



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: February 26, 2024

TIME OF THE MEETING: 5:30 pm

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 February 12, 2024
4. DEPARTMENT REPORTS
*Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee
5. CURRENT BUSINESS
 - a. Discuss/Approve Professional Services Agreement with Collard Acoustical Consultants, Inc. to Prepare and Update the City of Etna Noise Element of the General Plan
 - b. Discuss Updates With The City Council Cat TNR Program
 - c. Discuss/Approve City of Etna's Dotty Olson Pool Operational Guidelines
 - d. Discuss/Approve Budget Amendment for the Pool Fund
 - e. Discuss/Approve Quarterly Budget Review
6. CORRESPONDENCE
7. CITY COUNCIL STATEMENTS AND REQUESTS
8. CLOSED SESSION:
 - a. Pursuant to Government Code §54957(b) – Public Employee Appointment – Pool Manager
9. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 864 2716 2535

<https://us06web.zoom.us/j/86427162535>

The City of Etna does not discriminate based on disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings are available. If any accommodations are needed, please contact Pamela Eastlick at 530-467-5256 p.eastlick@etnaca.com. Requests should be made as soon as possible but recommended between three days to one week prior to the scheduled meeting.



**MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday February 12, 2024**

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

1. Call to Order:

a. Roll Call

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

2. Public Comments on Non-Agenda Items:

None.

3. Consent Calendar:

- Minutes of the Regular Meeting January 22, 2024
- Invoice Approvals

Councilmember Gilmore made a motion to approve the Consent Calendar, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

4. Current Business:

a. Discuss Staff Report to City Council 2023 General Plan Annual Progress Report

City Planner Richard Tinsman was present in person to discuss items a, b, and c on the agenda. Tinsman explained the City of Etna's eight elements in the General Plan and answered questions. The cost to complete the General Plan and Housing Element will cost approximately \$65,000 to \$75,000, which is funded by the SB 2 Planning Grant.

Councilmember Gilmore asked about the fire hazard codes in addition to other codes and who updates them. Tinsman would assist the city in code updates relating to the General Plan.

b. Discuss/Approve Resolution 2024-001 – A Resolution of the City of Etna City Council Accepting the 2023 General Plan Annual Progress Report and Approving the Transmittal of the Report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development

Councilmember Fawaz made a motion to adopt Resolution 2024-001 accepting the 2023 General Plan Annual Progress Report with attachments and approving transmittal of the report to the Governor's Office of Planning and Research and the

Department of Housing and Community Development. Councilmember Deppen seconded the motion.

Fawaz asked whether this item is related to the \$90,000 housing component.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

c. Discuss/Approve Local Early Action Planning Grant (LEAP) Amendment

Fawaz expressed concerns with the cost of Housing Element and General Plan update. Tinsman explained that if the city does not have a State Certified Housing Element, then the city will not receive CDBG grant money. Tinsman also clarified that this project is 100% grant funded. SB 2 paid for the Water Study and Housing Element update. The LEAP Grant will be used to update the General Plan and zoning code. More discussion relating to costs.

City Attorney Andrew Jared provided comments. Jared reiterated that an updated Housing Element is required by the state. More discussion regarding state law.

Councilmember Deppen asked what process the city is at now. Tinsman said HCD is requesting more refined data and revising the narrative in the Housing Element update. Councilmember Gilmore asked for a prioritized list. Discussion on code updates.

Mayor Munson suggested updating one section of the General Plan and updating codes relating to that specific section. Housing, Land Use, and Noise Elements are currently being worked on.

Councilmember Fawaz made a motion that the City of Etna move forward directing Rico to continue to work with HCD and bring back and report as needed. Gilmore asked about funding. Motion died for lack of second.

City Clerk Pamela Eastlick asked if the city had someone on staff to rewrite codes would we still be going in this direction. Tinsman answered that updating codes is not a small task.

Fawaz made another motion that the City of Etna continue to work with Rico directing him to work with HCD to modernize our zoning and land use codes staying within the budgetary restrictions of grants received for this project.

Tinsman apologized for any confusion. Councilmember Deppen seconded the motion. City Attorney Andrew Jared commented in support of the motion, and that it will achieve what Rico needs.

