



City of Etna

AGENDA for the REGULAR MEETING of the ETNA CITY COUNCIL

DATE OF THE MEETING: July 10, 2023

TIME OF THE MEETING: 6:30pm

PLACE OF THE MEETING: 442 Main Street Etna, CA or TELECONFERENCE

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. Invoice Check Register
 - b. Minutes of the Regular Meetings June 12, 2023
 - c. Minutes of the Regular Meeting June 26, 2023
 - d. Resolution 2023-008 – A Resolution of the City Council of the City of Etna Establishing Firefighter Pay for Strike Team Response

DEPARTMENT REPORTS

*Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee

4. **CURRENT BUSINESS**
 - a. Discuss/Approve Friends of the Library Designating Two Parking Spots for Library Staff, and Painting Section In Front of Library for Library Parking
 - b. Discuss/Approve Creating a City of Etna Utility Position for Multiple Departments
 - c. Discuss/Approve City Credit Card Purchase Policy and Return Them to Department Heads
 - d. Discuss/Approve City of Etna Employee Contract for Outside Assignments
 - e. Discuss/Approve Changing Ambulance Shift Coverage From a Stipend Pay to an Hourly Pay
 - f. Discuss/Approve Classifying The Ambulance Director as a 40 Hour Per Week Salaried Employee
 - g. Discuss/Approve Required/Preferred Qualifications for Assistant Ambulance Director Position
 - h. Discuss/Approve Changing Ambulance Supervisor Position to Assistant Ambulance Director at a \$24 Per Hour Pay Rate
 - i. Discuss/Approve Pay Rate for Ambulance Driver, Ambulance Standby, & Ambulance Training to \$1.00 Above Minimum Wage
 - j. Discuss/Approve Update and/or Proposed Changes to the City Salary Schedule
 - k. Review TOT Ordinance and TOT Form
5. **CORRESPONDENCE**
6. **CITY COUNCIL STATEMENTS AND REQUESTS**
7. **CLOSED SESSION:**
 - a. Pursuant to Government Code §54956.9 - Pending Litigation - 056-261-060-000 Foreclosure
 - b. Pursuant to Government Code §54957(e) – Employee Discipline/Dismissal Release

8. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 843 6284 2166

<https://us06web.zoom.us/j/84362842166>

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 06/29/2023

Time: 10:44 am

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City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

CURTIS TOOLS FOR HEROES	Annual Flow Testing	26207	06/15/2023	
			06/29/2023	
DEPT. 34921	CURTIS TOO		06/15/2023	0.00
SAN FRANCISCO	GF	0	00/00/0000	0.00
CA 94139	INV715410			1,574.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-850.00	EQUIPMENT MAINTENANCE		1,574.00	0.00
		Check No.	0	Total: 1,574.00
		Total for	CURTIS TOOLS FOR HEROES	1,574.00

DEPARTMENT OF JUSTICE	Fingerprints	26193	06/05/2023	
ACCOUNTING OFFICE			06/21/2023	
PO BOX 944255	DEPTJUST		06/05/2023	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 94244-2550	660619			32.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS		32.00	0.00
		Check No.	0	Total: 32.00
		Total for	DEPARTMENT OF JUSTICE	32.00

ETNA HARDWARE & SPORTING GOODS	Mult. Dept Supplies	26185	05/31/2023	
			06/21/2023	
P O BOX 328	EHSG		05/31/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				465.91
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-880.00	MAINTENANCE & SUPPLIES		27.84	0.00
10-55-880.00	MAINTENANCE & SUPPLIES		9.64	0.00
10-70-880.00	MAINTENANCE & SUPPLIES		20.43	0.00
23-70-880.00	MAINTENANCE & SUPPLIES		130.16	0.00
40-30-880.00	MAINTENANCE & SUPPLIES		269.50	0.00
53-40-875.00	SPECIAL DEPT SUPPLIES & EQUIP		8.34	0.00
		Check No.	0	Total: 465.91
		Total for	ETNA HARDWARE & SPORTING G	465.91

GARLAND TECH, INC	IT Services March-June	26200	06/25/2023	
			06/29/2023	
15303 GLENWOOD PLACE	GARLAND		06/25/2023	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	005040			4,200.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		700.00	0.00
10-40-760.01	I.T.		700.00	0.00
40-30-760.01	I.T.		700.00	0.00
45-33-760.01	I.T.		700.00	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

50-45-760.01	I.T.			700.00	0.00
53-40-760.01	I.T.			700.00	0.00

GARLAND TECH, INC	Remaining Equip Charges	26201	06/25/2023		
			06/29/2023		
15303 GLENWOOD PLACE	GARLAND		06/25/2023		0.00
WEED	GF	0	00/00/0000		0.00
CA 96094	005039				3,859.85

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		643.30	0.00
10-40-760.01	I.T.		643.30	0.00
40-30-760.01	I.T.		643.30	0.00
45-33-760.01	I.T.		643.30	0.00
50-45-760.01	I.T.		643.30	0.00
53-40-760.01	I.T.		643.35	0.00

Check No.	0	Total:	8,059.85
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Total for	GARLAND TECH, INC	8,059.85
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HENRY SCHEIN MEDICAL	Medical Supplies	26202	06/05/2023		
			06/29/2023		
PO BOX 7156	HENRYSH		06/05/2023		0.00
PASADENA	GF	0	00/00/0000		0.00
CA 91109-7156	41196962				262.48

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		262.48	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26203	06/06/2023		
			06/29/2023		
PO BOX 7156	HENRYSH		06/06/2023		0.00
PASADENA	GF	0	00/00/0000		0.00
CA 91109-7156	41575025				73.39

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		73.39	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26204	06/07/2023		
			06/29/2023		
PO BOX 7156	HENRYSH		06/07/2023		0.00
PASADENA	GF	0	00/00/0000		0.00
CA 91109-7156	41690703				615.02

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		615.02	0.00

Check No.	0	Total:	950.89
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Total for	HENRY SCHEIN MEDICAL	950.89
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JO ANN EASTLICK	Audit Services 21/22	26199	06/29/2023		
			06/29/2023		
PO BOX 252	JO ANN EAS		06/29/2023		0.00
GREENVIEW	GF	0	00/00/0000		0.00
CA 96037					1,155.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.02	PRE-AUDIT FEES		1,155.00	0.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Check No.	0	Total:	1,155.00
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Total for	JO ANN EASTLICK		1,155.00
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KIEP-ER KLEEN	Cleaning Services	26187	06/07/2023	
			06/21/2023	
PO BOX 404	KK		06/07/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027-404				241.39

Check No.	0	Total:	241.39
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Total for	KIEP-ER KLEEN		241.39
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LAURA DYSERT	REIM-Rescue Tubes	26184	06/21/2023	
			06/21/2023	
14124 TYLER GULCH RD	LDYSERT		06/21/2023	0.00
FORT JONES	GF	0	00/00/0000	0.00
CA 96032				243.58

Check No.	0	Total:	243.58
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Total for	LAURA DYSERT		243.58
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MEAN GENE'S GAS	Bulk Fuel Diesel	26209	05/31/2023	
			06/29/2023	
P O BOX 534	MGM		05/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				509.65

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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10-50-865.00	VEHICLE FUEL & OIL		31.89	0.00
10-60-865.00	VEHICLE FUEL & OIL		5.47	0.00
40-30-865.00	VEHICLE FUEL & OIL		5.47	0.00
45-33-865.00	VEHICLE FUEL & OIL		5.45	0.00
50-45-865.00	VEHICLE FUEL & OIL		461.37	0.00

MEAN GENE'S GAS	Bulk Fuel Unleaded	26210	05/31/2023	
			06/29/2023	
P O BOX 534	MGM		05/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				949.15

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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10-40-865.00	VEHICLE FUEL & OIL		152.97	0.00
10-41-865.00	VEHICLE FUEL & OIL		152.97	0.00
10-42-865.00	VEHICLE FUEL & OIL		152.97	0.00
10-50-865.00	VEHICLE FUEL & OIL		97.89	0.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
10-60-865.00	VEHICLE FUEL & OIL		70.10	0.00
40-30-865.00	VEHICLE FUEL & OIL		70.10	0.00
45-33-865.00	VEHICLE FUEL & OIL		70.09	0.00
50-45-865.00	VEHICLE FUEL & OIL		29.09	0.00
53-40-865.00	VEHICLE FUEL & OIL		152.97	0.00

Check No.	0	Total:	1,458.80
Total for	MEAN GENE'S GAS		1,458.80

MT. SHASTA AMBULANCE SERVICE	Ambulance Service	26190	06/05/2023	
			06/21/2023	
MT. SHASTA	MT. SHASTA		06/05/2023	0.00
CA 96067	GF	0	00/00/0000	0.00
	26872			800.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		800.00	0.00

