the use of police records and their application to police administration.
4. 4. Knowledge of budgetary practices and procedures.
5. 5. Skilled in the use of firearms and police equipment, including pepper spray, portable radios, pagers, handcuffs, batons, ammunition, and shotguns.
6. 6. Experienced in the use of computers with standard office software.
7. 7. Ability to plan, organize, and direct the work of subordinates performing varied operations connected with police activities.
8. 8. Develop proper training and instructional procedures.
9. 9. Accurately assess the potential consequences of alternative courses of action and select the one, which is most acceptable and appropriate.
10. 10. Recognize potentially dangerous situations and to act decisively to protect persons and property from harm.
11. 11. Prepare and present concise and meaningful oral and written material relating to the activities of the Department.
12. 12. Create and maintain effective working relationships with subordinates, Town officials, department heads, State and Federal authorities, and civic leaders.
13. 13. Deal effectively with the public and provide appropriate referrals to other social service agencies.
14. 14. Work under physically and emotionally stressful situations.
15. 15. Be on call to meet police emergencies.

VI. VI. RESIDENCY REQUIREMENT

1. 1. Due to the nature of this position, the Police Chief is required to live within fifteen miles of the Town's borders or within an area of acceptable emergency response time.

VII. VII. MINIMUM OUALIFICATIONS REQUIRED

1. 1. Bachelor's degree in Law Enforcement, Police Administration, Criminal Justice, or related field.
2. 2. Certification by the Police Standards and Training Council or the ability to obtain certification within one year of date of hire.
3. 3. Eight to ten years progressively responsible experience in law enforcement and crime prevention with five years experience in administration and supervision.
4. 4. Experience in budgeting and grant writing.
5. 5. Willingness to be on call to meet emergency situations.
6. 6. Possession of a valid NH driver's license

VIII. VIII. PHYSICAL EXERTION/ENVIRONMENTAL CONDITIONS

1. 1. Work is primarily performed in an office environment but frequently requires on-site visits to emergency and crime scenes to observe subordinates in the field.
2. 2. Work may be performed under highly stressful conditions, and may involve extended periods of sitting, standing or walking.
3. 3. May occasionally be required to make physical custody arrests, subdue attacking or resisting individuals, perform rescue work or administer first aid.
4. 4. Must be able to manage multiple tasks at the same time and respond to deadlines.
5. 5. Must be able to communicate effectively in the English language over the telephone and

radio, read and understand English rapidly and effectively.

6. 6. Must be able to operate a computer terminal and keyboard.
7. 7. Accurately aim and fire hand and shoulder weapons and qualify with same according to State standards.
8. 8. Take rolled fingerprints of arrested persons, use handcuffs, a police baton and self-defense spray, and to drive a standard police cruiser.

Distinguishing Characteristics

The Community Service Officer is a non-sworn, non-police uniformed position that provides clerical support to the Police Department, coordination of Police Athletic League activities and Code Enforcement duties. This position is full-time, 40 hours per week.

- Twenty-five (25) hours (Monday through Friday, 8 am to 1 pm) are spent in the Police Office in City Hall.
- Approximately six (6) shall be devoted to Police Athletic League (PAL) duties each week. These duties may require the employee to be out of the office, at schools, or other recreational sites.
- Nine (9) hours per week shall be devoted to Code Enforcement duties. The Code Enforcement position is expected to include extensive training in the beginning, and will also entail considerable "field work" within the City limits.

Provided that Police Clerk duties (report writing, record keeping, filing, correspondence, phone calls and other police clerk duties assigned) are up-to-date and complete, PAL and Code Enforcement office work may be done during the 5-hour office time. This position reports to the City Council via a Commissioner assigned by the Mayor.

Essential Duties

- Provides a variety of Police Department support services:
    - Maintains and manages certain Department records
    - Assists the Department's office operations; performs various clerical duties such as typing, filing, receiving, logging and directing visitors and telephone calls
    - Performs registration procedures with all sex, arson and narcotics offenders within the city
    - Maintains cordial relations with the public; forwards public complaints to the appropriate Department Head for resolution
    - Locates and coordinates dismantling of transient camps.
    - Logs evidence into evidence locker; may testify in court
- Serves as the Coordinator for the Etna Police Athletic League
    - Assists in the implementation of PAL programs, old and new
    - Assists in the writing, facilitation, and tracking of grants for Etna PAL and the Etna Police Department
- Enforces relevant laws and ordinances pertaining to regulations and licenses of the Etna Municipal Code.
    - Provides information to the public regarding municipal codes and regulations
    - Encourages citizen participation in the affairs of the City.

- Performs parking and code enforcement duties including issuing citations
- May serve civil papers including notices and court subpoenas as related to Code Enforcement activities

- Performs a variety of special projects as assigned.

Experience/Education

Sufficient experience and education in dealing with the public to perform the duties of a Community Service Officer. A typical way of obtaining the required qualification is to possess the equivalent of two years paid experience working with a public safety or related agency involving public contact.

Prerequisite Qualifications

- Must be a citizen of the United States
- 21 years of age
- Possess a high school diploma, GED or higher education level certificate or degree
- Have a valid California driver's license
- Must be free from criminal record
- Be of good moral character

Knowledge/Skill/Ability

- Ability to access and understand State penal and related information, City and State policies, rules, codes and regulations regarding the taking of reports, methods and procedures involved in Code Enforcement activities
- Techniques and methodologies for dealing with irate people
- Principles of organization in relation to community volunteers and civic programs
- City and State ordinances and regulations and the issuance of citations
- Proper procedures for the maintenance of activities logs and reports, general office procedures
- Skill in using spreadsheets and word processing software packages, organizing data and materials
- Ability to prepare clear and concise written reports, identify and interpret penal and vehicle codes, enforce municipal codes and regulations
- Learn street locations and physical layout of the city
- Work effectively as a member of a team
- Observe and retain details and incidents accurately

- Follow oral and written directions
- Explain codes and ordinances to merchants and other members of the public
- Enter and retrieve data from standard office equipment and computers using Windows environment
- Ability to read laws and regulations, letters, reports, memos, messages, etc.
- Ability to write prompt, clear and accurate reports, memos, messages and fill out information forms. Ability to use or quickly learn to use laptop computer and associated report software
- High level concentration and attention to detail for extended periods of time.
- Ability to observe and remember facts and details of incidents and gain information through interview and observations.
- Ability to manage, prioritize work and make decisions regarding the operation of services to the Etna community.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to work with others and formulate appropriate instructions to achieve desired goals.
- Ability to relate cooperatively with members of the public, Directors and City personnel on a constant and face-to-face basis.
- Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

Working Conditions/Essential Job Physical Demands

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls. Operation of telephone, two-way radio, City vehicle, computer and other related business machines and access file storage facilities in the performance of daily activities.