Fawaz restated the motion for the record. Fawaz moved to approve the City of Etna to continue to direct Rico to work with HCD modernizing our zoning and land use codes staying within the budgetary restrictions of the grants received for this project.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

d. Discuss/Approve FY 2023 Grant Memorandum of Understanding AFG for Self-Contained Breathing Apparatus (SCBAs)

Fire Chief Joseph Hess from Fort Jones Fire Department was present for questions relating to items d and e. Councilmember Deppen moved to approve, Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

e. Discuss/Approve FY 2023 Grant Memorandum of Understanding for AFG Hose & Nozzle

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

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

f. Discuss/Approve Essex Veterinarian Services to Hold a Cat Spaying Clinic in City Hall (Upstairs)

Code Enforcement Officer Kelly York suggested using the Fire Hall instead. York gave the Council an update on this event. Councilmember Fawaz made a motion to change the location of the event to the Fire Hall, Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

g. Discuss/Approve Dump Day Event Agreement Between the State of California CALTRANS and the City of Etna to Provide Free Dump Days to Local Residents

City Clerk Eastlick gave a background and update on this project and presented a draft agreement for Council approval. More discussion on the details of the event. Councilmember Deppen made a motion to approve accepting the money from CALTRANS, Councilmember Stacher seconded, and the motion passed.

Councilmember Fawaz about how the material will be separated. More discussion.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

h. Discuss/Approve Rental of Boom Lift for City Hall Repairs and Removal of Hazardous Tree Branches at the City Park

Public Works Director Dan Burbank requested Council approval to rent a boom lift. Councilmember Deppen made a motion to approve, Councilmember Gilmore seconded, and the motion passed. Burbank described the much-needed repairs for City Hall.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

i. Discuss/Approve Maintenance, Repairs, and Removal of Drywall and Framing Upstairs of City Hall

Burbank gave a background to the Council regarding the room that the Masons built upstairs. Burbank would like the area upstairs to be restored, Police Chief Josh Short would like it to stay. Item tabled to a later meeting. Councilmember Fawaz

requested that when this item is brought forward, he would like to see upstairs.
Mayor Munson requested that a tour be scheduled before the next regular meeting.

5. Correspondence:

Mayor Munson mentioned that he received a letter of interest in the Grant Manager position. Clerk Eastlick stated that the city has received three applications for the City Manager position.

Clerk Eastlick updated the Council on one of the city lawsuits stating that the case is in discovery until February 19th and the attorney working on the case requested it to be on the agenda for the next meeting.

Clerk Eastlick apologized for not having the financials completed, they will be presented at the next meeting.

Mayor Munson spoke with the City Auditor Charlie Pillon, and he will be on the agenda for the next meeting.

Councilmember Gilmore asked about setting up interviews and who will be on the interview panel. Councilmember Fawaz commented about combining the two positions. Gilmore will reach out to the applicants to inquire what experience they have in city management. Clerk Eastlick recommended those types of questions should be asked during the interview process rather than one on one.

Councilmember Stacher asked about the funding for the museum project. Clerk Eastlick said they are waiting for some information relating to payments.

Gilmore requested the situation with IT be placed on the next agenda.

6. City Council Statements and Requests:

7. CLOSED SESSION:

a. Pursuant to Government Code §54956.9(d)(4) – Conference with Legal Counsel – Anticipated Litigation – Number of Potential Cases One (1)

The City Council gave directions to staff.

b. Pursuant to Government Code §54957(b) – Public Employee Appointment – Pool Manager

The City Council gave directions to staff.

8. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 6:41 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

January Numbers

Etna	3	ALS	BLS	Cancel	CCP	AMA/ALS	AMA/BLS	AMA/non billable	MSAS Rendez	M11 Rendez	Missed	BLSD
FJ	10											
SV	15	14	5	9	0	0	0	0	1	0	0	0

Total: 28 Billable: 19 Days without calls: 12

January 2022: Total: 56 Billable: 31

Building:

Couple of sporadic leaks in the roof during the heavy rain period. They don't seem to be in the same spot each time. Dan is aware and we are monitoring the situation.

Ambulances:

M54 Dan and Jed fixed the exhaust sensor. It went to American Diesel for its "annual checkup". Had its rear brakes replaced. They found a leak from the pinion seal and metal in the differential. Dan and Jed will replace this. Everything else looked good.

M55 is now our spare unit during the winter. It is 3rd out if needed with basic equipment.

M56 The water in fuel light came on during the temperature changes. Dan and Jed drained the water out and replaced the fuel filter.

UPCOMING TRAINING/CLASSES/EVENTS:

EMT class is continuing with 18 students doing well. We have had good participation from our ambulance team members helping.

Tactical Medical Technician/Rescue Task Force/Active Shooter preparation. I am currently working with our PD and other law enforcement agencies. More information will forthcoming.

MISC

I am working on a required, 5 year CQI report required by our regional EMS authority, S-SV.



