



City of Etna

AGENDA for the REGULAR MEETING of the ETNA CITY COUNCIL

DATE OF THE MEETING: August 28, 2023

TIME OF THE MEETING: 6:30pm

PLACE OF THE MEETING: 442 Main Street Etna, CA, and TELECONFERENCE (Zoom)

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 July 24, 2023
 - c. Letter of Authorization for Siskiyou County Sanitation Used Oil Payment Program
4. DEPARTMENT REPORTS
*Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee
5. CURRENT BUSINESS
 - a. Discuss/Approve Garland Tech IT Contract
 - b. Discuss/Approve Cleveland Street Water Main Replacement
 - c. Discuss/Approve Gifford Lot Line Adjustment
 - d. Discuss/Approve Pool Grant Update
 - e. Discuss CDBG PI Grant Update
 - f. Discuss City of Etna & Friends of the Pool Update on Collaboration
 - g. Discuss/Approve Main Street Restrooms
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>

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/26/2023

Time: 11:37 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

ELIZABETH EDMONDS	Reim: Fingerprints Library	26264	07/26/2023	
			07/26/2023	
PO BOX 160	ETHOR		07/26/2023	0.00
GREENVIEW	GF	0	00/00/0000	0.00
CA 96037				55.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-735.00	TRAVEL & TRAINING		55.00	0.00
		Check No. 0	Total:	55.00
		Total for	ELIZABETH EDMONDS	55.00

ETNA BREWERY LLC.	LOLA Dinner	26270	07/12/2023	
			07/26/2023	
11219 N. HWY 3	ETNA BREWE		07/12/2023	0.00
FORT JONES	GF	0	00/00/0000	0.00
CA 96032	1-2156			2,960.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-261.00	DEPOSITS - OTHER		2,960.00	0.00
		Check No. 0	Total:	2,960.00
		Total for	ETNA BREWERY LLC.	2,960.00

HENRY SCHEIN MEDICAL	Medical Supplies	26267	07/03/2023	
			07/26/2023	
PO BOX 7156	HENRYSH		07/03/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	45016913			920.56

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		920.56	0.00
		Check No. 0	Total:	920.56
		Total for	HENRY SCHEIN MEDICAL	920.56

ISBELL PARTY RENTALS	LOLA Dinner	26269	07/12/2023	
			07/26/2023	
14302 INDIAN CREEK RD	ISBELL		07/12/2023	0.00
FORT JONES	GF	0	00/00/0000	0.00
CA 96032	1145			228.79

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-261.00	DEPOSITS - OTHER		228.79	0.00
		Check No. 0	Total:	228.79
		Total for	ISBELL PARTY RENTALS	228.79

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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

MEAN GENE'S GAS	Bulk Fuel Diesel	26259	06/30/2023	
			07/26/2023	
P O BOX 534	MGM		06/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				1,935.78

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-865.00	VEHICLE FUEL & OIL		580.22	0.00
10-60-865.00	VEHICLE FUEL & OIL		81.52	0.00
40-30-865.00	VEHICLE FUEL & OIL		81.52	0.00
45-33-865.00	VEHICLE FUEL & OIL		81.51	0.00
50-45-865.00	VEHICLE FUEL & OIL		1,111.01	0.00

MEAN GENE'S GAS	Bulk Fuel Unleaded	26260	06/30/2023	
			07/26/2023	
P O BOX 534	MGM		06/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				3,109.01

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		543.47	0.00
10-41-865.00	VEHICLE FUEL & OIL		543.47	0.00
10-42-865.00	VEHICLE FUEL & OIL		543.47	0.00
10-50-865.00	VEHICLE FUEL & OIL		313.89	0.00
10-60-865.00	VEHICLE FUEL & OIL		154.09	0.00
40-30-865.00	VEHICLE FUEL & OIL		154.09	0.00
45-33-865.00	VEHICLE FUEL & OIL		154.11	0.00
50-45-865.00	VEHICLE FUEL & OIL		158.95	0.00
53-40-865.00	VEHICLE FUEL & OIL		543.47	0.00

MEAN GENE'S GAS	Finance Charge	26261	06/30/2023	
			07/26/2023	
P O BOX 534	MGM		06/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				129.49

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-826.00	PENALTIES/INTEREST		129.49	0.00

MEAN GENE'S GAS	Pool Heating	26262	06/30/2023	
			07/26/2023	
P O BOX 534	MGM		06/30/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				1,417.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.20	HEATING		1,417.00	0.00

Check No.	0	Total:	6,591.28
Total for	MEAN GENE'S GAS		6,591.28

PRENTICE, LONG, & EPPERSON	Attorney Fees	26271	06/30/2023	
			07/26/2023	
2240 COURT STREET	PRENTICE		06/30/2023	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96001	5796			363.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		264.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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City of Etna

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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	
10-40-780.00	ATTORNEY FEES			49.50	0.00
70-35-780.00	ATTORNEY FEES			49.50	0.00
PRENTICE, LONG, & EPPERSON	Hughes v. City of Etna	26268	07/26/2023		
			07/26/2023		
2240 COURT STREET	PRENTICE		07/26/2023		0.00
REDDING	GF	0	00/00/0000		0.00
CA 96001					148.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
50-45-780.00	ATTORNEY FEES		148.50	0.00	

Check No.	0	Total:	511.50
Total for	PRENTICE, LONG, & EPPERSON		511.50

SHERYL TOWNE	Pool Solar	26263	07/26/2023		
			07/26/2023		
P O BOX 103	SHTO		07/26/2023		0.00
GREENVIEW	GF	0	00/00/0000		0.00
CA 96037					752.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
23-70-881.00	PROP 68-POOL GRANT		752.50	0.00	

Check No.	0	Total:	752.50
Total for	SHERYL TOWNE		752.50

WITTMAN ENTERPRISES, LLC	Ambulance Billing June	26265	06/30/2023		
			07/26/2023		
11093 SUN CENTER	WE		06/30/2023		0.00
RANCHO CORDOVA	GF	0	00/00/0000		0.00
CA 95670-6110	21060467				1,855.87
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		1,855.87	0.00	

Check No.	0	Total:	1,855.87
Total for	WITTMAN ENTERPRISES, LLC		1,855.87

Total Invoices: 12

Grand Total:	13,875.50
Less Credit Memos:	0.00
Net Total:	13,875.50
Less Hand Check Total:	0.00
Outstanding Invoice Total:	13,875.50

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	3,188.79	0.00
20	City Council	55.00	0.00
25	City Clerk	393.49	0.00
30	Water	235.61	0.00
33	Sewer	235.62	0.00
35	Community Development	49.50	0.00
40	Law Enforcement	1,136.44	0.00
41	Police - FJ Station	543.47	0.00
42	DOJ GRANT	543.47	0.00
45	Ambulance Services	4,194.89	0.00
50	Fire Prevention	894.11	0.00
60	Highways & Streets	235.61	0.00
70	Parks & Recreation	2,169.50	0.00
Grand Total:		13,875.50	0.00

Check Register Report

Date: 08/11/2023

Time: 10:04 am

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City of Etna

BANK: EFT

Check Number	Check Date Void/Stop Date	Reconcile Date Status	Vendor# Check Description	Vendor Name	Gross Discount	Amount
175	08/09/2023	ALLINS Printed	ALLIANT INSURANCE SERVICES AMVP Renewal Premium		5,042.00 0.00	5,042.00

Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26266	50-45-743.00	496.03	0.00	496.03
26266	10-50-743.00	1,767.40	0.00	1,767.40
26266	53-40-743.00	332.43	0.00	332.43
26266	10-42-743.00	332.43	0.00	332.43
26266	10-41-743.00	332.43	0.00	332.43
26266	10-40-743.00	332.43	0.00	332.43
26266	45-33-743.00	482.95	0.00	482.95
26266	40-30-743.00	482.95	0.00	482.95
26266	10-60-743.00	482.95	0.00	482.95

Check Amount 5,042.00

176	08/09/2023	SNIDER Printed	SNIDER ENERGY EFT: Mendes Gas Card		121.48 0.00	121.48
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Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26272	53-40-865.00	60.74	0.00	60.74
26272	10-40-865.00	60.74	0.00	60.74

Check Amount 121.48

177	08/09/2023	USBANK Printed	US BANK CREDIT CARD June Charges		11,759.24 0.00	11,759.24
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Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26273	10-40-870.00	239.88	0.00	239.88
26273	PD Adobe			
26273	50-45-760.00	785.00	0.00	785.00
26273	Les Schwab			
26273	50-45-735.00	14.00	0.00	14.00
26273	NAEMT			
26273	50-45-872.00	60.18	0.00	60.18
26273	CPR Savers & First Aid			
26273	40-30-820.00	13.77	0.00	13.77
26273	USPS			
26273	40-30-875.00	951.80	0.00	951.80
26273	Mower			
26273	45-33-875.00	2,379.52	0.00	2,379.52
26273	Mower			
26273	23-70-875.00	1,427.71	0.00	1,427.71
26273	Mower			
26273	25-60-875.00	2,379.52	0.00	2,379.52
26273	Mower			
26273	10-70-875.00	2,379.52	0.00	2,379.52
26273	Mower			
26273	40-30-880.00	282.08	0.00	282.08
26273	Lowe's			
26273	45-33-880.00	282.08	0.00	282.08
26273	Lowe's			

Check Register Report

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City of Etna

BANK: EFT

Check Number	Check Date Void/Stop Date	Reconcile Date Vendor#	Vendor Name Check Description	Gross Discount	Amount
	26273	10-60-880.00		112.83	0.00
		Lowe's		112.83	
	26273	10-55-880.00		112.83	0.00
		Lowe's		112.83	
	26273	50-45-880.00		112.83	0.00
		Lowe's		112.83	
	26273	10-40-880.00		112.83	0.00
		Lowe's		112.83	
	26273	10-70-880.00		112.86	0.00
		Lowe's		112.86	
			Check Amount	11,759.24	
178	08/09/2023	ZOOM	ZOOM.US	40.00	40.00
		Printed	Zoom Subscription	0.00	
	Ref#	GL Number	Gross	Discount	Amount
		Line Distribution Description			
	26274	10-25-750.00	40.00	0.00	40.00
			Check Amount	40.00	
Total Checks:			4	Bank Total(excluding void checks):	16,962.72

Check Register Report

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City of Etna

BANK: MECHANICS BANK

Check Number	Check Date Void/Stop Date	Reconcile Date Status	Vendor# Vendor Name Check Description	Gross Discount	Amount																														
21491	08/09/2023	BOUND Printed	BOUND TREE MEDICAL, LLC Medical Supplies	62.47 0.00	62.47																														
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26275</td><td>50-45-872.00</td><td>29.21</td><td>0.00</td><td>29.21</td></tr><tr><td>26281</td><td>50-45-872.00</td><td>33.26</td><td>0.00</td><td>33.26</td></tr></table>						Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26275	50-45-872.00	29.21	0.00	29.21	26281	50-45-872.00	33.26	0.00	33.26															
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																															
26275	50-45-872.00	29.21	0.00	29.21																															
26281	50-45-872.00	33.26	0.00	33.26																															
Check Amount				62.47																															
21492	08/09/2023	CAMPO Printed	CAMPORA Tank Rental 625 Howell	4.00 0.00	4.00																														
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26315</td><td>10-40-840.20</td><td>1.00</td><td>0.00</td><td>1.00</td></tr><tr><td>26316</td><td>10-60-840.20</td><td>1.00</td><td>0.00</td><td>1.00</td></tr><tr><td>26317</td><td>40-30-840.20</td><td>1.00</td><td>0.00</td><td>1.00</td></tr><tr><td>26318</td><td>10-55-840.20</td><td>1.00</td><td>0.00</td><td>1.00</td></tr></table>						Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26315	10-40-840.20	1.00	0.00	1.00	26316	10-60-840.20	1.00	0.00	1.00	26317	40-30-840.20	1.00	0.00	1.00	26318	10-55-840.20	1.00	0.00	1.00					
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																															
26315	10-40-840.20	1.00	0.00	1.00																															
26316	10-60-840.20	1.00	0.00	1.00																															
26317	40-30-840.20	1.00	0.00	1.00																															
26318	10-55-840.20	1.00	0.00	1.00																															
Check Amount				4.00																															
21493	08/09/2023	DUERR Printed	DUERR ENTERPRISES PD Container	4,997.85 0.00	4,997.85																														
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26310</td><td>53-40-875.00</td><td>4,997.85</td><td>0.00</td><td>4,997.85</td></tr></table>						Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26310	53-40-875.00	4,997.85	0.00	4,997.85																				
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																															
26310	53-40-875.00	4,997.85	0.00	4,997.85																															
Check Amount				4,997.85																															
21494	08/09/2023	BRAY Printed	E & S ENGINEERS STP Cleveland Rehab	16,477.50 0.00	16,477.50																														
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26298</td><td>20-30-881.20</td><td>13,480.50</td><td>0.00</td><td>13,480.50</td></tr><tr><td>26299</td><td>10-25-782.00</td><td>500.00</td><td>0.00</td><td>500.00</td></tr><tr><td>26301</td><td>24-60-881.35</td><td>2,497.00</td><td>0.00</td><td>2,497.00</td></tr></table>						Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26298	20-30-881.20	13,480.50	0.00	13,480.50	26299	10-25-782.00	500.00	0.00	500.00	26301	24-60-881.35	2,497.00	0.00	2,497.00										
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																															
26298	20-30-881.20	13,480.50	0.00	13,480.50																															
26299	10-25-782.00	500.00	0.00	500.00																															
26301	24-60-881.35	2,497.00	0.00	2,497.00																															
Check Amount				16,477.50																															
21495	08/09/2023	EHSG Printed	ETNA HARDWARE & SPORTING GOODS Maint & Supplies	195.50 0.00	195.50																														
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26329</td><td>10-25-870.00</td><td>8.03</td><td>0.00</td><td>8.03</td></tr><tr><td>26329</td><td>10-70-880.00</td><td>23.58</td><td>0.00</td><td>23.58</td></tr><tr><td>26329</td><td>50-45-880.00</td><td>39.56</td><td>0.00</td><td>39.56</td></tr><tr><td>26329</td><td>10-60-880.00</td><td>42.88</td><td>0.00</td><td>42.88</td></tr><tr><td>26329</td><td>10-50-860.00</td><td>27.85</td><td>0.00</td><td>27.85</td></tr></table>						Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26329	10-25-870.00	8.03	0.00	8.03	26329	10-70-880.00	23.58	0.00	23.58	26329	50-45-880.00	39.56	0.00	39.56	26329	10-60-880.00	42.88	0.00	42.88	26329	10-50-860.00	27.85	0.00	27.85
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																															
26329	10-25-870.00	8.03	0.00	8.03																															
26329	10-70-880.00	23.58	0.00	23.58																															
26329	50-45-880.00	39.56	0.00	39.56																															
26329	10-60-880.00	42.88	0.00	42.88																															
26329	10-50-860.00	27.85	0.00	27.85																															

Check Register Report

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Time: 10:04 am

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City of Etna

BANK: MECHANICS BANK

Check Number	Check Date Void/Stop Date	Reconcile Date Status	Vendor# Vendor Name Check Description	Gross Discount	Amount
	26329	10-60-880.00	53.60	0.00	53.60
			Check Amount	195.50	
21496	08/09/2023	FJACE Printed	FORT JONES ACE HARDWARE FJ Kennel	125.38 0.00	125.38
	Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
	26302	10-41-880.00	27.87	0.00	27.87
	26303	10-41-880.00	5.35	0.00	5.35
	26304	10-41-880.00	92.16	0.00	92.16
			Check Amount	125.38	
21497	08/09/2023	GNP Printed	GOLD NUGGET PRINTING CO Meter Book Pages	567.94 0.00	567.94
	Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
	26284	10-40-870.00	136.30	0.00	136.30
	26285	10-41-870.00	90.63	0.00	90.63
	26285	53-40-870.00	90.61	0.00	90.61
	26285	10-40-870.00	90.61	0.00	90.61
	26312	45-33-870.00	79.90	0.00	79.90
	26312	40-30-870.00	79.89	0.00	79.89
			Check Amount	567.94	
21498	08/09/2023	HENRYSH Printed	HENRY SCHEIN MEDICAL Medical Supplies	731.01 0.00	731.01
	Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
	26276	50-45-872.00	201.19	0.00	201.19
	26277	50-45-872.00	5.90	0.00	5.90
	26278	50-45-872.00	117.05	0.00	117.05
	26307	50-45-872.00	232.95	0.00	232.95
	26308	50-45-872.00	61.11	0.00	61.11
	26309	50-45-872.00	112.81	0.00	112.81
			Check Amount	731.01	
21499	08/09/2023	JENBEN Printed	JENNY BENNETT REIM: Water Bill Postage	145.92 0.00	145.92
	Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
	26300	45-33-820.00	72.96	0.00	72.96
	26300	40-30-820.00	72.96	0.00	72.96

Check Register Report

Date: 08/11/2023

Time: 10:04 am

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City of Etna

BANK: MECHANICS BANK

Check Number	Check Date Void/Stop Date	Reconcile Date Status	Vendor# Status	Vendor Name Check Description	Gross Discount	Amount
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				Check Amount	145.92	
21500	08/09/2023	KK		KIEP-ER KLEEN	564.02	564.02
		Printed		Cleaning Services July	0.00	

Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26311	10-70-760.00	460.52	0.00	460.52
26311	10-40-760.00	18.00	0.00	18.00
26311	10-25-760.00	85.50	0.00	85.50

				Check Amount	564.02	
21502	08/09/2023	PP		PACIFIC POWER	4,486.69	4,486.69
		Printed		Streetlights	0.00	

Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26287	45-33-840.10	438.76	0.00	438.76
26288	23-70-840.10	1,624.97	0.00	1,624.97
26289	45-33-840.10	29.39	0.00	29.39
26289	40-30-840.10	29.37	0.00	29.37
26289	10-60-840.10	29.37	0.00	29.37
26289	50-45-840.10	176.22	0.00	176.22
26290	10-50-840.10	48.92	0.00	48.92
26291	10-70-840.10	248.56	0.00	248.56
26292	10-55-840.10	245.77	0.00	245.77
26293	23-70-840.10	57.21	0.00	57.21
26294	40-30-840.10	65.66	0.00	65.66
26295	10-55-840.10	146.52	0.00	146.52
26296	10-55-840.10	33.51	0.00	33.51
26297	53-40-840.10	84.05	0.00	84.05
26297	10-40-840.10	84.04	0.00	84.04
26319	29-60-867.00	119.46	0.00	119.46
26320	29-60-867.00	1,024.91	0.00	1,024.91