Check No.	0	Total:	800.00
Total for	MT. SHASTA AMBULANCE SERVIC		800.00

PAMELA EASTLICK	Reim: Score Meeting	26211	06/29/2023	
			06/29/2023	
PO BOX 131	PEAST		06/29/2023	0.00
GREENVIEW	GF	0	00/00/0000	0.00
CA 96037				150.65
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-735.00	TRAVEL & TRAINING		150.65	0.00

Check No.	0	Total:	150.65
Total for	PAMELA EASTLICK		150.65

PEACE OFFICERS RESEARCH ASSOC.	Etna POA	26191	06/06/2023	
			06/21/2023	
2940 ADVANTAGE WAY	PORAC		06/06/2023	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 95834-9666	403731			192.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
99-00-217.00	PD DUES		192.00	0.00

PEACE OFFICERS RESEARCH ASSOC.	Reserves	26192	06/06/2023	
			06/21/2023	
2940 ADVANTAGE WAY	PORAC		06/06/2023	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 95834-9666	403732			24.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
99-00-217.00	PD DUES		24.00	0.00

Check No.	0	Total:	216.00
Total for	PEACE OFFICERS RESEARCH AS		216.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

PITNEY BOWES GLOBAL FINANCIAL	Qtrly Lease	26188	05/30/2023	
SERVICES LLC.			06/21/2023	
PO BOX 981022	PITNEYBOWE		05/30/2023	0.00
BOSTON	GF	0	00/00/0000	0.00
MA 02298-1022				175.38

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		175.38	0.00

Check No. 0 Total: 175.38

Total for PITNEY BOWES GLOBAL FINANCI 175.38

RENTAL GUYS	Pool Maintance	26189	05/15/2023	
			06/21/2023	
1720 NORD AVENUE	RENTALGUYS		05/15/2023	0.00
CHICO	GF	0	00/00/0000	0.00
CA 95926	935425-8			90.28

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-880.00	MAINTENANCE & SUPPLIES		90.28	0.00

Check No. 0 Total: 90.28

Total for RENTAL GUYS 90.28

RICHARD TINSMAN	July-Aug 2022	26181	06/21/2023	
			06/21/2023	
4019 TIMBER DRIVE	RICHARD TI		06/21/2023	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2023-01			3,396.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		2,850.00	0.00
15-76-783.00	PLANNING SERVICES		546.25	0.00

RICHARD TINSMAN	Sept-Oct 2022	26182	06/21/2023	
			06/21/2023	
4019 TIMBER DRIVE	RICHARD TI		06/21/2023	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2023-02			1,520.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		712.50	0.00
15-76-783.00	PLANNING SERVICES		807.50	0.00

RICHARD TINSMAN	Nov-Dec 2022	26183	06/21/2023	
			06/21/2023	
4019 TIMBER DRIVE	RICHARD TI		06/21/2023	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2023-03			1,401.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		926.25	0.00
15-76-783.00	PLANNING SERVICES		475.00	0.00

Check No. 0 Total: 6,317.50

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	RICHARD TINSMAN	6,317.50
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SHASTA VALLEY PEST CONTROL	Pest Control Ambulance	26198	06/26/2023	
			06/29/2023	
467 SOUTH 7TH ST.	SHASTA		06/26/2023	0.00
MONTAGUE	GF	0	00/00/0000	0.00
CA 96064	06/26/23-6			80.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		80.00	0.00

Check No.	0	Total:	80.00
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Total for	SHASTA VALLEY PEST CONTROL	80.00
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SISKIYOU DAILY NEWS	Ord 225 & Pool Solar Project	26196	05/31/2023	
			06/21/2023	
P O BOX 129	SDN		05/31/2023	0.00
YREKA	GF	0	00/00/0000	0.00
OH 96097	0005603009			766.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-810.00	PUBLIC NOTICES		311.00	0.00
23-70-881.00	PROP 68-POOL GRANT		455.00	0.00

Check No.	0	Total:	766.00
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Total for	SISKIYOU DAILY NEWS	766.00
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TERESA ARRWOOD	Reim: Ambulance Supplies	26186	06/10/2023	
			06/21/2023	
	TERIARR		06/10/2023	0.00
	GF	0	00/00/0000	0.00
				51.02
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-880.00	MAINTENANCE & SUPPLIES		51.02	0.00

TERESA ARRWOOD	Reim: Laundry Soap	26197	06/21/2023	
			06/21/2023	
	TERIARR		06/21/2023	0.00
	GF	0	00/00/0000	0.00
				24.72

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-880.00	MAINTENANCE & SUPPLIES		24.72	0.00

Check No.	0	Total:	75.74
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Total for	TERESA ARRWOOD	75.74
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TNT AUTO BODY	Balance PD Vehicle Repairs	26194	05/15/2023	
			06/21/2023	
3237 FAIRLANE RD	TNT AUTO		05/15/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				1,445.64

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State/Province Zip/Postal	Invoice Number			Check Amount

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		1,445.64	0.00

Check No.	0	Total:	1,445.64
Total for	TNT AUTO BODY		1,445.64

XEROX CORPORATION	Print Charges	26195	06/06/2023	
			06/21/2023	
PO BOX 7405	XEROX		06/06/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	019090922			46.75

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		46.75	0.00

Check No.	0	Total:	46.75
Total for	XEROX CORPORATION		46.75

Total Invoices:	28	Grand Total:	24,345.36
		Less Credit Memos:	0.00
		Net Total:	24,345.36
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	24,345.36

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	216.00	0.00
25	City Clerk	7,751.83	0.00
30	Water	1,688.37	0.00
33	Sewer	1,418.84	0.00
40	Law Enforcement	4,539.29	0.00
41	Police - FJ Station	152.97	0.00
42	DOJ GRANT	152.97	0.00
45	Ambulance Services	3,715.67	0.00
50	Fire Prevention	1,731.62	0.00
55	Governmental Buildings	9.64	0.00
60	Highways & Streets	75.57	0.00
70	Parks & Recreation	1,063.84	0.00
76	SB Grant	1,828.75	0.00
Grand Total:		24,345.36	0.00



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday June 12, 2023**

Members of the Etna City Council met on this 12th day of June, via TELECONFERENCE. Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

Roll Call

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

Oral Comments from the Public on Non-Agenda Item

None.

Mayor Munson moved the Closed Session item up after *Discuss CDBG Program Income Money*.

Consent Calendar

- Minutes of the Regular Meeting May 22, 2023
- Accounts Payable Check Register

Councilmember Stacher moved to approve the Consent Calendar, Councilmember Fawaz seconded, and the motion passed.

Ayes: Fawaz, Munson, Gilmore, Stacher

Council/Department Reports:

Police Chief Josh Short provided a written report in the packet. Chief Short gave the Council a handout created by Detective Mendes that describes the internal investigation process.

Public Works Director Dan Burbank reported that the pool is doing well, and he has received several compliments. He is working on the big leak that is on Collier in front of the elementary school, City Engineer Morgan Eastlick will be involved with the repair.

Ambulance Director Teri Arrwood provided a written report in the packet.

Fire Chief Alan Kramer thanked Dan and Jed for repairing Engine 1414 in time for the pump testing. All the SCBAs have been serviced. Chief Kramer also mentioned that they had three fire calls.

City Clerk Pam Eastlick reported that she has been busy working on the budget and thanked everyone for meeting with her. Eastlick also mentioned that the City has \$185,000 in "work credits" from Pacific Power which is specifically for undergrounding electric. Eastlick is researching undergrounding Main Street. City Engineer Morgan Eastlick has been working with Pacific Power. Councilmember Stacher added that the streetlights will be on the City Hall side of the street and will be decorative. More discussion.

Audience member Rick Kramer commented about leaving the polls on Main Street for its historic look. Stacher replied that the polls eventually will need to be replaced due to age.

Councilmember Gilmore mentioned the LOLA meetings and the influence that resulted in the pool grant, and the Avery Theatre receiving a grant as well.

Mayor Munson mentioned that the Blue Grass Festival will be coming back in 2024. This will be a PAL fundraiser event.

