



City of Etna

AGENDA for the REGULAR MEETING of the ETNA CITY COUNCIL

DATE OF THE MEETING: September 25, 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. Minutes of the Regular Meeting September 11, 2023
 - b. Minutes of the Special Meeting September 18, 2023
 - c. Invoice Approvals
 - d. Resolution 203-011 – Expedited Drinking Water Grant Funding Program Project Proposal Form Authorized Representative, City Clerk
4. DEPARTMENT REPORTS

*Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee
5. CURRENT BUSINESS
 - a. Resolution 2023-012 – A Resolution Approving an Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto From the 2021-2022 Funding Year of the State CDBG Program
 - b. Discuss/Approve Partnering with Scott Valley Focus for Side Street Beautification Projects
 - c. Discuss/Approve 10% Ambulance Rate Increase for Etna Residents and 20% increase for Non-Residents of Etna. Approve Resolution 2023-013 – A Resolution of the City Council of the City of Etna Approving the Fee Schedule for Emergency Medical Services (Ambulance Rates)
 - d. Discuss/Approve Garland IT
 - e. Discuss/Approve Fort Jones Police Contract
 - f. Discuss/Approve Cell Phone Stipend for City Clerk
 - g. Discuss Grant Expenditure Report
 - h. Discuss/Approve Letter to Short Term Rental Operators that are not Registered with the City of Etna
6. CORRESPONDENCE
 - a. CIIC Agenda for September 26, 2023 & CIIC August Minutes
 - b. Siskiyou Telephone Letter of Support
7. CITY COUNCIL STATEMENTS AND REQUESTS
8. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 890 3705 6340

<https://us06web.zoom.us/j/89037056340>



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday September 11, 2023

Members of the Etna City Council met on this 11th day of September, 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, John Stacher, and Brandon Fawaz were present.

Consent Calendar:

- Minutes of the Special Meeting August 28, 2023
- Minutes of the Regular Meeting August 28, 2023

*****Technical Issue with Zoom Audio*****

The Council by a unanimous vote approved the Consent Calendar.

Current Business:

Siskiyou Economic Development Presentation. Representatives from Siskiyou Economic Development gave a background on several projects throughout the County that they have participated in and assisted with, one being the Trails End Music Festival by Denny Bar. They also gave a brief background on current programs and new programs that are available for businesses throughout the County. Heather Dodds, Program Director, explained how they use the Tourism Business Improvement District (TBID) money that they receive from the various cities that participate in the program. Dodds also gave a few updates on the program. Discussion regarding companies that monitor non-compliant Transient Occupancy Tax (TOT) contributors. No action taken.

Discuss/Approve Williamson Lot Line Adjustment. City Planner Richard Tinsman explained the project and answered questions. Tinsman provided a staff report for Council review. Council member Fawaz moved to make the finding that the project would not have a significant adverse effect on the environment and that we adopt the recommended CEQA exemptions. Council member Deppen seconded, and the motion passed.

Ayes: Fawaz, Deppen, Munson, Gilmore, Stacher

Council member Deppen made a motion to adopt Resolution 2023-010 making the recommended findings for the lot line adjustment and approving the Williamson Lot Line Adjustment. Council member Gilmore seconded the motion.

Ayes: Fawaz, Deppen, Munson, Gilmore, Stacher

Discuss/Approve Notice of Exemption: Etna Creek Real Time Streamflow Monitoring Project. Council member Gilmore recused herself from this item. Gilmore is the director of the Scott River Watershed Council and gave a background. The SRWC would like to place a real time streamflow gauge above the diversion to monitor the CFS intake. Gilmore is

requesting approval to find the project exempt from CEQA. Discussion on how the information will be communicated. Audience member Rick Kramer expressed concerns about allowing more government interference with the City's water system. Kramer asked about the term "managers" in the document. Discussion on the purpose of the gauge. Council member Deppen made a motion to find the project exempt from CEQA, council member Stacher seconded, and the motion passed.

Ayes: Fawaz, Deppen, Munson, Stacher

Discuss/Approve Garland Tech IT Contract. Sean Garland from Garland IT was present (Zoom) to answer questions regarding the contract. The proposal has been redone and is for a three-year plan at a lower price. The main concern is cyber security compliance. Council member Deppen asked about limits of liability in the contract. Council member Gilmore asked about the number of Microsoft licenses the City currently pays for. More discussion. Council member Fawaz asked about how secure the City needs to be. Garland recommended at least the minimum level of compliance, how information is stored and protected is critical. The Council expressed interest in learning more about what the City is responsible for being compliant. More discussion. City Clerk Eastlick expressed security concerns with credit card information and bank account information being stored. Garland will gather information regarding compliance. Mayor Munson recommended having a meeting before the regular meeting at 5:00 pm to discuss City compliance requirements. The Council tabled the Garland IT contract to the next regular meeting on September 25th.

Discuss/Approve Grant Application Rural EMS Training and Stair Chair. Clerk Eastlick will amend the ambulance budget to account for the \$500.00 expense. Council member Stacher made a motion to approve the grant application for Rural EMS Training and Stair Chair. Council member Deppen seconded, and the motion passed.

Ayes: Fawaz, Deppen, Munson, Gilmore, Stacher

Discuss City of Etna & Friends of the Pool Presentation. Council member Gilmore gave a presentation for the Council and audience. Council members Gilmore, Fawaz, and members of the Friends of the Pool created a mission statement. Gilmore shared some of the history of the pool. Council member Deppen commented on transparency and whether enough of the fundraising is coming to the City to help fund the pool. Clerk Eastlick asked about the accounting of the funds that Friends of the Pool raise. Gilmore emphasized the importance of building trust between the City and the Friends. Discussion about forming a committee to work with Friends of the Pool, city accounting for the pool, lack of communication, and mismanagement of the pool by the City. Fawaz stated the job description for pool manager needs to be redone. The City Council will assign one member from Fort Jones City Council, two members for Etna City Council, Etna City Clerk, Dan Burbank, and Josh Short to the pool committee. Mayor Munson made it a "smart goal" to have information brought back monthly starting 30 days from today.

Discuss/Approve 2023-2026 Fort Jones Police Contract. Council member Fawaz explained that the City's attorney is the attorney for Fort Jones as well, and both cities are required to sign a conflict-of-interest agreement. Fawaz informed that the attorneys have the contract, and it is currently being reviewed. The contract will remain on the agenda until it is approved. No action taken.

Discuss/Approve Main Street Restrooms. Council member Fawaz explained that the confusion about who is responsible and how often the restrooms need to be cleaned has been resolved. No action taken.

Discuss/Approve Potential Candidate for City Manager Position. Council members Gilmore and Deppen reviewed a resume that has been submitted and will be setting up a time to complete the interview process. No action taken.

CORRESPONDENCE:

Council member Gilmore would like the TOT tax topic on the agenda. Council member Deppen asked about the procedure for requesting to see the books of non-compliant TOT contributors.

Clerk Eastlick informed the Council that the City has a new contact at our attorney's office that will handle all City of Etna issues going forward. Eastlick also clarified that she is not accusing the Friends of the Pool of anything but is concerned about lack of oversight.

Mayor Munson added that because of issues relating to questions to the attorney going unanswered for a length of time, Mayor Munson directed the City Clerk to send an email asking for answers. The attorney replied with a paralegal's contact information from the office.

Eastlick also informed the council that there will be two closed session items on the agenda relating to two separate lawsuits and the attorney from SCORE will be present to give the Council an update and request approval to settle.

CITY COUNCIL STATEMENTS AND REQUESTS:

None.

There being no further business Mayor Munson adjourned the regular meeting at 8:31 pm and began the closed session.

CLOSED SESSION:

Pursuant to Government Code §54957(b) – Public Employee Performance Evaluation: City Attorney

Council member Gilmore made a motion to fly an RFP for possible attorneys interested in being the City of Etna's Attorney. Council member Stacher seconded, and the motion passed.

Ayes: Deppen, Munson, Gilmore, Fawaz, Stacher

Adjournment

There being no further business Mayor Munson adjourned the closed session meeting at 8:45 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk



**MINUTES
SPECIAL MEETING OF THE ETNA CITY COUNCIL
Monday September 18, 2023**

Members of the Etna City Council met on this 18th day of September in person. Mayor Cliff Munson called the meeting to order and led in the Salute to the Flag of the United States of America.

Roll Call

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

Oral Comments from the Public on Non-Agenda Items

None.

Current Business:

Discuss/Approve Resolution 2023-011 – Expedited Drinking Water Grant Funding Program Project Proposal Form Authorized Representative, City Clerk. There was an error on the resolution naming the incorrect project. Council member Stacher made a motion to approve Resolution 2023-011 with the correction. Council member Gilmore seconded, and the motion passed.

Ayes: Munson, Gilmore, Stacher

CORRESPONDENCE:

City Clerk Pam Eastlick informed the Council that the City received the \$80,000 reimbursement from the State. Clerk Eastlick added that Jenny has jury duty, and she has an appointment in Yreka for a notary therefore City Hall will be closed for a few hours tomorrow.

CITY COUNCIL STATEMENTS AND REQUESTS:

None.

Adjournment

There being no further business Mayor Munson adjourned the closed session meeting at 5:37 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 09/11/2023

Time: 2:50 pm

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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

BERKADIA G	Sewer Loan	26340	08/07/2023	
TD Bank			09/06/2023	
	BERKADIA		08/07/2023	0.00
	GF	0	00/00/0000	0.00
CA				15,375.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-895.00	1983 LOAN PRINCIPAL		15,000.00	0.00
45-33-897.00	1983 LOAN INTEREST		375.00	0.00

Check No.	0	Total:	15,375.00
Total for	BERKADIA G		15,375.00

CHARLES W. PILLON	YE 6.30.21 Audit	26336	09/01/2023	
			09/06/2023	
	CHARLES PI		09/01/2023	0.00
	GF	0	00/00/0000	0.00
96007	4546			1,950.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-765.00	AUDIT FEES		1,950.00	0.00

CHARLES W. PILLON	CDBG Loan Discussion	26337	09/01/2023	
			09/06/2023	
	CHARLES PI		09/01/2023	0.00
	GF	0	00/00/0000	0.00
96007	4550			175.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		175.00	0.00

Check No.	0	Total:	2,125.00
Total for	CHARLES W. PILLON		2,125.00

CODE PUBLISHING COMPANY	Annual Web Hosting	26335	08/31/2023	
			09/06/2023	
	CODE		08/31/2023	0.00
	GF	0	00/00/0000	0.00
	GC0011743			367.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		367.50	0.00

Check No.	0	Total:	367.50
Total for	CODE PUBLISHING COMPANY		367.50

E & S ENGINEERS	Monthly Retainer	26367	08/25/2023	
			09/06/2023	
329 WEST MINER STREET	BRAY		08/25/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4204			500.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-782.00	ENGINEER FEES		500.00	0.00

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
E & S ENGINEERS	DWR Grant	26368	08/28/2023	
			09/06/2023	
329 WEST MINER STREET	BRAY		08/28/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4227			7,205.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		7,205.00	0.00
E & S ENGINEERS	RSTP Cleveland Rehab	26369	08/28/2023	
			09/06/2023	
329 WEST MINER STREET	BRAY		08/28/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4219			3,390.75
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
24-60-881.35	CLEVELAND ST. REHAB.		3,390.75	0.00
		Check No.	0	Total: 11,095.75
		Total for	E & S ENGINEERS	11,095.75

ETNA HARDWARE & SPORTING GOODS	Misc Department Supplies	26403	08/31/2023	
			09/11/2023	
P O BOX 328	EHSB		08/31/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				281.29
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-880.00	MAINTENANCE & SUPPLIES		145.67	0.00
10-60-880.00	MAINTENANCE & SUPPLIES		31.53	0.00
10-70-880.00	MAINTENANCE & SUPPLIES		104.09	0.00
		Check No.	0	Total: 281.29
		Total for	ETNA HARDWARE & SPORTING G	281.29

FORT JONES ACE HARDWARE	FJ Supplies	26365	08/25/2023	
			09/06/2023	
PO BOX 66599	FJACE		08/25/2023	0.00
SCOTTS VALLEY	GF	0	00/00/0000	0.00
CA 95067				81.49
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-41-880.00	MAINTENANCE & SUPPLIES		81.49	0.00
		Check No.	0	Total: 81.49
		Total for	FORT JONES ACE HARDWARE	81.49

GOLD NUGGET PRINTING CO	Business Cards Eastlick	26341	08/14/2023	
			09/06/2023	
317 WEST MINER STREET	GNP		08/14/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	50278			95.90
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		95.90	0.00

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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

Check No.	0	Total:	95.90
Total for	GOLD NUGGET PRINTING CO		95.90

GOVINVEST INC.	FY 23 GASB 68	26398	09/08/2023	
			09/11/2023	
8605 SANTA MONICA BLVD.	GOVINVEST		09/08/2023	0.00
WEST HOLLYWOOD	GF	0	00/00/0000	0.00
CA 90069	2023-4816			1,800.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-765.00	AUDIT FEES		1,800.00	0.00

Check No.	0	Total:	1,800.00
Total for	GOVINVEST INC.		1,800.00

HENRY SCHEIN MEDICAL	Medical Supplies	26352	08/14/2023	
			09/06/2023	
PO BOX 7156	HENRYSH		08/14/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	50716686			204.46

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		204.46	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26353	08/15/2023	
			09/06/2023	
PO BOX 7156	HENRYSH		08/15/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	51031611			14.94

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		14.94	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26374	08/22/2023	
			09/06/2023	
PO BOX 7156	HENRYSH		08/22/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	51999327			228.92

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		228.92	0.00

Check No.	0	Total:	448.32
Total for	HENRY SCHEIN MEDICAL		448.32

JENNY BENNETT	Reim: Bill Postage	26370	09/01/2023	
			09/06/2023	
PO BOX 147	JENBEN		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				149.19

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-820.00	POSTAL EXPENSE		74.59	0.00
45-33-820.00	POSTAL EXPENSE		74.60	0.00

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

Check No.	0	Total:	149.19
Total for	JENNY BENNETT		149.19

KENNY'S LOCK SHOP	Library Firesafe Door	26338	09/01/2023	
			09/06/2023	
3035 E. STATE HWY 3	KENNY'S LO		09/01/2023	0.00
MONTAGUE	GF	0	00/00/0000	0.00
CA 96064	0929			1,221.54

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-855.00	BUILDING MAINTENANCE		1,221.54	0.00

Check No.	0	Total:	1,221.54
Total for	KENNY'S LOCK SHOP		1,221.54

LES SCHWAB	Ambulance	26339	07/31/2023	
			09/06/2023	
PO BOX 35181	LES SCH		07/31/2023	0.00
SEATTLE	GF	0	00/00/0000	0.00
WA 98124-5181				1,898.59

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-860.00	VEHICLE MAINTENANCE		1,898.59	0.00

Check No.	0	Total:	1,898.59
Total for	LES SCHWAB		1,898.59

LIFE ASSIST	Medical Supplies	26346	08/21/2023	
			09/06/2023	
11277 SUNRISE PARK DRIVE	LA		08/21/2023	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1355523			111.30

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		111.30	0.00

LIFE ASSIST	Medical Supplies	26354	08/22/2023	
			09/06/2023	
11277 SUNRISE PARK DRIVE	LA		08/22/2023	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1356051			107.74