				Check Amount	4,486.69	
21503	08/09/2023	PORAC LDF		PEACE OFFICERS LEGAL DEFENSE	48.00	48.00
		Printed		Etna Reserves	0.00	

Ref#	GL Number Line Distribution Description	Gross	Discount	Amount
26280	99-00-217.00	48.00	0.00	48.00

Check Amount 48.00

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BANK: MECHANICS BANK

Check Number	Check Date Void/Stop Date	Reconcile Date Status	Vendor# Vendor Name Check Description	Gross Discount	Amount																									
21504	08/09/2023	PITNEY BOW Printed	PITNEY BOWES Postage	201.00 0.00	201.00																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26306</td><td>10-25-820.00</td><td>201.00</td><td>0.00</td><td>201.00</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26306	10-25-820.00	201.00	0.00	201.00																
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26306	10-25-820.00	201.00	0.00	201.00																										
				Check Amount	201.00																									
21505	08/09/2023	PLAN Printed	PLANWEST PARTNERS, INC. Housing Element	2,520.00 0.00	2,520.00																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26313</td><td>15-76-760.00</td><td>2,520.00</td><td>0.00</td><td>2,520.00</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26313	15-76-760.00	2,520.00	0.00	2,520.00																
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26313	15-76-760.00	2,520.00	0.00	2,520.00																										
				Check Amount	2,520.00																									
21506	08/09/2023	PRENTICE Printed	PRENTICE, LONG, & EPPERSON Attorney Fees	1,792.50 0.00	1,792.50																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26282</td><td>70-35-780.00</td><td>946.50</td><td>0.00</td><td>946.50</td></tr><tr><td>26282</td><td>10-25-780.00</td><td>264.00</td><td>0.00</td><td>264.00</td></tr><tr><td>26282</td><td>10-40-780.00</td><td>582.00</td><td>0.00</td><td>582.00</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26282	70-35-780.00	946.50	0.00	946.50	26282	10-25-780.00	264.00	0.00	264.00	26282	10-40-780.00	582.00	0.00	582.00						
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26282	70-35-780.00	946.50	0.00	946.50																										
26282	10-25-780.00	264.00	0.00	264.00																										
26282	10-40-780.00	582.00	0.00	582.00																										
				Check Amount	1,792.50																									
21507	08/09/2023	SVAP Printed	SCOTT VALLEY AUTO PARTS Vehicle Maint.	118.82 0.00	118.82																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26314</td><td>40-30-860.00</td><td>118.82</td><td>0.00</td><td>118.82</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26314	40-30-860.00	118.82	0.00	118.82																
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26314	40-30-860.00	118.82	0.00	118.82																										
				Check Amount	118.82																									
21508	08/09/2023	SVD Printed	SCOTT VALLEY DISPOSAL Monthly Trash	625.00 0.00	625.00																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26305</td><td>10-60-840.30</td><td>125.00</td><td>0.00</td><td>125.00</td></tr><tr><td>26305</td><td>10-55-840.30</td><td>125.00</td><td>0.00</td><td>125.00</td></tr><tr><td>26305</td><td>23-70-840.30</td><td>125.00</td><td>0.00</td><td>125.00</td></tr><tr><td>26305</td><td>10-70-840.30</td><td>250.00</td><td>0.00</td><td>250.00</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26305	10-60-840.30	125.00	0.00	125.00	26305	10-55-840.30	125.00	0.00	125.00	26305	23-70-840.30	125.00	0.00	125.00	26305	10-70-840.30	250.00	0.00	250.00	
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26305	10-60-840.30	125.00	0.00	125.00																										
26305	10-55-840.30	125.00	0.00	125.00																										
26305	23-70-840.30	125.00	0.00	125.00																										
26305	10-70-840.30	250.00	0.00	250.00																										
				Check Amount	625.00																									
21509	08/09/2023	SIERRASAC Printed	SIERRA-SACRAMENTO VALLEY PCR Dues	433.00 0.00	433.00																									
<table><tr><th>Ref#</th><th>GL Number Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>26283</td><td>50-45-760.00</td><td>433.00</td><td>0.00</td><td>433.00</td></tr></table>					Ref#	GL Number Line Distribution Description	Gross	Discount	Amount	26283	50-45-760.00	433.00	0.00	433.00																
Ref#	GL Number Line Distribution Description	Gross	Discount	Amount																										
26283	50-45-760.00	433.00	0.00	433.00																										

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City of Etna

BANK: MECHANICS BANK

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

				Check Amount	433.00	
21510	08/09/2023		ST Printed	SISKIYOU TELEPHONE 5638 PD Fax	1,109.57 0.00	1,109.57

Ref#	GL Number	Gross	Discount	Amount
	Line Distribution Description			
26321	10-60-830.00	31.72	0.00	31.72
26321	45-33-830.00	31.71	0.00	31.71
26321	40-30-830.00	31.71	0.00	31.71
26321	10-70-830.00	79.95	0.00	79.95
26322	53-40-830.00	140.83	0.00	140.83
26322	10-40-830.00	140.83	0.00	140.83
26323	50-45-830.00	107.39	0.00	107.39
26324	10-50-830.00	80.00	0.00	80.00
26325	10-25-830.00	50.87	0.00	50.87
26326	10-25-830.00	217.20	0.00	217.20
26327	23-70-830.00	131.89	0.00	131.89
26328	10-40-830.00	32.74	0.00	32.74
26328	53-40-830.00	32.73	0.00	32.73

				Check Amount	1,109.57	
21511	08/09/2023		POSTAL Printed	U.S. POSTAL SERVICE ETNA Permit Renewal 51 Bulk Mail	279.79 0.00	279.79

Ref#	GL Number	Gross	Discount	Amount
	Line Distribution Description			
26330	45-33-790.00	139.90	0.00	139.90
26330	40-30-790.00	139.89	0.00	139.89

				Check Amount	279.79	
21512	08/09/2023		VW Printed	VERIZON WIRELESS Monthly Cellular	663.73 0.00	663.73

Ref#	GL Number	Gross	Discount	Amount
	Line Distribution Description			
26286	50-45-830.30	174.82	0.00	174.82
26286	10-42-830.30	46.40	0.00	46.40
26286	10-60-830.30	49.85	0.00	49.85
26286	45-33-830.30	49.85	0.00	49.85
26286	40-30-830.30	49.85	0.00	49.85
26286	10-41-830.30	87.80	0.00	87.80
26286	53-40-830.30	102.58	0.00	102.58

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BANK: MECHANICS BANK

Check Number	Check Date Void/Stop Date	Reconcile Date Vendor#	Vendor Name Check Description	Gross Discount	Amount
	26286	10-40-830.30	102.58	0.00	102.58
			Check Amount	663.73	
21513	08/09/2023	XEROX Printed	XEROX CORPORATION Print Charges	46.75 0.00	46.75
Ref#	GL Number Line	Distribution Description	Gross	Discount	Amount
26279	10-25-870.00		46.75	0.00	46.75
			Check Amount	46.75	
Total Checks:			22	Bank Total(excluding void checks):	36,196.44
Total Checks:			26	Grand Total(excluding void checks):	53,159.16

Recap by Fund

Department #	Department Name	Dist. Amount
00	General	48.00
25	City Clerk	1,413.35
30	Water	15,800.25
33	Sewer	3,987.02
35	Community Development	946.50
40	Law Enforcement	7,775.80
41	Police - FJ Station	636.24
42	DOJ GRANT	378.83
45	Ambulance Services	3,192.51
50	Fire Prevention	1,924.17
55	Governmental Buildings	664.63
60	Highways & Streets	6,950.09
70	Parks & Recreation	6,921.77
76	SB Grant	2,520.00
Grand Total:		53,159.16

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 08/16/2023

Time: 10:25 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

BONNIE MORTENSON	Reim: Taxes Paid ARPA	26331	08/16/2023	
			08/16/2023	
4921 PINECONE DRIVE	BONNIMORT		08/16/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				250.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-90-761.00	ARPA SPECIAL PAY EXP.		250.00	0.00

Check No.	0	Total:	250.00
Total for	BONNIE MORTENSON		250.00

PIONEER AUTO BODY	PD Charger Repairs	26332	08/16/2023	
			08/16/2023	
322 SCOTT RIVER ROAD	PAB		08/16/2023	0.00
FORT JONES	GF	0	00/00/0000	0.00
CA 96032				1,165.10

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		1,165.10	0.00

Check No.	0	Total:	1,165.10
Total for	PIONEER AUTO BODY		1,165.10

Total Invoices:	2	Grand Total:	1,415.10
		Less Credit Memos:	0.00
		Net Total:	1,415.10
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	1,415.10

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
40	Law Enforcement	1,165.10	0.00
90	Non-Departmental	250.00	0.00
Grand Total:		1,415.10	0.00



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday July 24, 2023

Members of the Etna City Council met on this 24th day of July, via TELECONFERENCE. Mayor Cliff Munson called the meeting to order and lead in the flag salute to the United States of America.

Roll Call:

Council members 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:

- Invoice Check Register
- Minutes of the Regular Meeting July 10, 2023

Council member Gilmore asked about the SCORE payment and having the budget on the agenda for future meetings. Council member Deppen moved to approve the Consent Calendar, Gilmore seconded, and the motion passed.

Ayes: Deppen, Munson, Gilmore, Stacher

Council/Department Reports:

Police Chief Josh Short provided statistical data and a written report in the packet. Chief Short added that they have been busy solving cases and commented how proud he is of his department and their progress. They have posted code enforcement notices on some properties throughout town. Chief Short spoke about the upcoming music festival and he will have a reserve officer staffed for the event. Council member Deppen asked how up to date the City's ordinances are.

Public Works Director Dan Burbank said the new lawnmower is great. Gilmore asked about Ozone grants. Council member Stacher complimented Dan on how great the downtown area looks.

Ambulance Director Teri Arrwood provided a written report in the packet and informed the Council that she will be taking some days off in August.

City Clerk Pam Eastlick provided the updated budget with approved amendments. Eastlick explained that the DWR project will go out to bid sometime in October and she has been working with Mechanics Bank to open a line of credit. Eastlick received the IT contract, and it was a higher than what the City was initially quoted for, and it has to do with how many Microsoft licenses the City has. The contract will be on the next agenda for review and approval. Eastlick also gave a background on the Prop 68 project.

Arrwood asked about the ambulance replacement fund.

Current Business:

Discuss/Approve Code Enforcement Issues Involving Sidewalks. Burbank gave an update on clearing around street signs and stop signs around town. Burbank recommends sending letters to a few property owners regarding limbs and tall grass. More discussion regarding enforcement. No action taken.

Discuss/Approve Code Enforcement Issues Relating to People Living in RVs in City Limits. Chief Short commented that this topic was covered in his written report. No action taken.

Discuss/Approve Scheduling Issues Involving Water Aerobics at the Pool. The aerobics group requested three nights next season for their class. Monday, Wednesday, and Fridays from 5:00 pm to 6:00 pm. No action taken.

Discussion Regarding Friends of the Pool Annual Contribution to the Pool. Mayor Munson made a motion to start charging \$3.00 per kid tomorrow. Motion died for a lack of second. Council member Gilmore requested permission to meet with Friends of the Pool prior to the next meeting. Discussion regarding appointing a new commissioner and concerns about the fundraising money coming to the City. No action taken.

Discuss/Approve Budget Amendment for Fund 23 Pool Department. Eastlick explained that she made a calculation error for the workers comp. Gilmore asked for more clarification. Council member Stacher moved to approve the budget amendment, Deppen seconded, and the motion passed.

Ayes: Deppen, Munson, Gilmore, Stacher

Discuss/Approve Draft Letter to be Sent to Non-Compliant Short-Term Rental Operators. Council member Gilmore moved to approve the letter, Deppen seconded, and the motion passed.

Ayes: Deppen, Munson, Gilmore, Stacher

CORRESPONDENCE:

CITY COUNCIL STATEMENTS AND REQUESTS:

Council member Gilmore requested an update from Brandy who is working on the CDBG grant.

Council member Stacher requested a list of properties that have been taken off the property tax roll.

Closed Session:

- Pursuant to Government Code §54956.9(d)(4) – Conference With Legal Counsel Anticipated Litigation.
 - Number of Cases: two (2)
 - 056-261-060-000 Foreclosure Update
 - Payroll Audit
- Pursuant to Government Code §54957(b) – Personnel Matters

- Public Employee Performance Evaluation
 - City Attorney

The City Council began the Closed Session at 7:41 pm.

The City Council approved hiring a foreclosure specialist and gave the Clerk direction.

Adjournment

There being no further business Mayor Munson adjourned the meeting at 8:25 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

[Faint, illegible text, likely a signature or stamp]

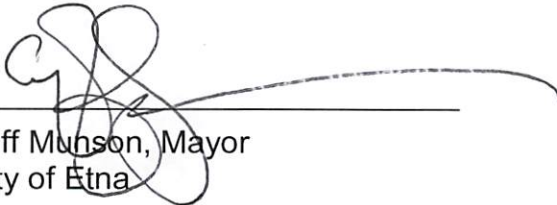


City of Etna

County of Siskiyou: Sanitation Division
Attn: Amanda Kimball
190 Greenhorn Rd.
Yreka, CA 96097

RE: Letter of Authorization

I am the Mayor of the City of Etna. I am authorized to contractually bind the City of Etna. Pursuant to this authority, I hereby authorize the County of Siskiyou to submit a regional application and act as Lead Agency on behalf of the City of Etna. The County of Siskiyou is hereby authorized to execute all documents necessary to implement the project under Used Oil Payment Program OPP14 FY 2023-2024. This authorization is effective until rescinded by me or my successor.



Cliff Munson, Mayor
City of Etna

Ambulances:

We were able to purchase refurbished Toughbook Tablets with a warranty and free 30 day return for our ambulances instead of new through our IT for a savings of over \$4,000.

We had our annual inspection through our regional EMS authority, S-SV on 08/23/2023 with the SSV Director. Not only did we pass, but we were also given "kudos" for our team, our service to the community and our efforts to offer educational opportunities.

Building:

We were able to get a working gas stove/oven donated. This will save quite a bit in our budget.

July Numbers

Etna 9	ALS	BLS	Cancel	CCP	AMA/ALS	AMA/BLS	AMA/non	MSAS	M11	Missed	BLSD
FJ 9	16	7	13	0	0	2	billable	Rendez	Rendez	1	1
SV 26							4	0	1		
Total: 44											

Total: 44 Billable: 26

July 2022: 53 total/31 Billable

Events

The Old Timers Rodeo was July 29th. We provided a dedicated, staffed ambulance for 9 hours for their event.

We also provided a dedicated, staffed ambulance for 8 hours for The Trails End Music Festival on Saturday, August 5th.

Misc.

Park shower laundry went smoothly. So far 50 loads done. The PCT has been closed so Dan and I don't estimate too much more.

I attended the NAEMSE (National Association of EMS Educators) Symposium, with a full conference course load. I was able to obtain reference materials, student success suggestions, speak personally with a co-author of our EMT textbook as well as obtain several contacts from other agencies. My attending this symposium will benefit our initial and continuing education for our team and future team members.

Volunteer availability is low right now due to the fires. This is an annual occurrence. I will remain available except for a few, random brief time periods through the rest of the fire season.

UPCOMING TRAINING/CLASSES/EVENTS:

EHS Football home games.

I am currently working with the College of the Siskiyous to hold an EMT course at our facility. I have also submitted an application to our regional EMS authority, SSV, to be able to hold the course independently should something fall through. The class will go from January to May 2024.

We received a request for more CPR classes so we will be getting that scheduled after fire season.

Waiting to schedule anything more until after fire season.

Etna Police Department Monthly Report

August 2023

Summer is official over with the start of the new school year, so we have been transitioning our schedules to accommodate different needs of the community and school district. As Fall approaches we will have several local events including holiday related activities taking place in the Main Street area as usual. Thank you for supporting these events as they continue to bring safe community gatherings into our town that benefit our constituents and business owners in many ways. As you can see from the attached statistical reports, both towns have been very busy with calls for service as well as significant case reports. As a reminder each one of these cases don't end with the call for service and often require many hours of follow-up and investigation. Thank you to our officers for putting in the extra time to make sure the adjudication of all our calls for service find the correct outcome.

Traffic- This past month several citations were issued for various violations in and around town. We have focused on downtown and Main Street areas as we received and observed traffic related violations in this area begin to increase. With the start of the new school year, we will also be focusing our presence around each school campus. If you see a problematic area, please let us know so we can address it appropriately. Our new radar/message board should be arriving any day and will be put into service as soon as possible. One benefit to having the speed trailer is its ability to log and retain speeds helping us keep an accurate record of actual traffic behavior. Speeds of vehicles can be categorized into times, days, weeks, months, even years to help us better understand what our communities' needs will be with traffic related issues.

Schools- The new school year began on August 23 this year and is already off to a busy start. Officers have worked in partnership with school officials to ensure the safety of our students. A focus on traffic hazards and violations will be continued well into the school year especial during pick up and drop off of students. We will also be working on new programs in conjunction with the school district in order to provide a well-rounded environment to students in need of focused instruction. Our PAL program will also be starting up fall related athletic programs as we have for the past 22 years.

Animal Control- Recently we have had an uptick in cat related calls. We have been working on helping people place the kittens as well as make arrangements for spaying or neutering. Kelly has been working on a potential grant partnering with the snip program in order to provide free fixing of felines around town. Although we saw an increase in cat calls for service, we have seen overall animal control cases decline with the exception of a few dogs at large issues. We continue to successfully rehome problematic dogs utilizing our partnership with the Mt. Shasta Humane society and the rescue ranch. Utilizing our face book page and local social media we are also able to locate owners and come to a successful conclusion while hopefully preventing a future problem when it comes to lost dogs. While we will always have animal control related issues it has been nice to see them slowly declining. Again, education is

a large part of maintaining voluntary compliance with any ordinance violation especially with animal control issues. July has brought us a new year for dog licensing and showing proof of vaccinations. We along with city hall have been continuing to remind dog owners of the new year in hopes to gain a high number of compliance.