Current Business:

Discuss/Approve Denny Bar Event Application. Lance Banks from Denny Bar provided a map for review and requested Council approval for the Trails End Music Festival for the first weekend of August. This will be like the Far North Music Festival. Councilmember Fawaz moved to approve the Denny Bar Event Application, Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Fawaz

Discuss Update on Museum Project. Brandy Caporaso from Great Northern explained what the bid process would look like for the Museum Project. Since this is federal funding, it will need to be a prevailing wage project. Councilmember Fawaz disagrees with the prevailing wage since the initial quote for the project was \$40,000. Fawaz is not in favor of using \$120,000 in CDBG PI money to go towards the Museum. Further discussion. Councilmember Stacher wants the Museum electrical fixed asap. The City Council gave directions for Caporaso to start the bid application and bring the scope of work back to the Council to review. More discussion about windows and other upgrades that should be included in the project. Caporaso explained that it will probably take about two months to complete the application and hopefully submitted by August. The project can probably start by next summer.

Discuss CDBG Program Income Money. No action taken.

Discuss/Approve 2023-2025 Museum Lease Agreement. The City Council unanimously approved the Museum Lease Agreement.

Closed Session:

- **Pursuant to Government Code Section §54956.9 – Existing Litigation Hughes v. City of Etna**

Mayor Munson reported out of closed session and explained that the Council unanimously agreed to accept the settlement.

Discuss/Approve Council Commissions and Assignments. The council reviewed the commissions and assignments and made recommendations and changes. Mayor Munson moved to approve the updates. Councilmember Deppen is the Fire Commissioner, Councilmember Stacher is public works and parks. Councilmember Fawaz seconded and the motion passed unanimously.

Discuss/Approve Fort Jones Police Contract. Chief Short and Eastlick recently met to review and update the PD contract for Fort Jones. The new contract number is \$225,000 and will be for another three years with language added to reflect any changes or increases with

insurance numbers. Councilmember Stacher moved to approve accepting the new contract number. Stacher amended his motion to accept the current contract with the new financial numbers for the 2024 budget. Councilmember Fawaz seconded, and the motion passed.

Ayes: Fawaz, Munson, Gilmore, Stacher

Discuss/Approve COPS Money Purchases. Chief Short presented the Council at the last regular meeting with a list of purchases for approval. Chief Short provided a per year cost for specific items for review along with some items being able split with restricted water/sewer funds for shared department use. More discussion on Conex boxes and the need for them. Councilmember Gilmore made a motion to approve COPS money purchases per Chief Short's recommendation. Councilmember Fawaz seconded and the motion passed unanimously. Items two through nine were approved. Chief Short will provide purchase orders to City Hall within two weeks.

Discuss/Approve Current Purchase Policy. Mayor Munson moved to approve going back to the purchase policy that was approved in June of 2021. Discussion on credit card usage. Comments from the audience and staff (unable to hear.) Councilmember Stacher seconded and the motion passed unanimously.

Discuss/Approve Etna Ambulance 2023 DHC Public Provider Intergovernmental Transfer Program for Ground Emergency Medical Transportation Services Contribution. Ambulance Director Teri Arrwood gave a background on this item. Eastlick explained that 1/3 of the cost to participate in this program for reimbursements will cost the city \$20,000. When there is Medicaid transport, they will only pay a specific amount regardless of what the cost of the transport was. Councilmember Gilmore recommended tabling this item. Councilmember Fawaz expressed interest in the program but would like more feedback from the program. Item tabled until more information is received.

Discuss/Approve Opening a Business Account at Dollar General. Councilmember Fawaz moved to approve, Councilmember Stacher seconded, and the motion passed unanimously.

Discuss/Approve City of Etna Salary Schedule. Mayor Munson directed Eastlick to make the salary schedule reflect that department head's salaries will increase when minimum wage increases. The increase will be double the minimum wage for that year. Discussion on creating an extra position that could fulfill tasks in multiple departments. It would be a shared position among multiple departments. The Council would like to bump the Public Works Director up. Councilmember Gilmore moved to approve the 2023/2024 Salary Schedule with the change of Public Works Director being bumped to C at \$32.89/hour. Councilmember Stacher seconded, and the motion passed. Mayor Munson requested to see an updated salary schedule with the changes.

Confirm Pay Rates for the Pool. Eastlick presented the Council with a written document that shows the pay rate policy so there is no confusion each year. Mayor Munson made a motion to accept the clarification of the lifeguard pay. Councilmember Stacher seconded and the motion passed.

Ayes: Fawaz, Munson, Gilmore, Stacher

Discuss/Approve Fee for Street Closure Events. Mayor Munson proposed that a fee schedule be established for all city uses and a fee should be charged for street closure events. Councilmember Gilmore requested to see the current city fee schedule. Discussion regarding future events and community enrichment. Chief Short commented that parades require more from city staff than music events that require a street closure. Item tabled.

Discuss Update on City Manager Position. Mayor Munson explained that there is a possible candidate that is interested in the city manager position. Munson recommended setting up a committee with two council members and start the interview people. Munson is hoping that he can start July 1st. Council members Gilmore, Fawaz, and Stacher will coordinate together. No further action taken.

Ayes: Fawaz, Munson, Gilmore, Stacher

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Councilmember Gilmore requested increasing the hourly rate for ambulance volunteer drivers. Gilmore also requested the employee contract for outside assignments be reviewed at the next meeting.

Eastlick updated the Council on the LOLA Dinner scheduled for July 12th. Denny Bar will be catering for the event and will coordinate with them to figure out a cost per plate. Eastlick explained what the LOLA Dinner is about.

Councilmember Fawaz requested the ambulance fees be on the agenda for the next meeting or the one after. Arrwood will provide the agenda request for the meeting in July.

Eastlick will have the budget on the agenda for the next regular meeting. Gilmore prefers to see the whole budget other than in sections.

Adjournment

There being no further business Mayor Munson adjourned the open meeting at 9:52 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday June 26, 2023**

Members of the Etna City Council met on this 26th day of June, via TELECONFERENCE. Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

Roll Call:

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

Oral Comments from the Public on Non-Agenda Item:

None.

Consent Calendar:

None.

Council/Department Reports:

None.

Current Business:

Discuss/Approve 2023/2024 Budget. City Clerk Pam Eastlick presented the budget for the Council review and approval. Eastlick explained the personnel spread and employee payroll splits and the workers compensation expense for the city.

Councilmember Fawaz arrived at 6:40 pm.

Eastlick and the Council went through each line item starting with General Fund revenue. To correct the deficit for the General Fund revenue the Council approved moving 60% of Chief Short's salary to the COPS Fund. Discussion regarding the Fort Jones PD contract.

Budget changes/edits:

- \$4,000 Fire Department Stipend
- \$3,500 Fire Department Equipment Maintenance
- \$1,000 Ambulance Department Heating

Ambulance Director Teri Arrwood would like the Council to consider hiring a "utility" employee that can work for multiple departments. Discussion regarding strike team assignments and the ambulance. Mayor Munson recommended department heads get together to discuss the funding for the utility employee.

Director Teri also requested the Council to increase the standby pay for the volunteers to \$1.00/hr above minimum wage. Councilmember Gilmore recommended bringing these items back to the next meeting.

The Council moved through the rest of the funds with no changes.

Councilmember Deppen moved to approve the budget, Councilmember Stacher seconded, and the motion passed. Eastlick explained that she will be providing income statements in the future.

Ayes: Fawaz, Deppen, Munson, Gilmore, Stacher

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Adjournment

There being no further business Mayor Munson adjourned the open meeting at 8:10 pm.
Respectfully submitted,

Jenny Bennett
Asst. City Clerk



City of Etna

RESOLUTION NO. 2023-008

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA ESTABLISHING FIREFIGHTER PAY FOR STRIKE TEAM RESPONSE

WHEREAS the City of Etna participates in the State-wide Mutual Aid System and;

WHEREAS, the City of Etna Volunteer Firefighters respond, as assigned by the Office of Emergency Services, to fire emergencies and;

WHEREAS the City of Etna Volunteer Firefighters are paid for responses assigned by the Office of Emergency Services;

WHEREAS the City of Etna Volunteer Firefighters are paid for more than actual hours worked on the incident (portal to portal).

NOW THEREFORE, BE IT RESOLVED, by the City Council of the City of Etna that Resolution 878-16 shall be rescinded and;

BE IT FURTHER RESOLVED that the base pay shall be based on the current California Office of Emergency Service (OES) Salary Survey in place at the time of service.

The Present base pay schedule is as follows:

• Firefighter	Straight Time	\$27.77	Over Time	\$41.65
• Engineer	Straight Time	\$30.13	Over Time	\$45.21
• Company Officer	Straight Time	\$34.13	Over Time	\$51.20
• Chief Officer	Straight Time	\$39.13	Over Time	\$58.69

BE IT FURTHER RESOLVED that said increase is in line with the Siskiyou County Fire Chiefs Association's recommendation.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2023-008 was duly introduced and adopted by the City Council of the City of Etna at a regular meeting held on the 10th day of July 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

Cliff Munson, Mayor

WITNESS, my hand and seal this 10th day of July 2023

Pamela Eastlick, City Clerk

MAY 8, 2023

TO: CALIFORNIA FIRE AND RESCUE MUTUAL AID SYSTEM AGENCIES

SUBJECT: **New Cooperative Agreement, the Agreement for Local Government Fire and Emergency Assistance to the State of California and Federal Fire Agencies (California Fire Assistance Agreement (CFAA))**

Dear Chief:

The following reimbursement rates apply to responses under the terms and conditions of the CFAA for the period beginning May 8, 2023.