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		107.74	0.00

Check No.	0	Total:	219.04
Total for	LIFE ASSIST		219.04

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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
LINCOLN AQUATICS	Pool Chemicals	26405	08/10/2023	
			09/11/2023	
PO BOX 60130	LEI		08/10/2023	0.00
CITY OF INDUSTRY	GF	0	00/00/0000	0.00
CA 91716-8248	SN104812			1,196.37
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-877.00	CHEMICALS		1,196.37	0.00
		Check No.	0	Total: 1,196.37
		Total for	LINCOLN AQUATICS	1,196.37

MEAN GENE'S GAS	Heating Dsl Pool	26345	07/20/2023	
			09/06/2023	
P O BOX 534	MGM		07/20/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				1,319.03
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.20	HEATING		1,319.03	0.00
MEAN GENE'S GAS	Bulk Fuel Diesel	26343	07/31/2023	
			09/06/2023	
P O BOX 534	MGM		07/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				756.77
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-865.00	VEHICLE FUEL & OIL		118.14	0.00
10-60-865.00	VEHICLE FUEL & OIL		2.47	0.00
50-45-865.00	VEHICLE FUEL & OIL		636.16	0.00
MEAN GENE'S GAS	Bulk Fuel Unleaded	26344	07/31/2023	
			09/06/2023	
P O BOX 534	MGM		07/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				2,514.26
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		410.88	0.00
10-41-865.00	VEHICLE FUEL & OIL		410.88	0.00
10-42-865.00	VEHICLE FUEL & OIL		410.88	0.00
10-50-865.00	VEHICLE FUEL & OIL		133.12	0.00
10-60-865.00	VEHICLE FUEL & OIL		188.29	0.00
40-30-865.00	VEHICLE FUEL & OIL		188.29	0.00
45-33-865.00	VEHICLE FUEL & OIL		188.29	0.00
50-45-865.00	VEHICLE FUEL & OIL		172.75	0.00
53-40-865.00	VEHICLE FUEL & OIL		410.88	0.00
MEAN GENE'S GAS	Bulk Fuel Unleaded	26406	07/31/2023	
			09/11/2023	
P O BOX 534	MGM		07/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				1,400.11
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		257.66	0.00
10-41-865.00	VEHICLE FUEL & OIL		257.66	0.00
10-42-865.00	VEHICLE FUEL & OIL		257.66	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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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	
10-60-865.00	VEHICLE FUEL & OIL			88.83	0.00
40-30-865.00	VEHICLE FUEL & OIL			88.83	0.00
45-33-865.00	VEHICLE FUEL & OIL			88.84	0.00
50-45-865.00	VEHICLE FUEL & OIL			102.97	0.00
53-40-865.00	VEHICLE FUEL & OIL			257.66	0.00
MEAN GENE'S GAS	Bulk Fuel Diesel	26407	07/31/2023		
			09/11/2023		
P O BOX 534	MGM		07/31/2023		0.00
FT JONES	GF	0	00/00/0000		0.00
CA 96032					512.17
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
50-45-865.00	VEHICLE FUEL & OIL		512.17	0.00	
MEAN GENE'S GAS	Bulk Fuel Diesel	26408	08/31/2023		
			09/11/2023		
P O BOX 534	MGM		08/31/2023		0.00
FT JONES	GF	0	00/00/0000		0.00
CA 96032					856.36
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-50-865.00	VEHICLE FUEL & OIL		134.47	0.00	
50-45-865.00	VEHICLE FUEL & OIL		721.89	0.00	
MEAN GENE'S GAS	Bulk Fuel Unleaded	26409	08/31/2023		
			09/11/2023		
P O BOX 534	MGM		08/31/2023		0.00
FT JONES	GF	0	00/00/0000		0.00
CA 96032					2,310.38
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-40-865.00	VEHICLE FUEL & OIL		418.51	0.00	
10-41-865.00	VEHICLE FUEL & OIL		418.51	0.00	
10-42-865.00	VEHICLE FUEL & OIL		418.51	0.00	
10-50-865.00	VEHICLE FUEL & OIL		242.81	0.00	
10-60-865.00	VEHICLE FUEL & OIL		94.63	0.00	
40-30-865.00	VEHICLE FUEL & OIL		94.63	0.00	
45-33-865.00	VEHICLE FUEL & OIL		94.64	0.00	
50-45-865.00	VEHICLE FUEL & OIL		109.63	0.00	
53-40-865.00	VEHICLE FUEL & OIL		418.51	0.00	

Check No.	0	Total:	9,669.08
Total for	MEAN GENE'S GAS		9,669.08

MELISSA MARTIN	PD Training	26385	08/18/2023		
			09/11/2023		
PO BOX 309	MMARTIN		08/18/2023		0.00
ETNA	GF	0	00/00/0000		0.00
CA 96027					503.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-42-735.00	TRAVEL & TRAINING		503.50	0.00	
Check No.	0	Total:	503.50		
Total for	MELISSA MARTIN		503.50		

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

MOBILE MECHANIC	Expedition Repairs	26371	08/08/2023	
			09/06/2023	
PO BOX 112	MOBILE MEC		08/08/2023	0.00
GREENVIEW	GF	0	00/00/0000	0.00
CA 96037	226825			619.98

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		619.98	0.00

Check No.	0	Total:	619.98
Total for	MOBILE MECHANIC		619.98

MOORE'S GRAVEL	Crushed Rock	26401	08/31/2023	
			09/11/2023	
8832 S HWY 3	MG		08/31/2023	0.00
CALLAHAN	GF	0	00/00/0000	0.00
CA 96014	10447			209.02

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-880.00	MAINTENANCE & SUPPLIES		209.02	0.00

Check No.	0	Total:	209.02
Total for	MOORE'S GRAVEL		209.02

PACIFIC POWER	155 Diggles PD	26349	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				197.82

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.10	ELECTRIC		98.91	0.00
53-40-840.10	ELECTRIC		98.91	0.00

PACIFIC POWER	452 Main St.	26350	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				34.07

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		34.07	0.00

PACIFIC POWER	401 Howell Pool	26356	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				903.95

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		903.95	0.00

PACIFIC POWER	625 Howell Shop & Amb	26357	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				252.08

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.10	ELECTRIC		28.02	0.00
40-30-840.10	ELECTRIC		28.01	0.00
45-33-840.10	ELECTRIC		28.01	0.00
50-45-840.10	ELECTRIC		168.04	0.00

PACIFIC POWER	400 Main St. Fire Hall	26358	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				58.77

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-840.10	ELECTRIC		58.77	0.00

PACIFIC POWER	501 Howell Park	26359	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				125.70

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-70-840.10	ELECTRIC		125.70	0.00

PACIFIC POWER	448 Main St. City Hall	26360	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				250.60

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		250.60	0.00

PACIFIC POWER	400 Howell Pool Lites	26361	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				60.98

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		60.98	0.00

PACIFIC POWER	Woodland Fltr Plant	26362	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				61.01

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-840.10	ELECTRIC		61.01	0.00

PACIFIC POWER	448 Main St. RCD	26363	08/23/2023	
			09/06/2023	
PO BOX 26000	PP		08/23/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				165.84

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		165.84	0.00

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State/Province Zip/Postal	Invoice Number			Check Amount

PACIFIC POWER	401 Island Sewerplant	26351	08/24/2023	
			09/06/2023	
PO BOX 26000	PP		08/24/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				469.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-840.10	ELECTRIC		469.25	0.00

PACIFIC POWER	Street Flashers	26375	08/29/2023	
			09/06/2023	
PO BOX 26000	PP		08/29/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				119.46

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-867.00	TRAFFIC SAFETY		119.46	0.00

PACIFIC POWER	Streetlights	26376	08/29/2023	
			09/06/2023	
PO BOX 26000	PP		08/29/2023	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				1,024.91

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-867.00	TRAFFIC SAFETY		1,024.91	0.00

Check No.	0	Total:	3,724.44
Total for	PACIFIC POWER		3,724.44

PEACE OFFICERS LEGAL DEFENSE	Association Dues	26372	09/01/2023	
			09/06/2023	
	PORAC LDF		09/01/2023	0.00
	GF	0	00/00/0000	0.00
	736312			159.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
99-00-217.00	PD DUES		159.00	0.00

Check No.	0	Total:	159.00
Total for	PEACE OFFICERS LEGAL DEFENSE		159.00

PEACE OFFICERS RESEARCH ASSOC.	Etna POA Dues	26377	09/01/2023	
			09/06/2023	
2940 ADVANTAGE WAY	PORAC		09/01/2023	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 95834-9666	413473			192.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
99-00-217.00	PD DUES		192.00	0.00

PEACE OFFICERS RESEARCH ASSOC.	Reserve POA Dues	26378	09/01/2023	
			09/06/2023	
2940 ADVANTAGE WAY	PORAC		09/01/2023	0.00
SACRAMENTO	GF	0	00/00/0000	0.00
CA 95834-9666	413474			24.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
99-00-217.00	PD DUES			24.00 0.00

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

PITNEY BOWES GLOBAL FINANCIAL	Qtrly Lease	26402	08/30/2023	
SERVICES LLC.			09/11/2023	
PO BOX 981022	PITNEYBOWE		08/30/2023	0.00
BOSTON	GF	0	00/00/0000	0.00
MA 02298-1022	3106241470			175.38

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

Check No.	0	Total:	175.38
Total for	PITNEY BOWES GLOBAL FINANCI.		175.38

PRENTICE, LONG, & EPPERSON	Attorney Fees	26355	09/01/2023	
			09/06/2023	
2240 COURT STREET	PRENTICE		09/01/2023	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96001	6044			429.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		66.00	0.00
10-40-780.00	ATTORNEY FEES		363.00	0.00

Check No.	0	Total:	429.00
Total for	PRENTICE, LONG, & EPPERSON		429.00

SCOTT VALLEY AUTO PARTS	Vehicle Maint.	26399	08/31/2023	
			09/11/2023	
P O BOX 215	SVAP		08/31/2023	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				792.16

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		176.95	0.00
10-50-860.00	VEHICLE MAINTENANCE		615.21	0.00

Check No.	0	Total:	792.16
Total for	SCOTT VALLEY AUTO PARTS		792.16

SCOTT VALLEY DISPOSAL	Monthly Trash	26373	08/31/2023	
			09/06/2023	
138 FOREST WALK	SVD		08/31/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				625.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.30	TRASH		125.00	0.00
10-60-840.30	TRASH		125.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
10-70-840.30	TRASH			250.00 0.00
23-70-840.30	TRASH			125.00 0.00

Check No.	0	Total:	625.00
Total for	SCOTT VALLEY DISPOSAL		625.00

SHASTA VALLEY PEST CONTROL	Pest Control Ambulance	26348	08/28/2023	
			09/06/2023	
467 SOUTH 7TH ST.	SHASTA		08/28/2023	0.00
MONTAGUE	GF	0	00/00/0000	0.00
CA 96064	08/28/23-9			80.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		80.00	0.00

Check No.	0	Total:	80.00
Total for	SHASTA VALLEY PEST CONTROL		80.00

SHN CONSULTING ENGINEERS	SSMP	26342	08/11/2023	
			09/06/2023	
	SHN		08/11/2023	0.00
	GF	0	00/00/0000	0.00
	118277			756.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		756.00	0.00

Check No.	0	Total:	756.00
Total for	SHN CONSULTING ENGINEERS		756.00

SISKIYOU COUNTY EDC	MOU 8.23	26366	08/01/2023	
			09/06/2023	
1512 SOUTH OREGON ST	SCEDC		08/01/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	Aug 23			416.67
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		416.67	0.00

SISKIYOU COUNTY EDC	MOU Sept. 2023	26404	09/01/2023	
			09/11/2023	
1512 SOUTH OREGON ST	SCEDC		09/01/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	Sept '23			416.67
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		416.67	0.00

SISKIYOU COUNTY EDC	23 Qtr 1 TBID	26333	09/06/2023	
			09/06/2023	
1512 SOUTH OREGON ST	SCEDC		09/06/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				567.93
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-270.00	DEFERRED REVENUE		567.93	0.00

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

SISKIYOU COUNTY EDC	2nd Qtr 23 TBID	26334	09/06/2023	
			09/06/2023	
1512 SOUTH OREGON ST	SCEDC		09/06/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				1,814.96

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-270.00	DEFERRED REVENUE		1,814.96	0.00

Check No.	0	Total:	3,216.23
Total for	SISKIYOU COUNTY EDC		3,216.23

SISKIYOU COUNTY SHERIFF'S DEPT	4th QTR FY 2022/2023	26400	09/05/2023	
			09/11/2023	
311 LANE STREET	SCSD		09/05/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				5,125.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-762.00	SHERIFF'S CONTRACT		2,562.50	0.00
10-41-762.00	SHERIFF'S CONTRACT		2,562.50	0.00

Check No.	0	Total:	5,125.00
Total for	SISKIYOU COUNTY SHERIFF'S DE		5,125.00

SISKIYOU TELEPHONE	3217 City Hall Fax	26390	09/01/2023	
			09/11/2023	
P O BOX 157	ST		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				49.86

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		49.86	0.00

SISKIYOU TELEPHONE	3295 Fire Hall	26391	09/01/2023	
			09/11/2023	
P O BOX 157	ST		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				78.67

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-830.00	TELEPHONE EXPENSE		78.67	0.00

SISKIYOU TELEPHONE	3331 Ambulance	26392	09/01/2023	
			09/11/2023	
P O BOX 157	ST		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				99.93

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-830.00	TELEPHONE EXPENSE		99.93	0.00

SISKIYOU TELEPHONE	3400 PD Phone	26393	09/01/2023	
			09/11/2023	
P O BOX 157	ST		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				283.96

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		141.98	0.00
53-40-830.00	TELEPHONE EXPENSE		141.98	0.00

SISKIYOU TELEPHONE 3673 Shop & Park Wifi 26394 09/01/2023

09/11/2023

P O BOX 157 ST 09/01/2023 0.00

ETNA GF 0 00/00/0000 0.00

CA 96027 175.09

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-830.00	TELEPHONE EXPENSE		31.71	0.00
10-70-830.00	TELEPHONE EXPENSE		79.95	0.00
40-30-830.00	TELEPHONE EXPENSE		31.71	0.00
45-33-830.00	TELEPHONE EXPENSE		31.72	0.00

SISKIYOU TELEPHONE 5232 Pool 26395 09/01/2023

09/11/2023

P O BOX 157 ST 09/01/2023 0.00

ETNA GF 0 00/00/0000 0.00

CA 96027 131.02

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-830.00	TELEPHONE EXPENSE		131.02	0.00
SISKIYOU TELEPHONE	5256 City Hall	26396	09/01/2023	
			09/11/2023	
P O BOX 157	ST		09/01/2023	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				217.09

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		217.09	0.00

SISKIYOU TELEPHONE 5638 PD Fax 26397 09/01/2023

09/11/2023

P O BOX 157 ST 09/01/2023 0.00

ETNA GF 0 00/00/0000 0.00

CA 96027 56.71

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		28.35	0.00
53-40-830.00	TELEPHONE EXPENSE		28.36	0.00

Check No. 0 Total: 1,092.33

Total for SISKIYOU TELEPHONE 1,092.33

U S POSTAL SERVICE Annual Box Fee 26379 09/06/2023
 STAMP FULFILLMENT SERVICES 09/06/2023
 PERSONALIZED ENVELOPE PROGRAM USPS 09/06/2023 0.00
 KANSAS CITY GF 0 00/00/0000 0.00
 MO 64141-6208 118.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-750.00	DUES AND SUBSCRIPTIONS		118.00	0.00