Reports/Cases- Attached you will find last month's event logs showing the diversity in calls for service and activity levels. This also includes calls for service in the outlying areas of Etna. This year has already brought us up over 75 written cases and shows no sign of slowing down. As mentioned above Officers have been doing a great job and are keeping up with the demand for service while continuing our proactive approach to community service. Our scheduling may differ to accommodate this demand, but we are still available 24 hours for any needs. Many of our cases continue to be officer generated due to our officers being so proactive in the community. Presences is a huge factor in preventing crime and it is our mission to be seen as often and continually as possible. With the increase of traffic enforcement also comes with an increase of cases generated. Anytime a traffic issue entails a misdemeanor or above, a written case is generated that is sent to the District Attorney for prosecution. It is anticipated that Etna will have generated over 100 cases for this year which is a substantial increase from previous years. Times and laws have definitely changed bringing change and a higher workload for the department.

Calls for Service- As with the written reports we have seen an increase in calls for service including mutual aid requests and response to EMS/Fire calls. It is anticipated this year we will have responded to well over 2000 calls for service. We also continue to assist other departments in any way we can to help first responders to any crisis. Recently the valley has seen several traumatic events effecting our first responders. It is with great pride we are able to work alongside fire and Ems to continue to provide such amazing service in such a small area. Scott Valley is very fortunate to have the high caliber of service most other large areas do not. With an increase in criminal activity outside our two towns and other agencies suffering from low staffing we have been called upon by outside agencies to assist often. These agencies include CHP, Sheriff's Office, Forest Service, and CAL Fire to name a few. They also assist us when the need arises. It has been a great working partnership we have fostered and continue to do so in the future. We have also been able to attend trainings recently involving our mutual aid partners which has not only given us a better response but the ability to understand the complexities in everyone's policies and procedures.

Ordinance Enforcement- Kelly has been closing out several code enforcement cases recently, sending several through to the review and prosecution process. Kelly has been very active in the process of code enforcement recently and is looking into the revising and addition of ordinances to streamline and make Etna a safer place to live. She has sent out numerous letters to households that need to address code enforcement issues. Many are immediately addressed with the reminder and have already found a solution. We also will be bringing the counsel shortly the hearing process to adjudicate ordinance violations in house. Code enforcement and animal control has always been a long process but worth the work as local ordinances will continue to be tailored to the City of Etna and our lifestyle. The biggest

improvement we have seen is the accountability of everyone to do their part in our efforts. It is nice to drive around town and see the many accomplishments of the town's requests come to fruition.

PAL- With the new school year comes our new PAL year. We will be beginning our soccer and flag football programs as well as continuing our Mentoring program. We were successful in obtaining a 3-year grant to help with the continuation of our programs. We will be setting up future fishing expeditions with our Pal mentoring group which has always been a fun outdoor activity for our youth. Our Youth Mentoring program was very successful this summer providing numerous programs and opportunities to local youth. We hope to continue these programs while adding additional programs to help meet the needs of our youth.

Training- Recently our officers have been attending several trainings in perishable skills as well as advanced officer trainings. We have numerous upcoming trainings scheduled and look forward to the specialties our officers will now be experts in. several of the recent trainings attended have been RADAR operator, interview and interrogation, patrol rifle, and DUI courses.

Patrol Hours- The patrol hours and time in the office are staying maintained with 3 fulltime officers, part time detective, part time CSO, and 2 reserve officers. Countless security checks, home checks, and business checks are made daily making sure our community is safe. We continue to hear compliments and appreciation on a daily basis for the service we provide our constituents. It makes all the hard work worthwhile when we can see and especially hear the difference our officers make in the community.



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 = 07/20/2023 to 08/23/2023,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/21/2023 16:29	2307210048		M	15 TELCO WY		
07/22/2023 08:59	2307220016	4230060	PROBS	857 BERNON		
07/22/2023 20:55	2307220034	4230061	FLP	536 N HWY 3	B	
07/24/2023 12:26	2307240018		ALARM	233 N HWY 3		
07/29/2023 12:56	2307290021		VEH STOP	COLLIER WAY/PIG ALY		
07/29/2023 19:55	2307290038		VEH STOP	N HWY 3/TELCO WAY		
07/30/2023 13:41	2307300023		PTFT	131 CALLAHAN ST		
08/02/2023 14:10	2308020026	4230063	RO	323 COLLIER WAY		
08/03/2023 17:36	2308030050		CIV	617 OAK ST		
08/03/2023 17:40	2308030051		CIV	627 WAGNER WAY		
08/04/2023 19:04	2308040052		VEH STOP	400 HOWELL AVE		
08/04/2023 20:09	2308040059	4230064	VEH STOP	COLLIER WAY/MAIN ST		
08/05/2023 03:32	2308050011	4230065	OWAV	00 CALLAHAN ST		
08/05/2023 05:58	2308050013	4230066	OWAV	00 CALLAHAN ST		
08/05/2023 07:02	2308050016		VEH STOP	HWY 3/ BUTTE ST		
08/06/2023 13:07	2308060024		VEH STOP	HOWELL AVE/HARRISON ST		
08/10/2023 11:42	2308100036	4230067	FLP	511 MAIN ST		
08/11/2023 14:46	2308110048		VEH STOP	PIG ALY/DIGGLES ST		
08/11/2023 15:14	2308110052		ANIMAL	400 HOWELL AVE		
08/11/2023 16:56	2308110061		VEH STOP	COLLIER WAY/CENTER ST		
08/12/2023 18:45	2308120055		VEH STOP	HWY 3/TELCO WAY		
08/13/2023 12:15	2308130025		VEH STOP	00 BRYAN ST		
08/15/2023 08:59	2308150012	4230069	SCAM	407 MAIN ST	19	
08/16/2023 01:38	2308160003		ALARM	8 COMMERCIAL ST		
08/17/2023 11:27	2308170039		WI	840 BRYAN ST		
08/17/2023 18:46	2308170091	4230072	DP	247 COLLIER WAY		
08/18/2023 09:32	2308180019		VEH STOP	N HWY 3/HOWELL AVE		
08/18/2023 14:19	2308180037		TRSP	317 COLLIER WAY		
08/18/2023 17:44	2308180043	4230074	AB	317 COLLIER WAY		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/18/2023 18:41	2308180047		FLP	317 COLLIER WAY		
08/18/2023 21:13	2308180064		ALARM	8 COMMERCIAL ST		
08/19/2023 06:51	2308190006	4230075	M	124 COLLIER WAY		
08/19/2023 17:34	2308190038		PTFT	317 COLLIER WAY		
08/20/2023 08:45	2308200013		DP	711 HIGHLAND ST		
08/22/2023 07:54	2308220006		MMIS	119 SCOTT ST		
08/22/2023 15:13	2308220028		FLP	841 HIGHLAND ST		

TOTAL CALLS: 36



SISKIYOU COUNTY SHERIFF'S OFFICE

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CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 07/20/2023 to 08/23/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/20/2023 17:40	2307200044		DP	321 SCOTT RIVER RD		
07/22/2023 12:29	2307220021		M	215 HIGH ST		
07/25/2023 14:24	2307250027	5230078	MMIS	12737 MARBLE VIEW AVE		
07/28/2023 06:34	2307280006		AVEH	FORT JONES CEMETERY		
07/28/2023 11:31	2307280028		VEH STOP	MAIN ST/DOUGLAS ST		
07/28/2023 17:05	2307280045		M	12855 MARBLE VIEW AVE		
07/29/2023 11:06	2307290018		FLP	12825 MARBLE VIEW AVE		
07/29/2023 23:23	2307290044		TRSP	11740 MAIN ST		
07/30/2023 02:07	2307300002		M	25 DOUGLAS ST		
07/30/2023 16:42	2307300031		WI	11705 MAIN ST		
08/02/2023 02:35	2308020004	5230079	DP	243 STERLING ST		
08/02/2023 04:11	2308020006	5230080	RO	12079 MAIN ST	B	
08/02/2023 19:25	2308020052		VEH STOP	MAIN ST/HORN ST		
08/03/2023 05:05	2308030008		ALARM	11300 N HWY 3		
08/04/2023 06:41	2308040004		PTRL	0 FT JONES		
08/04/2023 15:16	2308040036		VEH STOP	MAIN ST/STERLING ST		
08/05/2023 10:06	2308050023		AB	12154 MAIN ST		
08/05/2023 20:17	2308050045		DP	130 NEWTON ST		
08/06/2023 08:44	2308060014		M	12313 MAIN ST		
08/06/2023 13:42	2308060026		VEH STOP	MAIN ST/DON ST		
08/06/2023 13:48	2308060027		VEH STOP	MAIN ST/STERLING ST		
08/06/2023 14:42	2308060030		VEH STOP	MAIN ST/ALLISON WAY		
08/06/2023 15:57	2308060034		VEH STOP	MAIN ST / EASTSIDE RD		
08/06/2023 16:30	2308060035		VEH STOP	MAIN ST/CARLOCK ST		
08/06/2023 21:29	2308060046		VEH STOP	11300 N HWY 3		
08/06/2023 22:38	2308060053		VEH STOP	HWY 3/EASTSIDE		
08/07/2023 10:29	2308070021		TRSP	124 CARLOCK ST		
08/10/2023 10:00	2308100023		NCRM	215 HIGH ST		
08/10/2023 16:12	2308100059		VEH STOP	MAIN ST/STERLING ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/10/2023 20:22	2308100074		OWAS	MAIN ST/STERLING ST		
08/11/2023 15:25	2308110055		VEH STOP	MAIN ST/ALLISON WAY		
08/11/2023 16:33	2308110060		PTFT	11300 N HWY 3		
08/13/2023 11:03	2308130022		VEH STOP	MAIN ST/ALLISON WAY		
08/14/2023 11:03	2308140027		M	11300 N HWY 3		
08/14/2023 12:06	2308140037		VEH STOP	SCOTT RIVER RD / MAIN ST		
08/15/2023 11:58	2308150022		VEH STOP	11307 MAIN ST		
08/15/2023 21:14	2308150049		MH	11513 MAIN ST		
08/17/2023 10:10	2308170028		DP	00 OAK MILL DR		
08/18/2023 00:13	2308180001	5230085	DP	447 STERLING ST		
08/18/2023 13:55	2308180033		FLP	11718 EAST ST		
08/18/2023 14:09	2308180036		VEH STOP	MAIN/MARBLE		
08/20/2023 19:09	2308200049		ASST	12301 DOUGLAS ST		
08/20/2023 20:00	2308200051		FIRE	11725 EAST ST		
08/22/2023 07:43	2308220005		ANIMAL	11954 MAIN ST		

TOTAL CALLS: 44



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 = 07/20/2023 to 08/23/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/21/2023 14:46	2307210042		VEH STOP	1024 S KIDDER LOOP		
08/14/2023 18:21	2308140064		VEH STOP	6737 N HWY 3		
08/17/2023 23:11	2308170112		VEH STOP	QUARTZ VALLEY RD/N 3		
08/19/2023 16:49	2308190033		ANIMAL	6745 MAIN ST		

TOTAL CALLS: 4



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
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(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 07/20/2023 to 08/23/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/26/2023 07:00	2307260008		VEH STOP	N HWY 3/MARBLE VIEW AVE		
07/26/2023 21:30	2307260055		VEH STOP	N HWY 3/MCADAMS CREEK RD		
07/28/2023 17:13	2307280046		VEH STOP	N HWY 3/SCOTT RIVER RD		
08/02/2023 15:28	2308020036		VEH STOP	SCOTT RIVER RD/N 3		
08/02/2023 19:58	2308020057		VEH STOP	N HWY 3/LIGHTHILL RD		
08/04/2023 07:41	2308040006		VEH STOP	HWY 3/CARLOCK		
08/04/2023 15:34	2308040040		VEH STOP	MAIN ST/MATHEWS ST		
08/04/2023 17:05	2308040047		VEH STOP	2000 N HWY 3		
08/04/2023 21:35	2308040061		ASST	N HWY 3/PEACH ORCHARD RD		
08/15/2023 10:17	2308150017		VEH STOP	N HWY 3/PATTERSON CREEK RD		
08/17/2023 15:14	2308170072		VEH STOP	COLLIER/SNAKE ALLEY		
08/18/2023 10:24	2308180024		WI	6225 DOE RUN		
08/22/2023 16:10	2308220031		VEH STOP	N HWY 3/DANVILLE RD		

TOTAL CALLS: 13



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CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 07/20/2023 to 08/23/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
07/27/2023 09:15	2307270015		WI	1525 SAWYERS BAR RD		
07/27/2023 17:00	2307270048		OWAV	1220 N HWY 3		
08/03/2023 11:08	2308030026		ASST	9929 S HWY 3		
08/13/2023 16:15	2308130043		MH	507 E CALLAHAN RD		
08/19/2023 15:19	2308190030		FLP	507 CALLAHAN ST		
08/20/2023 11:10	2308200019		VEH STOP	00 HORN LN		
08/22/2023 13:05	2308220021		M	507 CALLAHAN ST		

TOTAL CALLS: 7



City of Etna

Agenda Request

Date of Meeting: 8.28.23

Spokesperson(s): City Council & Garland Tech

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

Subject/Request: IT Contract

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

Discuss/approve IT contract with Garland Tech, Inc.

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.



Master Services Agreement

Created by:

Sean Garland Garland Tech Inc.

Prepared for:

Pamela Eastlick City of Etna

This Master Services Agreement ("Agreement") is made between
Garland Tech, Inc., a California corporation ("GTI") and City of Etna("Client") effective
07-01-2023

GTI and Client agree as follows:

1. DEFINITIONS.

1.1 Affiliate. For purposes of this Agreement, Affiliate means the affiliates, agents, suppliers, licensees, licensors, partners, vendors, joint venturers, and/or contract counterparties to whom GTI may delegate or subcontract responsibilities under this Agreement or with whom GTI may work or contract to offer Services.

2. THE SERVICES.

2.1 Services. GTI, itself and through one or more Affiliates as determined by GTI, will use commercially reasonable and diligent efforts to provide Client the services described in Exhibit A ("Services").

3. MODIFICATIONS.

3.1 Modification Procedures. Additional Services may be obtained pursuant and subject to the terms of this Agreement through the issuance by GTI of additional exhibits (numbered consecutively as in Exhibit A-2, A-3, etc.) and execution of such exhibits by Client. Such exhibits may replace or modify previously issued exhibits. All such exhibits as are from time to time operative are herein collectively referred to as "Exhibit A". If there is a conflict between the terms of the exhibits constituting Exhibit A, the terms of the most recently issued will apply. Changes to Exhibit A may be made only in accordance with the following procedure:

(a) The party requesting a change to Exhibit A or to the pricing, terms of payment, or acceptance criteria must submit a written Change Request ("CR") to the other party in accordance with the provisions of this Section.

(b) If the requesting party is Client, then GTI will respond by written notice to Client within 10 business days of receipt of the CR, outlining all impacts of the requested change on the Services, schedule, pricing, and any other conditions. If the requesting party is GTI, then the CR will identify such impacts and conditions as proposed by GTI.

(c) Client must accept, reject, or propose modifications to each such CR given by GTI within 10 business days of receipt by Client. Additional modifications proposed by Client as part of such response will be handled in accordance with the provisions of subsections 3.1(a)-(b) above.

(d) An authorized representative of each party must sign each replacement or new exhibit before becoming effective as a supplement or modification to Exhibit A or any other part of this Agreement.

4. CLIENT'S DUTIES AND RESPONSIBILITIES

4.1 Data and Information. Client must, in a timely manner and at no charge to GTI, give GTI access to all technical data, computer facilities, programs, files, documentation, test data, sample output, or other information and resources that are, in TransformITive's reasonable opinion, required by GTI for the performance of the Services. Client will be responsible for, and assumes the risk of, any problems, delays, losses, claims, or expenses resulting from the content, accuracy, completeness, and consistency of all such data, materials and information supplied by Client.

4.2 Equipment. When Services are performed on site at Client's facility, Client must provide, at no charge to GTI, such office space, services, and equipment (such as copiers, fax machines, computers and modems) as GTI determines are required to complete the Services.

4.3 Onsite Visits. Client agrees to work with GTI for up to thirty minutes of remote troubleshooting assistance before GTI sends someone to work with Client onsite. If Client does not agree to first work with GTI remotely, Client agrees to be billed for the onsite visit. GTI reserves the right to limit the number of onsite monthly visits or raise the rates of the Services to accommodate the additional labor of excessive onsite visits.

4.4 Other. Other responsibilities of Client, if any, are set forth in Exhibit A.

5. ACCEPTANCE OF SERVICES

If Exhibit A provides for acceptance criteria for a Service, then upon delivery of such Service to Client, Client will have 10 business days to accept or reject the Service by delivering written notice to GTI. Should Client neither accept nor reject the Service within such 10 business days, the Service will be deemed accepted upon the expiration of such period. To reject the Services, Client must deliver to GTI within that 10-business day period a written statement

setting forth in specific detail the defects in the Service found by Client. Upon receipt of such written notice of the reasons why the Service was rejected, GTI will have 10 business days to correct the defects or request additional time to correct such defects, depending on the severity of the defects, which request may not be unreasonably denied. GTI will redeliver the corrected Service to Client, and Client will have an additional 10 business days to accept or reject the work. The acceptance cycle will continue until all Services have been accepted. Client agrees not to unreasonably withhold or delay acceptance.

6. RELATIONSHIP OF THE PARTIES

6.1 Independent Contractors. Each party will be and act as an independent contractor and not as an agent or partner of the other party for any purpose related to this Agreement or the transactions contemplated by this Agreement. Neither party by virtue of this Agreement will have any right, power, or authority to act or create any obligation, expressed or implied, on behalf of the other party.

6.2 Contact Person. The person designated by each Party on the signature page of this Agreement as the "Contact Person" for that Party will act as the primary contact person for all communication between the parties related to the Services. The Contact Persons will be responsible for monitoring the status of the Services and will schedule regular meetings with both technical and management personnel of each party to review the same. Either party may change its Contact Person upon written notice to the other.

6.3 No Solicitation. Client may not solicit or attempt to solicit, either directly or indirectly, any consultants doing work on behalf of GTI during the term of this Agreement and for a period of 12 months thereafter without the prior written consent of GTI.