This position also requires hand movement and fine coordination in the preparation of reports and using a computer key board. The incumbent is frequently required to traverse uneven and slippery surfaces. Incumbents may work outdoors in all weather conditions. This position may be subjected to physical threats, verbal abuse, and other stressful situations while enforcing municipal ordinances. While performing job duties, the incumbent may be required to lift and carry up to 40 pounds.

Environmental Demands

Outside:	May drive out of office and perform duties in a variety of weather conditions including, rain, snow and heat
Inside:	Primarily works indoors in a temperature-controlled environment

Fumes/Gases: Infrequent exposure to fumes and dust

Salary Range

$12.00 to $14.00 per hour, depending on experience. CalPERS retirement, medical, vacation, sick leave and holidays

THE CITY OF ETNA

The City of Etna is situated below the Russian and Marble Mountain Wilderness Areas and has 800 residents. The surrounding area is abundant with recreational activities. Hunting, fishing, and hiking are just minutes away from town. Within the City, you will find the Little League Park, City Park, Adult's Softball Field, Public Library, City Pool, a variety of churches and quality schools. Etna Union High School has approximately 350 students and serves all of Scott Valley. The schools and organizations such as Etna Police Departments PAL offer a variety of sports and activities for children of all ages

An hour north of Etna you can visit Ashland and Jacksonville, Oregon with its outdoor Shakespeare Theatre, the Britt Festival, quaint shops, as well as Southern Oregon University. An hour south of Etna you can enjoy skiing at the Mt. Shasta Ski park in the winter or go boating on Lake Shasta or Trinity Lake in the summer. Etna also is host to the annual Bluegrass Festival. College of the Siskiyou is an hour south of Etna but also provides college classes in Yreka and Etna.

THE DEPARTMENT

The Etna Police Department is staffed with two sworn personnel and one part-time non sworn Police Administrator. The Police Department offers a variety of assignments including our Police Activities League Program. The Police Department is also highly motivated for the training and professionalism of our officers. All training is available such as Field Training Officer, Firearms Instructor, and Defensive Tactics Instructor just to name a few.

Community Service Officer: Position

Performs a variety of non-sworn assignments in support of the City's Police Department. These duties include: animal control, parking enforcement, municipal code enforcement, taking reports, assisting in the facilitation of the neighborhood watch and crime prevention programs, Director of Etna PAL, writing and facilitating grants, and performing other duties as required.

DISTINGUISHING CHARACTERISTICS

The Community Service Officer is a non-sworn class, uniformed class that provides assistance in the completion of a variety of programs such as animal control, code enforcement, and crime prevention in the Police Department. This class is distinguished from the Police Officer class in that the Police Officer is a sworn peace officer position.

ESSENTIAL DUTIES

Enforces relevant laws and ordinances pertaining to business regulations and licenses, health and sanitation, animals, vehicles and traffic of the Etna Municipal Code. Performs animal control duties(domestic and wildlife) including the capture and transportation of animals to a designated shelter. Picks up all live, stray, domesticated animals. Pucks up all dead animals in or on public places and streets. Picks up all sick/injured animals. If necessary, transports animals to Veterinarian. Transports dead animals to disposal site. Keeps and maintains records on all dogs/cats impounded at City Shelter. Cleans and maintains animal shelter if required. Captures all vicious or potentially dangerous dogs by use of chemicals(darts) or other approved means. Takes and investigates reports of animal abuse and or cruelty to animals. Provides rabies control duties for reported animal bites. Investigates vicious or potentially dangerous dogs incidents. This procedure may include impounding the animal for extended periods of time, preparing court documents, and testifying at court proceedings. Duties include the investigation of reported nuisance animals for barking or odor complaints.

Enforces all laws and ordinances pursuant to parking enforcement and illegally parked vehicles. Tows/cites illegally parked or abandoned vehicles. Abates junked or dismantled vehicles on public and private property.

Enforces other Etna Municipal Code violations pertaining to: Skateboarding, business licenses, public nuisances as designated in the Etna Municipal Code.

Provides a variety of Police Department support services: Fingerprints all sex/narcotics registrants within the city; Traffic control during accidents, fires, stalled vehicles or whenever needed; occasionally responds to assist offers on other calls, searches, and evidence collection. Picks up found bicycles, other found properties. If trained may perform background investigations for the Department. Shuttles and returns vehicles to city yard when needed. Locates and dismantles transient camps. Duties include setting up and maintaining Traffic Radar units to deter speeding vehicles. Gathers information, interviews witnesses and victims, investigates petty theft, automobile theft, non-injury accidents, malicious mischief, lost and found property, and other crimes in response to citizen calls where suspects are not present. Assists in crowd control and traffic control when assigned at public gathering, traffic accidents, and other emergency scenes. May assist in the gathering and preservation of evidence at crime scenes, writes suspect reports. Assists in the gathering and retention of evidence, assists in the Departments office operations, transports evidence to laboratories for testing, and logging in of evidence into evidence locker, may testify in court, performs bicycle and parking enforcement duties including issuing citations, and providing information to the public regarding parking regulations, performs a variety of special projects as assigned.

General Job Description A community Services Officer/Administrator primary duties:

Maintaining and managing the police department's records, performing various clerical duties such as typing, filing, receiving, logging, and directing visitors and telephone calls, performing registration procedures with sex, arson, and narcotics offenders, including fingerprinting and photographing. Providing support to the police department in the areas of animal control, house watch, ect, and any other duties that may be required.

Maintaining cordial relations with all persons entitled to the services of Etna police force, and attempting to resolve all public complaints. He/She shall encourage citizen participation in the affairs of Etna.

Effectively working as a member of a problem-solving team to resolve, within set time schedules, a variety of tasks in support of the Etna community.

Other Duties

May transport record, files, and mail to City departments or other public agencies, assists in the maintenance of a variety of public safety equipment. May serve civil papers including eviction notices and court subpoenas. Will also be the Etna Police Departments PAL Director. Assists in the implementation of PAL programs old and new. Also will assists in the writing, facilitating, and tracking of grants for Etna PAL and the Etna Police Department.

Experience/Education

Sufficient experience and education in dealing with the public to perform the duties of a Community Service Officer. A typical way of obtaining the required qualifications is to possess the equivalent of two years paid experience working with a public safety or related agency involving public contact. Completion of college-level coursework and College units in Police Sciences or AA degree and or possession of EMT 1 or 2 or paramedic certificate is desirable.

Prerequisite Qualifications

He/She must be a citizen of the United States, 21 years of age, possess a high school graduate, GED or higher education level, a valid California driver's license, free from criminal record, and be of good moral character. Must be PC 832 Certified, which will be provided for by the department if not already completed.