Personnel Base Rates: These rates ONLY apply if your agency does NOT have rates on file.

- Overhead at or above Strike Team/Task Force Leader: \$34.59 (ST) \$51.89 (OT) per hour
- Engine Company and Overhead at or below Strike Team/Task Force Leader (Trainee): \$27.77 (ST) \$41.66 (OT) per hour

NOTE: Base Rates are required to be shown at straight time (ST) on the annual salary survey; however, agencies will be reimbursed at an overtime rate (OT) of time and one half at invoicing for base rates. Both straight and overtime rates are reflected above.

The following apparatus rates will apply to responses effective at the time of initial dispatch:

There is a 16-hour maximum allowable charge per 24-hour period from the time of initial dispatch:

Emergency Apparatus Rates	
Typing	Hourly
Type I	\$141.96
Type II	\$133.85
Type III	\$128.27
Type IV – VII	\$123.14
Water Tender Tactical I	\$121.17
Water Tender Tactical II	\$104.11

Reimbursement shall be calculated on a daily basis for local jurisdiction support equipment:

Support Equipment Rates	
Government Owned Vehicles	Daily
Sedan	\$120.00
Pickup	\$127.00
Van	\$194.00
SUV	\$197.00
Other (3/4 ton & above)	\$201.00

Privately Owned Vehicle rate will be reimbursed on a per mile basis:

Privately Owned Vehicle Rate
\$0.655

Rental Vehicle rates will be reimbursed using the state rates below based on incident position:

Rental Vehicle Rates		
Class Type	Daily	Weekly
Compact	\$37.75	\$158.55
Mid-Size/Intermediate	\$37.75	\$158.55
Standard	\$39.00	\$163.80
Full Size	\$39.00	\$163.80
Hybrid Electric Vehicle	\$47.00	\$235.00
Plug-In Hybrid/Zero Emission Vehicles	\$54.00	\$270.00
Compact SUV	\$61.19	\$244.77
Medium SUV	\$75.00	\$375.00
Pick Up Truck	\$65.00	\$300.00
¾ Ton / 1 Ton Pick Up Truck	\$85.00	\$510.00
Mini Van	\$55.00	\$275.00
Large Van	\$125.00	\$625.00
Mini-Cargo Van	\$72.12	\$360.60
15' Cutaway Box Van w/ ramp	\$76.49	\$382.45
16' Box Truck	\$92.88	\$464.41
24' Box Truck	\$109.27	\$546.36
26' Box Truck	\$109.27	\$546.36
14' Stake Bed	\$92.88	\$464.41
24' Stake Bed	\$109.27	\$546.36

Lodging, Meals, and Incidentals will be reimbursed at the rates below:

Lodging Rate
\$174.00
*Reimbursed up to a ceiling of 150%

Meal and Incidental Rates	
Breakfast	\$16.00
Lunch	\$18.00
Dinner	\$34.00
Incidentals	\$5.00

The de minimis administrative rate will be added to the total of approved reimbursements unless an agency specific rate is submitted:

De minimis Administrative Rate
10.00%

REQUIRED SIGNATURE:

Fire agency's authorized representative **MUST** sign all required rates and forms in MARS, to the best of their knowledge and belief, and **UNDER PENALTY OF PERJURY**, the annual salary survey agreeing to comply with the terms and conditions of the Agreement, as well as the cooperator agency's internal accounting and expense reimbursement standards. Fire agencies will be required to accept either the base rate(s), and/or the fire agency's salary rates through the required signature process.

If the California Governor's Office of Emergency Services (Cal OES) does not receive a signed 2023 Salary Survey from your agency's authorized representative indicating your agency's rates, Cal OES will have no basis to process an invoice back to your agency for payment for any responses ordered and requested through the CFAA.

REVIEW:

Fire agencies will be required upon request to provide Cal OES supporting documentation used to establish rates and method of pay. Cal OES will request yearly samples from selected agencies for review by Cal OES and the Committee. Upon request, the fire agency will have thirty (30) calendar days to provide Cal OES with required information. The process does not supersede the Examination and Audit process as outlined in this Agreement.

For any questions regarding the annual Rate Letter or the [Instructions for Completing the Cal OES Salary Survey](#) in MARS, please contact the Fire and Rescue Division support staff at (916) 845-8711 or by email at cfaareimbursement@caloes.ca.gov or MARShelpdesk@caloes.ca.gov. If you have questions regarding the management and oversight of the CFAA, please contact Deputy Chief Lori Lopez at lori.lopez@caloes.ca.gov.

Sincerely,



Lori Lopez
Deputy Chief of Administration
California Governor's Office of Emergency Services
Fire and Rescue Division

2022 SALARY SURVEY / ADMINISTRATIVE RATE

for

**AGREEMENT FOR LOCAL GOVERNMENT FIRE AND EMERGENCY ASSISTANCE TO
THE STATE OF CALIFORNIA AND FEDERAL FIRE AGENCIES
(California Fire Assistance Agreement)**

Print

Save

Reset

Please complete the salary survey information sheet. All fields on this form that pertain to your agency are required, or may be returned due to lack of information. Return your completed survey as soon as possible to:

Cal OES - Fire and Rescue Division
3650 Schriever Avenue, Mather, California 95655

-or-

cfaareimbursement@caloes.ca.gov

(Cal OES will verify receipt of your emailed salary survey by replying "received")

Agency 3-Letter MACS I.D.:	ETN
Agency / Department Name:	Etna Fire Department
Chief's Name:	Alan Kramer
Chief's Email Address*:	abkramer@sisqtel.net
Department Email Address:	etnafire@sisqtel.net
Physical Address, City, State, Zip:	Etna, California, 96027
Mailing Address, City, State, Zip:	PO B, 96027ox 460, Etna, California
Telephone Number:	5305982354
Federally Recognized Tribe? Yes: ☐ No: ☒	Federal Fire Dept.? Yes: ☐ No: ☒ Dept. of Defense? Yes: ☐ No: ☒ Volunteer/Combo Fire Dept.? Yes: ☐ No: ☒

* Email is for the individual responsible for reviewing and processing the salary survey, administrative rate, and invoices.

All information provided on this form is subject to audit by Cal OES, CAL FIRE, and the Federal Fire Agencies signatory to the California Fire Assistance Agreement. Please provide the hourly Salary Rate, or Base Rate for each classification used by your agency that is reflected in the chart below. Instructions for Completing the Cal OES Salary Survey / Instructions for Completing Administrative Rate Calculations

A	B	C	D	E	F
Classification Title	Base Rates (ST) as of 06/01/2021 Are you utilizing these rates? If no, continue to D to enter your agency's Salary Rates. If yes, continue to C.	WC and/or UI? If yes, add to the rates listed in B and enter new rates in D.	Salary Rate or the Base Rate (ST) as of: (If using Base Rate enter the rates from B or B + C)	Above B/C with an MOU/MOA for overtime.	MOU/MOA/GBR for Portal-to-Portal.
Chief	\$32.29 / hour Yes: ☐ No: ☐	Yes: ☐ No: ☐	\$ / hour	Yes: ☐ No: ☐	Yes: ☐ No: ☐
Deputy Chief	\$32.29 / hour Yes: ☐ No: ☐	Yes: ☐ No: ☐	\$ / hour	Yes: ☐ No: ☐	Yes: ☐ No: ☐
Division Chief	\$32.29 / hour Yes: ☐ No: ☐	Yes: ☐ No: ☐	\$ / hour	Yes: ☐ No: ☐	Yes: ☐ No: ☐
Assistant Chief	\$32.29 / hour Yes: ☐ No: ☐	Yes: ☐ No: ☐	\$ / hour	Yes: ☐ No: ☐	Yes: ☐ No: ☐
Battalion Chief	\$32.29 / hour Yes: ☐ No: ☐	Yes: ☐ No: ☐	\$ / hour		Yes: ☐ No: ☐
Co. Officer/Capt./Lt.	\$26.63 / hour Yes: ☐ No: ☒	Yes: ☒ No: ☐	\$ 37.25 / hour		Yes: ☒ No: ☐
App. Officer/Eng.	\$26.63 / hour Yes: ☒ No: ☐	Yes: ☒ No: ☐	\$ 32.88 / hour		Yes: ☒ No: ☐
Firefighter/FF-PMedic	\$26.63 / hour Yes: ☒ No: ☐	Yes: ☒ No: ☐	\$ 29.06 / hour		Yes: ☒ No: ☐
Administrative Rate** (due by July 1st):	0.10			Enter as Decimal	
Agency Federal Taxpayer I.D. Number or Federal Employee I.D. Number:	94-6000327				
Unique Entity Identifier (UEI) Number:	KN3MV3SD8RW5				
FISCAL Supplier I.D. Number:	0000078599				

NOTE: These rates are not effective until the date they are received by Cal OES.