7. FEES AND PAYMENTS

7.1 Fees. Client must pay GTI for the Services as detailed in Exhibit A. Such compensation is payable on the schedule set forth therein, or if no such schedule is provided, then such payment must be received within 30 days following the date of GTI's invoice. Client must pay for all third-party products, if any, in full upon the ordering thereof by GTI, or, if such products are already in GTI's possession, upon the delivery of such products to Client. GTI will invoice Client and Client will pay the costs incurred by GTI in the acquisition of such third-party product.

7.2 Late Payment. If any amounts due remain unpaid beyond due date, Client agrees to pay a late charge of 1.5% per month on the past due amount plus a late fee equal to 5% of the past due payment amount if the payment is 10 days or more late. Client agrees that it may neither make nor assert any right of deduction or set-off against any amounts payable under this Agreement. Without limiting GTI's other rights or remedies, in the event Client is more than 60 days delinquent in their scheduled payments, GTI may, at its choosing, suspend or limit services or terminate the relationship. In the event Client's account becomes seriously delinquent, GTI will have no choice but to resort to collection proceedings and Client agrees to be responsible for GTI's attorney fees and costs incurred in those proceedings.

7.3 Expenses.

(a) Hardware And Software Expenses.

Client agrees to reimburse GTI for all hardware or software purchases made by GTI which have been approved by the Client.

(b) Travel Expenses.

The base rates include unlimited travel time and expenses to Client sites within 50 miles of Mount Shasta, CA. If Client requires travel more than 50 miles outside of Mount Shasta, CA, Client agrees to reimburse GTI for reasonable travel expenses, such as meals, lodging, and transportation.

(c) Other Expenses.

All other ordinary expenses incurred by GTI in the performance of this agreement will be GTI's sole responsibility unless otherwise agreed to by the Client.

7.4 Insurance. GTI carries at least \$1,000,000 of professional liability coverage. If Client requires that GTI carry any specific level of insurance beyond this stated value, then Client will be required to compensate GTI for the cost of increasing GTI's coverage to meet Client's requirements.

7.5 Taxes. In addition to the fees for products and Services payable hereunder, Client must pay all taxes (including, without limitation, sales, use, privilege, ad valorem or excise taxes) paid or now or hereafter payable, however designated, levied or based on amounts payable to GTI hereunder but exclusive of federal, state and local taxes based on GTI net income. Client may not deduct from payments to GTI any amounts paid or payable to third parties for customs duties or taxes, however designated.

7.6 Invoices. Services will commence as soon as practicable following GTI's receipt and acceptance of this Agreement and Exhibit A executed by Client authorizing the Services. If the parties nonetheless choose to proceed with providing and accepting Services on the basis of a purchase order or other written authorization of Services, then this Agreement will replace any such written authorization in its entirety and no terms, provisions or conditions of any purchase order or other written authorization used by Client will have any effect on the rights, duties or obligations of the parties under, or otherwise modify, this Agreement.

7.7 Out of Scope Service. Any services requested by Client that are not otherwise included in the Services contracted for, will, if provided by GTI in its sole discretion, be billed and paid for at the GTI's then-prevailing rate for professional services based on time spent, plus costs incurred.

8. PROPERTY RIGHTS AND CONFIDENTIALITY

8.1 Software. Client acknowledges that it does not have right or title to any of the software, documentation, manuals, guidelines, procedures or related materials that may be used or provided hereunder owned or licensed by GTI (collectively, "Software"), except to use Software in connection with Services. Client must protect the confidentiality of Software and may not disclose Software to any third party without GTI's prior written consent. Upon the termination of this Agreement, Client must promptly return all Software to GTI or its designated Affiliate. GTI hereby grants Client a non-exclusive, non-transferable license to use the Software solely for receipt and utilization of Services hereunder. Client agrees not to alter, decompile, disassemble, reverse engineer, or otherwise modify the Software and/or merge the Software with another software product or program. This Section will survive the term or termination of this Agreement. In the event that this agreement is terminated, GTI agrees to provide any and all information, notes, documentation and/or manuals related to the direct administration and support of the Client's IT infrastructure.

8.2 Confidential Information.

(a) **Definition.** The term "Confidential Information" means any information disclosed by one party to the other in connection with this Agreement which is in written, graphic, machine readable or other tangible form and is marked "Confidential", "Proprietary" or in some other manner to indicate its confidential nature, or any information that is unmarked but that a reasonable person would understand should be deemed confidential.

(b) Obligation. Each party must treat as confidential all Confidential Information received from the other party, may not use such Confidential Information except as expressly permitted under this Agreement, and may not disclose such Confidential Information to any third party without the other party's prior written consent. Without limiting the foregoing, each party must use at least the same degree of care which it uses to prevent the disclosure of its own Confidential Information of like importance, but in no event with less than reasonable care, to prevent the disclosure of Confidential Information disclosed to it by the other party under this Agreement.

(c) Exceptions. Notwithstanding the above, the restrictions of this Section do not apply to information that: (1) was independently developed by employees, contractors or other agents of the receiving party without any use of the Confidential Information of the other party; (2) becomes known to the receiving party, without restriction, from a source other than the other party hereto without breach of this Agreement and otherwise not in violation of the other party's rights; (3) was in the public domain at the time it was disclosed or has come into the public domain through no act or omission of the receiving party, its employees, contractors, agents or representatives; or (4) was known to the receiving party, without restriction, at the time of disclosure. Further, it will not be a violation of the obligations of confidentiality set forth in this Section 8.2 to make a disclosure of Confidential Information pursuant to the order or requirement of a court, administrative agency, or other governmental body; provided, however, that the receiving party must provide prompt notice thereof to the other party and must use its reasonable efforts to obtain confidential treatment or limit the scope of the disclosure of such Confidential Information.

(d) Notification. Each party agrees to notify the other promptly in the event of any breach of its security pursuant to which disclosure or misappropriation of the other party's Confidential Information might occur. Each party must, upon request of the other, take all other reasonable steps necessary to recover and prevent the misuse or further disclosure of any misappropriated or disclosed Confidential Information disclosed to or placed in the possession of each party by virtue of this Agreement.

(e) Remedies. Unauthorized use by a party of the other party's Confidential Information will diminish the value of such information. Therefore, if a party breaches any of its obligations with respect to confidentiality or unauthorized use of Confidential Information hereunder, the other party will be entitled to equitable relief to protect its interest therein, including but not limited to injunctive relief, as well as money damages.

9. SUBCONTRACTING

GTI may delegate or assign its duties hereunder to a third party. Such third parties shall be responsible for the services they provide to Client. All Third Parties must agree to the terms of this Agreement or sign a separate agreement with Client TransformITive will notify the key IT contact designated in this document prior to dispatching a contractor to address CLIENT issues or of intent on TransformITive's part to utilize a contractor in execution of any project.

10. LIMITED WARRANTY AND LIMITATION OF LIABILITY

10.1 GTI Limited Warranty. GTI represents and warrants that it owns or has the right to furnish to Client all software and intellectual property comprising the Services. If within 30 days following the completion of any Service, Client notifies GTI (and GTI subsequently confirms) that such Service does not conform to the standards set forth in Exhibit A, then as GTI's sole and exclusive obligation and Client's sole and exclusive remedy, GTI will, at its option, either re-perform the Service in a conforming manner or refund the fees paid by Client for the nonconforming Service.

10.2 The warranties stated above are limited warranties and are the only warranties made by GTI and its affiliates. Neither GTI nor any of its affiliates makes, and client hereby expressly waives, all other warranties, including warranties of merchantability and fitness for a particular purpose. The stated express warranties are in lieu of all other warranties.

10.3 No Modification of Warranties. No employee, agent, representative, or affiliate of GTI has authority to bind GTI to any oral representations or warranty concerning the Services. Any written representation or warranty not expressly contained in this Agreement will not be enforceable.

10.4 No Warranty for Third Party Products. The foregoing warranties do not apply to products purchased by GTI from third parties. The third-party warranties will, to the extent permissible, be passed through to Client. The foregoing warranties do apply to Services provided by subcontractors of GTI.

11. LIMITATION OF LIABILITY

11.1 In no event will GTI be liable for any loss of profits, loss of use, business interruption, loss of data, or indirect, special, incidental, or consequential damages of any kind in connection with or arising out of the furnishing, performance, or use of any products, services, software, related documentation, or other materials furnished or provided to the client,

whether alleged as a breach of contract, or tortious conduct, including negligence, or otherwise, even if GTI has been advised of the possibility of such damages provided, however, that this clause shall not limit liability in case of gross negligence or intentional tort. In addition, GTI will not be liable for any damages caused by delay in delivery or furnishing any of the foregoing. GTI's and its affiliates' aggregate liability for all causes of action arising out of or related to this agreement will not, in any event, exceed the fees paid by client to GTI during the 6-month period prior to the incident giving rise to liability. The provisions of this agreement allocate risks under this agreement between GTI and the client. GTI's pricing reflects this allocation of risk and limitation of liabilities.

11.2 This Agreement is made solely between GTI and Client and, except as expressly set forth herein, is not intended for the benefit of any third party or class of third parties, whether or not identified herein. In no event will GTI or any of its Affiliates be liable to Client's customers or any third party under this Agreement, regardless of the form of claim or action, whether in contract, tort or otherwise. Such liability to third parties hereby is expressly disclaimed and limited to the maximum extent permitted by applicable law for damages, whether direct, indirect, incidental, consequential, special or punitive, arising from the use of the Services.

12. TERM AND TERMINATION

12.1 The initial term of this Agreement will be for ninety days commencing on [contract date (the "Initial Term"). After the Initial Term as long as neither party has provided written notice of non-renewal, the term of this Agreement shall be for one (1) year (the "Term"). This Agreement shall automatically renew for successive one (1) year terms unless written notice of non-renewal is provided by either party at least 30 days prior to expiration of a Term or this Agreement is earlier terminated as set forth in Section 12.2. All rights and obligations of the parties under this Agreement that, by their nature, do not terminate with the expiration or termination of this Agreement will survive the expiration or termination of this Agreement, including specifically the following Sections: 7.1, 8, 10, 11, 12.1 and 13.

12.2 Termination of this Agreement by either party shall not relieve Client of its obligation to pay any fees accrued for Services until the end of the thirty-day termination period.

13. GENERAL PROVISIONS

13.1 Non-Assignability. Client may not assign or transfer this Agreement, directly or indirectly, by operation of law or otherwise, without the prior written consent of GTI. Any such attempted

assignment will be null and void.

13.2 Governing Law. This Agreement will be interpreted and construed in accordance with the laws of the State of California, without regard to conflict of laws principles. Any dispute arising under this Agreement will be adjudicated exclusively by the state and federal courts located in San Francisco County, and each party agrees that such courts will have exclusive jurisdiction over such disputes.

13.3 Entire Agreement. This Agreement, including any exhibits, attachments, and/or addenda hereto, which are hereby incorporated herein by reference, is the entire agreement of the parties and supersedes any prior agreements between them with respect to the Services. No modification of or amendment to this Agreement, nor any waiver of any rights under this Agreement, will be effective unless in writing signed by an authorized representative of each party.

13.4 Notices. All notices required or permitted under this Agreement will be in writing and will be deemed given (a) when delivered personally; (b) 5 business days after having been sent by registered or certified mail, return receipt requested, postage prepaid; (c) 1 business day after deposit with a commercial overnight carrier specifying next day delivery, with written verification of receipt or (d) via electronic mail. All communications will be sent to the address set forth in the signature block of this Agreement (with respect to Client) or the address set forth below (with respect to GTI) or to such other address as may be designated by a party giving written notice to the other party pursuant to this Section 13.4:

Garland Tech, Inc.
510 N. Mount Shasta Blvd.
Suite A-1
Mount Shasta, CA 96067

Email for notifications: care@transformitive.com

13.5 Partial Invalidity. In the event that any provision of this Agreement is held to be unenforceable, such provision must in good faith be renegotiated to be enforceable and to reflect as closely as possible the intent of the original provision of this Agreement. Such negotiations will not affect the enforceability of the remainder of the Terms.

13.6 Force Majeure. Nonperformance of either party, except for the making of payments, will be excused to the extent that performance is rendered impossible by strike, fire, flood,

earthquake, governmental acts or orders or restrictions, failure of supplies, or any other reason when failure to perform is beyond the control and not caused by the negligence of the nonperforming party.

13.7 Attorney's Fees. If either party commences any action or proceeding against the other party to enforce this Agreement, the prevailing party in such action or proceeding may recover from the other party reasonable attorney's fees and all other costs and expenses incurred by such party in connection with such action or proceeding and in connection with enforcing any judgment or order thereby obtained.

13.8 Disputes. GTI greatly appreciates the opportunity to work with Client and anticipates a productive and harmonious working relationship. We encourage you to let us know of any concerns you may have with the Services. Most problems can be resolved by candid, good faith communication and discussion. However, if a dispute arises which cannot be resolved in such a manner and is \$10,000 or less it shall be resolved in small claims court and if above \$10,000 through binding arbitration in Yreka, California, rather than litigation.

By their signatures below, Client and GTI (each, a "Party" and together the "Parties") signify their acceptance of the terms and conditions of this Agreement, including all Exhibits hereto and the attached Terms and Conditions, all of which constitute part of this Agreement.

Name of "Client":	
Client's address, fax number and email for receipt of notices:	PO Box460, Etna, CA 96027 Fax 530-467-3217
Client's "Contact Person": If Different from Signer This is our Primary IT Contact	Pamela Eastlick
Name of authorized signer for Client:	Pamela Eastlick
Title of authorized signer for Client:	City Clerk
Authorized signature for Client:	

GTI's "Contact Person":	Sean Garland
Name of authorized signer for GTI:	Sean Garland
Title of authorized signer for GTI:	Owner
Authorized signature for GTI:	<i>Sean Garland</i>

- Upon confirmation of functionality, coordinate the effort to join client workstations to Azure AD
- Begin profile migration from the end-user's existing profile into the newly added Azure AD Profile
- Additional set-up Fees will be incurred for Apple Configuration – see your Customer Success Manager for a proposal.

Note for any new Apple M1 Silicon-based Devices or machines running OSX 10.15 and higher:

An Apple Business Manager account must be set-up and all new devices are to be purchased through the customer's private retail store in order to ensure security is fully enabled, mobile device management can be fully engaged, and modern authentication methods are supported. This is a small project that is billable outside of this deliverable.

Assumptions

This proposal is based on the following assumptions

- Performance of Azure AD, DLP and rights management security policies, & Office 365 Platform is fit for purpose and has been reviewed as satisfactory during the first 30 Days of the EMS - Foundations Implementation prior to migration commencement.
- The client end-users will provide adequate time to engage directly with each workstation to ensure success for the GTI's migration team.
- The client end-user will provide a reasonable maintenance window during the hours of 3am to 5:30pm PST during which our team can address the needed changes.
- The client end-users will be responsible for backing up any critical data to a cloud service, Box Personal Drive, or O365 OneDrive in advance of the migration process to ensure continuity in the event of any unexpected failure.
- The client will ensure that team members understand the importance of training and participation for a successful project outcome.

Exclusions

This proposal is based on the following assumptions

- Personalized customization or non-client authorized software installation, configuration, or troubleshooting is beyond the scope of work in this deliverable.
- Work on client end-users' systems not specified to be Azure AD joined (see worksheet in appendix).
- Windows 10 Home upgrades are not currently considered or included in this scope.
- No integration of personal or home workstations into the corporate environment.
- Anything that is not explicitly confirmed in the scope of work.
- Excluded items which the client deems necessary to this deliverable will be scoped and covered as a change order, billable outside the Modern Workplace contract.

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Exhibit M.6 - Endpoint Migration to Azure AD

Overview

As part of your ONESolution engagement, GTI will join the client's existing workstations to Azure AD to facilitate the implementation of centralized security and deployment policies in advance of pending data migrations.

Completion of this migration assumes the customer has already completed the initial 30-Day element of Exhibit M.4 - EMS Implementation (Foundations) as a recommended best practice to ensure imported data and email utilization remains secure.

Project Goals & Requirements

The following are the goals and requirements for this project

- Validate machine readiness for Azure AD join (Windows 10 Professional or better)
- Address any issues identified during validation related to Office or OS version
- Coordinate end-user workstation testing to validate Azure AD Join, and to avoid errors
- Upon confirmation of functionality, coordinate the joining of all Client Workstations to Azure AD
- Begin profile migration from the end-user's existing profile into the newly added Azure AD Profile
- Validate login and baseline functionality
- Ensure Microsoft Endpoint Manager (MEM) policies have applied and validate changes to the system based on customer Autopilot profile design (assuming Autopilot is being implemented)
- Validate functionality of customer-defined critical applications from end-user deployment checklist (Valid only if GTI is engaged as the IT Partner)
- Coordinate review session with end-user (if not available at end of work session) to walk-through the changes and/or confirm profile functionality
- Validate OneDrive deployment and document library mounting either in this phase or as part of the SharePoint deployment
- The above process needs to be revisited for every workstation targeted for Azure AD Join

NOTE: Some third-party cloud-based apps like Dropbox or Box may require reconfiguration to re-attach to cloud accounts. Data will not be lost, but this step is required to re-establish the applications connection to the cloud service as the identifying details are stored in a part of the profile that is not migrated.

Note: If Apple Mac systems are present in the environment, then these additional steps will be required:

- Validate machine readiness for Azure AD join
- Address any issues identified during validation around Office or macOS version
- Coordinate end-user workstation testing to validate Azure AD Join, and to avoid errors
- Deploy agents and configure MEM for Azure login on Mac devices

- Knowledge of the various personal/role hardware and software needs to assist GTI in selecting and designing the appropriate Build of Materials (BOMs) for each.

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- **Proactive insights** – We benefit from ongoing proactive insights to diagnose and fix issues before they happen.
- **Self-serve deployment and reallocation** – Reallocating an existing device to a new user is easy and secure. With Autopilot, we can remotely reset and reconfigure a device. The new user simply logs in and resumes work.

Note: Some software packages are not compatible with remote deployment and will require a service request to complete the custom deployment experience.