Knowledge/Skill/Ability

Ability to access and understand State penal and related information, City and State policies, rules, codes, and regulations regarding the handling of evidence and taking or reports, methods and procedures involved in animal control activities. Techniques and methodologies for dealing with irate people. Proper procedures for fingerprinting and taking photographs, the principles of organization in relation to community volunteers and civic programs, City and State Parking regulations and the issuance of citations, proper procedures for the maintenance of activities logs and reports, general office procedures. Skill in using spreadsheets and word processing software packages, organizing data and materials.

Ability to prepare clear and concise written reports, correctly identify and interpret penal and vehicle codes applicable to the taking of reports, enforce municipal codes and parking regulations. Learn street locations and physical layout of the city. Demonstrate a high degree of mechanical aptitude, work effectively as a member of a team, observe and retain details and incidents accurately, follow oral and written directions, explain codes and ordinances to merchants and other members of the public, enter and retrieve data form standard office computers using Windows environment.

Mental Requirements

Reading: Ability to read laws and regulations, letters, reports, memos, messages, ect.

Writing: Ability to write prompt, clear, and accurate reports, memos, messages, and fill out information forms. Needs ability to use or quickly learn to use laptop computer and associated report software.

Math: Ability to work with mathematical concepts such as algebra. Ability to apply Concepts such as fractions, percentages, ratios, and proportions to practical situations.

Attention to Detail: High level concentration and attention to detail for extended periods of time.

Repetition: Not a particularly repetitive job.

Judgment: Ability to observe and remember facts and details of incidents and learn Information through interview and observations. Ability to manage, Prioritize work, and make decisions regarding the operation of services to the Etna community. Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to work with other and formulate

appropriate instructions to achieve desired goals.

Social Skills: Ability to relate cooperatively with members of the public, Directors, and City personnel on a constant and face to face basis.

Communication: Skill; Ability to quickly organize and communicate thoughts orally, written or graphically. Ability to understand communications from others.

Working Conditions/Essential Job Physical Demands

Position requires sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, squatting, crouching, speaking, hearing, use of hands to finger, handle or feel objects, tools or controls. Operation of telephone, two-way radio, police vehicle for patrolling, computer and other related business machines, and access file storage facilities in the performance of daily activities. The position also requires hand movement, and fine coordination in the preparation of reports and using a computer key board. Additionally, the position requires near, far, night, and color vision in viewing crime scenes or evidence. The incumbent is frequently required to walk on uneven and slippery surfaces. Incumbents work outdoors in all weather conditions, around loud siren noise, moving vehicles, and around animals. This position may be subjected to aggressive, injured and vicious animals, physical threats, verbal abuse, and other stressful situations while enforcing parking and other municipal ordinances. While performing job duties, the incumbent may be required to lift and carry up to 100 pounds.

Environmental Demands:

Outside: May drive out of office and perform duties in a variety of weather conditions including, rain, snow, and heat to +100DEG F.

Inside: Primarily works indoors in temperature-controlled environment.

Fumes/Gases: Exposure to various colognes/perfumes, infrequent exposure to Fumes/dust form printing cartridges.

Noise/Vibration: Business/office machines, and driving a patrol car.

Salary Range

$15.00 to $16.00 hour, depending on experience. CalPERS retirement, medical, vacation, sick leave.

16309 Everhart Drive
Weed, CA 96094
(530) 938-2226

Lake Shastina Police Department Invites Applications for Police Officer
Salary Range: $19.90 to $27.36 per hour

THE POSITION

Lake Shastina Community Services District Police Department is currently accepting applications to establish an eligibility list for police officers.

- Full-time Police Officers are scheduled an 80-hour, 14-day work period. Current shifts are 12 hours, with 4 days off, work an 8 hour day every other week.
- Salary Range $19.90 - $27.36 per hour, DOE
- CalPERS retirement
- Medical, Dental, and Vision insurance benefits (Employee plus family, paid by employer)
- PTO and paid holidays
- Scheduled on-call shifts paid at current minimum wage. (Average officer pay is $1,900.00 a month for on call pay. 12 hours on call after 9 P.M.
- Pay incentives available for EMT, intermediate and advanced POST certificates
- Officers assigned take home vehicles

MINIMUM QUALIFICATIONS

Applicants must be US Citizens, possess a valid California driver's license and must provide proof of completion of a California POST Basic Academy. POST Basic Certificate and prior full-time law enforcement experience is preferred.

APPLICATION PROCESS

Application, job description and additional information available at www.Lakeshastina.com or by contacting the Lake Shastina Police Department at (530) 938-2226.

Appendix A – Salary Schedule

City of Yreka

Yreka Peace Officers' Association

For Period 1/8/2023 to 7/5/2025

YPOA Annual Salary Schedule – Effective 1/8/23 to 1/6/2024

JOB TITLE	UNIT	COLA	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
DISPATCHER	YPOA	1.05	1185	42,171.67	44,280.26	46,494.28	48,819.00	51,259.95
ANIMAL CONTROL	YPOA	1.05	1230	43,926.32	46,122.64	48,428.78	50,850.22	53,392.74
CODE ENFORCEMENT OFFICER	YPOA	1.05	1265	48,318.98	50,734.91	53,271.66	55,935.25	58,732.02
ADMINISTRATIVE SECRETARY	YPOA	1.05	1308	46,680.34	49,014.36	51,465.08	54,038.34	56,740.26
RECORDS SPECIALIST	YPOA	1.05	1308	46,680.34	49,014.36	51,465.08	54,038.34	56,740.26
POLICE OFFICER	YPOA	1.05	1500	58,373.14	61,291.80	64,356.39	67,574.21	70,952.93
SERGEANT	YPOA	1.05	2100	74,500.57	78,225.60	82,136.88	86,243.73	90,555.92

YPOA Annual Salary Schedule – Effective 1/7/24 to 7/5/2025

JOB TITLE	UNIT	COLA	RANGE	STEP A	STEP B	STEP C	STEP D	STEP E
DISPATCHER	YPOA	1.04	1185	43,858.54	46,051.47	48,354.05	50,771.76	53,310.35
ANIMAL CONTROL	YPOA	1.04	1230	45,683.38	47,967.55	50,365.93	52,884.23	55,528.45
CODE ENFORCEMENT OFFICER	YPOA	1.04	1265	50,251.72	52,764.31	55,402.53	58,172.66	61,081.30
ADMINISTRATIVE SECRETARY	YPOA	1.04	1308	48,547.56	50,974.94	53,523.69	56,199.88	59,009.88
RECORDS SPECIALIST	YPOA	1.04	1308	48,547.56	50,974.94	53,523.69	56,199.88	59,009.88
POLICE OFFICER	YPOA	1.04	1500	60,708.07	63,743.48	66,930.66	70,277.20	73,791.06
SERGEANT	YPOA	1.04	2100	77,480.60	81,354.63	85,422.37	89,693.49	94,178.17