City of Etna

Agenda Request

Date of Meeting: 2.26.24

Spokesperson(s): City Council

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

Subject/Request: Professional Services Agreement Noise Element

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

Discuss and approve authorizing the Interim City Administrator to negotiate and enter into a professional services agreement with Bollard Acoustical Consultants, Inc. to prepare an update to the Noise Element of the General Plan for a not-to-exceed cost of \$19,850.

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.



STAFF REPORT TO THE CITY OF ETNA CITY COUNCIL REGARDING SELECTION OF A CONSULTANT TO PREPARE THE NOISE ELEMENT UPDATE

To: Mayor and City Council Members
From: Richard Tinsman, City Planner
Date: February 26, 2024
Subject: Selection of a consultant to prepare Noise Element update
Attachments: A. Request for Proposals
B. Bollard Acoustical Consultants, Inc. Proposal

RECOMMENDED MOTION:

Authorize the Interim City Administrator to negotiate and enter into a professional services agreement with Bollard Acoustical Consultants, Inc., to prepare an update to the Noise Element of the General Plan for a not-to-exceed cost of \$19,850.

SUMMARY:

In January 2023, the City issued a request for proposals (RFP) for professional services to prepare an update to the City's Noise Element. As part of the process, the City notified five firms directly via mail and email: Bollard Acoustical Consultants, Inc., Coffman Engineers, ECORP Consulting, Inc., LSA Associates, Inc., and Rincon Consultants, Inc. At the close of the response period, proposals were received from Bollard Acoustical Consultants, Inc., ECORP Consulting, Inc., and Rincon Consultants, Inc. The proposals were evaluated by three city staff: the Interim City Administrator, Assistant City Clerk, and City Planner, with all three individuals recommending that the City Council select Bollard Acoustical Consultants, Inc. for the City's Noise Element update.

BACKGROUND:

The City of Etna is in the process of updating a portion of its General Plan to address State requirements as well as ensure that the General Plan continues to represent the community's vision for itself and provide the guidance necessary to accomplish this vision. The General Plan is comprised of seven state-mandated elements and one optional element that individually address specific topics of community importance. These are: Land Use, Housing, Circulation, Safety, Noise, Open Space, Conservation, and Public Facilities. Except for the Housing Element, which is updated on an eight-year cycle prescribed by the State, general plans are typically updated every 10-20 years. Aside from the Housing Element, the City's General Plan was last updated in September 2005.

Noise Element Update

The purpose of a noise element is to:

- Provide sufficient information concerning the community's noise environment so that noise can be effectively considered in the land use planning process;
- Develop strategies for reducing excessive noise exposure through cost-effective mitigation and/or zoning;
- Protect "noise sensitive" uses and areas of the city where noise levels are acceptable; and
- Ensure compliance with the State Noise Insulation Standards.¹

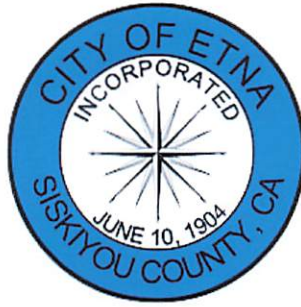
To accomplish this, an assessment of the community's noise environment will be prepared and the information incorporated into the Noise Element. Although noise standards are unlikely to change as a result of the assessment, policies may be added and/or refined to reflect new findings, if any. The proposed scope of work for the Noise Element update is described in **Attachments A & B**.

Evaluation of Proposals

All three firms (Bollard Acoustical Consultants, Inc., ECORP Consulting, Inc., and Rincon Consultants, Inc.) appear to be well qualified and capable of preparing the City's Noise Element update, and the three firms' proposed approaches to the project are similar. Estimated project costs, however, are more variable. In particular, one firm's proposed budget came in 20% lower than the nearest competitor's bid and 33% lower than the most expensive of the three (i.e., \$19,500, \$24,373, and \$29,617). Again, all three firms appear to be well qualified. The firm with the most cost effective approach (i.e., Bollard Acoustical Consultants, Inc.) also states that the estimated not-to-exceed cost is expected to decrease by approximately 20% due to economy of scale if Dorris, Montague, and Tulalake, which are also updating their noise elements, select the firm for their projects as well. Therefore, because all three firms appear to be similarly qualified and equally capable of preparing the City's Noise Element update, and because of the differences in estimated cost, staff is recommending that the City Council authorize the Interim City Administrator to negotiate and enter into a professional services agreement with Bollard Acoustical Consultants, Inc. to prepare the City's Noise Element update for a not-to-exceed cost of \$19,850. A suggested motion to this effect is provided above.