What's Included

- Kick-Off profile design workshop
- Outline of steps to design employee onboarding and off-boarding processes
- Definition of roles for each persona and role within the organization
- Design of supporting hardware build of materials (BOM) per persona/role
- Design of supporting Autopilot profiles and configuration manager images per persona/role
- Review of existing assets and definition of a recommended roadmap for replacement - two options will be provided:
 - Device as a service OPEX model
 - Standard procurement CAPEX model

Quarterly review of the asset lifecycle management program will be included in your transformation check-ins.

All purchases can be made directly through our partner, Transformitive , through their online store at transformitive.com

What is not included?

Systems outside ALM planned lifecycle are not covered by the modern workplace support program flat-fee and may incur hourly charges for intervention or remediation efforts authorized by your organization.

Systems purchased through other vendors will be supported but not guaranteed by GTI.

What we need from you

One or two participants who are committed to Asset LifeCycle Management success within your organization.

This group will form your transformation success team for the initial profile design workshop.

- Commitment to help define a realistic and supportable program for your organization
- Commitment to the timely replacement of aging assets given the organization's current fiscal ability.

- **Cost Predictability** – Converting from a CAPEX to OPEX model reduces upfront expenses, introduces greater predictability, and ensures under-performing systems are not impacting productivity.
- **Simplified Asset Management** – Your IT team and partners can focus on value added activities versus ongoing support for older devices.

We will continue to support your team and existing assets, and we will work with your organization to develop an asset lifecycle management program that will enable us to collectively program, plan and schedule which devices will be replaced.

All new devices will be purchased with a warranty that matches the planned useful lifespan for that device. The replacement cycle can take up to four years to fully implement.

If your organization intends to maintain devices beyond the agreed useful lifespan, standard hourly support will be billed for any remediation issues related to those devices.

Similarly, all devices deemed critical to operations; network equipment, server hardware, storage hardware, and workstations/laptops must be maintained under an active vendor supported warranty to ensure access to specialized skills, support, and replacement hardware for those platforms critical to your business. Devices requiring engagement outside of warranty terms will incur standard hourly remediation costs. GTI will work to ensure your organization has a robust warranty program in place from start to finish.

Note: For customers who cannot shift to an OPEX model, the traditional CAPEX approach will be fully supported by GTI if assets are replaced upon the agreed cycle, remain under active vendor warranty and not deemed “end of life” by the manufacturer.

Zero Touch Deployment

As a part of our ALM program, GTI will work to ensure that all OEM or Microsoft Surface devices purchased through the program are compatible with Microsoft Autopilot to ensure the enablement of Zero Touch Deployment.

By supplying a combined solution of Microsoft supported hardware and software to your employees, Surface and other supported OEM devices can be shipped to your team wherever they are, ready to use out-of-the-box. This reduces deployment time to near-zero.

When deploying Microsoft Autopilot, we enable the following benefits for your organization:

- **Simplified management & security** – cloud-based management enables you to transition at your own pace while staying in control of all devices.
- **Always up to date** – Cloud updates automatically deliver the latest features and security updates to every device.

Exhibit M.5 - ALM Program

Introduction

We understand that not all companies maintain their workstations or desktops under warranty. This is often done to manage cost and to ensure a return on investment from the devices purchased by the organization.

Unfortunately many devices are kept in production long past their productive lifecycle (3-4 years on average) and have a negative impact on the organization, resulting in a loss of productivity.

In our industry, older devices are a root cause of productivity impacts and higher levels of support requests due to incompatibilities, failing hardware, and poor performance.

The following calculation shows the hidden costs of aging assets within an organization:

The Cost of Doing Nothing

- Sample Annual Salary - \$60,000
- Average Hourly Labor Rate (Fully Burdened) - \$43/Hour
- Time Wasted Due to Slow Computer - 2.75%
- Total Annual Cost of Slow Computer - \$5,676 per employee

Users seldom notice a degradation in performance, but the result can be expensive. As part of our Modern Workplace program, GTI will help your organization develop an asset lifecycle management program that will ensure your employees remain productive, make your spending patterns more predictable, and maximize the efficiency of every device you own.

Overview

Many limiting factors must be considered when designing an effective asset lifecycle management program:

- **Device servicing and support** – Internal and external support teams have limited ability to service device hardware, resulting in delays of up to 7-10 days for replacement devices.
- **Unpredictable cost models** – The time and capital investment for device refreshes can be costly and irregular.
- **Hardware refresh duration** – Refresh cycles are often way overdue and take too long as companies struggle to find the needed capital to replace aging devices.

Several benefits are gained when shifting device procurement from an unpredictable up-front CAPEX model to a planned refresh program based around an OPEX model:

- **Accelerated Technology Adoption** – The latest software and hardware is always available, giving your team a competitive edge in productivity and employee retention.

11. Supplier Administrator Access

11.1 You acknowledge and agree that during the term of our agreement under the Terms and for the purposes of any subscription for a license of a Microsoft Cloud Solution product:

- (a) You will confirm us as being your supplier of the Microsoft Cloud Solution products.
- (b) We will be the primary administrator of the Microsoft Cloud Solution products for you during the term of the subscription.
- (c) You will grant us administrative privileges and access to Customer Data; and
- (d) you appoint us as your agent to interface with and provide instructions to Microsoft.

11.2 You consent to Microsoft providing us with:

- (a) information that you provide to Microsoft; and
- (b) Customer Data, for the permitted purposes.

12. Warranty for Microsoft Cloud Solution Products

12.1 We will use reasonable endeavors to assist you in dealing with Microsoft on any warranty claims in respect of any Microsoft Cloud Solution product you have subscribed to from us or through us.

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7.1 You may effect an Increment for an existing subscription license at any time during such subscription's term at the relevant price for such additional seat in effect at such time (including at any locked in price in accordance with clause 5.1).

7.2 If you effect an Increment during an existing subscription term, you may reverse such Increment within 72 hours/7 days after effecting it and we will provide you with a prorated refund.

7.3 You will be committed to the additional seats 72 hours/7 days after effecting an Increment and you will not receive a refund for any unused seats. Under NCE terms, cancellation is effective only within 7-day window. We have suggested a 72-hour window for certainty of the provider. Alternatively, you can make all Increments irreversible.

- (a) If the licensing is included as part of the ModernWorkplace program we will address all management outlined in 7.1 and 7.2.

7.4 Any reversal of an Increment made in accordance with clause 7.2:

- (a) may not reflect on an invoice until the next invoicing period; and/or
- (b) may result in us providing you with a prorated credit which will reflect in the next invoicing period.

8. Cancellation and Decrease in Seats

8.1 You have 72 hours/7 days after the start of your subscription term or the renewal date of a license subscription to: decrease the number of seats you have for such subscription (a decrement); and/or cancel the subscription or renewal, to be eligible for a prorated refund from us. After the first 72 hours/7 days of the start of your subscription or renewal: you are committed to the subscription or renewal term; you will not receive a refund for any unused portion of the committed subscription or renewal term. [See note in clause 7.3 above re: 72 hours/7 days window and alternatively making all orders irreversible] you are responsible for the full cost of the remainder of the subscription or renewal term.

8.2 Due to the possibility of a renewal date not aligning with our invoicing date, any decrement made in accordance with clause 8.1: may not reflect on an invoice until the next invoicing period; and/or may result in us providing you with prorated credit which will reflect in the next invoicing period.

9. Upgrading a Subscription

9.1 You may request to fully upgrade (all seats) or partially upgrade (a portion of the seats) an existing subscription during the term of such subscription; however: upgrades are not available if the existing subscription is within its 72 hours/7 days cancellation window; and upgrading a subscription will not enable a cancellation window under the new subscription.

10. Transfer of Subscription

10.1 You may not transfer or assign a subscription for a license of a Microsoft Cloud Solution product until the end of such subscription license's term. As such, if you terminate an agreement with us prior to the term of your contract CLIENT is liable for all licensing costs until the close of the subscription/s whether provided by us or procured by CLIENT through us as part of our engagement.

3.2 You may instruct us to subscribe for a Microsoft Cloud Solution product license on a monthly (if available), annual, or multi-year term basis.

3.3 Please note that Microsoft charges a twenty percent (20%) premium for monthly term subscriptions as compared against annual and multi-year subscriptions for the same product type and we will in turn need to increase your seat price as appropriate within our ModernWorkplace if purchased as a part of that program.

4. Renewal

4.1 For annual or multi-year license subscriptions, we will notify you 60 days and 30 days prior to the date of the expiry of your subscription unless purchased as part of our ModernWorkplace Program as we are responsible for the payment thereof within that construct.

4.2 Unless you notify us in writing not less than 14 days prior to the expiration of the initial subscription or a renewal subscription, all subscription licenses for Microsoft Cloud Solution products will automatically renew for the same term as the initial subscription term or renewal subscription term (as applicable) upon the expiry of the subscription term and unless the license in question is provided as part of our ModernWorkplace Program as we are responsible for the payment thereof within that construct except that multi-year subscriptions will renew on an annual basis.

4.3 Please note that if you subscribe for different subscription terms (e.g., monthly and annual) for the same Microsoft Cloud Solution product, that will result in different renewal dates for each of the subscriptions, even if they are for the same Microsoft Cloud Solution product.

5. Pricing Adjustment

5.1 All pricing of licenses for Microsoft Cloud Solution products are subject to change as notified by Microsoft to us; however, if you have subscribed for an annual or multi-year subscription term, then the price for such license will remain locked for the duration of that term. Additionally, the price locked in for such annual or multi-year subscription will apply to any additional seats you subscribe for under such subscription license (an Increment) during its subscription term.

5.2 For annual and multi-year subscriptions, we will inform you of any price changes 30 days before the automatic renewal of your subscription.

5.3 If the licenses are purchased as part of our ModernWorkplace Program we are responsible for the payment thereof within that construct.

6. Prorated Invoicing

6.1 If we agree to it in writing (such as in our letter of engagement or proposal), we will prorate annual and multi-year subscriptions and invoice you on a monthly basis.

7. Increase in Seats

Microsoft New Commerce Experience (NCE) Addendum

1. Supply of Microsoft Cloud Solution Products

1.1 You authorize us to order Microsoft Cloud Solution products (including Azure Services, Microsoft 365, Office 365, Dynamics and other Microsoft seat-based and cloud-based products and services) for you:

- (a) as requested in writing by you; or
- (b) following your written acceptance of our ModernWorkplace Program, a quote, or proposal from us.

1.2 You are responsible for:

- (a) all subscriptions for Microsoft Cloud Solution product licenses;
- (b) all usage of Microsoft Cloud Solution products; and
- (c) all activity, recorded in your Microsoft customer account, including where you have authorized us to act on your behalf in relation to subscriptions or usage. We have no obligation to supervise or in any way monitor your subscriptions for or usage of Microsoft Cloud Solution products other than to ensure you are appropriately licensed for all new hires.

2. Basis of Supply for Microsoft Cloud Solution Products

2.1 All Microsoft Cloud Solution products are supplied subject to our Terms, this Schedule and the applicable Microsoft Customer Agreement for such Microsoft Cloud Solution product. You acknowledge receipt of the current applicable Microsoft Customer Agreement from us and by subscribing for Microsoft Cloud Solution products from us or through us, you:

- (a) confirm your acceptance of the applicable Microsoft Customer Agreement; and
- (b) acknowledge that we are not permitted to revise the applicable Microsoft Customer Agreement in any way.

2.2 If Microsoft updates the applicable Microsoft Customer Agreement, you must accept the new Microsoft Customer Agreement at or before renewal of your subscription for the applicable Microsoft Cloud Solution product. by permitting the relevant subscription to renew, you are deemed to have accepted the updated applicable Microsoft Customer Agreement.

2.3 You acknowledge and agree that Microsoft may send direct communications to you related to the terms of the Microsoft Customer Agreement or the operation or delivery of Microsoft Cloud Solution products.

2.4 Nothing in this schedule or the Terms alters any of the terms between you and Microsoft under the applicable Microsoft Customer Agreement.

3. Terms of Subscription for Microsoft Cloud Solution Products

3.1 We will advise you as to the respective terms available for the different Microsoft Cloud Solution products that you may subscribe a license for. Please note that some Microsoft Cloud Solution products do not allow for monthly subscription terms.

[illegible]

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1. *Chlorophyll a* (Chl *a*)

the 1990s, the number of people in the world who are illiterate has increased from 1.2 billion to 1.5 billion. The number of illiterate people in the world is projected to increase to 1.7 billion by the year 2015. The number of illiterate people in the world is projected to increase to 1.7 billion by the year 2015.

1. *Chlorophyll a* and *Chlorophyll b* were determined by the method of Lichtenthaler and Sponholz (1980). The total protein concentration was determined by the method of Lowry (1956).

Other service portal features

Billing portal

We provide a personalized one-click billing portal where you can manage your account history, add credit card or ACH payment methods, and schedule future payments. Contact your customer success manager for details.

Company documentation

We provide authorized users easy and secure access to your company related IT information, including core asset information, passwords, vendor details, and more. Your company data is always available to you with GTI. Contact your customer success manager for details.

Escalating your issue

If for any reason you're not satisfied with the response from our service desk or if you need to discuss a sensitive item or account management issue such as procurement, billing, HR, or contracts, please do not hesitate to reach out to your account team.

Your TransformITive account team

Your Customer Success Manager

Name: Joe Markert

Email: jmarkert@transformitive.com

Phone: 415-943-9890

Your Service Delivery Manager

Name: Sharisse Huie

Email: shuie@transformitive.com

Phone: 415-943-9868

Billing Inquiries

Jessma Evans – Controller

Email: accounting@transformitive.com

Phone: NEED ACCOUNTING NUMBER MANAGED

Scheduling onsite support

Onsite support must be scheduled at least two days in advance or as defined in the managed service agreement. Weekend and after-hours appointments can be scheduled in advance as needed. Additional charges may apply for after-hours service calls.

HR features inside the portal

Administrator access is available within service portal to provide additional access to services and HR requests. Please contact your customer success manager to request access to these options. HR related requests will not be accepted via email.

New hire requests

New hires can be requested from inside the service portal. Although we will make our best effort to onboard new hires as soon as possible, notice of at least 4 business days is required for all new hire requests. Planning ensures a successful first day for your new employee. If your new employee needs a device, please plan to order devices 14-30 business days in advance of their start date. For the best outcome, contact your customer success manager when you begin your job search so we can prepare in advance of the new hire.

Employee departures

When an employee is leaving the company, an employee departure request must be made in the service portal. If this is a sensitive issue or requires additional hands-on considerations due to security concerns, please do not hesitate to contact your customer success manager or service delivery manager directly to coordinate the off-boarding process. It is the responsibility of the client to notify TransformITive of any departed employee, otherwise you may continually be billed for that user until notice is given.

Purchase requests

Please use the service portal for hardware and software purchase requests. This will ensure the item is appropriately flagged and assigned to our procurement team. Please provide up to 72 Hours for a response. If the purchase is time sensitive, please contact your service delivery manager.

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Escalations

Priority	First response	Resolution time
Critical (P1) Service not available (all users affected and required business functions unavailable)	Within 1 hour	Target: 8 Hours
Urgent (P2) Significant degradation of service (large number of users or business critical functions affected)	Within 2 hours	Target: 24 Hours
Medium (P3) Limited degradation of service (single or limited number of users or functions affected, business processes can continue)	Within 24 hours	Target: 72 Hours
Low (P4) Small service degradation (business process can continue, one user affected)	Within 48 hours	Target: 96 Hours

If an issue cannot be resolved remotely within the first response time, a technician will escalate the issue by contacting the appropriate vendor, senior staff member or service provider to resolve the issue as quickly as possible.

Remote troubleshooting

Our team may securely log into a client's device to troubleshoot issues. Clients will always be notified before a remote session begins. We can remotely manage applications, operating systems, networks, and servers. Personal devices are not supported or monitored unless otherwise specified in the managed service agreement. We never log into a user's machine without permission from the user.

Onsite support

Our team can provide onsite support ranging from general maintenance, networking, system administration, office relocations, training and more. A two-hour minimum charge applies to all dispatched onsite support calls unless otherwise specified in the managed services agreement. Same day onsite responses for non-emergency items cannot be guaranteed. For those with ONESolution agreements, regular onsite visits can be scheduled for an additional fee.

The GTI support process

GTI's support process is designed to allow users to easily report issues and make requests with consistency and transparency using our service portal, via phone support, or from direct support provided by your account team 24/7/365.

The basics of support

Any employee can create a support ticket. If you're a ModernWorkplace or Microsoft Teams customer our service portal is available directly within Microsoft Teams using your existing Microsoft M365 credentials. The service portal is also available within Teams on your mobile device. For those without Microsoft Teams you can simply request a login code on the homepage of the service portal. The service portal can always be accessed from any web browser at support.transformitive.com. Our North American business office is open from 08:30 AM – 05:30 PM PST (Monday through Friday).

How to create a new support ticket

Tickets can be opened and reviewed at any time in our service portal at <https://support.transformitive.com>. Users can also call the support desk to open a ticket at: (415) 943-9888.

All users will receive an email confirmation after opening a ticket. *Emailed support requests can result in a delayed or missed response.* Users should always check with their internal IT point of contact for office wide issues before opening a ticket.

What happens after a ticket is opened?

Each ticket is reviewed by the Service Delivery Coordinator and assigned a priority. Priority levels are based on how the issue effects a user's ability to work. Tickets are then assigned to a dedicated technician for resolution. Once a ticket is fully resolved and the user is satisfied, the ticket will be closed. Ticket statuses can be tracked inside our service portal at any time.

Resolution Time

GTI follows a 4-tier priority structure with priority 1 being the highest tier. Only emergency problems are assigned a priority 1 status (P1). Every ticket will be initially triaged and addressed in the timeline listed below. A fixed resolution window cannot always be predicted as many issues are unique and may require more time to resolve, or may involve third-party vendors. We will always make our best effort to resolve all issues as quickly as possible.