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
F010, F012, F044, F045, F047, BIL				3,048.760	3,201.120	3,361.107	3,529.240	3,705.693	3,798.253	-
Child Support Specialist II	IG025	Misc	CO	19.047	19.999	20.999	22.049	23.151	23.730	-
F010, F012, F044, F045, F047, BIL				3,301.480	3,466.493	3,639.827	3,821.827	4,012.840	4,113.200	-
Child Support Specialist III	IG031	Misc	CO	20.217	21.228	22.289	23.403	24.573	25.187	-
F010, F012, F044, F045, F047, BIL				3,504.280	3,679.520	3,863.427	4,056.520	4,259.320	4,365.747	-
Child Support Supervisor	MG044	Mgmt	EX	23.008	24.158	25.366	26.634	27.966	28.665	-
F002, F010, F012, F045, F047, BIL				3,988.053	4,187.387	4,396.773	4,616.560	4,847.440	4,968.600	-
Civil Engineer Assistant	IG074	Misc	CO	31.010	32.561	34.189	35.898	37.693	38.635	-
F010, F012, F044, F045, F047, BIL				5,375.067	5,643.907	5,926.093	6,222.320	6,533.453	6,696.733	-
Civil Service Coordinator	IG031	Misc	CO	20.217	21.228	22.289	23.403	24.573	25.187	-
F010, F012, F044, F045, F047, BIL				3,504.280	3,679.520	3,863.427	4,056.520	4,259.320	4,365.747	-
Clinical Director of Behavioral Health Services	UG077	Asst DH	EX	47.071	49.425	51.896	54.491	57.215	58.646	60.112
F013, F017, F042, F045				8,158.986	8,566.935	8,995.282	9,445.046	9,917.298	10,165.230	10,419.361
Clinical Services Site Supervisor	RG088	Prof	EX	35.649	37.432	39.303	41.269	43.332	44.415	-
F010, F011, F012, F045, F048, BIL				6,179.208	6,488.169	6,812.578	7,153.207	7,510.867	7,698.638	-
Code Enforcement Officer	IG045	Misc	CO	23.238	24.400	25.620	26.901	28.246	28.952	-
F010, F012, F044, F045, F047, BIL				4,027.920	4,229.333	4,440.800	4,662.840	4,895.973	5,018.347	-
Communications Dispatch Coordinator	MO060	Mgmt/HIL	EX	26.978	28.327	29.743	31.230	32.792	33.612	-
F002, F010, F012, F043, F047, F045, BIL				4,676.187	4,910.013	5,155.453	5,413.200	5,683.947	5,826.080	-
Communications Dispatch I	IG022	Misc/HIL	CO	18.486	19.410	20.381	21.400	22.470	23.032	-
F010, F012, F044, F045, F046, F047, BIL				3,204.240	3,364.400	3,532.707	3,709.333	3,894.800	3,992.213	-
Communications Dispatch II	IG037	Misc/HIL	CO	21.459	22.532	23.659	24.842	26.084	26.736	-
F010, F012, F044, F045, F046, F047, BIL				3,719.560	3,905.547	4,100.893	4,305.947	4,521.227	4,634.240	-
Communications Officer	RG069	Prof	EX	29.508	30.984	32.533	34.160	35.868	36.764	-
F010, F011, F012, F045, F048, BIL				5,114.778	5,370.517	5,639.043	5,920.994	6,217.044	6,372.470	-
Communications Technician	TO050	OE3	CO	24.423	25.644	26.926	28.272	29.686	30.428	31.189
F037				4,233.320	4,444.960	4,667.173	4,900.480	5,145.573	5,274.187	5,406.093
Community Health Worker	IG045	Misc	CO	23.238	24.400	25.620	26.901	28.246	28.952	-
F010, F012, F044, F045, F047, BIL				4,027.920	4,229.333	4,440.800	4,662.840	4,895.973	5,018.347	-
Community Outreach Coordinator I	IG022	Misc	CO	18.486	19.410	20.381	21.400	22.470	23.032	-
F010, F012, F044, F045, F047, BIL				3,204.240	3,364.400	3,532.707	3,709.333	3,894.800	3,992.213	-
Community Outreach Coordinator II	IG027	Misc	CO	19.429	20.400	21.420	22.491	23.616	24.206	-
F010, F012, F044, F045, F047, BIL				3,367.693	3,536.000	3,712.800	3,898.440	4,093.440	4,195.707	-
Community Service Officer	IG012	Misc	CO	16.736	17.573	18.452	19.375	20.344	20.853	-
F010, F012, F044, F045, F047, BIL				2,900.907	3,045.987	3,198.347	3,358.333	3,526.293	3,614.520	-