Check No. 0 Total: 118.00

Total for U S POSTAL SERVICE 118.00

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

VERIZON WIRELESS	Monthly Cellular	26364	09/06/2023	
			09/06/2023	
PO BOX 9622	VW		09/06/2023	0.00
MISSION HILLS	GF	0	00/00/0000	0.00
TX 91346-9622				708.42

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		32.23	0.00
10-41-830.30	CELLULAR		164.35	0.00
10-42-830.30	CELLULAR		46.40	0.00
10-60-830.30	CELLULAR		128.98	0.00
40-30-830.30	CELLULAR		128.98	0.00
45-33-830.30	CELLULAR		128.98	0.00
50-45-830.30	CELLULAR		46.27	0.00
53-40-830.30	CELLULAR		32.23	0.00

Check No.	0	Total:	708.42
Total for	VERIZON WIRELESS		708.42

XEROX CORPORATION	Print Charges	26347	08/05/2023	
			09/06/2023	
PO BOX 7405	XEROX		08/05/2023	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	019520726			44.16

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		44.16	0.00

Check No.	0	Total:	44.16
Total for	XEROX CORPORATION		44.16

Total Invoices:	68	Grand Total:	64,617.68
		Less Credit Memos:	0.00
		Net Total:	64,617.68
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	64,617.68

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 09/11/2023

Time: 2:50 pm

Page: 15

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

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	2,757.89	0.00
20	City Council	833.34	0.00
25	City Clerk	5,558.89	0.00
30	Water	7,901.05	0.00
33	Sewer	17,235.33	0.00
40	Law Enforcement	6,499.48	0.00
41	Police - FJ Station	3,895.39	0.00
42	DOJ GRANT	1,636.95	0.00
45	Ambulance Services	5,215.76	0.00
50	Fire Prevention	1,381.19	0.00
55	Governmental Buildings	1,942.72	0.00
60	Highways & Streets	5,463.60	0.00
70	Parks & Recreation	4,296.09	0.00
Grand Total:		64,617.68	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 09/14/2023

Time: 12:11 pm

Page: 1

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

SISKIYOU COUNTY CLERK'S OFFICE	Recording Fee	26410	09/14/2023	
			09/14/2023	
510 N MAIN ST	SCCO		09/14/2023	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				50.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-811.00	RECORDING FEES		50.00	0.00
		Check No. 0	Total:	50.00
		Total for	SISKIYOU COUNTY CLERK'S OFFI	50.00

Total Invoices: 1	Grand Total:	50.00
	Less Credit Memos:	0.00
	Net Total:	50.00
	Less Hand Check Total:	0.00
	Outstanding Invoice Total:	50.00

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
25	City Clerk	50.00	0.00
Grand Total:		50.00	0.00



**EXPEDITED DRINKING WATER GRANT FUNDING PROGRAM
PROJECT PROPOSAL FORM
ATTACHMENT 4 – AUTHORIZED REPRESENTATIVE
RESOLUTION**

RESOLUTION NO: 2023-011

WHEREAS The City of Etna has been awarded an Expedited Drinking Water Grant-Round 2 EDWG-471004-001C,

WHEREAS THE CITY OF Etna in accepting the grant amount of \$8,360,819 to rehabilitate the City of Etna's surface water treatment process and construction system improvements to meet the State of California's long term enhanced surface water treatment rule.

IT IS HEREBY RESOLVED BY THE CITY OF ETNA AS FOLLOWS:

The City Clerk is hereby authorized and directed to sign and file, for and on behalf of the Entity, a financial assistance application for a financial assistance agreement from the State Water Resource Control Board for the planning, design, and construction of rehabilitation of the City of Etna's surface water treatment process and construction system improvements.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the City of Etna in carrying out the Entity's responsibilities under the financial assistance agreement, including certifying disbursement requests on behalf of the City of Etna and compliance with applicable state and federal laws.

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Etna City Council held

on 9/18/2023

Ayes: 3
Noes: 0
Absent: 2



Cliff Munson, Mayor


Pamela Eastlick, City Clerk

Etna Police Department Monthly Report

September 2023

Along with my monthly report, you will see the attached stats from the past month. It has been very busy in both towns with the new school year in full effect as well as special events taking place. Along with an increase in calls for service, we are seeing several of our ongoing cases being expedited through the court process. As you know several of these cases have been ongoing for years, so it is nice to see a light at the end of the tunnel. I hope to be able to continue updates on these cases with adjudication occurring in the near future.

Traffic- The police department has continued its focus on traffic enforcement in and around town to limit traffic safety concerns. Main street has been a priority along with areas around our schools. While we continue to see traffic violations and write citations accordingly, we have also noticed a reduction in these infractions over the past month. We hope to continue to see a reduction in violations but as winter approaches so do the hazards on the road. We will continue to educate drivers and enforce traffic laws as needed while trying to focus on areas we haven't concentrated on yet. The new radar trailer is expected to be delivered this week. The department is excited to implement this new technology and hope to see it have a positive impact in town.

Schools- As mentioned above, with the new school year we have seen our calls for service jump significantly with school-related activity. While much of the activity is good and related to our proactive approach, we have seen calls for service within the schools on the rise. This is typical of the new school year and hope to see the decline in needed service take place over the next couple months. The need for our school district to have a school resource officer is ever growing and apparent. It is my goal to continue to work with school officials to create and be able to maintain such a role by next year.

Animal Control- Knock on wood, animal control issues within town have come to a small roar. We continue to have issues on occasion; however, it seems most pet owners have been very responsible in keeping their pets cared for and in their own homes. We had an explosion of kittens in the last couple months but for the most part have seen many taken care of. Kelly continues to work on a cat program I mentioned last month. While the initial program will begin in Fort Jones, we hope to bring it to Etna in the near future. I will provide updates to council on the success of the program and when it can be implemented locally.

Reports/Cases- I mentioned above how busy the police department has been and it is reflected in the calls for service as well as the written reports assigned to officers. We have nearly 100 reports for the year in each town. This is a significant jump from last year as we still have 3 months left in the calendar year. It has been many years since Etna has surpassed 100 reports in a year. This obviously shows how things in our Scott Valley community have changed and continue to do so. We will continue to stay visible and be proactive in order to prevent

many crimes from occurring. Our little town isn't immune from big world issues, but we hope to direct our way of living in the direction of our priorities and morals.

Calls for Service- As with written reports, we continue to see an increase in general calls for service. I also expect our calls for service this year to surpass many years of the past. Again, many of these calls are positive calls for service and help us maintain the specialties of our home.

Ordinance Enforcement- Kelly continues to follow-up on code enforcement calls for service including issuing letters and warnings. It is hoped these letters will lead to voluntary compliance. If not, the next steps are taken leading to citations and/or charges being filed with the district attorney's office. Next month we hope to provide you with a detailed process for a hearing held in house to address many of our ordinance violations. With this new procedure we should notice an expedited process concluding our local cases.

PAL- PAL has officially started the new season with our soccer program. We have approximately 60 participants in the program this year ranging from 5 to 18 years old. Flag Football will immediately follow soccer in October which usually includes 75 participants. The Pal holiday gathering will be December 2nd this year, so be ready. It will be here before we know it.

Training- Our officers continue their perishable skills and advanced officer training for the year. Recently we had a POST review take place at the department. We passed with flying colors thanks to our detective Nate Mendes. These occur at least once a year and require many hours of prep work.

Patrol Hours- The patrol hours and time in the office are maintained with 3 full-time 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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/25/2023 15:55	2308250034		M	220 COLLIER WAY		
08/28/2023 13:38	2308280047		CIV	317 COLLIER WAY		
08/31/2023 19:46	2308310042		DP	511 MAIN ST		
09/03/2023 12:48	2309030043		DP	110 INDUSTRIAL PKY		
09/03/2023 19:25	2309030072		RO	511 MAIN ST		
09/06/2023 17:13	2309060056		ALARM	233 COLLEGE AVE		
09/06/2023 20:02	2309060066		WI	833 HIGHLAND ST		
09/07/2023 16:13	2309070058		CIV	305 DIGGLES ST		
09/08/2023 10:33	2309080030		VEH STOP	COLLIER WAY/PIG ALY		
09/09/2023 16:38	2309090050		VEH STOP	8600 N HWY 3		
09/13/2023 20:50	2309130060		OWAS	15 TELCO WY		
09/14/2023 19:26	2309140069		VEH STOP	COLLIER WAY/PIG ALY		
09/14/2023 19:30	2309140070		FIRE	406 WOODLAND ST		
09/15/2023 18:32	2309150056		DRNK	400 HOWELL AVE		
09/15/2023 19:29	2309150060		DP	00 FREDERICK ST		
09/16/2023 07:55	2309160015		ANIMAL	15 TELCO WY		
09/16/2023 11:38	2309160022		VEH STOP	CALLAHAN ST/CALLAHAN WAY		
09/16/2023 20:38	2309160055		M	134 SCOTT ST		
09/17/2023 16:47	2309170036		DP	337 CALLAHAN ST		
09/18/2023 11:19	2309180021		NCRM	706 CALLAHAN WAY		
09/18/2023 14:52	2309180032		WI	400 HOWELL AVE		

TOTAL CALLS: 21



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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/25/2023 15:21	2308250032		RWAY	11501 MATHEWS ST		
08/26/2023 23:45	2308260057		BURG	313 NEWTON ST		
08/30/2023 11:08	2308300035		CODE	101 BUTTE ST		
08/30/2023 11:57	2308300042		FIRE	11736 MAIN ST		
09/01/2023 18:14	2309010039		VEH STOP	MAIN ST/CARLOCK ST		
09/01/2023 22:14	2309010049		VEH STOP	11300 N HWY 3		
09/01/2023 22:53	2309010052		FLP	11300 N HWY 3		
09/01/2023 23:55	2309010058		ASST	SB HWY 3		
09/02/2023 22:43	2309020062		M	MAIN ST/STERLING ST		
09/04/2023 17:49	2309040055		ANIMAL	12069 MAIN ST		
09/05/2023 11:39	2309050023		CODE	101 BUTTE ST		
09/05/2023 14:41	2309050040		CODE	12075 OAK MILL DR		
09/06/2023 16:01	2309060050		FLP	12345 MAIN ST		
09/07/2023 14:30	2309070047	5230088	ABC	11307 MAIN ST		
09/07/2023 16:16	2309070059		VEH STOP	19 STERLING ST		
09/08/2023 11:17	2309080035		RO	11801 NEWTON ST		
09/08/2023 12:35	2309080043		PROBS	11918 EAST ST		
09/09/2023 13:15	2309090028		VEH STOP	KIDDER CREEK/HWY 3		
09/09/2023 13:43	2309090033		OWAS	5235 N HWY3		
09/11/2023 17:46	2309110047		FLP	12212 MAIN ST		
09/11/2023 17:53	2309110048		FLP	12345 MAIN ST		
09/12/2023 17:12	2309120043		MP	237 BUTTE ST		
09/13/2023 12:35	2309130030	5230089	CHAB	111 BOWER ST		
09/13/2023 13:21	2309130032		AB	11931 MAIN ST		
09/14/2023 22:25	2309140077	5230092	TC	12137 N MAIN ST		
09/15/2023 14:35	2309150045		M	243 STERLING ST		
09/16/2023 10:20	2309160017		AT	24 NEWTON ST		
09/16/2023 12:02	2309160025	5230093	M	12095 OAK MILL DR		
09/18/2023 02:15	2309180005		ASST	25 DOUGLAS ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
09/18/2023 16:30	2309180035	5230095	RO	243 STERLING ST		
09/18/2023 18:11	2309180039		DP	12341 MAIN ST		
09/18/2023 20:10	2309180050		NARC	243 STERLING ST		
09/18/2023 21:02	2309180051		DP	243 STERLING ST		
09/19/2023 17:41	2309190038		TRAF	11530 MAIN ST		

TOTAL CALLS: 34



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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
09/01/2023 23:42	2309010056		VEH STOP	00 S KIDDER CREEK RD		
09/15/2023 12:31	2309150038		CODE	5313 POTTERS LN		
09/19/2023 15:57	2309190034		ASST	6609 MAIN ST		

TOTAL CALLS: 3



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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/30/2023 15:47	2308300059		VEH STOP	MAIN ST/MATHEWS ST		
09/02/2023 09:52	2309020015		WI	2925 EASTSIDE RD		
09/05/2023 18:21	2309050057		WI	25 DOUGLAS ST		
09/07/2023 15:00	2309070049		M	WILD CAT/CALLAHAN		
09/08/2023 13:34	2309080049		ASST	ELLER LN/EASTSIDE RD		
09/10/2023 00:18	2309100001		TRSP	302 CALLAHAN ST		
09/14/2023 14:05	2309140037		VEH STOP	VALLEY PINES DR/N 3		
09/14/2023 14:53	2309140047		TC	N HWY 3/SCOTT RIVER RD		
09/17/2023 17:06	2309170039		ASST	25 DOUGLAS ST		
09/18/2023 11:52	2309180025		M	331 COLLIER LN		

TOTAL CALLS: 10



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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/25/2023 16:23	2308250036	1231254	WI	425 CALLAHAN ST		
08/26/2023 11:24	2308260021		TRSP	425 CALLAHAN ST		
08/26/2023 13:41	2308260029		DP	1441 SAWYERS BAR RD		
09/02/2023 00:21	2309020002		VEH STOP	S HWY 3/TIMMONS RANCH RD		
09/02/2023 21:51	2309020059		ASST	505 SCOTT RIVER RD		
09/07/2023 19:23	2309070072		VEH STOP	0 N HWY 3		
09/08/2023 07:51	2309080012		VEH STOP	1102 SAWYERS BAR RD		
09/08/2023 13:46	2309080052		OWAV	00 S HWY 3		
09/20/2023 12:16	2309200023		TRSP	1441 SAWYERS BAR RD		
09/20/2023 13:11	2309200026		M	9929 S HWY 3		
09/20/2023 13:15	2309200027		M	9701 S HWY 3		

TOTAL CALLS: 11



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 = 08/25/2023 to 09/20/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/25/2023 16:23	2308250036	1231254	WI	425 CALLAHAN ST		
08/26/2023 11:24	2308260021		TRSP	425 CALLAHAN ST		
08/26/2023 13:41	2308260029		DP	1441 SAWYERS BAR RD		
09/02/2023 00:21	2309020002		VEH STOP	S HWY 3/TIMMONS RANCH RD		
09/02/2023 21:51	2309020059		ASST	505 SCOTT RIVER RD		
09/07/2023 19:23	2309070072		VEH STOP	0 N HWY 3		
09/08/2023 07:51	2309080012		VEH STOP	1102 SAWYERS BAR RD		
09/08/2023 13:46	2309080052		OWAV	00 S HWY 3		
09/20/2023 12:16	2309200023		TRSP	1441 SAWYERS BAR RD		
09/20/2023 13:11	2309200026		M	9929 S HWY 3		
09/20/2023 13:15	2309200027		M	9701 S HWY 3		

TOTAL CALLS: 11

Ambulances:

The refurbished Toughbook Tablets are working great!

M55 had an oil leak. Dan looked at it and recommended it be sent out. It was found to be a deteriorating O ring and was fixed.

M56-Dan and Jed did a routine oil change for the unit.

Annual cardiac monitor maintenance through Zoll is being performed September 29.

Building:

Some misc maintenance things need to be done that Dan and I are working together on getting scheduled.