Hourly Rates

Labor Type	Hourly Price (billed by the quarter hour)
Desktop OS or Application Support Basic Network Administration Level I Support	\$150 / hour
Systems Administration, Network Engineering Level II Support (Basic configurations and troubleshooting)	\$175 / hour
Systems Administration, Network Engineering Level III Support (Complex Infrastructure Design, Installation, Configuration, Management etc.)	\$250 / hour
VCIO/CTO, Security or Compliance Consulting Strategic, Security, Compliance or custom line of business application consulting, design, implementation, or management.	\$350 / hour
Out of Region Travel Required travel to remote branch offices or for project execution requiring more than 2 hours of travel by car, airfare, or overnight stay.	Daily Rate: \$2,500 (If travel and accommodations provided)
Project Management TransformITive uses a flex-rate hourly method for project billing. Complex Projects represent projects like network redesigns, voice deployments, and cloud migrations where more complex skill sets are required.	Standard: \$200 / hour (billed by the quarter hour) Complex: \$200-\$275 / hour (2-hour minimum charge)

Optional Items

“Think Again” Apple integration with Microsoft Office 365

We have developed our “Think Again” program for Apple oriented businesses or companies with larger Apple deployments.

Through the implementation of our mobile device management (MDM) platform we integrate your organization directly into Microsoft Azure active directory (AD) providing centralized authentication and security including delivery of policies and advanced threat protection.

Security information and event management (Enterprise add-on or included with ModernWorkplace)

Reduce vulnerability to attack and ensure compliance with TransformITive's SIEM-as-a-Service solution. We provide a comprehensive asset auditing, target profiling, malware detection and a sensitive data discovery (DLP) platform using Microsoft's Azure platform and Sentinel SEIM providing coverage for:

- Software flaws
- Malware and botnets
- Configuration auditing
- Physical, virtual and cloud app protection

Mobile device management (MDM) (Enterprise add-on or included with ModernWorkplace)

We can provide secure bring your own device (BYOD) management using Microsoft's Intune MDM and Azure Security Policies, or by managing your existing enterprise MDM solutions. Services include:

- Standard comprehensive support
- Android and iOS support
- Device profile reports
- Centralized security and application policy integrations
- Active directory integrations
- Remote creation of email profiles on managed devices
- Containerized apps to isolate company and personal data

Project research and guidance

Projects are defined as actions that change the environment, fundamentally alter core infrastructure, or major software deployments that affect an entire business unit or organization. Services include:

- Assistance with project scope definition, planning and preparation
- Procurement for all needed devices and hardware
- Comprehensive documentation
- Automated software deployments
- Overnight and afterhours infrastructure projects

Project management and execution are billed separately from your core ONESolution contract.

Examples of common project types

- Larger device deployments (5 or more in one month)
- Server deployments or upgrades
- Phone system deployments or upgrades
- Network hardware upgrades and configurations
- Operating system upgrades
- Org-Wide Application upgrades
- Wiring and physical installation projects
- Office relocations and set-ups

What's not included

The following items are not included in the ONESolution contract and will result in additional billable hours.

- Support for devices outside of warranty or past vendor stated end of life (EOL)
- Support for software outside of existing support contracts, license compliance, or past vendor stated end of life.
- Due-diligence reviews, implementation or support of complex vendor selections, line of business applications, ERP, HR, finance, manufacturing, or any Industry Specific application.
- Onsite visits are not included for issues that can be solved remotely. In response to an urgent ticket, the client agrees that the company point of contact will attempt remote assistance before TransformITive sends a technician onsite. If the client refuses to assist or facilitate TransformITive we reserve the right to bill for the onsite trip at the rates outlined in this agreement.
- Only Authorized users will receive support. Support requests for those not authorized as part of the monthly headcount will be billed at our out of contract rate.
- Home offices and personal devices are not covered in our ONESolution flat rate service.

Procurement Assistance

We assist with all aspects of IT related procurement from cloud services to applications and workstations. We are a Microsoft Authorized Surface and Surface as a Service Reseller. We also provide Microsoft AutoPilot automated device deployment in our ModernWorkplace program to further streamline your IT environment.

We require all procurement for IT to flow through GTI to ensure the best outcomes, accuracy of documentation, and implementation of Asset Lifecycle Management capabilities. This does not require customer to purchase through GTI or their partners.

Meetings for Planning and Review

Once an account team is assigned, we will schedule a monthly IT check-in to review open projects, discuss service-related issues and cover any other outstanding items. During periods of heavy activity, we may request more frequent meetings to address open issues.

CIO/CTO access

We provide your company access to our team of highly capable virtual "Technology Officers", IT advocates who plan on behalf of your organization. During our quarterly meetings, your vCxO will work with you to review your high-level action plan, set priority on projects, review open issues, and make new recommendations as appropriate. Services include:

- Quarterly vCxO reviews and development of a strategic roadmap
- Assistance with management of annual IT budget planning

NOTE: For best outcomes, monthly and quarterly meetings are highly recommended. Management staff with approval rights must attend all quarterly meetings.

Co-managed IT engagements

Co-managed engagements enhance your existing team with additional resources, insight, and efficiency. We provide tools and systems to help your existing team focus on essential in-office projects and services. Our services include:

- Administrator access to our management tools and ticketing systems
- Access to all shared documentation
- Access to our shared secure password management platform
- Oversight, guidance and mentorship of your existing team
- Monthly meetings to review service delivery

P.E.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California.

The land is situated in the County of [County Name], State of California, and is described as follows:

[Detailed description of the land, including its location, size, and any other relevant information.]

The land is owned by the United States and is being offered for sale to the public.

The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California.

The land is situated in the County of [County Name], State of California, and is described as follows:

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The following information was obtained from the records of the Department of the Interior, Bureau of Land Management, regarding the land owned by the United States in the State of California.

The land is situated in the County of [County Name], State of California, and is described as follows:

[Detailed description of the land, including its location, size, and any other relevant information.]

The land is owned by the United States and is being offered for sale to the public.

Phone System Management

We are a provider of Microsoft Teams Phone cloud-based voice and conference room services and can provide immediate value to any existing voice environment where Microsoft Voice Services are deployed. For non-Microsoft solutions this service requires a valid service contract with your existing voice vendor. Services include:

- Phone system vendor management
- Reviews of network readiness for updated voice or VoIP solutions
- Best effort attempts to address issues with existing systems before handing off to vendor.
- Management of pre-existing on premise, or cloud-based VoIP services

Vendor Management

We help manage your technology vendors to keep communications efficient and organized. Services include:

- Best effort attempts to address issues with existing systems before handing off to vendor.
- Assistance with vendor contract negotiation and renewals
- Tracking and documentation of vendor information
- Tracking vendor warranties and expirations with proactive replacement support

Business Continuity and Disaster Recovery

Our team monitors all aspects of your business continuity and disaster recovery (BCDR) systems. Services include:

- Comprehensive monitoring of all critical recovery systems
- Regular audits of BCDR systems, critical data tiers, and active/archived data sets.
- Protection of critical systems via our redundant SOC1/SSAE16 and SOC2 Compliant data centers in Pennsylvania and Utah
- AES-256 bit encryption of all data during synchronization, storage, and replication
- Daily data recovery availability confirmations
- Management of existing archive solutions
- Management of existing cloud recovery solutions
- Preparation of a business continuity plan for critical systems failures

Note: All GTI clients must purchase a Business Continuity Solution or Service from GTI to ensure recovery of critical systems and data from onsite or from the cloud. **Solutions not meeting these basic business continuity capabilities will require us to charge a higher overall rate and will require a risk acceptance document to be signed before proceeding in any engagement.**

P.E.

Network Monitoring

We provide comprehensive network monitoring to find and solve problems as quickly. Services include:

- 24/7/365 monitoring of all network devices
- Auto-device discovery to ensure who and what is on your network at any time
- Monitoring of Netflow™ and network traffic at the packet layer
- Simple network management protocol (SNMP) enabled monitoring of all network devices
- Automated configuration backup of active devices (available in enterprise packages)
- Complete syslog collection and review (available in enterprise packages)
- Management of wireless LAN controllers and solutions (virtual, hardware, and cloud)
- Change management process and documentation for device and policy changes
- Intrusion prevention system (IPS) or edge security device provisioning, deployment, and monitoring
- Real-time access to network statistics for your internal network team (we support Netflow, Meraki, and Datto Networking)

Workstation Device and End User Support

We take a comprehensive approach to end-user support and asset management. We provide service and support wherever your employees are, while tracking and managing warranty and device status. Services include:

- Basic (Tier 1) support available 24/7/365
- Advanced (Tier II/III) support available from 1:00am to 5:30 pm PST Monday through Friday
- Support for Windows, Apple, and Linux based operating systems
- A support portal accessible through phone, desktop and mobile applications
- Best effort support for all installed applications*
- Patch management for core Windows, Mac OS, and Linux
- Comprehensive user onboarding and offboarding checklists
- Device management and tracking from deployment to e-waste
- Anti-virus, malware, web security and filtering
- Guided reports as requested for insight into the health of your systems
- Scheduled onsite assistance for issues that cannot be solved remotely. (Regularly scheduled visits or higher frequency engagements for onsite support is available for an additional fee based on location and required skill set)

*Requires a service agreement with software vendor. Software must be within operational life as defined by vendor.

Exhibit A.2 - ONESolution IT Service Outline

Introduction to ONESolution

Our ONESolution program includes all remote support and services outlined below. Additionally, you are entitled to the following solutions and services as appropriate, to be deployed in the first 90 days of this engagement.

- Endpoint Security: Windows Defender deployment for your devices*
- Mail Security: Microsoft Advanced Threat protection (ATP) mail security will be enabled and monitored*
- Cloud Security: Microsoft Cloud App Security Broker (CASBE)*
- Cloud Backup: Complete backup for one Google or M365 tenant (choose one:)
 - ☐ Google Workspace
 - ☐ Microsoft Tenant
- Training: QuickHelp™ on demand, personalized training platform
- Documentation library: MyGlue secure documentation platform

*requires appropriate Microsoft licensing

ONESolution Core Services

Introduction

Our ONESolution program leverages GTI as an addition or replacement for your existing internal IT management. We act as a partner, working inside of your organization to identify gains in efficiency, enabling your company to grow and prosper using technology. This program provides for deeper enhancements when paired with our ModernWorkplace Program for Microsoft-centric shops to provide a comprehensive IT program with a focus on enabling your team to work anywhere, anytime, securely.

Cloud and Server Monitoring

Our team will secure, monitor, manage your cloud or office servers. We continuously evaluate availability and performance statistics from your devices, cloud services, and applications at the core of your operations including:

- Monitoring of OS, hypervisor, and underlying hardware (if on-premises) in real-time
- Monitoring of SQL, NoSQL, and other critical database platforms
- Patch management for OS level and critical updates
- Monitoring for storage, CPU usage, memory utilization and capacity
- Monitoring of third-party server hosted applications
- Anti-virus, malware, and reputation-based DNS scanning

Client understands that additional devices/services added during the contract period will automatically adjust the above monthly fee schedule by the amount listed in the Unit Price column. GTI is not required to notify customer of change as it is assumed customer is aware of the implementation of new hardware and/or services. An updated copy of this Addendum is available upon request by City of Etna. GTI will validate contract system counts with Client assigned "Contact Person" during each Virtual CTO meeting and at annual contract renewal.

NOTE: Contract value will increase \$20 per user each year until max \$175 per user fee is met or a new agreement supersedes this one. Additional third-party services procured such are not covered herein (except for 18 licenses of Microsoft Office). Contract pricing is based on 18 user headcount - any reduction below this number will not result in a discount until contract renewal.

ONESolution CORE

\$100.00 / month

We can help augment or replace your existing IT for less than the cost of a full-time hire. We work side by side with your team to support a wide range of needs including security, help-desk support, device procurement with automated setup and advisory. We scale with your business
Discounted from \$175 to \$100

Quantity 18

Total **\$1,800.00 / month**

Section total **\$1,800.00**

Total \$1,800.00

Term and Fees	
Term	1 Year
Fees	\$1,800.00 / Monthly

CLIENT'S INITIALS: _____

DATE INITIALED BY CLIENT: 07-24-2023

GTI INITIALS: S.G.

DATE ACCEPTED BY GTI: 07-24-2023



City of Etna

Agenda Request

Date of Meeting: 8-28.23 Spokesperson: Morgan Eastlick

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

Subject/Request: **Cleveland Street Water Main Replacement**

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

The City of Etna has been awarded an RSTP grant through the County of Siskiyou and the LTC for rehabilitation of Cleveland Street.

The Cleveland Street water main is currently an old 2" steel line that has been needing replacement.

We had designed the water main replacement under the SRL planning grant and it is scheduled for replacement when the construction grant is awarded.

The construction grant will not be awarded prior to the RSTP funding spending deadline.

Will there be a financial impact to the City? ☒ Yes ☐ No If Yes, **\$75,000**

Please describe: We are proposing to utilize water capital reserve fund to install the water main in conjunction with this road rehabilitation project similar to the Howell Street Rehabilitation Project a couple of years ago.

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.

CONSTRUCTION DRAWINGS



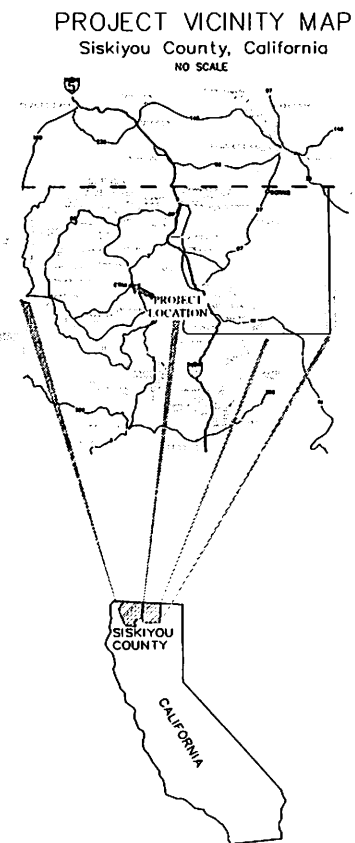
NOTE:
NO SHRINK OR SWELL FACTORS WERE APPLIED TO EARTHWORK
VOLUMES. ESTIMATED EARTHWORK VOLUMES ARE BASED ON DESIGN
AREAS AND ESTIMATED MATERIAL DEPTHS.

UTILITY LOCATIONS SHOWN ARE APPROXIMATE ONLY. THERE ARE ADDITIONAL UTILITIES KNOWN TO BE ON SITE IN UNCERTAIN LOCATIONS. CARE SHALL BE TAKEN DURING CONSTRUCTION TO LOCATE AND PRESERVE ALL EXISTING FACILITIES.

CALL BEFORE DIGGING !! CONTACT USA 811
FOR LOCATION OF UNDERGROUND UTILITIES 48 HOURS
PRIOR TO BEGINNING CONSTRUCTION.

- ◆ BENCH MARK
- ◆ FIRE HYDRANT
- ◆ SEWER MANHOLE
- ⊙ WATER METER
- ⊙ SET SURVEY MONUMENT
- ⌘ UTILITY POLE
- ⌘ GATE VALVE
- ① TELEPHONE MANHOLE
- ① TELECOMM. PEDESTAL
- ✓ POLE ANCHOR
- STOP SIGN
- CLEAN OUT
- SIGN
- ⊙ STORM WATER MANHOLE
- ⊙ SET OR FOUND SURVEY CONTROL
- ⊙ FOUND SURVEY MONUMENT
- ⊠ ELECTRICAL TRANSFORMER
- ⊠ DRAIN INLET
- ⊠ SURVEY MONUMENT TO BE DISTURBED

CONCRETE
NEW ASPHALT PAVING
CENTER LINE
DITCH FLOWLINE
RIGHT OF WAY
EDGE OF PAVEMENT
FENCE LINE
STORM DRAIN LINE
COMMUNICATION LINE
WATER LINE
SEWER LINE
OVER HEAD POWER



TITLE SHEET.....	SHEET 1
STREET PLAN & PROFILE STA 0+00-4+20.....	SHEET 2
WATER MAIN PLAN & PROFILE STA 0+00-4+41.....	SHEET 3
WATER MAIN DETAILS.....	SHEET 4

MONUMENTS SHOWN THUS * * REPRESENT SURVEY MONUMENTS PER FIELD SURVEY PERFORMED IN FEBRUARY 2023, AND SHALL NOT BE DISTURBED BY CONSTRUCTION. THE CONTRACTOR IS RESPONSIBLE FOR PROTECTING SUCH SURVEY MONUMENTS. IF SUCH SURVEY MONUMENTS ARE DISTURBED DURING THE COURSE OF CONSTRUCTION, THEY SHALL BE REPLACED IN ACCORDANCE WITH CALIFORNIA BUSINESS AND PROFESSIONS CODE SECTION 8771, AT THE CONTRACTOR'S EXPENSE.

© COPYRIGHT 2023,
EAS ENGINEERS & SURVEYORS, INC.