¹ These standards require specified levels of outdoor to indoor noise reduction for new multifamily residential constructions in areas where the outdoor noise exposure exceeds CNEL (or Ldn) 60 dB.

ATTACHMENT A
REQUEST FOR PROPOSALS



CITY OF ETNA, CA

REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES NOISE ELEMENT UPDATE

Date RFP Issued: Thursday, January 18, 2024

Responses Due By: Thursday, February 15, 2024, 5:00 p.m.

I. INTRODUCTION

The City of Etna is seeking proposals from qualified consultants to update the City's General Plan Noise Element. The selected consultant is expected to be familiar with and capable of implementing all relevant legislative and case law-based requirements such that the Noise Element, once adopted, will be in compliance with state law.

II. BACKGROUND

The City of Etna (population 678) is a small community in southwestern Siskiyou County in Northern California along State Route 3 (SR 3) approximately 25 miles south of SR 3's intersection with Interstate 5 in Yreka. Because of Etna's rural setting and size, the City is unaffected by many of the noise-related issues typical of larger and more centrally located communities.

The City's current Noise Element was adopted in September 2005 and is available online at www.etnaca.com/files/ugd/70436e_8b4e704c9ad04501a8d3a459bc80d7b5.pdf. Noise contours described in the Noise Element are based on a noise study completed in 2003 for an update of the County of Siskiyou's Noise Element, which the County ultimately did not adopt. Accordingly, prior to updating the Noise Element, the consultant will prepare a community noise assessment and develop noise contours following generally accepted noise modeling techniques for the various sources identified in Government Code Section 65302(f), as applicable.

The City of Etna is using a portion of its remaining SB 2 planning grant program funds and a portion of its LEAP planning grant program funds for the Noise Element update. Because the SB 2 and LEAP planning grant programs have different expenditure deadlines, the project is separated into two distinct phases with deadlines, as follows:

1. Community Noise Assessment – All work completed and invoiced by **April 20, 2024**; and
2. Noise Element Update – All work completed and invoiced by **September 20, 2024**.

Under this contract, an accounting of all project activities, including the incurring of expenses, will be due at the close of each phase of the project. All invoicing shall be in a form approved by the City and be eligible for reimbursement by HCD through the SB 2 and LEAP grant programs.

III. SCOPE OF WORK

The project scope includes collecting new noise data, evaluating noise generating uses, identifying appropriate criteria and standards, creating thresholds of significance, and determining how to best measure and regulate noise from different types of sources. At a minimum, the consultant is expected to complete the following tasks:

1. Project Management and Kick-Off

Develop a project timeline leading to completion of the community noise assessment with all work completed and invoiced by April 20, 2024, and leading to adoption of the Noise Element with all work completed and invoiced by September 20, 2024. Prepare for and attend a kick-off meeting by phone or web conference to exchange information with city staff and initiate work on the community noise assessment and Noise Element update. Coordinate and

communicate with city staff via telephone, in-person meetings, web conferencing, email, and/or other means as determined by the City and consultant. Provide monthly progress reports throughout the duration of the project. Keep detailed expense and cost records to allow for City reimbursement through the SB 2 and LEAP grant programs.

2. Public Participation

Consultant will collaborate with city staff to solicit and obtain public input. This will include reaching out to key stakeholders as well as in-person or remote attendance at one (1) study session (i.e., public workshop) hosted by the City Council to discuss the proposed Noise Element update. Once complete, the draft Noise Element will be made available for public review and comment and presented to the City Council at a public hearing. The consultant will work closely with city staff in advance of the public hearing to address questions or comments. Participation at the public hearing, if requested by the City, would be via in-person or remote attendance, and should be identified as an optional task under the proposed scope and budget.

3. Community Noise Assessment

Develop criteria for measuring existing and projected noise generation in the City, including noise from SR 3 and stationary sources. Update the community noise assessment using data obtained by the consultant, traffic counts, the Siskiyou County Airport Land Use Compatibility Plan, and other suitable sources. Create noise contour maps that reflect baseline and future conditions.

4. Noise Element Preparation

Evaluate the existing Noise Element and noise-related regulations to identify the scope of existing plans and regulations, identify gaps in what is not being accounted for and/or that could be evaluated more adequately, and make recommendations for improvements as appropriate. Prepare and submit an administrative draft Noise Element for city staff review. Staff will provide consultant with a list of desired changes. Once edits are complete, consultant will prepare a draft Noise Element that will be made available to the public and presented to the City Council for consideration. Consultant will work closely with city staff to respond to and incorporate comments on the draft Noise Element to produce a final draft Noise Element for adoption.