August Numbers

Etna	3	ALS	BLS	Cancel	CCP	AMA/ALS	AMA/BLS	AMA/non billable	MSAS Rendez	M11 Rendez	Missed	BLSD
FJ	7	12	3	6	0	3	0	0	0	0	2	0
SV	18											
Total:	28											

Total: 28 Billable: 20

August 2022: 41 total/20 Billable

As you can see for the month, the volume went down but the billable calls remained the same. This is obviously a benefit financially.

Events

We provided a dedicated, staffed ambulance at EHS Football home games on Sept 8th and 15th. There will be 2 more in October.

Misc.

*Volunteer availability is low right now due to the fires. This is an annual occurrence.

*Laundry for the park has stopped.

*Still working on the Medicare GADCS data reporting that will be finalized in November.

*We will start working on the Rural EMS Grant application that was approved last meeting.

UPCOMING TRAINING/CLASSES/EVENTS:

EMT class will be announced for the Spring semester at COS to be hosted at Etna Ambulance in October. It will run January thru May 2024.

Misc classes are on hold until after fire season.

Clerk Report: Attached Banking Statements



P.O. Box 2200
Corona, CA 92878
800.797.6324
www.mechanicsbank.com

Statement Ending 08/31/2023

Page 1 of 10

RETURN SERVICE REQUESTED

>000902 6370453 0001 92387 20Z 202

00005670
DC08
CITY OF ETNA
PO BOX 460
ETNA CA 96027-0460

Managing Your Accounts



Client Services 800.797.6324



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business to the next level.



Financing
& Credit



Cash Management
Solutions



Merchant &
Payroll Services



Business Online
& Mobile Banking

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www.MechanicsBank.com/ThinkGrowth

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WATCH OUT FOR TECH SUPPORT SCAMS

Scammers pose as technology support representatives and offer to fix non-existent computer or technology issues.
Learn how to spot this scam at www.MechanicsBank.com/Security.

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC INTEREST CHECKING	[REDACTED]	\$134,282.99



California State Treasurer

Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

August 10, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF ETNA

CITY CLERK
P.O. BOX 460
ETNA, CA 96027

[Tran Type Definitions](#)

Account Number [REDACTED]

July 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
7/14/2023	7/19/2023	QRD	1736276	N/A	SYSTEM	1,696.97

Account Summary

Total Deposit:	1,696.97	Beginning Balance:	216,136.17
Total Withdrawal:	0.00	Ending Balance:	217,833.14

int = 3.15% as of 6/30/23

Search Transactions

Activity: All transactions Type: All

Transactions

⌚ Pending ● Posted

Total debits: -0.00 (0) Total credits: +1,013,775.87 (6)

Date ▾	Description ⇅	Debit ⇅	Credit ⇅	Balance
● Aug 31, 2023	INTEREST		3,090.21	1,013,775.87
● Jul 31, 2023	Interest		2,995.46	
● Jun 30, 2023	Interest		2,890.52	
● May 31, 2023	Interest		3,169.54	
● Apr 28, 2023	Interest		1,630.14	
● Apr 12, 2023	<u>In-Branch Transfer Credit</u>		1,000,000.00	

int = 3.60% as of 6/30/23

Rate Increase

Apryl Demarco <Apryl_Demarco@mechanicsbank.com>

Fri 9/22/2023 10:53 AM

To: Jenny Bennett <j.bennett@etnaca.com>; Pamela Eastlick <p.eastlick@etnaca.com>

Cc: govbanking <govbanking@MECHANICSBANK.COM>; Peaches Hansen <Peaches_Hansen@MechanicsBank.com>

This message was sent securely by Mechanics Bank®

Happy Friday Jenny and Pamela!

I just increased your public money market rate to 3.70%apy.

Please let me know if you have any questions. Thank you for your continued partnership!

Apryl DeMarco

Vice President / Operations Manager

Government and Corporate Enterprise Banking

Mechanics Bank

1111 Civic Drive Suite 385 | Walnut Creek, CA 94596

Tel 925.256.3036

apryl_demarco@mechanicsbank.com

www.mechanicsbank.com



When sending confidential information to the bank, please use our secure email system:

<https://web1.zixmail.net/s/login?b=mechbank>



City of Etna

Agenda Request

Date of Meeting: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Resolution 2023-012

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

Discuss/Approve application for funding from CDBG Program for the museum project.

Approve Resolution 2023-012 - A Resolution Approving the Application for Funding and the Execution of a Grant Agreement and any Amendments Thereto From the 2021-2022 Funding Year of the State CDBG Program.

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.



APPENDIX D

Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO. 2023-012

**A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE
EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS
THERE TO FROM THE 2021-2022 FUNDING YEAR OF THE STATE CDBG
PROGRAM**

BE IT RESOLVED by the City Council of the City
of Etna as follows:

SECTION 1:

The City Council has reviewed and hereby approves the
submission to the State of California of one or more application(s) in the aggregate
amount, not to exceed, of \$ 140,000.00 for the following CDBG activities,
pursuant to the January 2022 CDBG NOFA:

List activities and amounts (*activity totals should include Activity Delivery dollars
and General Administration associated with the activity*)

Activity (i.e. Public Services, Housing Rehabilitation)	Dollar Amount Being Requested for the Activity
City of Etna Museum Renovation	\$ 135,000.00
General Administration	\$ 5,000.00
	\$
	\$

*Note: Similar to the above, any Colonia or Native American Set-Aside activities must be
included separately in the Resolution.*

SECTION 2:

The City hereby approves the use of Program Income in an amount not to
exceed \$ 140,000.00 for the CDBG activities described in Section 1.



APPENDIX D

SECTION 3:

The [City] acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The [City] hereby authorizes and directs the (title of designated official) [City Clerk], or designee*, to execute and deliver all applications and act on the [City's] behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the (title of designated official) [City Clerk], or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the (title of designated official) [City Clerk], or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

** Important Note: If the designee is signing any application, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.*



APPENDIX D

PASSED AND ADOPTED at a regular meeting of the City Council
of the City of Etna held on 09/25/23 by the following vote:

Instruction: Fill in all four vote-count fields below. If none, indicate "0" for that field.

AYES: 0

NOES: 0

ABSENT: 0

ABSTAIN: 0

Authorized Signature

Date

Signer's Title

STATE OF CALIFORNIA

City of Etna

I, Pamela Eastlick, Jennifer Bennett of the City of
Etna, State of California, hereby certify the above and foregoing to be a full,
true and correct copy of a resolution adopted by said City Council
on this 25th day of September, 2023.

Name of Clerk, Jennifer Bennett

of the City of Etna, State of California

By: Signature

Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.



City of Etna

Agenda Request

Date of Meeting: 9.25.23

Spokesperson(s): Pam Merchant

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

Subject/Request: Scott Valley Focus

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

Discuss/Approve the City of Etna partnering with Scott Valley Focus to assist and/or provide resources for side street rehabilitation projects.

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.

TO: Mayor of Etna and council members

FROM: Scott Valley Focus

Date: 9-21-23

I am writing to propose an exciting opportunity that I believe would greatly benefit our beloved city and its residents. As we are proud residents of Scott Valley and active members of our community, we are deeply committed to enhancing the overall quality of life here in Etna. With this goal in mind, I am reaching out to propose a partnership between our city and a local non-profit organization, Scott Valley Focus to embark on a side street beautification project.

Recently we have signed up to adopt a highway and would like to give that money to the city of Etna to be earmarked for cleaning up some of the side streets. We believe there is some interest with Rockside Ranch and some students from Etna High School to help with the labor.

The objective of this project is to transform one of our less-traveled side streets into an inviting space for residents and visitors alike. This will not only add charm to our city but it also fosters community engagement and a sense of pride among our residents.

To make this project a reality, we are seeking this partnership with the city to provide the support and resources. We understand that budgets can be tight, and we are prepared to seek additional funding if needed.

Please let us know if Etna City would like to be part of this with Scott Valley Focus.

Thanks,

Pam Merchant

Scott Valley Focus, board



City of Etna

Agenda Request

Date of Meeting: 09252023

Spokesperson(s): Teresa Arrwood

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

Subject/Request: Biennial review and update for Ambulance Fee Schedule

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

Last resolution was 2021-015 (attached).

If we follow the discussed and agreed upon biennial increases, it would be 10% for residents of Etna and 20% for non-residents of Etna. The point was that the residents are already tax payers that contribute to the function of the ambulance as part of the City.

I propose that we follow the same format. Attached is a chart of current rates and proposed increases.

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

Please describe:

Due to different insurance companies having different contracts, it would be difficult to determine a set amount. However, as costs for fuel and maintenance increase, it would be detrimental to not approve an rate increase.

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.

Etna Ambulance Rate Schedule	HCPCS	Current Rate Etna Resident	Current Rate Non-Etna Resident	Proposed New Rate (10% increase) Etna Resident	Proposed New Rate (20% increase) Non-Etna Resident
ALS1 emergency transport	A0427	\$2123	\$2316	\$2335.30	\$2779.20
ALS2 emergency transport	A0433	\$2299	\$2508	\$2528.90	\$3009.60
ALS Assessment/Non-transport	A0998	\$220	\$240	\$242.00	\$288.00
ALS Non-emergency scheduled transport	A0426	\$1837	\$2171	\$2020.70	\$2605.20
BLS- emergency transport	A0429	\$1727	\$1884	\$1899.70	\$2260.80
BLS- non-emergency scheduled transport	A0428	\$1606	\$1752	\$1766.60	\$2102.40
BLS Assessment/Non-Transport	A0998	\$55	\$60	\$60.50	\$72
Cardiac monitor use	93005	\$92	\$100	\$101.20	\$120
Oxygen delivery	A0422	\$104	\$113	\$114.40	\$135.60
Each mile (patient loaded)	A0425	\$32	\$35	\$35.20	\$42
Events requesting a dedicated, staffed ambulance		\$100 per hour		\$110 per hour	

*ALS- Advanced Life Support “Paramedic”

*BLS- Basic Life Support “EMT”

*Emergency- Any 911 request for service

*Non emergency – any scheduled transfer hospital to hospital, to a doctors appointment, etc



City of Etna

Resolution Number: 2021-015

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA APPROVING THE FEE SCHEDULE FOR EMERGENCY MEDICAL SERVICES (AMBULANCE RATES)

WHEREAS, the Etna Ambulance Department of the City of Etna is the primary Emergency Medical Services (ambulance) provider to the citizens Etna and Scott Valley; and

WHEREAS, the adoption of the fee schedule is required to permit the City to recover the costs of providing emergency medical services, including medications and other medical supplies from the users thereof; and

WHEREAS, many of the patients served by the Etna Ambulance Department pay for their services through government reimbursement programs such as Medicare; and

WHEREAS, the Medicare reimbursement fee schedules do not fully reimburse the City for the cost of the services; and

WHEREAS, many government reimbursement agencies have adopted the Medicare reimbursement fee schedule which has reduced the amount of income to the City's Etna Ambulance Department; and

WHEREAS, The Etna Ambulance Department needs to raise the rates it charges in order to be able to raise sufficient revenue to cover the cost of its operations; and

WHEREAS, Resolution Number 927-2019 establishes that Etna Ambulance transport fees are to be increased biennially on July 1st in an amount equal to the California Consumer Price Index as published by the Office of Policy, Research and Legislation; and

WHEREAS, fees were last increased on July 1, 2019; and

WHEREAS, a reasonable fee is also needed to accommodate occasional requests by community members for gurney transport for non-ambulatory patients during non-emergencies.

NOW THEREFORE, the City Council of the City of Etna does resolve as follows:

SECTION 1. Service Fee Schedule is hereby established as set forth herein:

The following Fee Schedule shall apply when a City-owned or contract paramedic unit or ambulance provides transportation or other emergency services.

Etna Ambulance Rate Increase 12/01/2021	HCPCS	Current Rate	New - Etna Resident 10%	New - Non Etna Resident 20%
ALS1 Etna	A0427	\$ 1,930.00	\$2,123	\$2,316
ALS2 Etna	A0433	\$ 2,090.00	\$2,299	\$2,508
Assessment Non Transport Etna	A0998	\$ 50.00	\$55	\$60
BLS1 Etna	A0428	\$ 1,460.00	\$1,606	\$1,752
BLSE1 Etna	A0429	\$ 1,570.00	\$1,727	\$1,884
Cardiac Monitor/EKG Etna	93005	\$ 83.00	\$92	\$100
MILE1 Etna	A0425	\$ 29.00	\$32	\$35
Oxygen Etna	A0422	\$ 94.00	\$104	\$113
ALS Assessment non transport	A0998	\$200.00	\$220	\$240
ALS Non Emergency transport	A0426	\$1,670	\$1,837	\$2,171

SECTION 2. Annual Adjustment of Transport Fees and Mileage Charge. The transport fee in Section 1. A will be increased biennially on July 1st in an amount equal to the California Consumer Price Index as published by the Office of Policy, Research and Legislation (www.dir.ca/OPRLand) then rounded up to the nearest ten-dollar increment (one-dollar increment for items less than \$1000).

SECTION 3. Resolution of Billing Problems: The Ambulance Director is authorized to adjust emergency medical service charges billed to a patient in order to resolve any problems encountered between the City and the patient for service. Records for any changes in the amount of payment owed will be maintained by the Ambulance Director or appointed designee and made available to the City Council at their request.

SECTION 4. The fees listed in this resolution will become effective on December 1, 2021..

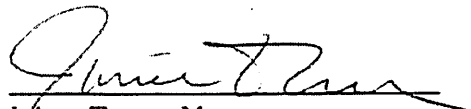
PASSED AND ADOPTED by the City Council of the City of Etna, State of California this 15th day of November, 2021, by the following vote:

AYES: J.Tarne, C.Gilmore, B.Fawaz, C.Munson

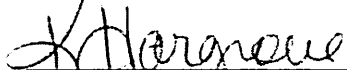
NOES: M.Trost

ABSENT: None

ABSTAIN: None


Jaime Tarne, Mayor

ATTEST:


Kristina Hargrove, City Clerk



City of Etna

Resolution Number: 2023-013

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA APPROVING THE FEE SCHEDULE FOR EMERGENCY MEDICAL SERVICES (AMBULANCE RATES)

WHEREAS the Etna Ambulance Department of the City of Etna is the primary Emergency Medical Services (ambulance) provider to the citizens Etna and Scott Valley; and

WHEREAS the adoption of the fee schedule is required to permit the City to recover the costs of providing emergency medical services, including medications and other medical supplies from the users thereof; and

WHEREAS many of the patients served by the Etna Ambulance Department pay for their services through government reimbursement programs such as Medicare; and

WHEREAS the Medicare reimbursement fee schedules do not fully reimburse the City for the cost of the services; and

WHEREAS many government reimbursement agencies have adopted the Medicare reimbursement fee schedule which has reduced the amount of income to the City's Etna Ambulance Department; and

WHEREAS The Etna Ambulance Department needs to raise the rates it charges to be able to raise sufficient revenue to cover the cost of its operations; and

WHEREAS Resolution Number 927-2019 establishes that Etna Ambulance transport fees are to be increased biennially on July 1st in an amount equal to the California Consumer Price Index as published by the Office of Policy, Research and Legislation; and

WHEREAS fees were last increased on November 15, 2021; and

WHEREAS a reasonable fee is also needed to accommodate occasional requests by community members for gurney transport for non-ambulatory patients during non-emergencies.

NOW THEREFORE, the City Council of the City of Etna does resolve as follows:

SECTION 1. Service Fee Schedule is hereby established as set forth herein:

The following Fee Schedule shall apply when a City-owned or contract paramedic unit or ambulance provides transportation or other emergency services.