**If your agency has an administrative rate on file, you are required to update and complete an administrative rate calculation sheet (Page 2) by July 1, 2022. After that date, the rate will default to the de minimis of 10%.

What is reported on this form constitutes direct salary costs for employees.

As an authorized representative of my agency/dept., I certify to the best of my knowledge and belief, and under penalty of perjury that this information is correct. Furthermore, my signature below represents acceptance by my agency/dept., as a cooperator, to comply with the authorities, terms and conditions of the CFAA. I also agree to comply with all cooperator agency internal accounting and expense reimbursement standards.

Alan Kramer
Print Name

Alan Kramer
Authorized Representative

9/6/22
Date

May 1, 2022

Ambulances:

M56 is getting its snow tires off and a new set placed 07/10/23. The old tires were 10 years old so this is routine service.

Building:

Dan and I spoke about the sun hitting the back of the ambulance building and the effect it has on the siding and paint. It was painted 2 years ago and took extra paint due to the direct sun and the wood is warping. At his recommendation, we ordered shade cloth in an effort to extend the life of the paint and building and also to help reduce the electrical cost and wear of our cooling units.

PP-GEMT IGT

Due to the unknown nature of amount that we would be reimbursed or when, I sent an email stating that we would be unable to fulfill our letter of intent to participate in the program. When I figured how many transports we had last year for this insurance, the estimated reimbursement would have been \$11,000. That is IF every transport was reimbursed. While that is a large amount, it is not guaranteed as some claims get denied.

Medicare

GADCS collection period ended 6/30/23. I now will be submitting required data entry to CMS (Medicare). This is a process they created to see what the cost is to run the ambulance vs their reimbursement rates.

June Numbers

Etna 8	ALS	BLS	Cancel	CCP	AMA/ALS	AMA/BLS	AMA/non	MSAS	M11	Missed	BLSD
FJ 11	19	6	11	0	0	0	billable	Rendez	Rendez	5	0
SV 21							1	0	0		
Total: 40											

Total: 40 Billable: 25

June 2022: 39 total/23 Billable

See separate sheet for fiscal year information. (Wittman and Excel document)

Misc.

Josh is working on getting confirmation from the DA for us to do DUI blood draws for them instead of having to go to the hospital. If this is accepted, it may be a service that we would be able to provide to other law enforcement agencies for a fee.

UPCOMING TRAINING/CLASSES/EVENTS:

Rodeo has been advertised for July 29th, however no one has contacted us to request an ambulance. They usually do this last minute so I will be checking with team members to see if anyone is interested in working this event.

I am in contact with COS to host an EMT course here again. I was looking into getting an independent course approved through our regional EMS authority, however, I don't believe that it would be cost effective at this time. Perhaps in the future.

2022-2023

	July	August	Sept	Oct	Nov	Dec	Totals		
Total calls	53	41	36	39	35	35	239		
ALS	23	12	15	19	16	14	99		
BLSE	7	8	7	5	3	5	35		
BLSD	0	2	1	0	0	1	4		
AMA	8	4	6	1	3	3	25		
CXL	10	11	7	13	6	11	58		
CCP	1	1	0	0	2	0	4	Totals	470
Missed	2	2	0	1	6	1	12	ALS	202
Etna	4	6	5	8	6	5	34	BLSE	70
FJ	15	12	9	12	15	9	72	BLSD	6
SV	31	23	20	18	13	18	123	AMA	48
MSAS rendezvous	1	1	0	1	3	1	7	CXL	100
AMA Billable	1	0	2	0	1	1	5	CCP	10
Transfer/IFT	2	0	0	0	0	0	2	Missed	29
M11 rendezvous								MSAS rend	10
Days w/o calls	6	10	7	9	8	9	49	M11 rend	1
								AMA Billab	17
								Etna	89
								FJ	120
								SV	250
	Jan	Feb	Mar	Apr	May	Jun	Totals		
Total calls	32	46	36	28	49	40	231		
ALS	11	20	17	12	24	19	103	Days w/o c	105
BLSE	6	2	6	6	9	6	35		
BLSD	0	1	0	0	1	0	2		
AMA	3	8	5	4	2	1	23		
CXL	9	8	5	2	7	11	42		
CCP	0	2	1	1	2	0	6		
Missed	1	5	2	3	1	5	17		
Etna	7	12	10	6	12	8	55		
FJ	4	10	7	3	13	11	48		
SV	20	24	19	19	24	21	127		
MSAS rendezvous	1	0	0	0	2	0	3		
AMA Billable	1	6	2	1	2	0	12		
Transfer/IFT	0	0	0	0	0	0	0		
M11 rendezvous	1	0	0	0	0	0	1		
Days w/o calls	12	6	10	14	7	7	56		

Instructions

The Chart Choices below have been provided to you to see a live snapshot of your data.

Chart Type & Size

Single Panel

Quad Panels

Chart Size: Small

Search Criteria

Start Date: 07/01/2022

End Date: 06/30/2023

Display Options

Update

Reset

Current Payor Categories - By Date Range

Drop Off Facilities - By Date Range

Mail Returns - Grouped By Month

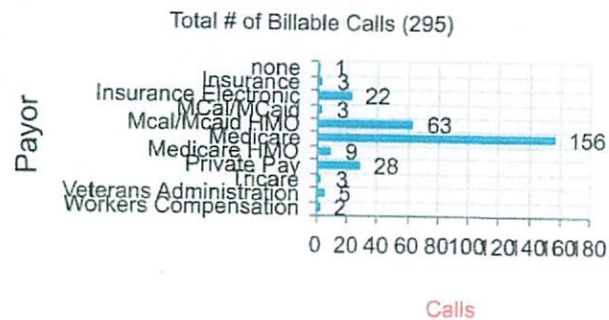
Documents - Grouped By Type

Payment Average - From First Bill to First Payment By Date Range For All Payors

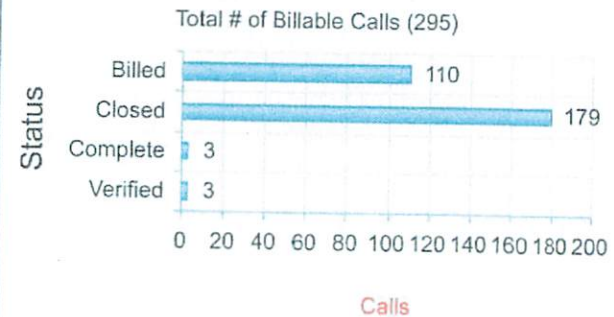
Instructions

Drag Chart Choice from the left to the panel below. Drag it back to replace it.

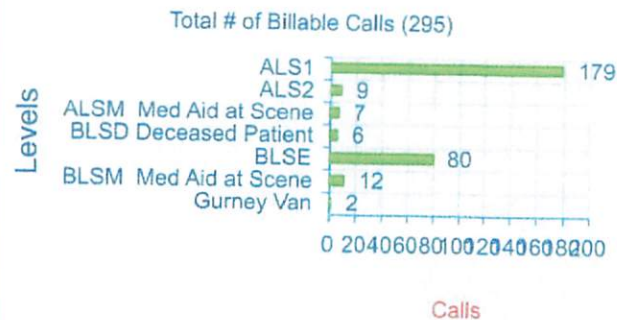
Primary Payor Categories - By Date Range



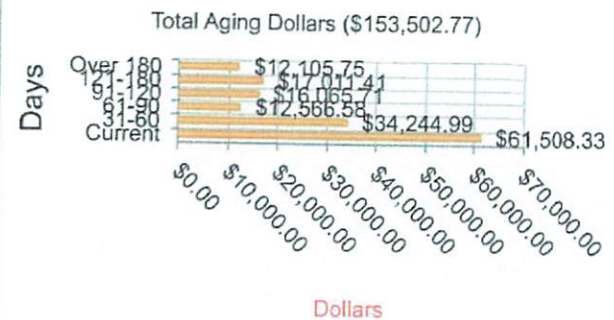
Ticket Status - By Date Range



Level of Service - By Date Range



Aging - Total Outstanding Dollars As Of Last Saturday





City of Etna

Agenda Request

Date of Meeting: 7.10.23

Spokesperson(s): Friends of the Library

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

Subject/Request: Library Upgrades and Requests

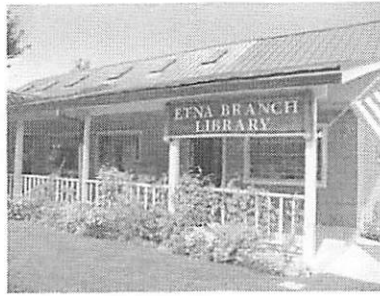
Please provide a description of the request and attach supporting documentation:

Approve two parking spots in the back public parking lot for library staff, and paint section on Collier to show two parking spots for library parking.