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
Consumer Protect Unit Manager	RG071	Prof	EX	30.101	31.607	33.187	34.846	36.589	37.503	-
F010, F011, F012, F045, F048, BIL				5,217.585	5,478.464	5,752.388	6,040.007	6,342.007	6,500.557	-
Cooperative Extension Coordinator	IG017	Misc	CO	17.589	18.468	19.391	20.361	21.379	21.913	-
F010, F012, F044, F045, F047, BIL				3,048.760	3,201.120	3,361.107	3,529.240	3,705.693	3,798.253	-
Correctional Licensed Vocational Nurse I	RO069	Prof/Hrly	CO	29.508	30.984	32.533	34.160	35.868	36.764	-
F010, F011, F012, F045, F048, BIL				5,114.720	5,370.560	5,639.053	5,921.067	6,217.120	6,372.427	-
Correctional Licensed Vocational Nurse II	RO074	Prof/Hrly	CO	31.014	32.564	34.192	35.902	37.697	38.640	-
F010, F011, F012, F045, F048, BIL				5,375.760	5,644.427	5,926.613	6,223.013	6,534.147	6,697.600	-
Correctional Registered Nurse	RO096	Prof/Hrly	CO	38.603	40.533	42.560	44.688	46.922	48.095	-
F010, F011, F012, F045, F048, BIL				6,691.187	7,025.720	7,377.067	7,745.920	8,133.147	8,336.467	-
Correctional Deputy Trainee	CG021	CG	CO	18.303	19.218	20.179	21.188	22.247	-	-
F008, F015, F038, F039, F040, F043, BIL				3,172.520	3,331.120	3,497.693	3,672.587	3,856.147	-	-
Correctional Deputy	CG033	CG	CO	20.623	21.654	22.737	23.874	25.068	-	-
F008, F015, F038, F039, F040, F043, BIL				3,574.653	3,753.360	3,941.080	4,138.160	4,345.120	-	-
Correctional Corporal	CG043	CG	CO	22.780	23.919	25.115	26.371	27.690	-	-
F008, F015, F038, F039, F040, F043, BIL				3,948.533	4,145.960	4,353.267	4,570.973	4,799.600	-	-
Correctional Sergeant	CG054	CG	CO	25.415	26.686	28.020	29.421	30.892	-	-
F008, F015, F038, F039, F040, F043, BIL				4,405.267	4,625.573	4,856.800	5,099.640	5,354.613	-	-
County Administrator	XO086	CAO Contract	EX	95.025	95.025	95.025	95.025	95.025	-	-
F004				16,471.000	16,471.000	16,471.000	16,471.000	16,471.000	-	-
County Clerk	DE159	Elected DH	EX	50.890	50.890	50.890	50.890	50.890	-	-
F001, F029, F030				8,820.933	8,820.933	8,820.933	8,820.933	8,820.933	-	-
County Counsel	DG082	Appt DH	EX	100.000	100.000	100.000	100.000	100.000	-	-
F004, F017, F042				17,333.333	17,333.333	17,333.333	17,333.333	17,333.333	-	-
County Recording Supervisor	MG044	Mgmt	EX	23.008	24.158	25.366	26.634	27.966	28.665	-
F002, F010, F012, F045, F047, BIL				3,988.053	4,187.387	4,396.773	4,616.560	4,847.440	4,968.600	-
County Supervisor	BS001	BOS	EX	19.4609	19.4609	19.4609	19.4609	19.4609	-	-
F005, F006, F007				3,373.217	3,373.217	3,373.217	3,373.217	3,373.217	-	-
County Surveyor/Civil Engineer Assistant	RG078	Prof	EX	32.273	33.886	35 581	37.360	39.228	40.209	-
F010, F011, F012, F045, F048, BIL				5,593.957	5,873.655	6,167.338	6,475.704	6,799.490	6,969.477	-
County Trapper	IG036	Misc	CO	21.247	22.309	23.424	24.595	25.825	26.471	-
F010, F012, F044, F045, F047, BIL				3,682.813	3,866.893	4,060.160	4,263.133	4,476.333	4,588.307	-
Crime Analyst	IG036	Misc	CO	21.247	22.309	23.424	24.595	25.825	26.471	-
F010, F012, F044, F045, F047, BIL				3,682.813	3,866.893	4,060.160	4,263.133	4,476.333	4,588.307	-
Criminal Records Technician I	IG007	Misc	CO	15.924	16.720	17.556	18.434	19.356	19.840	-

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
F010, F012, F044, F045, F047, BIL				2,760.160	2,898.133	3,043.040	3,195.227	3,355.040	3,438.933	-
Criminal Records Technician II	IG012	Misc	CO	16.736	17.573	18.452	19.375	20.344	20.853	-
F010, F012, F044, F045, F047, BIL				2,900.907	3,045.987	3,198.347	3,358.333	3,526.293	3,614.520	-
Department Fiscal Officer	MG050	Mgmt	EX	24.423	25.644	26.926	28.272	29.686	30.428	-
F002, F010, F012, F045, F047, BIL				4,233.320	4,444.960	4,667.173	4,900.480	5,145.573	5,274.187	-
Deputy Agriculture Commissioner/Sealer	RO056	Prof/Hrly	CO	25.928	27.224	28.585	30.015	31.515	32.303	-
F010, F011, F012, F045, F048, BIL				4,494.187	4,718.827	4,954.733	5,202.600	5,462.600	5,599.187	-
Deputy Assessor Recorder	MG072	Mgmt	EX	30.399	31.919	33.515	35.191	36.951	37.875	-
F002, F010, F012, F045, F047, BIL				5,269.160	5,532.627	5,809.267	6,099.773	6,404.840	6,565.000	-
Deputy Chief Probation Officer	UG059	Asst DH	EX	30.288	31.803	33.393	35.062	36.815	37.736	38.679
F013, F017, F042, F045				5,249.946	5,512.443	5,788.066	6,077.469	6,381.343	6,540.876	6,704.398
Deputy County Administrator - Chief Fiscal Officer	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy County Administrator - Personnel and Risk Management Officer	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy County Administrator - Policy, Procurement and Natural Resources Officer	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy Director of Admin Services	UG085	Asst DH	EX	35.063	36.816	38.657	40.590	42.619	43.685	44.777
F013, F017, F042, F045				6,077.584	6,381.463	6,700.537	7,035.563	7,387.342	7,572.025	7,761.326
Deputy Director of Behavioral Health Division	UG072	Asst DH	EX	41.604	43.684	45.868	48.162	50.570	51.834	53.130
F013, F017, F042, F045				7,211.354	7,571.922	7,950.518	8,348.043	8,765.446	8,984.582	9,209.197
Deputy Director of Building	UG068	Asst DH	EX	37.736	39.623	41.604	43.684	45.868	47.015	48.190
F013, F017, F042, F045				6,540.869	6,867.913	7,211.308	7,571.874	7,950.468	8,149.229	8,352.960
Deputy Director of Emergency Services	UG062	Asst DH	EX	32.598	34.228	35.939	37.736	39.623	40.613	41.629
F013, F017, F042, F045				5,650.277	5,932.791	6,229.430	6,540.902	6,867.947	7,039.645	7,215.637
Deputy Director of Environmental Health Services	UG066	Asst DH	EX	35.938	37.735	39.622	41.603	43.683	44.775	45.895
F013, F017, F042, F045				6,229.322	6,540.788	6,867.828	7,211.218	7,571.780	7,761.074	7,955.101
Deputy Director of Planning	UG068	Asst DH	EX	37.736	39.623	41.604	43.684	45.868	47.015	48.190
F013, F017, F042, F045				6,540.869	6,867.913	7,211.308	7,571.874	7,950.468	8,149.229	8,352.960
Deputy Director of Public Health Division	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy Director of Public Health Education	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy Director of Road/Bridge Services	UG067	Asst DH	EX	36.815	38.656	40.589	42.618	44.749	45.868	47.014
F013, F017, F042, F045				6,381.293	6,700.358	7,035.376	7,387.145	7,756.503	7,950.415	8,149.175