Etna Ambulance Rate Schedule	Current Rate Etna Resident	Current Rate Non-Etna Resident	Proposed New Rate (10% increase) Etna Resident	Proposed New Rate (20% increase) Non-Etna Resident
ALS1 emergency transport	\$2,123	\$2,316	\$2,335.30	\$2,779.20
ALS2 emergency transport	\$2,299	\$2,508	\$2,528.90	\$3,009.60
ALS Assessment/Non-transport	\$220	\$240	\$242.00	\$288.00
ALS Non-emergency scheduled transport	\$1,837	\$2,171	\$2,020.70	\$2,605.20
BLS- emergency transport	\$1,727	\$1,884	\$1,899.70	\$2,260.80
BLS- non-emergency scheduled transport	\$1,606	\$1,752	\$1,766.60	\$2,102.40
BLS Assessment/Non-Transport	\$55	\$60	\$60.50	\$72
Cardiac monitor use	\$92	\$100	\$101.20	\$120
Oxygen delivery	\$104	\$113	\$114.40	\$135.60
Each mile (patient loaded)	\$32	\$35	\$35.20	\$42
Events requesting a dedicated, staffed ambulance	\$100 per hour		\$110 per hour	

SECTION 2. Annual Adjustment of Transport Fees and Mileage Charge. The transport fee in Section 1. A will be increased biennially on July 1st in an amount equal to the California Consumer Price Index as published by the Office of Policy, Research and Legislation (www.dir.ca.gov/OPRL) and then rounded up to the nearest ten-dollar increment (one-dollar increment for items less than \$1000).

SECTION 3. Resolution of Billing Problems: The Ambulance Director is authorized to adjust emergency medical service charges billed to a patient to resolve any problems encountered between the City and the patient for service. Records for any changes in the amount of payment owed will be maintained by the Ambulance Director or appointed designee and made available to the City Council at their request.

SECTION 4. The fees listed in this resolution will become effective on **December 1, 2023**.

PASSED AND ADOPTED by the City Council of the City of Etna, State of California this 25th day of September 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Cliff Munson, Mayor

ATTEST:

Pamela Eastlick, City Clerk



City of Etna

Agenda Request

Date of Meeting: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Garland IT Contract

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

Discuss/Approve contract for IT services and support from Garland Tech.

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.



National Cyber
Security Centre
a part of GCHQ

ACSC
Australian
Cyber Security
Centre

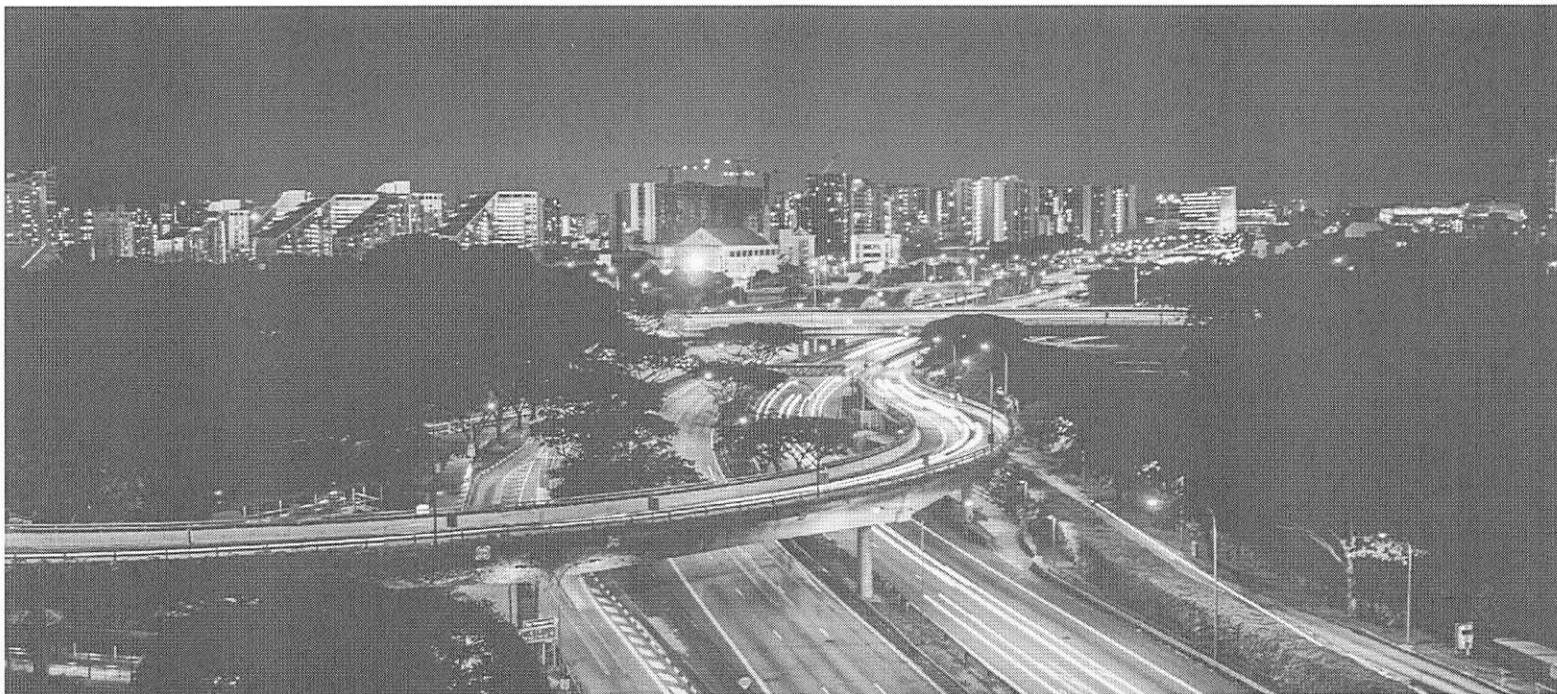


Communications
Security Establishment
Canadian Centre
for Cyber Security

Centre de la sécurité
des télécommunications
Centre canadien
pour la cybersécurité



National Cyber
Security Centre
PART OF THE GCSB



Cybersecurity Best Practices for Smart Cities

Publication: April 19, 2023

United States Cybersecurity and Infrastructure Security Agency
United States National Security Agency
United States Federal Bureau of Investigation
United Kingdom National Cyber Security Centre
Australian Cyber Security Centre
Canadian Centre for Cyber Security
New Zealand National Cyber Security Centre

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Summary

This guidance is the result of a collaborative effort from the United States Cybersecurity and Infrastructure Security Agency (CISA), the United States National Security Agency (NSA), the United States Federal Bureau of Investigation (FBI), the United Kingdom National Cyber Security Centre (NCSC-UK), the Australian Cyber Security Centre (ACSC), the Canadian Centre for Cyber Security (CCCS), and the New Zealand National Cyber Security Centre (NCSC-NZ). These cybersecurity authorities—herein referred to as “authoring organizations”—are aware that communities may seek cost-savings and quality-of-life improvements through the digital transformation of infrastructure to create “smart cities.” In this context, the term “smart cities” refers to communities that:

- Integrate information and communications technologies (ICT), community-wide data, and intelligent solutions to digitally transform infrastructure and optimize governance in response to citizens’ needs.
- Connect the operational technology (OT) managing physical infrastructure with networks and applications that collect and analyze data using ICT components—such as internet of things (IoT) devices, cloud computing, artificial intelligence (AI), and 5G.

Note: Terms that also refer to communities with this type of integration include “connected places,” “connected communities,” and “smart places.” The communities adopting smart city technologies in their infrastructure vary in size and include university campuses, military installations, towns, and cities.

Integrating public services into a connected environment can increase the efficiency and resilience of the infrastructure that supports day-to-day life in our communities. However, communities considering becoming smart cities should thoroughly assess and mitigate the cybersecurity risk that comes with this integration. Smart cities are attractive targets for malicious cyber actors because of:

- The data being collected, transmitted, stored, and processed, which can include significant amounts of sensitive information from governments, businesses, and private citizens.
- The complex artificial intelligence-powered software systems, which may have vulnerabilities, that smart cities sometimes use to integrate this data.

The intrinsic value of the large data sets and potential vulnerabilities in digital systems means there is a risk of exploitation for espionage and for financial or political gain by malicious threat actors, including nation-states, cybercriminals, hacktivists, insider threats, and terrorists.

No technology solution is completely secure. As communities implement smart city technologies, this guidance provides recommendations to balance efficiency and innovation with cybersecurity, privacy protections, and national security. Organizations should implement these best practices in alignment with their specific cybersecurity requirements to ensure the safe and secure operation of infrastructure systems, protection of citizens' private data, and security of sensitive government and business data.

The authoring organizations recommend reviewing this guidance in conjunction with NCSC-UK's Connected Places Cyber Security Principles, ACSC's An Introduction to Securing Smart Places, CCCS's Security Considerations for Critical Infrastructure, CISA's Cross-Sector Cybersecurity Performance Goals, Shifting the Balance of Cybersecurity Risk: Principles and Approaches for Security-by-Design and -Default, and Protecting Against Cyber Threats to Managed Service Providers and their Customers.

Risk to Smart Cities

Smart cities may create safer, more efficient, more resilient communities through technological innovation and data-driven decision-making; however, this opportunity also introduces potential vulnerabilities that, if exploited, could impact national security, economic security, public health and safety, and critical infrastructure operations. Cyber threat activity against OT systems is increasing globally, and the interconnection between OT systems and smart city infrastructure increases the attack surface and heightens the potential consequences of compromise.

Smart cities are an attractive target for criminals and cyber threat actors to exploit vulnerable systems to steal critical infrastructure data and proprietary information, conduct ransomware operations, or launch destructive cyberattacks. Successful cyberattacks against smart cities could lead to disruption of infrastructure services, significant financial losses, exposure of citizens' private data, erosion of citizens' trust in the smart systems themselves, and physical impacts to infrastructure that could cause physical harm or loss of life. Communities implementing smart city technologies should account for these associated risks as part of their overall risk management approach. The authoring organizations recommend the following resources for guidance on cyber risk management:

- [An introduction to the cyber threat environment](#) (CCCS)
- [Control System Defense: Know the Opponent](#) (CISA, NSA)
- [Cyber threat bulletin: Cyber threat to operational technology](#) (CCCS)
- [Cyber Assessment Framework](#) (NCSC-UK)

Expanded and Interconnected Attack Surface

Integrating a greater number of previously separate infrastructure systems into a single network environment expands the digital attack surface for each interconnected organization. This expanded attack surface increases the opportunity for threat actors to exploit a vulnerability for initial access, move laterally across networks, and cause cascading, cross-sector disruptions of infrastructure operations, or otherwise threaten confidentiality, integrity, and availability of organizational data, systems, and networks. For example, malicious actors accessing a local government IoT sensor network might be able to obtain lateral access into emergency alert systems if the systems are interconnected.

Additionally, as a result of smart cities integrating more systems and increasing connectivity between subnetworks, network administrators and security personnel may lose visibility into collective system risks. This potential loss of visibility includes components owned and operated by vendors providing their infrastructure as a service to support integration. It is critical that system owners maintain awareness and control of the evolving network topology as well as the individuals/vendors responsible for the overall system and each segment. Ambiguity regarding roles and responsibilities could degrade the system's cybersecurity posture and incident response capabilities. Communities implementing smart city technology

should assess and manage these risks associated with complex interconnected systems.

Risks From the ICT Supply Chain and Vendors

Communities building smart infrastructure systems often rely on vendors to procure and integrate hardware and software that link infrastructure operations via data connections. Vulnerabilities in ICT supply chains—either intentionally developed by cyber threat actors for malicious purposes or unintentionally created via poor security practices—can enable:

- Theft of data and intellectual property,
- Loss of confidence in the integrity of a smart city system, or
- A system or network failure through a disruption of availability in operational technology.

ICT vendors providing smart city technology should take a holistic approach to security by adhering to secure-by-design and secure-by-default development practices. Software products developed in accordance with these practices decrease the burden on resource-constrained local jurisdictions and increase the cybersecurity baseline across smart city networks. See the following resource for guidance on secure-by-design and secure-by-default development practices:

- [Shifting the Balance of Cybersecurity Risk: Principles and Approaches for Security-by-Design and -Default](#) (CISA, NSA, FBI, ACSC, NCSC-UK, CCCS, BSI, NCSC-NL, CERT NZ, NCSC-NZ)

The risk from a single smart city vendor could be much higher than in other ICT supply chains or infrastructure operations, given the increased interdependencies between technologies and basic or vital services. Organizations should consider risks from each vendor carefully to avoid exposing citizens, businesses, and communities to both potentially unreliable hardware and software and deliberate exploitation of supply chain vulnerabilities as an attack vector. This includes scrutinizing vendors from nation-states associated with cyberattacks, or those subject to national legislation requiring them to hand over data to foreign intelligence services.

Illicit access gained through a vulnerable ICT supply chain could allow the degradation or disruption of infrastructure operations and the compromise or theft of sensitive data from utility operations, emergency service communications, or visual surveillance technologies. Smart city IT vendors may also have access to vast amounts of sensitive data from multiple communities to support the integration of infrastructure services—including sensitive government information and personally identifiable information (PII)—which would be an attractive target for malicious actors. The aggregation of sensitive data may provide malicious actors with information that could expose vulnerabilities in critical infrastructure and put citizens at risk. See the following resources for guidance on mitigating supply chain risks:

- [Information and Communications Technology Supply Chain Risk Management](#) (CISA)
- [Supply chain security guidance](#) (NCSC-UK)

- [Identifying Cyber Supply Chain Risks \(ACSC\)](#)
- [Cyber supply chain: An approach to assessing risk \(CCCS\)](#)

Automation of Infrastructure Operations

Smart cities can achieve efficiencies by automating operations, such as wastewater treatment or traffic management. Automation reduces the requirement for direct human control of those systems. Automation can also allow for better consistency, reliability, and speed for standardized operations. However, automation can also introduce new vulnerabilities because it increases the number of remote entry points into the network (e.g., IoT sensors and remote access points). The volume of data and complexity of automated operations—including reliance on third-party vendors to monitor and manage operations—can reduce visibility into system operations and potentially hinder real-time incident response.

Automation for infrastructure operations in smart city environments may require the use of sensors and actuators that increase the number of endpoints and network connections that are vulnerable to compromise. The integration of AI and complex digital systems could introduce new unmitigated attack vectors and additional vulnerable network components. Reliance on an AI system or other complex systems may decrease overall transparency into the operations of networked devices as these systems make and execute operational decisions based on algorithms instead of human judgment.

Recommendations

Secure Planning and Design

The authoring organizations strongly recommend communities include strategic foresight and proactive cybersecurity risk management processes in their plans and designs for integrating smart city technologies into their infrastructure systems. New technology should be deliberately and carefully integrated into legacy infrastructure designs. Communities should ensure any “smart” or connected features they are planning to include in new infrastructure are secure by design and incorporate secure connectivity with any remaining legacy systems. Additionally, communities should be aware that legacy infrastructure may require a redesign to securely deploy smart city systems. Security planning should focus on creating resilience through defense in depth and account for both physical and cyber risk as well as the converged cyber-physical environment that IoT and industrial IoT (IIoT) systems introduce. See the following consolidated, baseline practices that organizations of all sizes can implement to reduce the likelihood and impact of known IT and OT risks.

- [Cross-Sector Cybersecurity Performance Goals \(CISA\)](#)

See the following additional resources for guidance on accounting for risks in the cyber, physical, and converged environments:

- [Improving ICS Cybersecurity with Defense-in-Depth Strategies \(CISA\)](#)

- [Cybersecurity and Physical Security Convergence \(CISA\)](#)
- [Consequence-Driven Cyber-Informed Engineering \(INL\)](#)

Apply the principle of least privilege.