THIS PLAN IS NOT TO BE USED FOR CONSTRUCTION UNLESS
IT BEARS THE SEAL AND SIGNATURE OF JAMES H. HARRINGTON, P.E.
ON THIS PLAN. THIS PLAN IS NOT TO BE USED ON ANY OTHER PROJECT
WITHOUT THE EXPRESS WRITTEN PERMISSION OF

129 West 19th Street
 Webb, California 95907
 phone (530) 843-0811
 fax (530) 842-9943

CITY OF ETNA

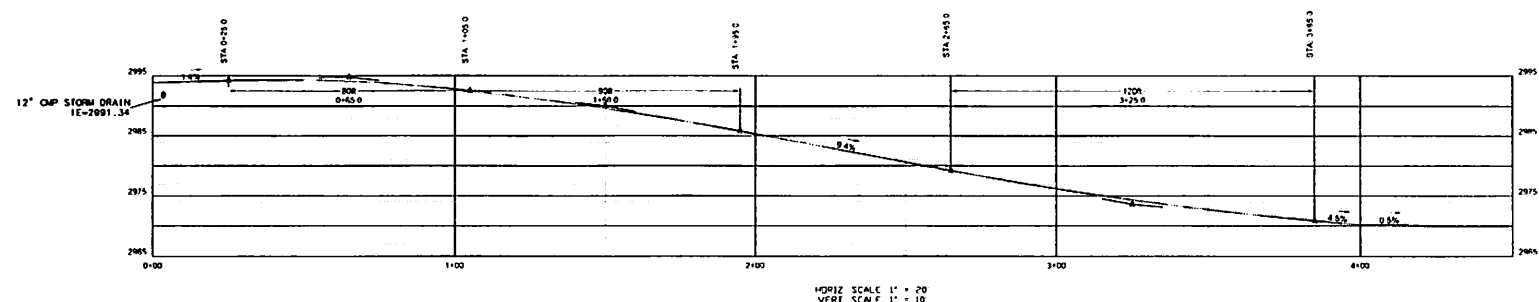
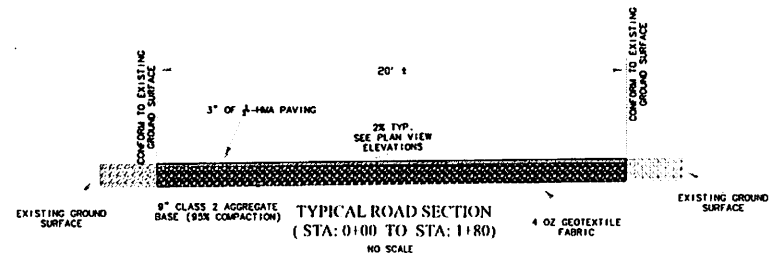
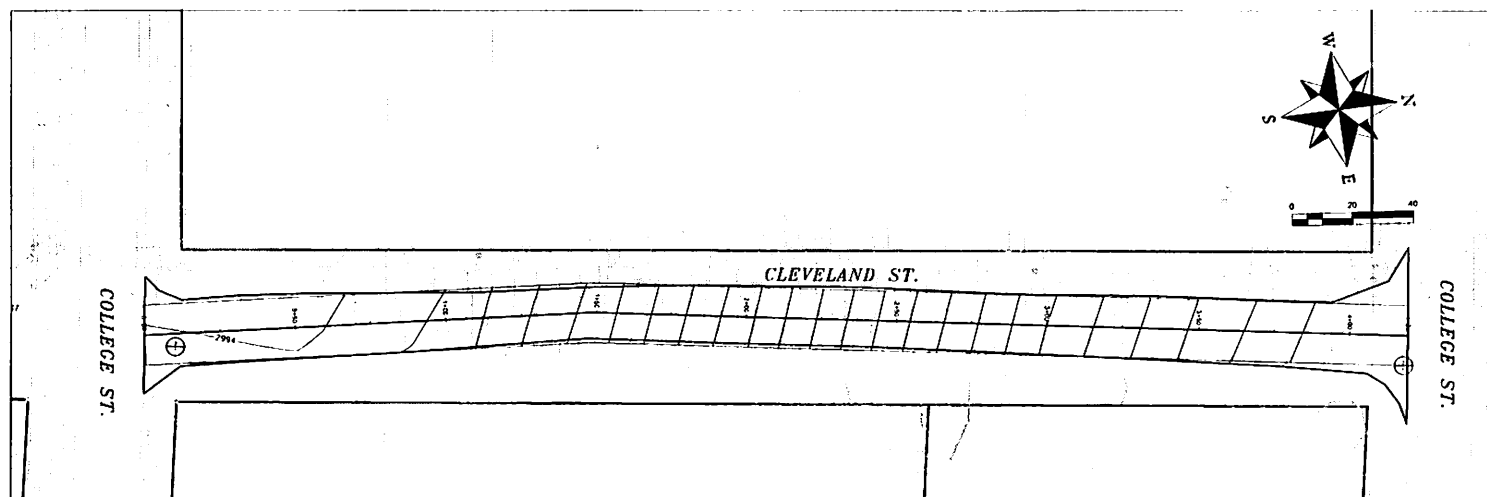
CITY OF ETNA

442 MAIN STREET, ETNA, CA 96027- - - (530) 467-5256

TITLE SHEET

SCALE	NO SCALE
DATE	APR. 1953
CLIENT FILE #	20000
SHEET NO.	OF 4

CLEVELAND STREET IMPROVEMENTS PROJECT

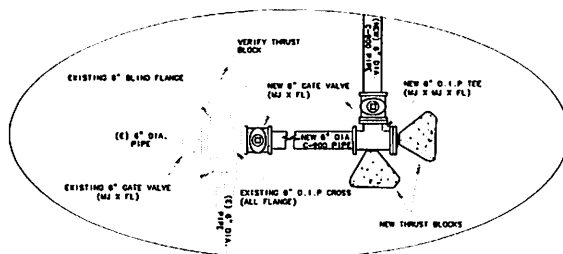
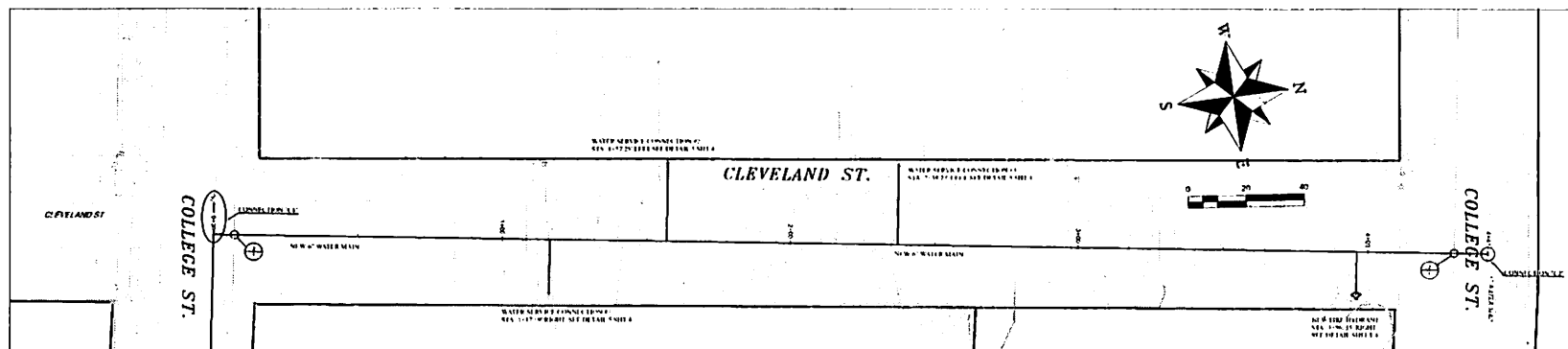


HORIZ SCALE 1" = 20'
VERT SCALE 1" = 10'

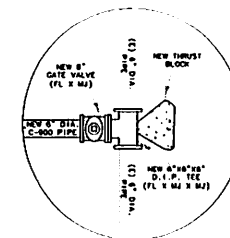
NOTE:
SEPARATE HORIZONTAL AND VERTICAL ALIGNMENTS
FOR STREET CENTERLINE & PROPOSED WATER LINE



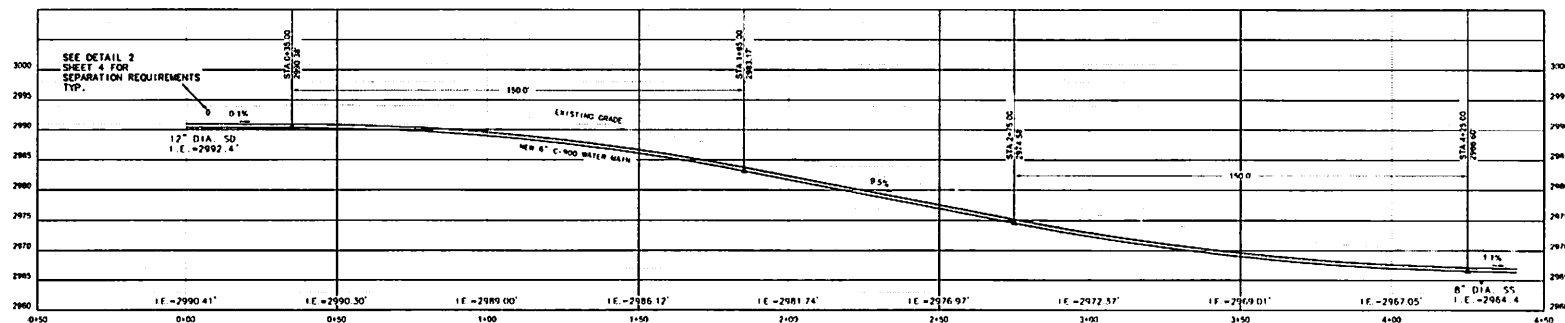
			E & S Engineers & Surveyors, Inc. Civil Engineering & Land Surveying 225 Red Star Street Folsom, California 95630 Phone (530) 942-0813 Fax (530) 942-0843 e-mail: info@es-engineers.com	CLEVELAND STREET IMPROVEMENTS PROJECT RSTP & LOCAL FUNDING CITY OF ETNA 442 MAIN STREET, ETNA, CA 96027 - (530) 467-5256	STREET PLAN & PROFILE STA: 0+00-4+20	<table><tr><td>SCALE:</td><td>NO SCALE</td></tr><tr><td>DATE:</td><td>AUG, 2022</td></tr><tr><td>CHECKED BY:</td><td>ADW</td></tr><tr><td>DRAWN BY:</td><td>2</td></tr><tr><td>SHEET NO.</td><td>4</td></tr></table>	SCALE:	NO SCALE	DATE:	AUG, 2022	CHECKED BY:	ADW	DRAWN BY:	2	SHEET NO.	4
SCALE:	NO SCALE															
DATE:	AUG, 2022															
CHECKED BY:	ADW															
DRAWN BY:	2															
SHEET NO.	4															
NO.	REVISIONS	DATE														



CONNECTION C1



CONNECTION C2

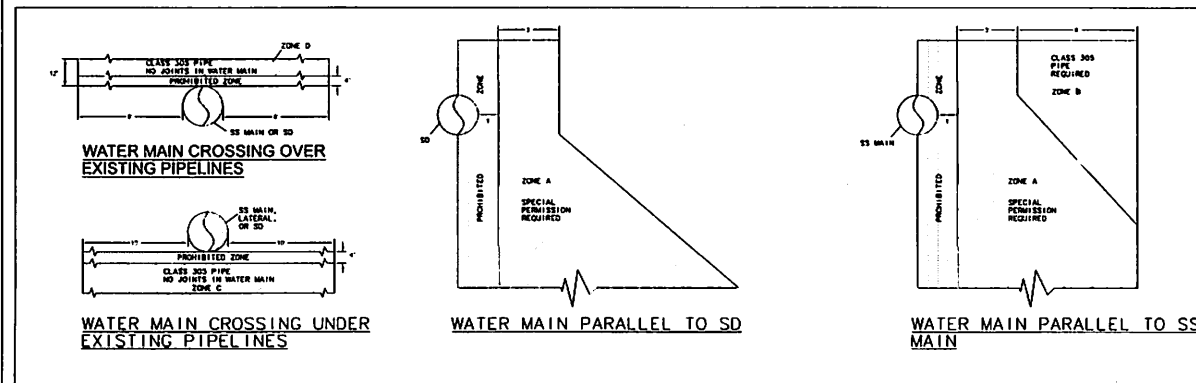


NOTE:
SEPARATE HORIZONTAL AND VERTICAL ALIGNMENTS
FOR STREET CENTERLINE & PROPOSED WATER LINE

NOTE: ELEVATIONS ARE TO THE TOP OF THE PIPE



NO. REVISIONS	DATE	E & S Engineers & Surveyors, Inc. Civil Engineering & Land Surveying 225 Red Bluff Street Tulare, California 93277 Phone (559) 942-0821 Fax (559) 942-0840	CLEVELAND STREET IMPROVEMENTS PROJECT RSTP & LOCAL FUNDING CITY OF ETNA 442 MAIN STREET, ETNA, CA 96027 - - (530) 467-5256	WATER MAIN PLAN & PROFILE STA 0+00+4+1	SCALE: 1" = 40' HORIZ. 1" = 10' VERT. DATE: JULY, 2009 CLIENT FILE # 80806 SHEET NO. 3 OF 4
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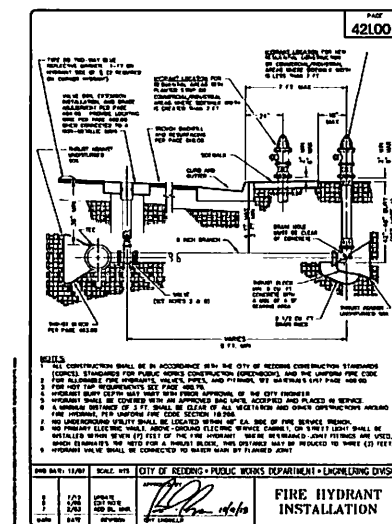
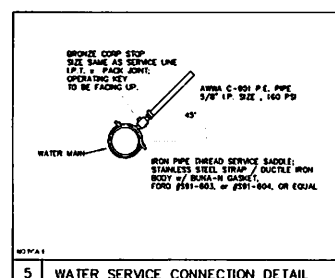
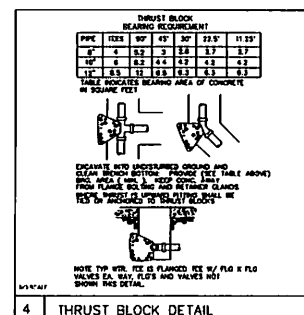
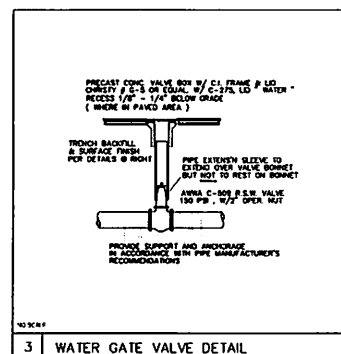
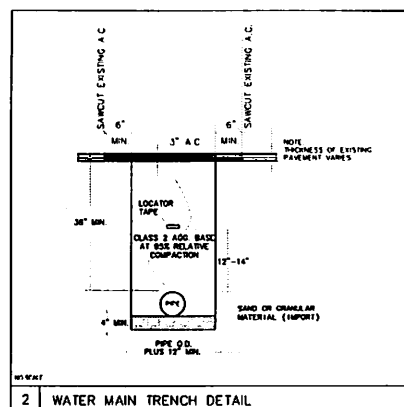


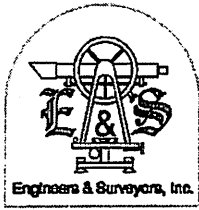
ZONE	WATER MAIN REQUIREMENTS
PROHIBITED	CONSTRUCTION PROHIBITED WITHIN THIS AREA
A	CONSTRUCTION WITHIN THIS AREA SHALL HAVE PRIOR WRITTEN APPROVAL FROM BOTH DOW & THE ENGINEER.
B	CONSTRUCTION WITHIN THIS AREA SHALL BE DR 14 PVC. (ASTM D3034)
C	CONSTRUCTION WITHIN THIS AREA SHALL BE DR 14 PVC WITH NO JOINTS WITHIN 10' OF EITHER SIDE OF WATER MAIN
D	CONSTRUCTION WITHIN THIS AREA SHALL BE DR 14 PVC WITH NO JOINTS WITHIN 10' OF EITHER SIDE OF WATER MAIN

NOTE:

1. NEW WATER MAIN INSTALLED IN ZONES A THROUGH D SHOWN ON THE DRAWINGS HAVE BEEN PREVIOUSLY APPROVED BY THE SWRCB, DIVISION OF DRINKING WATER.
2. THE CONTRACTOR SHALL REPORT ANY NEW WATER MAINS TO BE INSTALLED IN ZONES A THROUGH D, NOT CALLED OUT IN THE PLANS, TO THE ENGINEER SO SWRCB APPROVAL CAN BE OBTAINED PRIOR TO INSTALLATION.

1 GENERATOR CONCRETE PAD DETAILS





E & S Engineers and Surveyors-A

engineersandsurveyors.com

ENGINEER'S ESTIMATE

ROAD REHAB. PORTION

329 West Miner Street
Yreka, CA 96097
530-842-6813
530-842-6645(Fax)
brayengr@sbcglobal.net

City of Etna - Cleveland Street Improvements Project - Schedule A

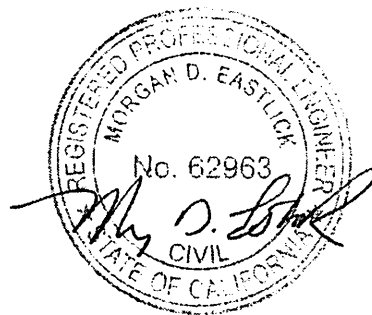
Date: July, 2023

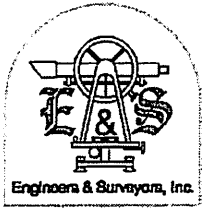
Item No.	Description	Estimated Quantity	Unit	Unit Price	Total Item Amount
A1	Mobilization	1	Lump Sum	\$10,000.00	\$10,000.00
A2	Construction Site Management	1	Lump Sum	\$2,500.00	\$2,500.00
A3	Traffic Control	1	Lump Sum	\$2,500.00	\$2,500.00
A4	Earthwork	1	Lump Sum	\$17,000.00	\$17,000.00
A5	Hot Mix Asphalt Paving	182	Tons	\$160.00	\$29,073.00
A6	Class 2 Aggregate Base	527	Tons	\$50.00	\$26,347.41
TOTAL BID SCHEDULE "A"					\$87,420

6.5% Construction Oversight & Admin. \$5,682.33

10% Contingencies \$8,742.04

Total Construction Cost \$101,844.77





E & S Engineers and Surveyors-B

engineersandsurveyors.com

ENGINEER'S ESTIMATE

WATER MAIN PORTION

329 West Miner Street
Yreka, CA 96097
530-842-6813
530-842-6645(Fax)
brayengr@sbcglobal.net

City of Etna - Cleveland Street Improvements Project - Schedule B

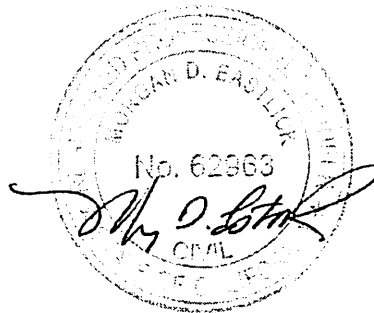
Date: July, 2023

Item No.	Description	Estimated Quantity	Unit	Price	Total Item Amount
B1	Mobilization	1	Lump Sum	\$3,750.00	\$3,750.00
B2	Construction Site Management	1	Lump Sum	\$1,500.00	\$1,500.00
B3	Traffic Control	1	Lump Sum	\$1,500.00	\$1,500.00
B4	6" Diameter C-900 Water Line	441	L.F.	\$85.00	\$37,485.00
B5	Water Service Connection	3	Each	\$750.00	\$2,250.00
B6	Fire Hydrant Installation	1	Each	\$6,000.00	\$6,000.00
B7	6" Resilient Wedge Gate Valve	3	Each	\$2,000.00	\$6,000.00
B8	6" x 6" D.I.P. Tee	2	Each	\$3,000.00	\$6,000.00
TOTAL BID SCHEDULE "B"					\$64,485

6.5% Construction Oversight & Admin. \$4,191.53

10% Contingencies \$6,448.50

Total Construction Cost **\$75,125.03**





City of Etna

Agenda Request

Date of Meeting: 8.28.23

Spokesperson(s): City Council

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

Subject/Request: Gifford Lot Line Adjustment

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

Discuss/approve lot line adjustment between two adjoining parcels.