5. Finalize Noise Element

Provide the City with one (1) print-ready, editable electronic copy of the final document in Microsoft Word, and one (1) web-supported PDF version of the final document. All materials resulting from this task become the property of the City. Draft documents submitted for review shall be provided in an editable electronic format. All text documents must be compatible with the latest version of Microsoft Word.

IV. PROPOSAL SUBMITTAL REQUIREMENTS

Respondents are asked to submit one (1) electronic copy of their proposal (a single PDF file is acceptable) via email prior to **5:00 p.m., February 15, 2024**. Proposals should be directed to Interim City Administrator Pamela Eastlick at p.eastlick@etnaca.com. In addition to the necessary electronic submittal, hardcopies will be accepted but are not required and do not affect consultant selection.

At a minimum, the proposal should include the following information:

1. A cover letter signed by the official authorized to contractually bind the firm. The cover letter should include the firm name, address, and phone number and a statement indicating the proposal will remain valid for at least one hundred and twenty (120) days from the date of submittal. Please include the name, title, address, phone number, and e-mail address for a contact person during the proposal evaluation period.
2. A general description of the company, such as length of time in business, organizational structure, number of staff, office locations, etc.
3. The name of the principal and/or project manager who will have direct continued responsibility for the project. This person will be point of contact on all matters associated with the project and will handle the coordination of day-to-day activities. Please estimate the degree of involvement (as a percentage) that this person and other staff will have in performing the scope of services. Please include a summary resume for each person that will be working on the project. The selected consultant may not substitute the project manager, sub-consultants, or other team members without prior written consent from the City.
4. Related project experience including a list of public agencies and other clients (name, address, contact person, and phone number), for which the consultant has prepared community noise assessments and/or housing elements.
5. Although letters of reference are not required, if they are submitted along with the proposal, please include the name of the staff member who managed the project on behalf of the consultant.
6. A list of any subcontractors who will be utilized by the consultant on the project along with a summary of their experience and qualifications.
7. An outline of the proposed approach to the project including a work plan and schedule, including milestones, dates, and submittals to complete the community noise assessment and Noise Element update. Specifically address the areas described in the Scope of Work section above. Other approaches, items, or considerations may be included in addition to the proposed Scope of Work.
8. Proposed Budget. Please include an estimate for the proposed Scope of Work by task, staff member or position, and hours, including a "not-to-exceed" cost to complete the project. Project budgets should include information regarding estimated hours for each major task, identification of hourly rates (including hourly rates for subconsultants), text addressing methodology for addressing billing disputes and whether overhead costs are included in the hourly rate or billed separately.
9. Proof of Authority. If a firm is a corporation, formal proof from the firm that the officer signing the proposal is empowered to do so for the company shall be submitted with the proposal.

V. CONTRACT REQUIREMENTS

The Agreement between the selected consultant and the City will require insurance and indemnification. Insurance limits will be provided to the consultant prior to the award of contract.

Proof of insurance is not required with the submittal of the proposal but is required prior to the award of the contract.

Limits for insurance – Consultant will work with the City in advance of signing the contract insurance requirements for Commercial General Liability, Automobile Liability, Worker's Compensation, Professional Liability and Endorsements.

The City must be notified in writing, if and when consultant wishes to change key personnel. All changes must be approved in writing by the City. The consultant shall not change subcontractors without prior written approval from the City. The City reserves the right to negotiate the proposed agreement for these services if any key personnel or subcontractor changes.

VI. NON-DISCRIMINATION

The City is an equal opportunity employer. Proposing firms shall not discriminate in their employment with regard to race, color, religion, sex, or national origin. Qualified consultants, including small businesses and businesses owned by women, minorities, and disabled persons, are encouraged to submit proposals.

VII. SELECTION PROCESS

Issuance of this RFP and receipt of the proposals does not commit the City to award a contract or pay costs incurred in responding to this RFP. The City reserves the right to accept or reject the combined or separate components of submittals in part or in entirety and waive any informality in any submittal. All submittal requirements listed in this RFP must be fulfilled and completed and any omissions must be identified and explained, otherwise the submittal will be rejected. The City reserves the right to postpone the review of the proposal for its own convenience or to accept or reject any or all proposals received in response to the RFP or to award a contract based on the proposal that best meets the City's needs.

Proposals are due on or before **5:00 p.m., February 15, 2024**. Late submittals will not be accepted. Respondents are asked to submit their proposal electronically to:

p.eastlick@etnaca.com

If submitting hardcopies in addition to the required electronic submittal, please mail them to:

Attn: Pam Eastlick
City of Etna
P.O. Box 460 / 442 Main Street
Etna, CA 96027

Proposals will be evaluated by city staff. If deemed necessary, interviews may be held with qualified firms. Staff will recommend the final selection to the City Council, which will review and approve a contract for professional services. It is anticipated that the City Council will make its selection during its regularly scheduled meeting on February 26, 2024. Execution of the contract and project kick-off will follow directly thereafter.