The organizations responsible for implementing smart city technology should apply the principle of least privilege throughout their network environments. As defined by the U.S. National Institute of Standards and Technology (NIST), the principle of least privilege is, “The principle that a security architecture should be designed so that each entity is granted the minimum system resources and authorizations that the entity needs to perform its function.” Administrators should review default and existing configurations along with hardening guidance from vendors to ensure that hardware and software is only permissioned to access other systems and data that it needs to perform its functions. Administrators should also immediately update privileges upon changes in administrative roles or the addition of new users or administrators from newly integrated systems. They should use a tiered model with different levels of administrative access based on job requirements. Administrators should limit access to accounts with full privileges across an enterprise to dedicated, hardened privileged access workstations (PAWs). Administrators should also use time-based or just-in-time privileges and identify high-risk devices, services, and users to minimize their access. For detailed guidance, see:

- [Defend Privileges and Accounts \(NSA\)](#)
- [Restricting Administrative Privileges \(ACSC\)](#)
- [Managing and controlling administrative privileges \(CCCS\)](#)

Enforce multifactor authentication.

The organizations responsible for implementing smart city technology should secure remote access applications and enforce multifactor authentication (MFA) on local and remote accounts and devices where possible to harden the infrastructure that enables access to networks and systems. Organizations should explicitly require MFA where users perform privileged actions or access important (sensitive or high-availability) data repositories. Russian state-sponsored APT actors have recently demonstrated the ability to exploit default MFA protocols. Organizations responsible for implementing smart cities should review configuration policies to protect against “fail open” and re-enrollment scenarios. See the following resource for guidance on implementing MFA:

- [#More Than a Password \(CISA\)](#)
- [Russian State-Sponsored Cyber Actors Gain Network Access by Exploiting Default Multifactor Authentication Protocols and “PrintNightmare” Vulnerability \(FBI, CISA\)](#)
- [Transition to Multi-Factor Authentication \(NSA\)](#)
- [MFA for online services \(NCSC-UK\)](#)
- [Implementing MFA \(ACSC\)](#)

- [Zero trust architecture design principles - Authenticate and authorize](#) (NCSC-UK)

Implement zero trust architecture.

Implementing zero trust network design principles will create a more secure network environment that requires authentication and authorization for each new connection with a layered, defense-in-depth approach to security. Zero trust also allows for greater visibility into network activity, trend identification through analytics, issue resolution through automation and orchestration, and more efficient network security governance. See the following resources for guidance on implementing zero trust:

- [Zero trust architecture design principles](#) (NCSC-UK)
- [Zero Trust Maturity Model](#) (CISA)
- [Embracing a Zero Trust Security Model](#) (NSA)
- [A zero trust approach to security architecture](#) (CCCS)
- [Zero Trust security model](#) (CCCS)

Note: Both zero trust architecture and MFA should be applied wherever operationally feasible in balance with requirements for endpoint trust relationships. Some OT networks may require trust-by-default architectures, but organizations should isolate such networks and ensure all interconnections with that network are secured using zero trust and related principles.

Manage changes to internal architecture risks.

The organizations responsible for implementing smart city technology should understand their environment and carefully manage communications between subnetworks, including newly interconnected subnetworks linking infrastructure systems. Network administrators should maintain awareness of their evolving network architecture and the personnel accountable for the security of the integrated whole and each individual segment. Administrators should identify, group, and isolate critical business systems and apply the appropriate network security controls and monitoring systems to reduce the impact of a compromise across the community. See the following resources for detailed guidance:

- [CISA Vulnerability Scanning](#) (CISA)
- [Vulnerability Scanning Tools and Services](#) (NCSC-UK)
- [Security architecture anti-patterns](#) (NCSC-UK)
- [Preventing Lateral Movement](#) (NCSC-UK)
- [Segment Networks and Deploy Application-aware Defenses](#) (NSA)

Securely manage smart city assets.

Secure smart city assets against theft and unauthorized physical changes. Consider implementing physical and logical security controls to protect sensors and monitors against manipulation, theft, vandalism, and environmental threats.

Improve security of vulnerable devices.

See the following resources for guidance on protecting devices by securing remote access:

- [Selecting and Hardening Remote Access VPN Solutions](#) (CISA, NSA)
- [Using Virtual Private Networks](#) (ACSC)
- [Virtual private networks](#) (CCCS)

Protect internet-facing services.

See the following resources for guidance on protecting internet-facing services:

- [Protecting internet-facing services on public service CNI](#) (NCSC-UK)
- [Strategies for protecting web application systems against credential stuffing attacks](#) (CCCS)
- [Isolate web-facing applications](#) (CCCS)

Patch systems and applications in a timely manner.

Where possible, enable automatic patching processes for all software and hardware devices that include authenticity and integrity validation. Leverage threat intelligence to identify active threats and ensure exposed systems and infrastructure are protected. Secure software assets through an asset management program that includes a product lifecycle process. This process should include planning replacements for components and software nearing or past end-of-life, as patches may cease to be developed by manufacturers or developers. See the following resources for guidance on protecting systems and networks via asset management:

- [Known Exploited Vulnerabilities Catalog](#) (CISA)
- [Asset management for cyber security](#) (NCSC-UK)

Review the legal, security, and privacy risks associated with deployments.

Implement processes that continuously evaluate and manage the legal and privacy risks associated with deployed solutions.

Proactive Supply Chain Risk Management

All organizations responsible for implementing smart city technology should proactively manage ICT supply chain risk for any new technology, including hardware or software that supports the implementation of smart city systems or service providers supporting implementation and operations. Organizations should use only trusted ICT vendors and components. The ICT supply chain risk management process should include participation from all levels of the organization and have full support from program leaders implementing smart city systems. Procurement officials from communities implementing smart city systems should also communicate minimum security requirements to vendors and articulate actions they will take in response to breaches of those requirements. Smart city technology supply chains should be transparent to the citizens whose data the systems will collect and process.

For detailed supply chain security guidance, see:

- [Russian State-Sponsored and Criminal Cyber Threats to Critical Infrastructure](#) (CISA, ACSC, NCSC-NZ, NCSC-UK, CCCS)
- [Supply chain security guidance](#) (NCSC-UK)
- [ICT Supply Chain Library](#) (CISA)
- [Cyber-Physical Security Considerations for the Electricity Sub-Sector](#) (CISA)
- [Cyber Supply Chain Risk Management](#) (ACSC)

Software Supply Chain

The organizations responsible for implementing smart city technology should set security requirements or controls for software suppliers and ensure that potential vendors use a software development lifecycle that incorporates secure development practices, maintains an active vulnerability identification and disclosure process, and enables patch management.

Product vendors should also assume some of the risk associated with their products and develop smart city technology in adherence to secure-by-design and secure-by-default principles and active maintenance for the products they provide. Vendors adhering to these principles give the organizations responsible for procuring and implementing smart city technology more confidence in the products they introduce into their networks.

For detailed guidance, see:

- [Shifting the Balance of Cybersecurity Risk: Principles and Approaches for Security-by-Design and -Default](#) (CISA, NSA, FBI, ACSC, NCSC-UK, CCCS, BSI, NCSC-NL, CERT NZ, NCSC-NZ)
- [Software Bill of Materials](#) (CISA)
- [Supply Chain Cyber Security: In Safe Hands](#) (NCSC-NZ)
- [Securing the Software Supply Chain: Recommended Practices Guide for Customers](#) (ODNI, NSA, CISA, CSCC, DIBSCC, ITSCC)
- [Coordinated Vulnerability Disclosure Process](#) (CISA)
- [Protecting your organization from software supply chain threats](#) (CCCS)

Hardware and IoT Device Supply Chain

Organizations responsible for implementing smart city technology should determine whether the IoT devices and hardware that will enable “smart” functionality will require support from third-party or external services. These organizations should perform due-diligence research on how parts are sourced and assembled to create products. They should also determine how the devices store and share data and how the devices secure data at rest, in transit, and in use. Organizations should maintain a risk register that identifies both their own and their vendors’ reliance on cloud computing support, externally sourced components, and similar dependencies. For detailed guidance, see:

- [Cyber supply chain: An approach to assessing risk](#) (CCCS)
- [Cybersecurity for IOT Program](#) (NIST)
- [Defending Against Software Supply Chain Attacks](#) (CISA, NIST)

Managed Service Providers and Cloud Service Providers

Organizations should set clear security requirements for managed service providers and other vendors supporting smart city technology implementation and operations. Organizations should account for the risks of contracting with third-party vendors in their overall risk management planning and ensure organizational security standards are included in contractual agreements with external parties. Similarly, organizations should carefully review cloud service agreements, including data security provisions and responsibility sharing models. For detailed guidance, see:

- [Shifting the Balance of Cybersecurity Risk: Principles and Approaches for Security-by-Design and -Default](#) (CISA, NSA, FBI, ACSC, NCSC-UK, CCCS, BSI, NCSC-NL, CERT NZ, NCSC-NZ)
- [Protecting Against Cyber Threats to Managed Service Providers and their Customers](#) (NCSC-UK, CCCS, NCSC-NZ, CISA, NSA, FBI)
- [Six steps toward more secure cloud computing](#) (FTC)
- [Choosing the best cyber security solution for your organization](#) (CCCS)

Operational Resilience

The organizations responsible for implementing smart city technology should develop, assess, and maintain contingencies for manual operations of all critical infrastructure functions and train staff accordingly. Those contingencies should include plans for disconnecting infrastructure systems from one another or from the public internet to operate autonomously. In the event of a compromise, organizations should be prepared to isolate affected systems and operate other infrastructure with as little disruption as possible.

Backup systems and data.

The organizations responsible for implementing smart city technology should create, maintain, and test backups, both for IT system records and for manual operational capabilities for the physical systems integrated in a smart city network. These organizations should identify how and where data will be collected, processed, stored, and transmitted and ensure each node in that data lifecycle is protected. System administrators should store IT backups separately and isolate them to inhibit the spread of ransomware—many ransomware variants attempt to find and encrypt/delete accessible backups. Isolating backups enables restoration of systems/data to their previous state in the case of a ransomware attack.

The organizations responsible for implementing smart city technology should have plans in place and training for staff so operations managers can disconnect normally connected infrastructure systems and operate manually in an “offline” mode to maintain basic service levels. For detailed guidance, see:

- [Offline backups in an online world](#) (NCSC-UK)

Conduct workforce training.

Though implementation of smart city technology may include extensive automation, employees responsible for managing infrastructure operations should be prepared to isolate compromised IT systems from OT and manually operate core functions if necessary. Organizations should train new and existing employees on integrated, automated operations as well as isolated, manual backup procedures, including processes for restoring service after a restart. Organizations should update training regularly to account for new technologies and components. For detailed guidance, see:

- [ICS Training Available Through CISA](#) (CISA)

Develop and exercise incident response and recovery plans.

Incident response and recovery plans should include roles and responsibilities for all stakeholders including executive leaders, technical leads, and procurement officers from inside and outside the smart city implementation team. The organizations responsible for implementing smart city technology should maintain up-to-date and accessible hard copies of these plans for responders should the network be inaccessible (e.g., due to a ransomware attack). Organizations should exercise their plans annually and coordinate with continuity managers to ensure continuity of operations. For detailed guidance see:

- [Incident Response Plan Basics](#) (CISA)
- [Effective steps to cyber exercise creation](#) (NCSC-UK)
- [Incident Management: Be Resilient, Be Prepared](#) (NCSC-NZ)
- [Preparing for and Responding to Cyber Security Incidents](#) (ACSC)
- [Developing your incident response plan](#) (CCCS)
- [Developing your IT recovery plan](#) (CCCS)

Purpose

This guidance was developed by U.S., U.K., Australian, Canadian, and New Zealand cybersecurity authorities to further their respective cybersecurity missions, including their responsibilities to develop and issue cybersecurity specifications and mitigations.

Acknowledgements

Microsoft, IBM, and Nozomi Networks contributed to this guidance.

Disclaimer

The information in this report is provided “as is” for informational purposes only. CISA, NSA, FBI, NCSC-UK, ACSC, CCCS, and NCSC-NZ do not endorse any commercial product or service, including any subjects of analysis. Any reference to specific commercial products, processes, or services by service mark, trademark, manufacturer, or otherwise does not constitute or imply endorsement, recommendation, or favoring.

Contact Information

U.S. organizations: report incidents and anomalous activity to CISA 24/7 Operations Center at report@cisa.gov or (888) 282-0870 and/or to the FBI via your local FBI field office, the FBI’s 24/7 CyWatch at (855) 292-3937, or CyWatch@fbi.gov. When available, please include the following information regarding the incident: date, time, and location of the incident; type of activity; number of people affected; type of equipment used for the activity; the name of the submitting company or organization; and a designated point of contact. **United Kingdom organizations:** report a significant cyber security incident at ncsc.gov.uk/report-an-incident (monitored 24 hours) or, for urgent assistance, call 03000 200 973. **Australian organizations:** visit cyber.gov.au or call 1300 292 371 (1300 CYBER 1) to report cybersecurity incidents and to access alerts and advisories. **Canadian organizations:** report incidents by emailing CCCS at contact@cyber.gc.ca. **New Zealand organizations:** report cyber security incidents to incidents@ncsc.govt.nz or call 04 498 7654.

Modern Workplace

Detailed Program

Seats	Solution	Cost	Full Rate	Discounted Rate 20%
16	ONESolution Co-Managed IT Add-On	\$100/user (\$175 full price)	\$1600	\$1280
		Total:	\$1600	\$1280

Monthly Total Year I NO SECURITY	\$1,280
Monthly Total Year II* Security Essentials – Assumes Microsoft Licensing acquired	\$1600
Monthly Total Year III Security Assured (Compliance is not Included)	\$2400-2600

*Goal of City of Etna should be to identify Year III spending in Year II so that we can get the appropriate licensing and capabilities in place to meet minimum Cyber Liability Policy requirements based on an Implementation of CIS v8, Group I and Most of Group II.



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>

Additional Addendums	
Exhibit A-1 - Monthly Recurring Service Breakdown	☒
Exhibit A-2 – ONESolution Core IT Service Outline	☒
Exhibit A-3 – Support User Guide	☒
Exhibit A.4 - Microsoft NCE Addendum	☒
Exhibit A.5 - Customer AutoPay Acceptance Form	☐
Exhibit M.3 – Enterprise Mobility + Security Platform Foundations	☐
Exhibit M.5 – Asset Lifecycle Management Program	☐
Exhibit M.6 - Endpoint Migration to Azure AD	☐

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

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.

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

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.

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.**

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

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.

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

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)

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.

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.

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.

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

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.

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

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.

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.

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.

- **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.

- **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, Transformativ , through their online store at transformativ.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.

- 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.

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

- 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.



City of Etna

Agenda Request

Date of Meeting: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Fort Jones Police Contract

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

Discuss/Approve Fort Jones Police Contract.

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.

This Agreement of Law Enforcement Services ("Agreement") is entered into by and between the City of Etna ("Etna" hereinafter) and the Town of Fort Jones ("Fort Jones" hereinafter), both municipal corporations and general law cities located in the County of Siskiyou, State of California.

RECITALS

Whereas Etna has its own police department while Fort Jones does not.

Whereas Fort Jones desires to contract with the City of Etna to provide for police protection within its boundaries pursuant to this Agreement.