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
Deputy Director of Social Services Division	UG071	Asst DH	EX	40.588	42.618	44.748	46.986	49.335	50.569	51.833
F013, F017, F042, F045				7,035.288	7,387.052	7,756.404	8,144.224	8,551.436	8,765.222	8,984.352
Deputy Probation Officer I	PO038	DPO/JC	CO	21.674	22.758	23.896	25.091	26.346	27.005	27.680
F016, F027, F031, BIL, OIC				3,756.827	3,944.720	4,141.973	4,349.107	4,566.640	4,680.867	4,797.867
Deputy Probation Officer II	PD051	DPO/JC	CO	24.667	25.900	27.195	28.555	29.983	30.733	31.501
F016, F027, F031, BIL, OIC				4,275.613	4,489.333	4,713.800	4,949.533	5,197.053	5,327.053	5,460.173
Deputy Public Guardian/Conservator/Assistant Public Administrator	RO045	Prof	CO	23.240	24.402	25.622	26.903	28.248	28.954	-
F010, F011, F012, F045, F048, BIL				4,028.267	4,229.680	4,441.147	4,663.187	4,896.320	5,018.693	-
Deputy Sheriff I	SG035	DSA	CO	22.432	-	-	-	-	-	-
F014, F015, F019, F020, F021, F022, F023, F024, F025, F043, OIC				3,888.213	-	-	-	-	-	-
Deputy Sheriff II	SG039	DSA	CO	24.527	25.758	27.054	28.404	29.830	-	-
F014, F015, F019, F020, F021, F022, F023, F024, F025, F043, OIC				4,251.347	4,464.720	4,689.360	4,923.360	5,170.533	-	-
Director of Child Support Services	DG076	Appt DH	EX	45.599	47.879	50.273	52.787	55.426	56.811	58.232
F004, F017, F042				7,903.823	8,299.013	8,713.964	9,149.663	9,607.145	9,847.324	10,093.508
Director of Community Development Agency	DG179	Appt DH	EX	50.676	53.210	55.871	58.664	61.597	63.137	64.716
F004, F017, F042				8,783.892	9,223.087	9,684.241	10,168.453	10,676.876	10,943.798	11,217.393
Director of Emergency Services	DG076	Appt DH	EX	45.599	47.879	50.273	52.787	55.426	56.811	58.232
F004, F017, F042				7,903.823	8,299.013	8,713.964	9,149.663	9,607.145	9,847.324	10,093.508
Director of General Services	DG076	Appt DH	EX	45.599	47.879	50.273	52.787	55.426	56.811	58.232
F004, F017, F042				7,903.823	8,299.013	8,713.964	9,149.663	9,607.145	9,847.324	10,093.508
Director of Health and Human Services Agency	DG177	Appt DH	EX	61.224	64.286	67.500	70.875	74.419	76.279	78.186
F004, F017, F042				10,612.245	11,142.858	11,700.000	12,285.000	12,899.250	13,221.732	13,552.274
Director of Information Technology	UG077	Appt DH	EX	47.071	49.425	51.896	54.491	57.215	58.646	60.112
F004, F017, F042				8,158.986	8,566.935	8,995.282	9,445.046	9,917.298	10,165.230	10,419.361
Director of Public Health Division	UG077	Asst DH	EX	47.071	49.425	51.896	54.491	57.215	58.646	60.112
F013, F017, F042, F045				8,158.986	8,566.935	8,995.282	9,445.046	9,917.298	10,165.230	10,419.361
Director of Public Works	DG080	Appt DH	EX	50.273	52.786	55.426	58.197	61.107	62.635	64.200
F004, F017, F042				8,713.946	9,149.643	9,607.126	10,087.482	10,591.856	10,856.653	11,128.068
Director of Social Services Division	UG077	Asst DH	EX	47.071	49.425	51.896	54.491	57.215	58.646	60.112
F013, F017, F042, F045				8,158.986	8,566.935	8,995.282	9,445.046	9,917.298	10,165.230	10,419.361
Disaster Services Coordinator	MO078	Mgmt/Other	CO	32.268	33.881	35.575	37.354	39.222	40.203	-
F002, F010, F012, F045, F047, BIL				5,593.120	5,872.707	6,166.333	6,474.693	6,798.480	6,968.520	-
District Attorney	DE178	Elected DH	EX	69.808	69.808	69.808	69.808	69.808	-	-
F001, F029, F030				12,100.053	12,100.053	12,100.053	12,100.053	12,100.053	-	-
District Attorney Investigative Technician	IG039	Misc	CO	21.891	22.986	24.135	25.342	26.609	27.274	-

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
F010, F012, F044, F045, F047, BIL				2,900.907	3,045.987	3,198.347	3,358.333	3,526.293	3,614.520	-
Health Educator I	IG067	Misc	CO	28.924	30.370	31.889	33.483	35.157	36.036	-
F010, F012, F044, F045, F047, BIL				5,013.493	5,264.133	5,527.427	5,803.720	6,093.880	6,246.240	-
Health Educator II	IG072	Misc	CO	30.399	31.919	33.515	35.191	36.951	37.875	-
F010, F012, F044, F045, F047, BIL				5,269.160	5,532.627	5,809.267	6,099.773	6,404.840	6,565.000	-
Health Information Assistant	IG017	Misc	CO	17.589	18.468	19.391	20.361	21.379	21.913	-
F010, F012, F044, F045, F047, BIL				3,048.760	3,201.120	3,361.107	3,529.240	3,705.693	3,798.253	-
Health Navigator	IG012	Misc	CO	16.736	17.573	18.452	19.375	20.344	20.853	-
F010, F012, F044, F045, F047, BIL				2,900.907	3,045.987	3,198.347	3,358.333	3,526.293	3,614.520	-
Health Support Assistant	IG007	Misc	CO	15.924	16.720	17.556	18.434	19.356	19.840	-
F010, F012, F044, F045, F047, BIL				2,760.160	2,898.133	3,043.040	3,195.227	3,355.040	3,438.933	-
Heavy Equipment Mechanic	TO045	OE3	CO	23.238	24.400	25.620	26.901	28.246	28.952	29.676
F037				4,027.920	4,229.333	4,440.800	4,662.840	4,895.973	5,018.347	5,143.840
Human Services Supervisor I	MG050	Mgmt	EX	24.423	25.644	26.926	28.272	29.686	30.428	-
F002, F010, F012, F045, F047, BIL				4,233.320	4,444.960	4,667.173	4,900.480	5,145.573	5,274.187	-
Information Systems Specialist I	IG036	Misc	CO	21.247	22.309	23.424	24.595	25.825	26.471	-
F010, F012, F044, F045, F047, BIL				3,682.813	3,866.893	4,060.160	4,263.133	4,476.333	4,588.307	-
Information Systems Specialist II	IG045	Misc	CO	23.238	24.400	25.620	26.901	28.246	28.952	-
F010, F012, F044, F045, F047, BIL				4,027.920	4,229.333	4,440.800	4,662.840	4,895.973	5,018.347	-
Information Systems Specialist III	IG054	Misc	CO	25.415	26.686	28.020	29.421	30.892	31.664	-
F010, F012, F044, F045, F047, BIL				4,405.267	4,625.573	4,856.800	5,099.640	5,354.613	5,488.427	-
Information Systems Specialist IV	IG062	Misc	CO	27.520	28.896	30.341	31.858	33.451	34.287	-
F010, F012, F044, F045, F047, BIL				4,770.133	5,008.640	5,259.107	5,522.053	5,798.173	5,943.080	-
Information Systems Technician	IG027	Misc	CO	19.429	20.400	21.420	22.491	23.616	24.206	-
F010, F012, F044, F045, F047, BIL				3,367.693	3,536.000	3,712.800	3,898.440	4,093.440	4,195.707	-
Institutional Cook	IG007	Misc/HIL	CO	15.924	16.720	17.556	18.434	19.356	19.840	-
F010, F012, F044, F045, F046, F047, BIL				2,760.160	2,898.133	3,043.040	3,195.227	3,355.040	3,438.933	-
Intern	IG005		CO	15.610	16.391	17.211	18.072	18.976	-	-
#N/A				2,705.733	2,841.107	2,983.240	3,132.480	3,289.173	-	-
Jail Captain	SM059	SMU	EX	38.936	40.883	42.927	45.074	47.327	-	-
F008, F009				6,748.958	7,086.406	7,440.728	7,812.762	8,203.401	-	-
Jail Food Service Manager	MO025	Mgmt/Other/HIL	CO	19.047	19.999	20.999	22.049	23.151	23.730	-
F002, F010, F012, F043, F045, F047, BIL				3,301.480	3,466.493	3,639.827	3,821.827	4,012.840	4,113.200	-
Jail Lieutenant	SM053	SMU	EX	33.478	35.152	36.910	38.755	40.693	-	-
F008, F009				5,802.905	6,093.052	6,397.703	6,717.589	7,053.468	-	-