ATTACHMENT B
BOLLARD ACOUSTICAL CONSULTANTS PROPOSAL

Proposal

City of Etna General Plan Noise Element Update

Prepared for:



City of Etna

Attn: Pam Eastlick
P.O. Box 460
442 Main Street
Etna, CA 96027

Prepared by:

Bollard Acoustical Consultants, Inc.

P.O. Box 7968
Auburn, CA 95604

Paul Bollard, President
Institute of Noise Control Engineers (INCE), Board Certified

February 12, 2024

Proposal valid for 120 days from date of submittal



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1. Name and Contact Information of Firm

Bollard Acoustical Consultants, Inc. (BAC)
Paul Bollard, President & Project Manager
P.O. Box 7968, Auburn, CA 95604
(530) 537-2328
PaulB@bacnoise.com

2. Firm Qualifications (Personnel, Similar Projects, and References)

Company Description, Location, & Qualifications Overview

Bollard Acoustical Consultants, Inc. (BAC) is a California "S" Corporation established in 2005 to provide advanced noise and vibration consulting services. BAC's physical office location is 1230 High Street, Suite 120A, in Auburn, California.

For foundation 19 years ago, BAC's services have included the preparation of noise and vibration studies for traffic, aircraft, railroad, outdoor entertainment venues, and industry, as well as architectural acoustical analyses for churches, theaters, schools, residences, and various performing-arts venues. We prepare analyses for residential developments of all sizes, ranging from individual lot splits to large master planned communities. We are proficient in both CEQA and NEPA compliance, and serve as sub-consultants to many planning firms in the preparation of EIR's and EIS's. BAC has also provided services to Cities and Counties in the form of General Plan Noise Element and Municipal Code Noise Ordinance updates, as well as providing staff training. We have served as on-call consultants for complaint investigation for various City and County agencies, and are proficient at providing clear and confident public testimony at community meetings, planning commission, city council, and board of supervisor's hearings.

BAC has a skilled staff of six with a combined 55 years of experience working in the field of acoustics and has prepared an average of approximately 180 individual noise studies per year since 2005. We welcome the opportunity to expand on our qualifications in person.

Personnel Assigned to Project

Based on our staff's extensive noise-consulting experience, BAC is especially qualified to provide the City of Etna with the consulting services specified in the project request for proposal (RFP).

The Principal Consultant and President of the firm is Mr. Paul Bollard, who would serve as project manager. Mr. Bollard has a degree in Mechanical Engineering, 35 years' experience as an acoustical consultant in the California Region, is a Board-Certified Member of the Institute of Noise Control Engineers (INCE), has guest-lectured in California State University Sacramento acoustics classes, and has been recognized as an expert in California courts of Law.

Mr. Bollard is highly qualified to manage this project as he has managed in excess of two thousand acoustical studies covering a wide variety of environmental, municipal, entertainment, industrial, and architectural noise issues. He has developed and demonstrated particular expertise in providing public testimony and noise control engineering using sophisticated data acquisition instrumentation and complex analytical modeling techniques. BAC estimates that Mr. Bollard will be responsible for approximately 40% of this proposed scope of services.

Mr. Dario Gotchet, Principal Consultant with 9 years' experience at BAC, will be involved with data analysis, existing noise element review, and policy development. Mr. Gotchet completed his BS degree in natural resource management at California State University Chico. BAC estimates that Mr. Gotchet will be responsible for approximately 20% of this proposed scope of services.

Mr. Justin Reynolds has been BAC's field technician for 6 years and will be primarily responsible for data collection, analysis and complex graphics. BAC estimates that Mr. Reynolds will be responsible for approximately 20% of this proposed scope of services.

Mr. Don Bollard is an Associate Consultant for BAC with 7 years' experience in project management. Don has a BS in mechanical engineering from Santa Clara University and will assist with document preparation and quality assurance. BAC estimates that Mr. Don Bollard will be responsible for approximately 15% of this proposed scope of services.

Additional BAC staff includes one consultant-level and one office-management employee. BAC estimates that clerical staff will be responsible for approximately 5% of this proposed scope of services.

BAC does not propose to utilize sub-consultants for this project.