Whereas this independent contractor Agreement is entered into pursuant to provisions of Government Code Sections 55631, 55632, and 55634, and all other applicable authority.

Whereas the City of Etna and the Town of Fort Jones desire to enter into an agreement effective July 1, 2023, and ending June 30, 2026. Each year both the City of Etna and the Town of Fort Jones at least three months prior to the previous year ending date of June 30th will review and be afforded the opportunity to make suggestions and or amendments to the agreement to be approved by each city council in writing.

Whereas this agreement is an independent contractor agreement and is not a joint employer arrangement between Etna and Fort Jones.

NOW, THEREFORE, in consideration of the above recitals and the mutual covenants contained herein, and for good and valuable consideration, Etna and Fort Jones agree as follows:

AGREEMENT

GENERAL PROVISIONS:

The provisions herein supersede and replace any previous Agreement or Amendments executed by the parties effective July 1, 2023.

In this Agreement, the word "Chief" means Chief of Police of the City of Etna.

The Chief of Police of Etna shall have authority over the manner and means of the overall operations and the performance of police services under this Agreement.

On or before the 1st day of April of each year of this Agreement, the Chief of Police of Etna shall consult with the Fort Jones' City Administrator and Mayor, or the Mayor's designee, regarding the police services performed.

Upon the annual consult, the parties may modify the Agreement as necessary subject to approval by the City Councils of each party ratified by written and signed addendum of this agreement.

The Chief or the Chief's designee will attend Fort Jones City Council meetings monthly and provide performance measures to the Fort Jones City Council. These performance measures should include crime statistics, response times, and traffic enforcement trends and/or significant crime report summaries. In addition, the Chief of Police should meet quarterly with the Fort Jones City Administrator, and Mayor or Mayor's designee to discuss Fort Jones law enforcement and public safety concerns.

Etna and Fort Jones shall cooperate in the preparation and submission of applications for government law enforcement grants for police services in and for the Town of Fort Jones. Etna and Fort Jones agree that there is a mutual benefit to such efforts. Etna and Fort Jones also agree that either may independently pursue grants and shall be individually responsible, therefore.

Employee relations and related issues, including but not limited to Etna employee salaries and benefits shall be the sole and exclusive responsibility of Etna.

SERVICE PROVISIONS:

- **General Law Enforcement Services:**

- Etna shall provide police protection services to Fort Jones for and during the term of the Agreement and any extension or extensions thereof. Services shall include the following within the jurisdiction of the Town of Fort Jones:
 - Patrol
 - Investigations of crimes
 - Completion of reports
 - Prisoner transportation
 - Responding to calls for service
 - Court appearances and testimony
 - Processing of evidence and found property
 - Traffic enforcement
 - Accident investigation
 - Traffic control
 - Investigations by Department Detective and/or Drug Task Force Detective
 - Investigation of crimes
 - Court appearances and testimony
 - Processing of evidence
 - 24-hour per day communications services include:
 - 9-1-1 service
 - Police dispatching
 - After-hours dispatching of non-police services
 - Police Records Service
 - Collateral Specialty Teams and Additional Programs/Resources offered in the City of Etna including, but not limited to, Crime Scene Investigation, and Reserve Officer Program, Explorer Cadet, and Siskiyou Unified Major Investigations Team (SUMIT), and/or North State Investigations Team (NSMIT)
 - Coordination of police resources in the event of a major disaster or emergency that necessitates the activation of the Emergency Operations Center (EOC).
 - Animal Control and impound services associated with Fort Jones animal control ordinances.
 - Code enforcement services will also be provided to the Town of Fort Jones and will perform the duties associated with enforcing, creating, and monitoring city municipal ordinances.

- Police Activities League will also continue to function throughout Scott Valley and Siskiyou County areas. A vested Fort Jones interest and inclusion will be maintained and publicly advertised.
 - Weapons confiscations under Welfare & Institutions Code §8102 and Penal Code §18400 when, in the sole discretion of the Etna Chief of Police, such confiscations are warranted under the circumstances.
- **Emergency Preparedness:**
 - In the event of a major disaster or emergency in Fort Jones that necessitates the activation of the EOC and report to the Fort Jones Director of Emergency Services (City Administrator) the Chief of Police or a Command Officer will respond as soon as possible and will assume responsibility of working with Fort Jones City officials as needed. The City of Etna shall maintain EOC and/or coordinate with the County of Siskiyou Office of Emergency Services to establish and EOC infrastructure.
 - For the purpose of performing all of the services provided for in this Agreement, Etna shall provide personnel, supervision, communications, equipment, and supplies necessary to maintain the services to be rendered; provide, however, if in the sole judgment of the Chief or his/her designee, an emergency arises in Etna which requires temporary diversion of officers and vehicles from Fort Jones, the same may be diverted to Etna on an emergency basis, and to the extent emergencies in Fort Jones require additional police support, the Chief or the Chief's staff may divert personnel and vehicles from Etna to Fort Jones for any emergencies.

AUTHORITY:

- The authority for assignment, control and discipline of Etna officers and employees and other matters incidental to the performance of services by Etna under this Agreement, and the control of Etna personnel shall remain with Etna but should include feedback and input from the Mayor, city council or City Administrator, of the Town of Fort Jones.
- The Etna Chief of Police will designate a Chief of Police for the Town of Fort Jones to satisfy the provisions of Part 1, Division 3, Title 4 of the California Government Code (sections 36501, et seq.), said Chief to function and operate in conformity with the terms of this Agreement. (Attachment C.)

WORKERS' COMPENSATION LIABILITY:

- Fort Jones shall not be liable for payment of salaries, wages, or other forms of compensation to any Etna personnel performing services hereunder including personnel performing indirect services hereunder, such as police management personnel, patrol supervisors, background investigators, police communications personnel, and police clerical personnel. It is understood and agreed that for such purposes all such Etna personnel performing either direct or indirect services to Fort Jones hereunder shall be deemed employees of Etna while acting in or for Fort Jones pursuant to this Agreement. Etna shall maintain Workers' Compensation Insurance covering all Etna personnel performing services under this Agreement.

MUNICIPAL AGENCY IMMUNITIES:

- For the sole purpose of giving official status to their actions while performing municipal functions within the scope of this Agreement, every Etna officer, employee, or agent engaged in performing

General Law Enforcement Services to Fort Jones shall be considered an employee of the Town of Fort Jones. This provision shall be implemented by Fort Jones Ordinance (is there a specific ordinance?). In this regard, Etna, Its officers, employees, and agents engaged in performing any services or functions as described in this Agreement shall have the immunities that they would enjoy were they actual officers, employees and agents of Fort Jones provided the services are within the scope of this Agreement.

This Agreement shall not be construed as, or deemed to be an agreement for the benefit of any third party or parties, nor shall any third party have any right or action hereunder for any cause whatsoever.

INDEMNIFICATION FOR WORKERS' COMPENSATION CLAIMS; PROOF OF LIABILITY INSURANCE COVERAGE:

Etna will provide Fort Jones with verification of Etna's Worker's Compensation Coverage and Liability Insurance Coverage regarding activities undertaken pursuant to this Agreement. In addition, Etna will indemnify Fort Jones for any claim made upon it by an Etna Police Department officer, agent, or employee for injury or sickness.

INDEMNITY OBLIGATIONS:

Etna shall indemnify and hold harmless Fort Jones, its officers, agents, employees and independent contractors from any claim or liability whatsoever, based or asserted upon any act or omission of Etna, its officers, agents, employees, subcontractors, and independent contractors, for property damage, bodily injury or death, or any other element of damage or any kind or nature occurring in the performance of this Agreement. Etna shall defend at its own expense and costs, Including attorneys' fees, Fort Jones, its officers, agents, employees, subcontractors, and independent contractors in any legal and/or administrative action of any kind based upon such alleged acts or omissions. The duty of Etna to indemnify and save harmless as set forth in this paragraph shall include the duty to defend. All persons employed by Etna in providing general law enforcement services to Fort Jones shall be Etna employees. The indemnity hereunder extends to all costs, attorneys' fees, and expenses Incurred In obtaining expert testimony and the attendance of witnesses, expenses and liability incurred In and about any such claim, the investigation thereof, as well as the defense of any action or proceeding brought thereon, and from and against any orders, judgments or decrees which may be entered therein.

Fort Jones shall indemnify and hold harmless Etna, its officers, agents, employees, subcontractors and independent contractors from any claim or liability whatsoever based upon or asserted upon any act or omission of Fort Jones, its officers, agents, employees, subcontractors and independent contractors for property damage, bodily Injury or death or any other element of damage of any kind or nature occurring in the performance of this Agreement, including claims arising from enforcement of Fort Jones' Ordinances; excluding, however, such liabilities, claims, losses, damages, or expenses arising from the negligence or willful misconduct of Etna or its officers, agents, or employees. Fort Jones shall Indemnify and hold harmless Etna, its officers, agents, employees, subcontractors and independent contractors from any claim or liability whatsoever based or asserted upon any act or omission of Fort Jones, its officers, agents, employees, subcontractors and independent contractors for property damage, bodily injury or death, or any other element of damage of any kind or nature occurring beyond the performance of the Agreement where such claim or liability bears a reasonable nexus to Etna's performance of its obligations under this Agreement; excluding, however, such liabilities, claims, losses,

damages, or expenses arising from the negligence or willful misconduct of Etna or its officers, agents, or employees. By way of example, and not limiting the indemnity obligations of Fort Jones, if a dangerous condition of public property (such as an open excavation pit) caused a claim (for example If a criminal suspect was running from an Etna police officer fell in the pit), Fort Jones would owe indemnity and a duty of defense to Etna in such case. By way of further example, If a Fort Jones public works employee drove a vehicle to collide with a person who was at the side of the road because such person was stopped by an Etna police officer Incident to a traffic violation, Fort Jones would owe indemnity and a duty of defense to Etna on account of such claim. The above examples are intended to make clear that the dangerous condition, act, or omission of Fort Jones may have nothing to do with Etna's performance or providing of policing services under this Agreement, yet such dangerous conditions still fall within the scope of Fort Jones' indemnity and defense obligations to Etna because such a dangerous condition, act or omission bears a nexus to the performance of policing services under this agreement. Fort Jones shall defend at Its own expense, including attorneys' fees and costs, Etna, its officers, agents, employees, subcontractors, and independent contractors in any legal and/or administrative action of any kind based upon such alleged acts or omissions. The duty of Fort Jones to indemnify and save harmless as set forth in this Paragraph shall include the duty to defend. The indemnification hereunder extends to all costs, attorneys' fees and expenses incurred in obtaining expert testimony and in the retention, transportation and attendance of such expert witnesses as well as expenses related to lay or percipient witnesses, as well as any liability incurred or arising out of any such claim, the investigation thereof, as well as the defense of any action or proceeding brought thereupon as well as from any order, judgments, verdicts, decrees or settlements which may be reached or entered thereon.

The indemnity and hold harmless provisions contained herein are binding upon the parties hereto without regard to whether any insurance coverage or the insurance policy is available for the acts and/or condition for which the indemnity has provided pursuant to this paragraph. The indemnity and hold harmless provisions contained herein shall survive the termination of this Agreement and shall continue after such termination for any liability arising out of or as a consequence of this Agreement or the performance of any services under this Agreement. Etna shall provide evidence of liability coverage to Fort Jones and Fort Jones shall provide evidence of liability coverage to Etna related to this Agreement.

Definition of Terms:

- A **"Fiscal Year"** for the purposes of this Agreement is the period of July 1 and ending on June 30.
- A **"Calendar Year"** for the purposes of this Agreement is the period beginning on January 1 and ending on December 31.
- An **"Incident"** for the purposes of this Agreement are police responses originating from telephone calls to the Dispatch Center, walk-ins at the Police lobby, Police Officer self-initiated activity and email or social media communications requiring a police officer response.
- The **"Annual Base Rate"** for the purposes of this Agreement is the monetary compensation the Town of Fort Jones agrees to pay the City of Etna annually for law enforcement services per this Agreement.

- The “**Law Enforcement Services Costs**” for the purposes of this Agreement are all the necessary and reasonable costs for the City of Etna’s police department and personnel to deliver law enforcement services to the Town of Fort Jones as agreed upon in Section 2 – Service Provisions of this Agreement. The fiscal components of the Law Enforcement Services Costs are provided in Section 8.c – Base Rate Methodology of this Agreement.

Annual Rate for Services

For the services outlined in Section 2 – Service Provisions above, Fort Jones agrees to pay Etna the annual base rate of TWO HUNDRED TWENTY-THREE THOUSAND ONE HUNDRED FIFTY-SIX DOLLARS (\$223,156) (“Base Rate”). The base rate will be adjusted annually for each fiscal year, from July 1 to June 30. (this needs to be clarified). The base rate shall be paid in advance of services provided, due on the first day of each quarter (July 1, October 1, January 1, April 1).

The above agreed upon amount is based upon the structured breakdown in Attachment A.

All expenses to be accounted for at year end and refundable if overpaid. – what expenses? The full contract amount?

Any additional City services furnished to Fort Jones in the event of an EOC activation disaster or emergency are not covered under this Agreement.

COPS Grant Fund/Supplemental Law Enforcement Services Fund:

In the event the Town of Fort Jones is awarded monies from the COPS – Supplemental Law Enforcement Services Fund (SLESF) from the State of California, Fort Jones will earmark those funds to the payment of this Agreement. The minimum State SLESF grant amount allocation is \$100,000 per fiscal year. The SLESF funds will be managed by the Town of Fort Jones and applied to this Agreement. The SLESF Funds are included in the total Base Rate of this Agreement and are sources for the Town of Fort Jones, or if SLESF funding is eliminated from the State Budget, Fort Jones will still be responsible for the entire Base Rate amount and accordingly will have to rely on alternative funding sources.

Significant Crimes:

In the event of a significant crime or crimes in Fort Jones which includes, but is not limited to, homicide, kidnapping, hostage event, serial assault/robbery and/or other high-level critical Incident, Etna will track the incident time (does this include all of the costs for patrol, report writing, etc as included in the base pay above?) for these events. When it appears to the Chief of Police, in his/her sole discretion, that a significant crime or crimes will involve a majority of current staffing hours in a year, the Chief of Police will so inform the Fort Jones City Administrator and discuss the necessary staffing levels and work to resolve shortages in staffing, re-allocate resources or seek supplemental funding.

In the event of a substantial change in personnel costs to the City of Etna, including the reduction in police department workforce, such that the services provided to Fort Jones are affected, the parties may negotiate for amended terms to this Agreement.

Crime laboratory fees, booking fees, and fees associated with the Siskiyou County Automated Fingerprint System (CalID), charged by the County of Siskiyou, or any other city, county, or state

agency, for incidents originally occurring in Fort Jones shall be paid by the City of Fort Jones, directly to the County of Siskiyou or the applicable public agency and are not included in this Agreement.

All fines, fees, restitutions, or other monies collected by Etna or the Siskiyou County Courts for incidents in Fort Jones and Immediate surrounding area shall be awarded to Fort Jones.

Fort Jones shall reimburse Etna for the costs for (i) filing, pursuing, and participating in any hearing regarding any weapons confiscation proceeding under Welfare & Institutions Code section 8102 or Penal Code section 18400, and (li) defending any "Pitchess" motion (made under Code of Civil Procedure section 1043) made by any person who is a criminal defendant in a proceeding that Involved an alleged crime committed within Fort Jones city limits. The costs required by this paragraph shall include the reasonable costs charged by the Etna City Attorney or any qualified legal counsel the City of Etna retains to handle these specialized proceedings.