County of Siskiyou - Salary Schedule

Job Title *Applicable Footnotes*	Unit/ Range	Bargaining Unit	FLSA	Hourly Monthly Step 1	Hourly Monthly Step 2	Hourly Monthly Step 3	Hourly Monthly Step 4	Hourly Monthly Step 5	Hourly Monthly Step 6	Hourly Monthly Step 7
F026, F042				5,381.953	5,651.051	5,933.603	6,230.283	6,541.798	6,705.343	6,872.977
Senior Deputy Agriculture Commissioner/Sealer	RO064	Prof/Hrly	CO	28.076	29.480	30.954	32.502	34.127	34.980	-
F010, F011, F012, F045, F048, BIL				4,866.507	5,109.867	5,365.360	5,633.680	5,915.347	6,063.200	-
Senior Deputy Probation Officer	PO061	DPO/JC	CO	27.248	28.610	30.041	31.543	33.120	33.948	34.797
F016, F027, F031, BIL, OIC				4,722.987	4,959.067	5,207.107	5,467.453	5,740.800	5,884.320	6,031.480
Senior Environmental Health Specialist	RG066	Prof	EX	28.640	30.073	31.576	33.155	34.813	35.683	-
F010, F011, F012, F045, F048, BIL				4,964.353	5,212.571	5,473.199	5,746.859	6,034.202	6,185.057	-
Senior Forensic Technician	IG043	Misc	CO	22.780	23.919	25.115	26.371	27.690	28.382	-
F010, F012, F044, F045, F047, BIL				3,948.533	4,145.960	4,353.267	4,570.973	4,799.600	4,919.547	-
Senior Heavy Equipment Mechanic	TO057	OE3	CO	26.185	27.494	28.869	30.312	31.828	32.624	33.440
F037				4,538.733	4,765.627	5,003.960	5,254.080	5,516.853	5,654.827	5,796.267
Senior Legal Secretary	IG017	Misc	CO	17.589	18.468	19.391	20.361	21.379	21.913	-
F010, F012, F044, F045, F047, BIL				3,048.760	3,201.120	3,361.107	3,529.240	3,705.693	3,798.253	-
Senior Planner	RO083	Prof/Hrly	CO	33.919	35.615	37.396	39.266	41.229	42.260	-
F010, F011, F012, F045, F048, BIL				5,879.293	6,173.267	6,481.973	6,806.107	7,146.360	7,325.067	-
Senior Public Health Nurse	RG088	Prof	EX	35.649	37.432	39.303	41.269	43.332	44.415	-
F010, F011, F012, F045, F048, BIL				6,179.208	6,488.169	6,812.578	7,153.207	7,510.867	7,698.638	-
Senior Registered Nurse - Public Health	RO069	Prof	CO	29.508	30.984	32.533	34.160	35.868	36.764	-
F010, F011, F012, F045, F048, BIL				5,114.720	5,370.560	5,639.053	5,921.067	6,217.120	6,372.427	-
Senior Specialist Appraiser	RG056	Prof	EX	25.928	27.224	28.585	30.015	31.515	32.303	-
F010, F011, F012, F045, F048, BIL				4,494.164	4,718.873	4,954.816	5,202.557	5,462.684	5,599.252	-
Senior Telecommunications Technician	TO059	OE3	CO	26.711	28.047	29.449	30.921	32.467	33.279	34.111
F037				4,629.907	4,861.480	5,104.493	5,359.640	5,627.613	5,768.360	5,912.573
Sheriff Captain	SM059	SMU	EX	38.936	40.883	42.927	45.074	47.327	-	
F008, F009				6,748.958	7,086.406	7,440.728	7,812.762	8,203.401	-	-
Sheriff Lieutenant	SM053	SMU	EX	33.478	35.152	36.910	38.755	40.693	-	
F008, F009				5,802.905	6,093.052	6,397.703	6,717.589	7,053.468	-	-
Sheriff Sergeant	SG043	DSA	CO	27.987	29.387	30.856	32.399	34.019	-	-
F014, F015, F019, F020, F021, F022, F023, F024, F025, F043, OIC				4,851.080	5,093.747	5,348.373	5,615.827	5,896.627	-	-
Sheriff/Coroner	DE274	Elected DH	EX	65.577	65.577	65.577	65.577	65.577	-	-
F001, F029, F030				11,366.680	11,366.680	11,366.680	11,366.680	11,366.680	-	-
Social Services Staff Analyst Trainer I	IG041	Misc	CO	22.331	23.448	24.620	25.851	27.144	27.823	-
F010, F012, F044, F045, F047, BIL				3,870.707	4,064.320	4,267.467	4,480.840	4,704.960	4,822.653	-
Social Services Staff Analyst Trainer II	IG048	Misc	CO	23.942	25.139	26.396	27.716	29.102	29.830	-
F010, F012, F044, F045, F047, BIL				4,149.947	4,357.427	4,575.307	4,804.107	5,044.347	5,170.533	-

LAKE SHASTINA COMMUNITY SERVICES DISTRICT
2022/2023
SALARY STEP SCHEDULE
All Classifications

Wages effective July 1,2022 for all classifications
Reflects 2% COLA July 1,2022
Updated -AOA and CSO effective 6/28/2021

Longevity
2% Merit
Increases
(above STEP 5)