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.



FRIENDS OF THE ETNA PUBLIC LIBRARY
P.O. BOX 623
ETNA, CA 96027

To the CITY OF ETNA:

The Friends of the Etna Public Library have two requests:

1. We would like the two parking spots in the back of the public parking lot closest to the library to be designated "For Library Staff Only".
2. We would like to have the parking spots on Collier Way in front of the library painted to show there are two parking spots.

Thank you for your consideration,

Carol Williams, President
Friends of the Etna Public Library



City of Etna

Agenda Request

Date of Meeting: 7.10.23

Spokesperson(s): City Council & Staff

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

Subject/Request: Hiring for a Utility Employee

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

Approve creating a position to hire an employee to work in multiple departments.

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.



City of Etna

Agenda Request

Date of Meeting: 06262023

Spokesperson(s): Teresa Arrwood

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

Subject/Request: Credit Cards for Department Heads

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

Discuss the department heads having a credit card for purchases in accordance with their budget and the City Purchase Policy.

This was brought up at the meeting 06122023, however it was not an agenda item and was requested to be put on the agenda for discussion and approval.

The Credit Cards have a \$5,000 limit, which is the limit of purchase for a department head without commissioner approval. The credit cards are already at city hall, we are requesting permission to have them back with the department heads.

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.



City of Etna

Agenda Request

Date of Meeting: 7.10.23

Spokesperson(s): City Council & Staff

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

Subject/Request: Employee Agreement for Outside Assignments

Please provide a description of the request and attach supporting documentation:
Review employee agreement for outside assignments and make any changes if necessary.

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.



City of Etna

EMPLOYEE CONTRACT AGREEMENT FOR OUTSIDE ASSIGNMENTS

1. Parties to the EMPLOYEE CONTRACT AGREEMENT: This AGREEMENT is made and effective the 31st day of March 2023, by and between the City of Etna and employees assigned to OUTSIDE ASSIGNMENTS, hereinafter "City" and "Employee(s)" respectively. Upon adoption by the City Council this agreement will become binding between the City of Etna and Employees.

2. Recognition: Outside Assignment is classified in the following employee positions:

- Fire Captain
- Fire Engineer
- Firefighter
- Paramedic
- EMT
- Police Officer

3. Effective Date and Term: This Employee Contract Agreement for Outside Assignments shall take effect as of March 31, 2023, and shall remain in full force and effect through March 31, 2024. This Employee Contract Agreement for Outside Assignments shall only become effective with the approval of the City Council of the City of Etna. Any financial consideration payable under this Agreement shall commence on the dates stated.

4. Effect of Agreement: During the term of this Agreement, the provisions hereof shall govern the wages, hours, benefits, and working conditions of the Employee.

5. Employee Rights: The City retains the exclusive right, subject to and in accordance with applicable laws, regulations, and the provisions of this Agreement,

- To direct Employees in the performance of their duties.
- To hire, promote, transfer, and assign Employees.
- To classify Employees in accordance with applicable ordinance and resolution provisions.
- To discipline Employees in accordance with applicable rules.
- To dismiss Employees because of lack of work, funds, or for other reasonable cause.
- To determine the mission of its departments, its budgets, its organization, the number of employees, and the number, types, classifications, and grades of positions of employees assigned to a Strike Team incident.
- To take whatever action that may be necessary and appropriate to carry out its mission in situations of emergency.

6. Dual Employment: The City of Etna allows regular full-time and part-time benefited employees to work as OCNB (On Call Non-Benefited) employees if approved by their Department Head and does not interfere with their normal schedule. **Hours on Outside Assignments are not in lieu of regular hours.** Employees must sign the OCNB Employment Contract before

going out on an Outside Assignment. Hours on Outside Assignments are non-benefited and will be paid separately and independent of regular position hours.

7. Salary: Hourly ranges for the period of this Agreement for each classification are as specified below:

• Firefighter	Straight Time	\$27.77	Over Time	\$41.65
• Engineer	Straight Time	\$30.13	Over Time	\$45.21
• Company Officer	Straight Time	\$34.13	Over Time	\$51.20
• Chief Officer	Straight Time	\$39.13	Over Time	\$58.69
• EMT/Paramedic	Follows current payrate listed for OCNB with the ambulance.			
• Police Officer	Dependent on Contract Reimbursement			

8. Payment: Payroll is paid monthly. 25% of hours worked will be paid for by the city monthly by the 5th of each month. The remaining hours will be paid within 10 days of contractor payment (CalOES, County, USFS, etc.).

9. Benefits: This is a NON-BENEFITED position. OCNB employees are restricted to working no more than 900 hours per calendar year and do not qualify for vacation, sick, or holiday pay.

10. Lodging, Meals & Fuel: The city does not cover expenses for food or lodging on fire assignments unless prior approval from Department Head. Vehicles should be fueled at the city and refueled at the incident site whenever possible. If vehicles need to be fueled at a commercial gas station, receipts are required to be turned in to the City Clerk for reimbursement.

11. Personnel Rules: All employees should have access to and adhere to the City of Etna Employee Handbook.

WHEREOF, the parties have executed this Employee Agreement for Outside Assignments in Etna, California, as of the day and year first above written and upon approval by the City Council, to be effective March 31, 2023, through March 31, 2024.

Cliff Munson, Mayor

Employee Signature

Department Head Signature



City of Etna

Agenda Request

Date of Meeting: 10 July 2023

Spokesperson(s): Teresa Arrwood

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

Subject/Request: Change of Ambulance department pay rates

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

See attached pay rate schedule.

1. Ambulance Director & Assistant: changed to current salary schedule.
2. Driver: Special Event or Training Standby pay: changed to above minimum wage
3. Dedicated Shift Coverage: changed from \$100/24 hrs to \$5/hr. Two reasons: 1st, to be consistent with another departments on call pay rate; 2nd, to allow for team members that only want to commit to cover certain time frames (such as when I am teaching a class, etc) instead of a full or half shift.

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

Please describe:

Minimal impact.

1. Has already been approved.
2. During special events, we are invoicing for our services. Mandatory training is minimal (driving course every other year-1 hour, etc).
3. Would go from \$100/24 hrs to \$120/24 hrs.

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.



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 with benefits per City Salary Schedule
Assistant Director Full time	\$24/hr per City Salary Schedule
Paramedic Non benefited volunteer	911: Per hour/per call @ \$40/hr Special event standby or training pay: \$25/hr Dedicated 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: \$16.50/hr
Dedicated shift coverage if available: \$5/hr plus per hour/per call rate of certification for any 911 calls while on dedicated shift coverage.	
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: _____

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

P: 530-467-5256 • F: 530-467-3331



City of Etna

Etna Ambulance



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

Agenda Request

Date of Meeting: 06262023

Spokesperson(s): Teresa Arrwood

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

Subject/Request: Administrative Ambulance Positions/Job Description

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

Add required qualification, preferred qualifications.

Change Supervisor to Assistant to be consistent with approved City Salary Schedule.

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.



City of Etna

Etna Ambulance



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

Assistant Director

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.

Director Requirements:

Paramedic, current and in good standing with NREMT, CA and S-SV

Level 1 or 1A Instructor

ICS 300

Additionally Preferred:

Level 1B or 2 depending on who the certification is through

ICS 400, 700, 800

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.



City of Etna

Etna Ambulance



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.



City of Etna

Etna Ambulance



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
- 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

Agenda Request

Date of Meeting: 7.10.23

Spokesperson(s): City Council & Staff

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

Subject/Request: Salary Schedule

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

Review updated changes to salary schedule and make additional changes if necessary.

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.