No other costs of any kind, including but not limited to capital projects, construction, equipment, or unforeseen personnel actions, will be added to the costs of the services unless specifically addressed by this Agreement.

All property acquired by Etna under and pursuant to this Agreement shall be and always remain the property and responsibility of Etna without any division or distribution thereof upon termination of this Agreement, except as otherwise agreed upon in writing. Property acquired by Fort Jones shall remain the property and responsibility of Fort Jones, except as Fort Jones cedes such property to Etna for the performance of services under this Agreement.

The consideration provided to be paid to Etna will not result in any surplus money and no monies shall be subject to refund to Fort Jones at any time during or after termination of this Agreement, unless there is an overpayment, except where specifically denoted that the monies are refundable.

In the event the City of Etna is unable to acquire operational office space, including electric, water, garbage, telephone, and internet service, and parking within the Town of Fort Jones (Police Department), the city of Fort Jones agrees to find and provide such space (at any cost? And to whom?).

TERM AND CANCELLATION:

This Agreement shall be effective July 1, 2023, through June 30, 2026, subject to the following cancellation provision:

The City of Etna commits to providing law enforcement services pursuant to this Agreement for the three-year period July 1, 2023, to June 30, 2026. Thereafter, either party to this agreement may elect to terminate this Agreement without cause and thereby cancel all further obligations under this Agreement, provided however, that the canceling party shall provide to the other party at least three (3) months prior written notice in advance of the effective date of cancellation.

This Agreement may also be canceled or amended as of any date by written mutual agreement of both parties.

MISCELLANEOUS:

- No person is intended to or shall be a third-party beneficiary to this Agreement.
- Any notices required by this Agreement shall be mailed or delivered to the City of Etna at PO Box 460, Etna, California 96027, Attention: City Clerk and to the Town of Fort Jones PO Box 40, Fort Jones, California 96032, Attention: City Administrator. Either party's address may be modified by such party by giving written notice of such modification to the other party calling specific attention to this Agreement.
- If any provision of this Agreement shall be held by a Court of the State of California or of the United States of America to be invalid or not in conformity with applicable law, such provision shall be severable and such invalidity shall not impair the validity or enforceability of any other provision of this Agreement.
- The waiver of either party of any breach of this Agreement by the other party or of any term, covenant, or conditions, whether precedent or subsequent, contained within this Agreement shall not constitute a waiver of any such breach, term, covenant, or condition nor constitute a waiver of any legal right or legal defense resulting therefrom. No waiver by either party of any singular or specific right, privilege, condition, covenant, expectation of performance or legal defense under this Agreement or existing as a matter of law shall be construed as a continuing or permanent waiver.
- In the event of any dispute or legal proceeding or legal action arising out of or related to the enforcement of this Agreement, the prevailing party in such legal action or proceeding shall be entitled to an award of reasonable attorney's fees and other costs incurred in such action or proceeding, including, but not limited to, expert witness and consultant's fees, in addition to any other relief awarded by the Court, tribunal, arbitrator or trier of fact to whom the matter is submitted as the case may be.

IN WITNESS, WHEREOF, THE CITY OF ETNA and THE TOWN OF FORT JONES by separate resolutions, duly adopted by their respective City Council, have caused this Agreement to be signed by the Mayors and attested by their City Clerks on the day, month, and year set forth below.

TOWN OF FORT JONES

By:

Mercedes Garcia, Mayor

Date

Attest:

City Clerk FJ?????

Date

Approved as to form:

Margaret Long, Attorney

Date

CITY OF ETNA

By:

Cliff Munson, Mayor

Date

Attest:

Pamela Eastlick, City Clerk

Date

Approved as to form:

Margaret Long, Attorney

Date

ATTACHMENT A

Police Department Services – Cost Breakdown

- Police Personnel Costs (General):
 - 2.0 FTE Fulltime Police Officers, with benefits at \$155,827.00
 - 0.5 FTE Community Service Officer, no benefits at \$15,209.00
 - 0.5 FTE Police Detective, with benefits at \$14,560.00
 - Total in labor costs = \$185,596.00*
- Police Maintenance:
 - Vehicle/Facility/Equipment Maintenance, Fuel, Office Supplies, Pro-rata Share Vehicle & Liability Insurance etc. = \$27,310.00
- Dispatch/Records (Communications) payable to Siskiyou S.O. = \$10,250.00
 - Total in Dispatch costs = \$10,250.00*

Law Enforcement Service Cost (LESC)

Annual Budget FY 23-24

Fund Name

Dept 41

Law Enforcement FJ

10.41.701.00 Salaries Regular	\$97,885
10.41.702 Salaries Overtime	\$2,500
10.41.703.00 Salaries PT	\$26,560
10.41.705.00 Uniform Allowance	\$2,000
10.41.710.00 SS/MC Tax Expense	\$9,520
10.41.715.00 PERS Retirement	\$14,970
10.41.720.00 Health Insurance	\$19,533
10.41.725.00 SCORE WC	\$9,123
10.41.730.00 SUI Tax Expense	\$1,459
10.41.745.00 SCORE Liability	\$12,360
10.41.760.10 IT	\$1,000
10.41.762.00 Sheriff's Contract	\$10,250
10.41.830.30 Cellular	\$850
10.41.765.00 Vehicle Fuel & Oil	\$7,000
10.41.860.00 Vehicle Maintenance	\$1,000
10.41.880.00 Maintenance & Supplies	\$100
10.41.875.00 Special Dept Supplies & Equipment	\$5,000
10.41.990.00 CalPERS Unfunded Liability	\$2,046

Resource: Etna Adopted Budget 2023/2024



City of Etna

Agenda Request

Date of Meeting: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Cell Phone Stipend

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

Discuss/Approve \$50.00 cell phone stipend for City Clerk.

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: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Grant Expenditure Report

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

Discuss/review Grant Expenditure Report from City Clerk Eastlick.

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: 9.25.23

Spokesperson(s): City Council

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

Subject/Request: Non Registered Short Term Rental Operator Letter

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

Discuss/Approve draft letter to be sent to short term rentals operating in city limits that have yet to register with the City of Etna. Review letter and make any edits or additions as needed before being sent to attorney for final review.

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

RE: Short Term Rental - - FIRST NOTICE

Dear Short Term Rental Operator:

This letter is to notify you that the City of Etna requires all short-term rentals to register within 30 days after commencing business and obtain a City of Etna Business License. The certificate signifies the person named on the certificate has fulfilled the requirements of the Transient Occupancy Tax Ordinance by registering with the City of Etna.

The City of Etna also requires all short-term rentals to pay such tax in the amount of six percent of the rent charged by the operator. The tax is due on or before the last day of the month following the close of each calendar quarter. **Please note that Airbnb, or any other similar vacation rental and lodging reservation websites do NOT collect and remit Transient Occupancy Tax for any property located in the city limits of Etna on your behalf.** It is the responsibility of the operator to collect and remit Transient Occupancy Tax to the City of Etna. If there has been no tax collected for a given period, the operator is still required to file the Transient Occupancy Tax reporting form.

It has come to the City's attention that your property located at is currently being advertised and operating as a short-term rental and has not remitted quarterly Transient Occupancy Tax to the City of Etna as required.

Examples of establishments subject to Transient Occupancy Tax include any structure, or any portion of any structure which is occupied or intended or designed for occupancy by transients for dwelling, lodging or sleeping purposes, and includes any hotel, inn, tourist home, or house, motel, studio hotel, bachelor hotel, lodging house, rooming house, apartment house, dormitory, public or private club, mobile home or house trailer at a fixed location, or other similar structure or portion thereof with occupancy intended for a period of 30 consecutive calendar days or less.

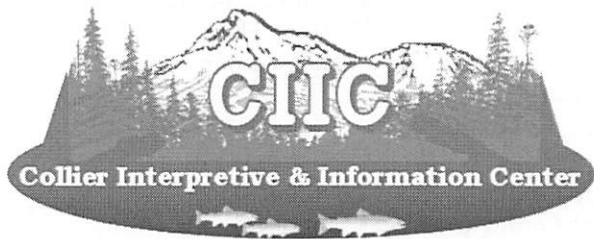
It is the duty of every operator liable for the collection and payment to the city of any tax imposed to keep and preserve for a period of three years all records as may be necessary to determine the amount of such tax as the operator may have been liable for the collection and payment to the city. The City Clerk shall have the right to inspect such records at all reasonable times.

Please visit our Municipal Code Chapter 3.16 Transient Occupancy Tax section, and California Revenue and Tax Code ((Rev. & **Tax. Code** §7280) for more information. .

For your convenience with this letter are copies of our TOT/TBID Forms. If you have any questions, please contact us.

Respectfully,

Pamela Eastlick, City Clerk



**Collier Interpretive and Information Center
A Joint Powers Authority (CIIC JPA)**

Junction of Interstate 5 and Highway 96

P.O. Box 702

Yreka, Ca 96097

(530) 475-3814

Email: collierctr@gmail.com

www.collierctr.org

ANNOUNCEMENT AND AGENDA

Board of Directors of the Collier Interpretive and
Information Center/Joint Powers Authority Meeting

Date: September 26, 2023

Tulelake: Mike & Wanda's Restaurant

Time: 6:00 pm

AGENDA

1. Roll Call Governing Board
2. Public Comment
3. Additional Items
4. Guests and/or speakers:
5. Approval of Minutes: August 22, 2023 (Lake Shastina Golf Course)
Present – Rennie, Grace, John, Michelle, Hank, Ken, Deb
6. Treasurer's Report
 - a. Financials: September to date 2023
 - b. Accounts payable
 - c. Correspondence
7. Director's Report -
 - a. Rennie: Update and review on Strategic Planning Session
 - b. Grace: Update on advertising brochures
Update on center purchases
Update on website - please review your city's page before the meeting and be ready with any corrections and/or additions.
8. Future agenda items:
9. Adjourned:

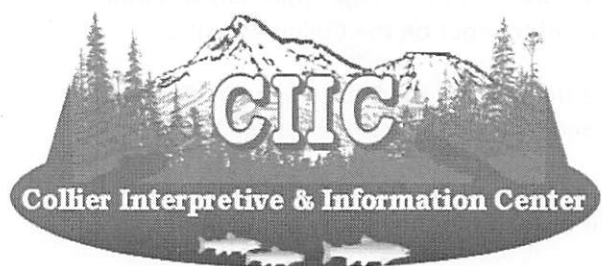
NEXT MEETING – October 24, 2023

Casa Ramos

Mt. Shasta, CA

GOVERNING BODY

Jurisdiction	Representative	Jurisdiction	Representative
Dorris	Rennie Cleland	Tulelake	Tom Cordonier
Dunsmuir		Tulelake (Alt)	Hank Ebinger
Dunsmuir (Alt)		Weed	Ken Palfini
Etna	Cliff Munson	Weed (Alt)	
Etna (Alt)		Yreka	Colleen Baker
Fort Jones	Grace Bennett	Yreka (Alt)	Deborah Baird
Mt. Shasta	John Stackfleth	Siskiyou County	Robert Rice
Montague	Michelle Jackson	Siskiyou County (Alt)	Nancy Ogren
Site manager: Ellen Janson			



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Meeting Minutes

August 22, 2023

Location: Lake Shastina Golf Course/Lake Shastina

Time: 6:16 p.m.

1. Roll Call Governing Board

Jurisdiction	Representative	Position	Roll Call
Dorris	Rennie Cleland	President	Present
Dunsmuir			
Dunsmuir (Alt)			
Etna	Cliff Munson		
Etna (Alt)			
Fort Jones	Grace Bennett		Present
Mt. Shasta	John Stackfleth		Present
Montague	Michelle Jackson		Present
Siskiyou County	Robert Rice		
	Nancy Ogren		
Tulelake	Hank Ebinger		Present
	Tom Cordonier		
Weed	Ken Palfini		Present
Yreka	Colleen Baker		
Yreka (Alt)	Deborah Baird	Sec/Treas	Present
Site Manager	Ellen Janson		

2. Public Comment – None

3. Additional Items - None

4. Guests and/or speakers - None

**5. Approval of Minutes – July 25, 2023 (present-Rennie, Grace, John, Michelle, Tom, Ken, Deb)
Grace/Michelle**

6. Treasurer's Report

- Financials - August to date Michelle/Hank
- Correspondence / bills – None
- Approval to purchase endorsement stamp Hank/Grace
- Approval to purchase thank you cards with CIIC logo Grace/John

7. Director's Report

a. Rennie: Follow-up on "History and Highlights" paperwork for the website. Hank (Tulelake) and John (Mt. Shasta) gave their paperwork to Grace for Casey Gabriel (web tech) to input on the Collier website.

b. Grace: Update on advertising trifold. Grace hopes to have the final for the Sept. meeting. Grace has purchased the wooden nickels, not ordering pens, still pricing bags and considering a smaller size. Ken is providing the crayons for the coloring books.

Grace reported on the River Walk project. Twyla wrote a plan to submit to NC and is waiting for the approval. Grace also spoke with the Shasta tribe to add their history and the history of medicinal plants.

Grace, Deb, and Casey met and discussed the needs of the website. Casey requested the use of a credit card to set up the webpage. We had a discussion on what links to add to the website, cities, Discover Siskiyou, North County Hiking Trails, Siskiyou County, Forest Service, COS, Happy Camp, McCloud, Lake Shastina.

c. Ellen: Site visitation numbers are 7/25 – 8/21 1,563 YTD 11,657

Ellen received 7 cases from certified and Certified will be removing another rack – leaving only 1

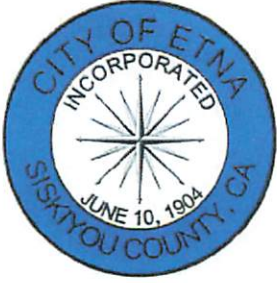
8. Next steps: Future agenda items
Strategic Plan review

9. Next Regular Meeting: October 24. 2023
Mike and Wanda's
Tulelake, CA

Adjourned: 7:47 p.m.

Respectfully,

Deborah Baird



City of Etna

September 21, 2023

To Whom It May Concern:

This letter is to show the City of Etna support of the Siskiyou Telephone Company CPUC's Federal Funding Account Last Mile Grant application.

Our community has suffered from digital inequities and lack of connectivity has adversely affected our citizens, young and old. The impact from the Covid-19 pandemic has shown how critical internet access is. With continued and increased reliance on the internet for homework, remote learning, telemedicine, telework, and other everyday activities, our community has an urgent need for fast and reliable broadband internet service.

With Last Mile funding, the Siskiyou Telephone Company will be able to connect unserved and underserved households and important community institutions in our community with high-speed broadband service. The benefits from this build will bring economic prosperity and digital equality to Siskiyou Telephone Company. It all will begin with the funds from Last Mile.

As Mayor of City of Etna, I have seen the need for this critical infrastructure. Recent world pandemic events found our region very isolated and those without broadband suffered exponentially more than those who remained connected to education, healthcare, family and commerce. Siskiyou Telephone is doing a very good job at building out fiber to those in our more urban regions but due to the agricultural, spread out nature of our economy, and the cost to get those locations connected, many are suffering with inferior connectivity. These funds will see much of those in our deep rural regions connected for their immediate needs and the needs for generations ahead.

The City of Etna offers full and strong support to the Siskiyou Telephone Company for the work that will be completed with the Last Mile funds. The work the Siskiyou Telephone Company will do is an important step towards everyone in our area having access to high-speed broadband service.

Sincerely,

Cliff Munson
Mayor, City of Etna

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