Related Project Experience

Bollard Acoustical Consultants has participated in several General Plan Noise Element and/or Noise Ordinance updates in recent years including the following jurisdictions:

Project: City of El Paso de Robles General Plan Noise Element and Noise Ordinance Update (2020)

Client: City of El Paso de Robles

Contact: Warren Frace, Community Development Director

Address: 1000 Spring Street, Paso Robles, CA 93446

Phone: (805) 237-3970

Project: Placer County Winery and Farm Brewery Ordinance Update (2018)

Client: Raney Planning & Management (Under contract to Placer County)

Contact: Nick Pappani

Address: 1501 Sports Drive, Suite A, Sacramento, CA 95834

Phone: (916) 372-6100

Project: City of Folsom General Plan Noise Element Background Report Update and General Plan EIR Noise Section Preparation (2018)

Client: Environmental Planning Partners (Under contract to the City of Folsom)

Contact: Bob Klousner

Address: 2934 Gold Pan Court, Suite 3, Rancho Cordova, CA 95670

Phone: (916) 852-8830

Project: Butte County Noise Ordinance Update (2013)

Client: Butte County

Contact: Dan Breedon

Address: 7 County Center Dr., Oroville, CA 95965

Phone: (530) 538-7629

Project: Merced County Noise Element Update & EIR (2011)

Client: Environmental Planning Partners (Under contract to Merced County)

Contact: Bob Klousner

Address: 2934 Gold Pan Court, Suite 3, Rancho Cordova, CA 95670

Phone: (916) 852-8830

Project: Kings County General Plan Noise Element Update (2007)

Client: Kings County Planning Department

Contact: Greg Gatzka

Address: 1400 W. Lacey Blvd., Bldg. 6, Hanford, CA 93230

Phone: (559) 582-3211 ext. 2682

Project: Sacramento County Noise Element Update (2006)

Client: Sacramento County Planning

Contact: Dave Defanti

Address: 827 7th Street, Room 230, Sacramento, CA 95814

Phone: (916) 874-6155

Client References

Mr. Todd Smith

Planning Director

Sacramento County Department of Environmental Review and Assessment

827 7th **Street**, Room 220, Sacramento, CA. 95814

(916) 874-6155

Smithtodd@sacounty.gov

- Prepared the Sacramento County Noise Element Update in 2006.
- Conducted a noise study for the Watt Ave/Hwy 50 Interchange project.
- Conducted a noise study for the Madison Avenue widening project.

Mr. Dan Breedon

Principal Planner

Butte County Planning Department

7 County Center Dr., Oroville, CA. 95965

(530) 538-7629

DBreedon@buttecounty.net

- Prepared the Butte Co. Noise Element and Noise Ordinance Updates in 2013.

Mr. Greg Gatzka,

Community Development Director

Kings County Planning Department

1400 W. Lacey Blvd., Bldg. 6, Hanford, CA. 93230

(559) 582-3211 ext. 2682

Greg.Gatzka@co.kings.ca.us

- Prepared the Kings County Noise Element Update in 2007.
- Conducted a noise study for the Jersey Avenue widening project.

Ms. Hailey Lang

Deputy Director

Siskiyou County Planning Department

806 South Main Street, Yreka, CA 96097

(530) 841-2100

hlang@co.siskiyou.ca.us

- Provided acoustical analyses for various projects in Siskiyou County.

Additional client testimonials can be found at BACNOISE.COM.

3. BAC's Overall Approach to Achieving Successful Project Outcomes

The following narrative outlines BAC's philosophy and approach to achieving successful outcomes to our client's noise consulting needs.

Response Time Capabilities

BAC's clients typically require rapid response times. Due to our efficiency and project management skills, we are adept at managing our workload to provide fast turn-around times. Our experience has been that even the best planned projects may undergo revisions or are met with unforeseen delays. As a result, our workload is fluid, but our commitment to our client's deadlines remains constant. Our talented and efficient staff is capable of fast-tracking projects when necessary while maintaining the flexibility to adapt to changing schedules and availability of information. BAC understands project timelines and scheduling challenges, and has been successful due to our ability to efficiently reallocate resources when necessary to complete projects within our client's schedules.

Ongoing Communication

Communication is vital for success, and begins at the outset of each project. BAC speaks the language of project management and will communicate effectively and efficiently with City staff to ensure that the project objectives are clearly understood prior to beginning any data collection or analysis. This communication will extend to other professionals involved in the project, including other stakeholders, consultants, planners, and others whose participation is either required or desired to achieve the project objectives.