Approve Resolution 2023-009 - A resolution of the City Council of the City of Etna approving the Gifford Lot Line Adjustment for APN 056-081-100

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
CITY COUNCIL STAFF REPORT
August 28, 2023

GIFFORD LOT LINE ADJUSTMENT

APPLICANT:	Sara and Angela Gifford P.O. Box 762 Etna, CA 96027
PROPERTY OWNER:	Same
PROJECT SUMMARY:	Lot line adjustment between two adjoining parcels under common ownership for the purpose of combining the parcels (i.e., a merger) to facilitate construction of an accessory dwelling unit.
PROJECT LOCATION:	The project site is located at 238 College Street on APN 056-081-100.
GENERAL PLAN:	Low Density Residential (LDR)
ZONING:	Single Family Residential, 10,000-square-foot minimum (R-1-10)
EXISTING USE:	The property is developed with a single-family dwelling, attached carport, and two sheds.
ENVIRONMENTAL:	The project is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15268, 15305, and 15061(b)(3) of the CEQA Guidelines.
RECOMMENDATION:	Approval
ATTACHMENTS:	A. Resolution 2023-009, A Resolution of the City Council of the City of Etna Approving the Gifford Lot Line Adjustment for APN 056-081-100

OVERVIEW

Applicants Sara and Angela Gifford have requested approval of a lot line adjustment for the purpose of merging adjoining parcels under common ownership located at 238 College Street (APN 056-081-100). The 17,000-square-foot property includes two separate legal parcels (each 8,500 square feet) collectively developed with a single-family dwelling, an attached carport, and two sheds.

The purpose of combining the two parcels is to facilitate construction of an accessory dwelling unit (ADU) for which a building permit has been approved and that the applicants would like to relocate toward the center of the property but are unable to because its location is constrained by setbacks. By merging the two lots, the common lot line between them would be eliminated as would the need to adhere to setbacks associated with it.

The project site and its location are shown in **Figure 1, Assessor's Map, Figure 2, Aerial Overview, and Figure 3, Site Plan** below. The site plan, which was submitted with the building permit application, shows the ADU in its currently approved location (not constructed). Once the common lot line has been eliminated, the site plan would be revised and a new location for the ADU administratively approved.

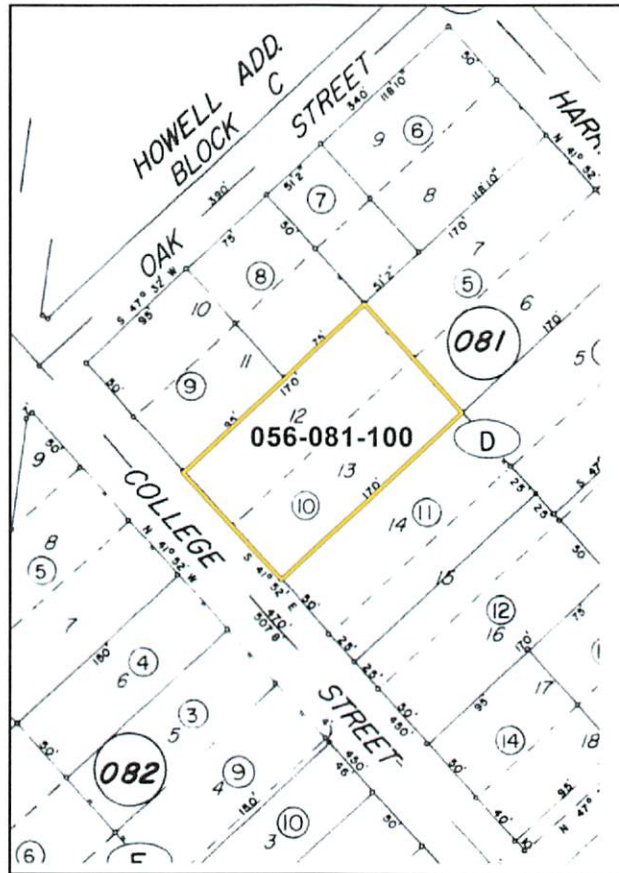


Figure 1, Assessor's Map (excerpt)



Figure 2, Aerial Overview

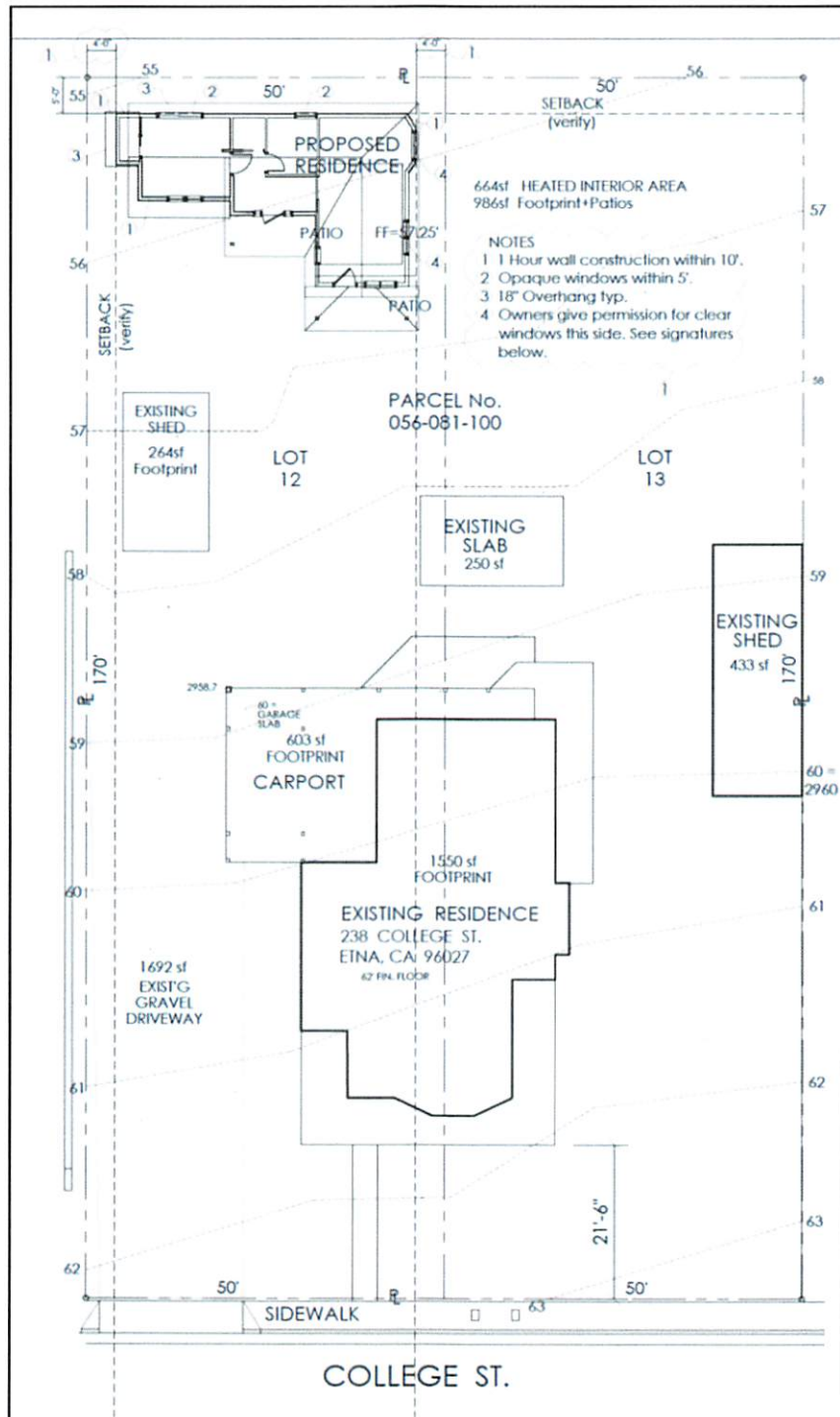


Figure 3, Site Plan (excerpt from building permit application)

ANALYSIS

Municipal Code

The Etna Municipal Code (EMC) is virtually silent regarding lot line adjustments. The sole mention of lot line adjustments is in Title 17, Zoning (not Title 16, Subdivisions), where the following definition is provided:

17.06.1220 Lot line adjustment.

"Lot line adjustment" means a change in the location of a parcel or lot line pursuant to EMC Title 16, Subdivisions, that changes the location of a parcel of land. No new parcels shall be created by a lot line adjustment. (Ord. 186, 2003)

Government Code

Government Code Section 66412(d) establishes specific criteria for lot line adjustments, which are:

1. A lot line adjustment is limited to four or fewer parcels;

The proposed adjustment is limited to two parcels.

2. Parcels must be adjoining; and

The parcels are adjoining.

3. The resultant parcel(s) must conform to the general plan, zoning ordinance, and building codes.

As described in the analysis below, the resultant parcels would conform to the General Plan, Zoning Ordinance, and California Building Code.

In addition, Section 66412(d) limits a city or county's ability to condition its approval of a lot line adjustment on conformity with the general plan, zoning, and building codes; to require the prepayment of real property taxes; and to facilitate the relocation of existing easements, utilities, and infrastructure.

It is important to note that the processing of a lot line adjustment application has been determined by the courts to be ministerial (*Sierra Club v. Napa County Board of Supervisors* (2012) 2012 Cal.App. LEXIS 454). In other words, provided a proposed lot line adjustment meets established criteria, it cannot be denied. For this reason, a public hearing is not required for consideration of a lot line adjustment, and in many jurisdictions, the review and approval of a lot line adjustment is administrative.

General Plan

Both parcels have a General Plan land use designation of Low Density Residential (LDR). The applicant is not requesting to amend the land use designation and no change in land use is proposed. The combining of the parcels and the development of an accessory dwelling unit on the resultant parcel is consistent with the LDR land use designation. Accordingly, the Gifford lot line adjustment is in conformance with the General Plan.

Zoning

Both of the current 8,500-square-foot parcels are zoned Single Family Residential, 10,000-square-foot minimum (R-1-10). No change in zoning or use would result from the project. At present, neither parcel meets the minimum 10,000-square-foot minimum lot size and the single-family dwelling and carport are developed across the common lot line. One of the existing sheds meets all required setbacks and the other fails to meet the required five-foot side yard setback; however, this is existing condition that would not be exacerbated by the project. Following the merger, the resultant parcel would exceed the minimum lot size and the existing residence and carport would no longer span a lot line. Accordingly, the Gifford lot line adjustment is in conformance with the Zoning Code.

Improvements

Both properties are presently developed and none of the existing improvements would be adversely affected by the lot line adjustment. As discussed, the proposed location of the ADU would benefit from the merging of the parcels as it could be located closer to the center of the property once the common lot line

ins eliminated. Its location would still need to comply with Building Code separation requirements for structures. Any additional future development and/or improvements would be subject to the development standards in effect at the time.

Property Taxes

According to the Siskiyou County Tax Collector's Office, all property taxes have been paid and the FY 23/24 assessments are not yet available.

Easements, Utilities, and Infrastructure

No easements, utilities, or infrastructure would need to be relocated to facilitate the lot line adjustment.

LOT LINE ADJUSTMENT FINDINGS

Although the Etna Municipal Code (EMC) does not require that specific findings be made prior to approval of a lot line adjustment, staff is recommending that the City Council make the following findings consistent with Government Code Section 66412(d):

1. The lot line adjustment is exempt from the requirements of the Subdivision Map Act pursuant to Government Code Section 66412(d) because the lot line adjustment involves four or fewer existing adjoining parcels, where the land taken from one parcel would be added to an adjoining parcel, and because a greater number of parcels than originally existed would not be created.
2. Pursuant to Government Code Section 66412(d), the City of Etna has limited its review and approval of the Gifford Lot Line Adjustment to a determination of whether the parcels resulting from the proposed lot line adjustment conform to the City of Etna General Plan, Zoning Ordinance, and California Building Code, whether property taxes are due, and whether existing easements, utilities, or infrastructure would need to be relocated.
3. The proposed lot line adjustment is consistent with the applicable policies of the City of Etna General Plan and the zoning designation of the properties involved.

Accordingly, findings to this effect have been incorporated into the draft resolution prepared for the City Council's consideration.

ENVIRONMENTAL RECOMMENDATION

Staff recommends that the project is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15268, Ministerial Projects, 15305, Minor Alterations in Land Use Limitations, and 15061(b)(3), as follows:

Section 15268, Ministerial Projects. The processing of lot line adjustment applications has been determined by the courts to be ministerial (*Sierra Club v. Napa County Board of Supervisors* (2012) 2012 Cal.App. LEXIS 454). Pursuant to Public Resources Code Section 21080(b)(1), ministerial projects are not subject to CEQA.

Section 15305, Minor Alterations in Land Use Limitations. This exemption applies to "minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density, including but not limited to: (a) Minor lot line adjustments, side yard, and set back variances not resulting in the creation of any new parcel."

Section 15061(b)(3). Because the project entails modification of parcel boundaries with no potential to impact the environment, the project is also exempt from environmental review under the "common sense exemption," which states that CEQA only applies to projects that have the potential for causing a significant effect on the environment.

If the City Council concurs, it should make the finding that the project will not have a significant adverse impact on the environment and is exempt from CEQA prior to project approval. As such, a finding to this effect has been incorporated into the first of two suggested motions below as well as the draft resolution prepared for the City Council's consideration (see **Attachment A**).

PLANNING STAFF RECOMMENDATION

Staff has reviewed the application materials and, based on the material in the record and the information provided in this staff report, staff recommends that the City Council take the following actions:

- **Adopt** the Findings of Consistency with the General Plan, Zoning, and Building Codes;
- **Adopt** the recommended findings for the lot line adjustment;
- **Adopt** the CEQA finding and CEQA exemptions; and
- **Adopt** Resolution 2023-009, A Resolution of the City Council of the City of Etna Approving the Gifford Lot Line Adjustment for APN 056-081-100.

SUGGESTED MOTIONS

To approve the project, the following motions should be made sequentially and separate from one another, with the second motion following only after the first motion is carried.

- A. I move that we make the finding that the project would not have a significant adverse effect on the environment and that we adopt the recommended CEQA exemptions.
- B. I move that we adopt Resolution 2023-009 making the recommended findings for the lot line adjustment and approving the Gifford Lot Line Adjustment.



City of Etna

RESOLUTION 2023-009

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA APPROVING THE GIFFORD LOT LINE ADJUSTMENT FOR APN 056-081-100

WHEREAS, Sara and Angela Gifford own property at 238 College Street in the City of Etna (APN 056-081-100); and

WHEREAS, 238 College Street (APN 056-081-100) is comprised of two separate legal parcels, each 8,500 square feet in area; and

WHEREAS, Sara and Angela Gifford requested approval of a lot line adjustment that would merge the parcels for the purpose of constructing an accessory dwelling unit with fewer setback constraints; and

WHEREAS, the proposed lot line adjustment is limited to four or fewer parcels and would not result in the creation of any new parcels consistent with Section 66412(d) of the Subdivision Map Act; and

WHEREAS, the proposed lot line adjustment conforms to the City of Etna General Plan, the City of Etna Zoning Ordinance, and all adopted building codes in effect in the City of Etna; and

WHEREAS, no property taxes are due, and no existing easements, utilities, or infrastructure would need to be relocated; and

WHEREAS, the lot line adjustment, as proposed, will not result in any potentially significant impacts on the environment; and

WHEREAS, approval of the lot line adjustment will not be detrimental to the public health, safety, morals, comfort, and general welfare of owners and occupants of surrounding properties or nearby properties or other residents of the City; and

WHEREAS, staff presented oral and written staff reports on the Gifford Lot Line Adjustment application at a regular meeting of the City Council on August 28, 2023; and

WHEREAS, staff recommended that the City Council approve the Gifford Lot Line Adjustment application subject to the findings included in the staff report dated August 28, 2023, and incorporated herein; and

WHEREAS, on August 28, 2023, the City Council of the City of Etna considered staff's recommendation along with any public testimony received, following which the City Council discussed the Gifford Lot Line Adjustment application prior to reaching its decision.

NOW, THEREFORE, BE IT RESOLVED that the City Council adopts the Findings of Consistency with the General Plan, Zoning, and Building Codes as set forth in the written staff report and incorporated herein above; and

BE IT FURTHER RESOLVED that the City Council, based on the evidence in the record and the findings set forth in the staff report and incorporated herein above, determined that the lot line adjustment

is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15268, 15305, and 15061(b)(3) of the CEQA Guidelines.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2023-009 was duly adopted on a motion by _____ and seconded by _____ at a regular meeting of the City of Etna City Council held on the 28th day of August 2023, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

Cliff Munson, Mayor

WITNESS, my hand and seal this 28th day of August 2023

Pamela Eastlick, City Clerk



City of Etna

Agenda Request

Date of Meeting: 8.28.23

Spokesperson(s): City Council

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

Subject/Request: Pool Grant Update

Please provide a description of the request and attach supporting documentation:
Discuss/approve pool grant update.

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: 8.28.23

Spokesperson(s): City Council

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

Subject/Request: CDBG PI Grant Update

Please provide a description of the request and attach supporting documentation:
Update on PI Grant.

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: 8.28.23

Spokesperson(s): City Council

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

Subject/Request: Friends of the Pool Collaboration

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

Discuss collaboration between the City of Etna and Friends of the Pool.

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: 8.28.23

Spokesperson(s): City Council

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

Subject/Request: Main Street Restrooms

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

Discuss/approve whether the City will remain responsible for maintenance and cleaning of the Main Street restrooms.

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.