POSITION	STEP increments		TIME		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5			15 yrs svc 5% increase
ADMINISTRATION:												
Administrator/General Manager	n/a		HOURLY		52.02							n/a
Salary half-time approved 5/20/19			ANNUAL		54,100.33							
Senior Accounting Clerk	5%		HOURLY		25.57	26.85	28.20	29.62	31.09			32.65
			ANNUAL		53,188.51	55,847.94	58,661.13	61,614.99	64,674.94			67,908.69
Administrative Assistant	5%		HOURLY		22.24	23.35	24.52	25.74	27.03			28.39
			ANNUAL		46,250.88	48,563.42	50,991.60	53,541.17	56,218.23			59,049.95
Accounts Receivable Clerk	5%		HOURLY		19.09	20.05	21.05	22.10	23.21	23.67	24.15	25.35
Approved 2/20/19			ANNUAL		39,716.35	41,702.17	43,787.28	45,976.64	48,275.47	49,240.98	50,225.80	52,737.09
Accounts Payable/Payroll Clerk	5%		HOURLY		18.48	19.41	20.38	21.40	22.47			23.59
Approved 2/20/19			ANNUAL		38,443.39	40,365.56	42,383.84	44,503.03	46,728.18			49,064.59
Administrative Office Assistant	5%		HOURLY		17.62	18.50	19.42	20.39	21.21			22.27
Approved 6/28/2021					36,640.03	38,472.03	40,395.64	42,415.42	44,112.03			46,317.64
MAINTENANCE:												
Public Works Director	n/a		HOURLY		52.02							n/a
Salary half-time approved 5/20/19			ANNUAL		54,100.33							
Public Works Supervisor	5%		HOURLY		27.82	29.21	30.67	32.20	33.81			35.50
			ANNUAL		57,856.03	60,748.83	63,786.28	66,975.59	70,324.37			73,840.59
Leadman	5%		HOURLY		28.95	30.39	31.91	33.51	35.19			36.95
not filled/budgeted			ANNUAL		60,211.01	63,221.56	66,382.64	69,701.77	73,186.86			76,846.20
Leadman - Cert Pay 2.6%	5%		HOURLY		29.69	31.18	32.74	34.37	36.09			37.90
not filled/budgeted			ANNUAL		61,759.78	64,847.76	68,090.15	71,494.66	75,069.39			78,822.86
Leadman - w 2nd Cert Pay 2.6%	5%		HOURLY		30.48	32.00	33.60	35.28	37.05			38.90
not filled/budgeted			ANNUAL		63,393.41	66,563.08	69,891.23	73,385.79	77,055.08			80,907.84
Maintenance Worker I	5%		HOURLY		17.98	18.88	19.83	20.82	21.86			22.95
Approved 3/20/19			ANNUAL		37,403.81	39,274.00	41,237.70	43,299.58	45,464.56			47,737.79
Maintenance Worker I Cert Pay 2.6%	5%		HOURLY		18.44	19.36	20.33	21.35	22.42			23.54
Approved 3/20/19			ANNUAL		38,358.53	40,276.45	42,290.28	44,404.79	46,625.03			48,956.28
Maintenance Worker I w 2nd Cert Pay 2.6%	5%		HOURLY		18.93	19.88	20.87	21.92	23.01			24.16
Approved 3/20/19			ANNUAL		39,376.90	41,345.74	43,413.03	45,583.68	47,862.86			50,256.01
Maintenance Worker II	5%		HOURLY		22.66	23.80	24.99	26.24	27.55			28.93
Approved 3/20/19			ANNUAL		47,141.95	49,499.05	51,974.00	54,572.70	57,301.34			60,166.40
Maintenance Worker II Cert Pay 2.6%	5%		HOURLY		23.26	24.42	25.64	26.92	28.27			29.68
Approved 3/20/19			ANNUAL		48,372.48	50,791.10	53,330.66	55,997.19	58,797.05			61,736.90
Maintenance Worker II w 2nd Cert Pay 2.6%	5%		HOURLY		23.87	25.06	26.31	27.63	29.01			30.46
Approved 3/20/19			ANNUAL		49,645.44	52,127.71	54,734.10	57,470.80	60,344.34			63,361.56
POLICE DEPT:												
Police Chief			HOURLY		36.89							n/a
Salary-Approved 12/18/19			ANNUAL		76,725.00	-	-	-	-			
Police Sergeant	5%		HOURLY		27.85	29.24	30.70	32.24	33.85			35.54
			ANNUAL		57,919.68	60,815.66	63,856.45	67,049.27	70,401.73			73,921.82
With 1st Education/EMT Pay increase 2.5%	5%		HOURLY		28.54	29.97	31.46	33.04	34.69			36.42
			ANNUAL		59,362.37	62,330.49	65,447.01	68,719.36	72,155.33			75,763.10
With 2nd Education/EMT Pay increase 2.5%	5%		HOURLY		29.24	30.71	32.24	33.85	35.55			37.32
			ANNUAL		60,826.27	63,867.59	67,060.96	70,414.01	73,934.71			77,631.45
With 2nd Education & EMT Pay increase 2.5%	5%		HOURLY		29.99	31.49	33.06	34.71	36.45			38.27
			ANNUAL		62,375.04	65,493.79	68,768.48	72,206.91	75,817.25			79,608.11
Police Officer	5%		HOURLY		20.30	21.31	22.38	23.50	24.67			25.91
			ANNUAL		42,219.84	44,330.83	46,547.37	48,874.74	51,318.48			53,884.40
With 1st Education/EMT Pay increase 2.5%	5%		HOURLY		20.81	21.85	22.94	24.09	25.29			26.56
			ANNUAL		43,280.64	45,444.67	47,716.91	50,102.75	52,607.89			55,238.28
With 2nd Education/EMT Pay increase 2.5%	5%		HOURLY		21.33	22.39	23.51	24.69	25.92			27.22
			ANNUAL		44,362.66	46,580.79	48,909.83	51,355.32	53,923.09			56,619.24
With 2nd Education & EMT Pay increase 2.5%	5%		HOURLY		21.87	22.96	24.11	25.32	26.58			27.91
			ANNUAL		45,487.10	47,761.46	50,149.53	52,657.01	55,289.86			58,054.35
Police Clerk - CSO - not filled/budgeted	5%	PT	HOURLY		20.81	21.85	22.94	24.09	25.29			26.56
Part-time (under 999 hrs/ annually per LOU)			ANNUAL		20,787.19	21,826.55	22,917.88	24,063.77	25,266.96			26,530.31
Approved 6/28/2021												
FIRE DEPT:												
Fire Chief			HOURLY		26.44							n/a
Salary-Approved 9/24/18			ANNUAL		55,000.00	-	-	-	-			
Seasonal Fire Fighter	4%	PT	HOURLY		14.55	15.15	15.76	16.39	17.06			
As needed for Fire Fuel Removal eff 11/19/18			ANNUAL	90/yr	1,309.50	n/a	n/a	n/a	n/a			