CITY OF ETNA							
Salary Schedule 2023-2024							
	Schedule	Prior	A	B	C	D	E
<u>Police Non-sworn Unit</u>		Prior					
Community Service Officer I	PD	16.00	25.00	25.75	26.52	27.32	28.14
<u>Police Sworn Unit</u>							
Police Officer	PD	20.19	25.50	26.27	27.05	27.86	28.70
Police Sargent	PD	21.00	28.00	28.84	29.71	30.60	31.51
Police Chief	PD	31.26	37.10	38.21	39.36	40.54	41.76
Detective	PD	21.00	28.00	28.84	29.71	30.60	31.51
On Call	PD		\$5.00/hr	Max. per year 5000 hr per year			
<u>Fire</u>							
Fire Chief	VF	500/mo	1,000.00	1,200.00	1,400.00	1,600.00	1,800.00
Assistant Fire Chief	VF	-	500.00	600.00	700.00	800.00	900.00
<u>Ambulance</u>							
Director	AM	21.00	31.00	31.93	32.89	33.87	34.89
Assist. Director	AM		24.00	24.72	25.46	26.23	27.01
<u>Public Works</u>							
Maintenance Worker I	PW	21.00	21.00	21.63	22.28	22.95	23.64
Maintenance Worker II	PW		26.00	26.78	27.58	28.41	29.26
Department Head	PW	31.00	31.00	31.93	32.89	33.87	34.89
<u>City Hall</u>							
City Clerk	CH	31.00	31.00	31.93	32.89	33.87	34.89
Asst Clerk	CH	24.00	24.00	24.72	25.46	26.23	27.01
Longevity Pay to be added to the above steps if approved by Council for the 24/25 Budget							
5 percent (5%) after completing 10 years of full-time service							
An additional five percent (5%) 10 percent (10%) total after completing 15 years of full-time service							
An additional five percent (5%) 15 percent (15%) total after completing 20 years of full-time service							
Work Assignment Incentives approved by Council							
Upon assuming significant additional responsibilities either after 2 weeks if temporary or immediately if permantly an additional 5% of salary may be awarded.							



City of Etna

Agenda Request

Date of Meeting: 7.10.23

Spokesperson(s): City Council & Staff

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

Subject/Request: TOT/TBID

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

Review TOT ordinance, records, and updated form.

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.

Chapter 3.16 TRANSIENT OCCUPANCY TAX

Sections:

- 3.16.010 Short title.**
- 3.16.020 Definitions.**
- 3.16.030 Tax imposed.**
- 3.16.040 Operator's duties.**
- 3.16.050 Registration.**
- 3.16.060 Reporting and remitting.**
- 3.16.070 Penalties and interest.**
- 3.16.080 Failure to collect and report tax – Determination of tax by city clerk.**
- 3.16.090 Appeal.**
- 3.16.100 Records.**
- 3.16.110 Refunds.**
- 3.16.120 Actions to collect.**
- 3.16.130 Penalty for violations.**

3.16.010 Short title.

This chapter shall be known as the "transient occupancy tax ordinance" of the city of Etna. (Ord. 93, 1983)

3.16.020 Definitions.

Except where the context otherwise requires, the definitions given in this section govern the construction of this chapter:

A. "Hotel" means any structure, or any portion of any structure, which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home or house, motel, studio hotel, bachelor hotel, lodginghouse, roominghouse, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof.

B. "Occupancy" means the use or possession, or the right to the use or possession, of any room or rooms or portions thereof, in any hotel for dwelling, lodging or sleeping purposes.

C. "Operator" means the person who is proprietor of the hotel, whether in the capacity of owner, lessee, sublessee, mortgagee in possession, licensee or any other capacity. Where the operator performs his

functions through a managing agent of any type or character other than an employee, the managing agent shall also be deemed an operator for the purposes of this chapter and shall have the same duties and liabilities as his principal. Compliance with the provisions of this chapter by either the principal or the managing agent shall, however, be considered to be compliance by both.

D. "Person" means any individual, firm, partnership, joint venture, association, social club, fraternal organization, joint stock company, corporation, estate, trust, business trust, receiver, trustee, syndicate or any other group or combination acting as a unit.

E. "Rent" means the consideration charged, whether or not received, for the occupancy of space in a hotel valued in money, whether to be received in money, goods, labor or otherwise, including all receipts, cash, credits and property and services of any kind or nature, without any deduction therefrom whatsoever.

F. "Transient" means any person who exercises occupancy or is entitled to occupancy by reason of concession, permit, right of access, license or other agreement for a period of 30 consecutive calendar days or less, counting portions of calendar days as full days. Any such person so occupying space in a hotel shall be deemed to be a transient until the period of 30 days has expired unless there is an agreement in writing between the operator and the occupant providing for a longer period of occupancy. In determining whether a person is a transient, uninterrupted periods of time extending both prior and subsequent to the effective date of the ordinance codified in this chapter may be considered. (Ord. 93, 1983)

3.16.030 Tax imposed.

For the privileges of occupancy in any hotel, each transient is subject to and shall pay a tax in the amount of six percent of the rent charged by the operator. The tax constitutes a debt owed by the transient to the city, which is extinguished only by payment to the operator or to the city. The transient shall pay the tax to the operator of the hotel at the time the rent is paid. If the rent is paid in installments, a proportionate share of the tax shall be paid with each installment. The unpaid tax shall be due upon the transient ceasing to occupy space in the hotel. If for any reason the tax due is not paid to the operator of the hotel, the city clerk shall require that such tax be paid directly to the city clerk. (Ord. 93, 1983)

3.16.040 Operator's duties.

Each operator shall collect the tax imposed by this chapter to the same extent and at the same time as the rent is collected from every transient. The amount of tax shall be separately stated from the amount of the rent charged, and each transient shall receive a receipt for payment from the operator. No operator of a hotel shall advertise or state in any manner, whether directly or indirectly, that the tax or any part

thereof will be assumed or absorbed by the operator, or that it will not be added to the rent, or that, if added, any part will be refunded except in the manner hereinafter provided. (Ord. 93, 1983)

3.16.050 Registration.

Within 30 days after the effective date of the ordinance codified in this chapter, or within 30 days after commencing business, whichever is later, each operator of any hotel renting occupancy to transients shall register the hotel with the city clerk and obtain from him a transient occupancy registration certificate to be at all times posted in a conspicuous place on the premises. The certificate shall, among other things, state the following:

A. The name of the operator;

B. The address of the hotel;

C. The date upon which the certificate was issued;

D. "This Transient Occupancy Registration Certificate signifies that the person named on the face hereof has fulfilled the requirements of the Uniform Transient Occupancy Tax Ordinance by registering with the City Clerk for the purpose of collecting from transients the Transient Occupancy Tax and remitting said tax to the City Clerk. This certificate does not authorize any person to conduct any unlawful business or to conduct any lawful business in an unlawful manner, nor to operate a hotel without strictly complying with all local applicable laws, including but not limited to those requiring a permit from any board, commission, department or office of this city. This certificate does not constitute a permit." (Ord. 93, 1983)

3.16.060 Reporting and remitting.

Each operator shall, on or before the last day of the month following the close of each calendar quarter, or at the close of any shorter reporting period which may be established by the city clerk, make a return to the city clerk, on forms provided by the city clerk, of the total rents charged and received and the amount of tax collected for transient occupancies. At the time the return is filed, the full amount of the tax collected shall be remitted to the city clerk. The city clerk may establish shorter reporting periods for any certificate holder if the city clerk deems it necessary in order to ensure collection of the tax and the city clerk may require further information in the return. Returns and payments are due immediately upon cessation of business for any reason. All taxes collected by operators pursuant to this chapter shall be held in trust for the account of the city until payment thereof is made to the city clerk. (Ord. 93, 1983)

3.16.070 Penalties and interest.

A. Original Delinquency. Any operator who fails to remit any tax imposed by this chapter within the time required shall pay a penalty of 10 percent of the amount of the tax in addition to the amount of the tax.

B. Continued Delinquency. Any operator who fails to remit any delinquent remittance on or before a period of 30 days following the date on which the remittance first became delinquent shall pay a second delinquency penalty of 10 percent of the amount of the tax in addition to the amount of the tax and the 10 percent penalty first imposed.

C. Fraud. If the city clerk determines that the nonpayment of any remittance due under this chapter is due to fraud, a penalty of 25 percent of the amount of the tax shall be added thereto in addition to the penalties stated in subsections (A) and (B) of this section.

D. Interest. In addition to the penalties imposed, any operator who fails to remit any tax imposed by this chapter shall pay interest at the rate of one-half of one percent per month or fraction thereof on the amount of the tax, exclusive of penalties, from the date on which the remittance first became delinquent until paid.

E. Penalties Merged with Tax. Every penalty imposed and such interest as accrues under the provisions of this section shall become a part of the tax herein required to be paid. (Ord. 93, 1983)

3.16.080 Failure to collect and report tax – Determination of tax by city clerk.

If any operator shall fail or refuse to collect the tax and to make, within the time provided in this chapter, any report and remittance of the tax or any portion thereof required by this chapter, the city clerk shall proceed in such manner as the city clerk may deem best to obtain facts and information on which to base the city clerk's estimate of the tax due. As soon as the city clerk shall procure such facts and information as the city clerk is able to obtain upon which to base the assessment of any tax imposed by this chapter and payable by any operator who has failed or refused to collect the same and to make such report and remittance, the city clerk shall proceed to determine and assess against such operator the tax, interest and penalties provided for by this chapter. In case such determination is made, the city clerk shall give a notice of the amount so assessed by serving it personally or by depositing it in the United States mail, postage prepaid, addressed to the operator so assessed at his last known place of address. Such operator may, within 10 days after the serving of mailing of such notice, make application in writing to the city clerk for a hearing on the amount assessed. If application by the operator for a hearing is not made within the time prescribed, the tax, interest and penalties, if any, determined by the city clerk shall become final and conclusive and immediately due and payable. If such application is made, the city clerk shall give not less than five days' written notice in the manner prescribed herein to the operator to show cause at a time and place fixed in the notice why the amount specified therein should not be fixed for such tax, interest and penalties. At such hearing, the operator may appear and offer evidence why such specified tax, interest and penalties should not be so fixed. After such hearing the city clerk shall determine the proper tax to be remitted and shall thereafter give written notice to the person in the

manner prescribed herein of such determination and the amount of such tax, interest and penalties. The amount determined to be due shall be payable after 15 days unless an appeal is taken as provided in EMC 3.16.090. (Ord. 93, 1983)

3.16.090 Appeal.

Any operator aggrieved by any decision of the city clerk with respect to the amounts of such tax, interest and penalties, if any, may appeal to the city council by filing a notice of appeal with the city clerk within 15 days of the serving or mailing of the determination of tax due. The city council shall fix a time and place for hearing such appeal, and the city clerk shall give notice in writing to such operator at his last known place of address. The findings of the council shall be final and conclusive and shall be served upon the appellant in the manner prescribed above for the service of notice of hearing. Any amount found to be due shall be immediately due and payable upon the service of notice. (Ord. 93, 1983)

3.16.100 Records.

It shall be the duty of every operator liable for the collection and payment to the city of any tax imposed by this chapter to keep and preserve, for a period of three years, all records as may be necessary to determine the amount of such tax as he may have been liable for the collection of and payment to the city, which records the city clerk shall have the right to inspect at all reasonable times. (Ord. 93, 1983)

3.16.110 Refunds.

A. Whenever the amount of any tax, interest or penalty has been overpaid or paid more than once or has been erroneously or illegally collected or received by the city under this chapter it may be refunded as provided in subsections (B) and (C) of this section, provided a claim in writing therefor, stating under penalty of perjury the specific grounds upon which the claim is founded, is filed with the city clerk within three years of the date of payment. The claim shall be on forms furnished by the city clerk.

B. An operator may claim a refund or take as credit against taxes collected and remitted the amount overpaid, paid more than once or erroneously or illegally collected or received when it is established in a manner prescribed by the city clerk that the person from whom the tax has been collected was not a transient; provided, however, that neither a refund nor a credit shall be allowed unless the amount of the tax so collected has either been refunded to the transient or credited to rent subsequently payable by the transient to the operator.

C. A transient may obtain a refund of taxes overpaid or paid more than once or erroneously or illegally collected or received by the city by filing a claim in the manner provided in subsection (A) of this section, but only when the tax was paid by the transient directly to the city clerk, or when the transient having paid

the tax to the operator establishes to the satisfaction of the city clerk that the transient has been unable to obtain a refund from the operator who collected the tax.

D. No refund shall be paid under the provisions of this section unless the claimant establishes his right thereto by written records showing entitlement thereto. (Ord. 93, 1983)

3.16.120 Actions to collect.

Any tax required to be paid by any transient under the provisions of this chapter shall be deemed a debt owed by the transient to the city. Any such tax collected by an operator which has not been paid to the city shall be deemed a debt owed by the operator to the city. Any person owing money to the city under the provisions of this chapter shall be liable to an action brought in the name of the city for the recovery of such amount. (Ord. 93, 1983)

3.16.130 Penalty for violations.

A. Any person violating any of the provisions of this chapter is guilty of a misdemeanor and shall be punishable therefor by a fine of not more than \$500.00 or by imprisonment in the city jail or county of Siskiyou jail for a period of not more than six months or by both such fine and imprisonment.

B. Any operator or other person who fails or refuses to register as required herein, or to furnish any return required to be made, or who fails or refuses to furnish a supplemental return or other data required by the city clerk, or who renders a false or fraudulent return or claim, is guilty of a misdemeanor, and is punishable as aforesaid. Any person required to make, render, sign or verify any report or claim, who makes any false or fraudulent report or claim with intent to defeat or evade the determination of any amount due required by this chapter to be made, is guilty of a misdemeanor and is punishable as aforesaid. (Ord. 93, 1983)



**CITY OF ETNA
TRANSIENT OCCUPANCY TAX
RETURN (Chapter 3.16 of the City Code)**

Report Period From: _____ To: _____

Business Name: _____

INSTRUCTIONS

1. COMPLETE this entire form (if no tax is due, fill in spaces with zeros.)
RETURN SIGNED ORIGINAL
2. Make CHECK or MONEY ORDER payable to, and mail to: **City of Etna**
P.O. Box 460 Etna,
CA 96027
3. **SIGN AND DATE THIS FORM**

1. TOTAL GROSS RECEIPTS from room rentals _____
(The total amount received during the reporting period from the occupancy of all rooms for stays less than 30 consecutive days, including all required fees, cleaning fees, and Airbnb receipts)
2. TOTAL EXEMPTIONS _____
(Rent covered by Government/Federal Employees on business)
3. SUB-TOTAL OF TAXABLE RENTS (Line 1 minus Line 2 & 3) _____
4. TOT TRANSIENT OCCUPANCY TAX (6% of Line 3) _____
5. TBID (2% of Line 3) _____
****REQUIRED****
6. TOTAL ASSESSMENTS DUE (Add lines 4 & 5) TOT/TBID _____

PENALTIES & INTEREST

- 8 1st Month Delinquent Only (10% of Line 7) _____
- 9 Each Month thereafter (.5% of Line 7)
months X _____ penalty = _____
- GRAND TOTAL** - Including Penalty (Line 7 plus Line 8 & 9) _____

CERTIFICATE

I certify that the foregoing statement is true and correct: _____

NAME _____

DATE _____

			Oct. - Dec. 2022						Jan-Mar 2023					
			Gross Receipts	6%	2%	Total	Paid	Over/Under	Gross Receipts	6%	2%	Total	Paid	Over/Under
205 House	Jamin Zywiciel	205 Scott Street	841.16	50.47	16.82	67.29	58.88	\$ 8.41						
Bungalow by Patricia	Cole & Patricia Laustalot	426 Woodland	6,237.10	374.23	124.74	498.97	\$ 623.71	\$ (124.74)	3,137.95	-	-	-	\$ 313.80	\$ (313.80)
Diggles Diggs	Kip & Shelley Whipple	318 Diggles	-	-	-	-		\$ -	666.75	-	-	-	\$ 53.33	\$ (53.33)
Mountain Village RV Park	Mountain Village RV Park	10 Industrial Park	7,748.00	464.88	154.96	619.84	\$ 542.36	\$ 77.48	4,148.16	-	-	-	\$ 318.86	\$ (318.86)
Sara Gifford Airbnb	Sara Gifford	238 College		-	-	-		\$ -		-	-	-		\$ -
Entire House by Jennifer	Jennifer Gomes	149 Main Street		-	-	-		\$ -		-	-	-		\$ -
Home with a View	Andrew Hurliman & Jennifer Gomes	310 Main Street		-	-	-		\$ -		-	-	-		\$ -
Etna Motel	Brandon Fawaz	317 Collier	25,260.00	1,407.60	469.20	1,876.80	\$1,876.80	\$ -		-	-	-		\$ -
Collier Hotel	Cassandra Hottendorf	143 Collier	8,160.82	489.65	81.60	571.25	\$ 571.24	\$ 0.01	6,939.45	-	-	-	\$ 485.75	\$ (485.75)
Etna Relaxation Destination	Lee & Sandra Smith	907 Howell	3,259.40	195.56	65.19	260.75	\$ 195.56	\$ 65.19		-	-	-		\$ -
	TOTAL		51,506.48	2,982.39	912.51	3,894.90	3,868.55	26.35	14,892.31	-	-	-	1,171.74	(1,171.74)