Early Identification of Data Needs

Each noise analysis requires data, and BAC's experience is invaluable in the early identification of those data which will ultimately be required for each project. Examples of external data needs include base maps, traffic studies, aerial imagery, etc. Examples of internal data needs include ambient noise data which will need to be collected by BAC staff. BAC will work with the City to identify all data needs early in the process and maintain regular communication with those responsible for providing that data to ensure expedient completion of the project analyses.

Thorough, Competent and Defensible Analysis

BAC utilizes state-of-the-art instrumentation, and advanced models to thoroughly analyze noise environments. All modeling utilizes calibrated measurement results to ensure the accuracy and defensibility of the analysis results.

Clear Presentation of Analysis Results

The most advanced noise analysis is limited in usefulness if not clearly and effectively presented. BAC prepares clear and concise written reports containing a detailed description of the project, all data collected, analysis methodology and results.

In addition to providing written results, BAC routinely provides personal presentation

of results in the public meeting or public-hearing forums. As a result, BAC staff has developed expertise in public speaking and effective communication of complex noise-related topics in the public setting.

Exemplary Customer Service

From the beginning of each project to the end, BAC's clients can count on prompt, friendly, personal, and professional service. When you call, not only will we answer, your project manager will be intimately familiar with your project and typically able to provide you same day answers to your questions. In cases where additional research is needed to provide a reply, our clients can count on receiving it promptly. We appreciate the confidence our clients place in us, and in turn we provide the high level of customer support they deserve.

4. Proposed Scope of Work

A. Project Management and Kickoff

BAC will meet with City Staff during a kick-off meeting to discuss the project scope, schedule, and deliverables. BAC will remain available to city staff as required to review project status, discuss issues and opportunities identified during the course of the project, and to ensure that the project objectives are on track. BAC will provide monthly progress reports throughout the duration of the project, and will keep detailed expense and cost records to allow for City reimbursement through their SB 2 and LEAP grant programs.

During the kickoff meeting, we will discuss areas within the City which have presented challenges with respect to noise (including noise complaints), identify specific noise sources to be quantified through noise measurements, and to establish lines of communication for the efficient transfer of information between the City and BAC. We will also use this meeting to discuss the anticipated level of public participation in the Noise Element Update, and how public comment/input will be incorporated.

B. Public Participation

BAC will collaborate with city staff to solicit and obtain public input. Included in this proposal is remote attendance of (1) study session or public workshop hosted by the Planning Commission to discuss the proposed Noise Element update. BAC will work alongside city staff in advance of public hearings to address any comments or concerns. If requested, BAC's attendance or participation at public hearings, either in-person or virtually, will occur as an optional task. The fees associated with this optional task are broken out further in the Budget section of this proposal.

C. Analysis of Existing Noise Element

As noted in the project RFP, the last Noise Element Update was adopted in January 1989. The noise contours in the 1989 Noise Element are based on the County of Siskiyou's 1978 Noise Element. BAC will thoroughly review these existing Noise Element to completely familiarize ourselves with the noise conditions and policies in the City and to identify gaps in what is not being accounted for and/or that could be evaluated more adequately. Through conversations with City staff and stakeholders,

we will also ascertain those components which are working properly and many not need revision.

D. Community Noise Assessment

BAC will conduct a thorough Community Noise Assessment within the City to update the current Noise Element Background report. The survey will consist of continuous and short-term ambient noise monitoring at locations removed from major noise sources in the City to establish typical ambient conditions in residential, park, and school areas. The survey will also include noise monitoring of significant noise sources in the City, such as traffic, railroad, aircraft, and industrial/fixed noise sources.

These surveys will be an important component in the Noise Element update. The surveys will be used to develop policies to maintain or improve the ambient noise environment within sensitive areas of the City, and to develop strategies for controlling noise at the source for noise-generating uses. The results of the community noise surveys will be tabulated and plotted, with the Day/Night Average Level (L_{dn}), average (L_{eq}) and maximum (L_{max}) values included in the tables and graphics. Noise contours will be developed for traffic, railroad and aircraft noise sources.

BAC will analyze and quantify noise levels and the extent of noise exposure of the major noise sources in the City through actual measurement and/or the use of appropriate noise modeling. BAC owns and maintains a stable of state-of-the-art sound and vibration measurement instrumentation and utilizes industry standard noise prediction models. The following specific noise sources will be evaluated:

- 1. Traffic Noise:** Existing noise levels due to major roadways (state highways), specifically SR 3, will be evaluated. BAC will utilize the Federal Highway Administration Noise Prediction Model with existing and projected future traffic volumes provided by the City to predict distances to existing and future traffic noise contours. The contours will be plotted on appropriate base maps provided by the City. The traffic noise evaluation will focus on Highways and major arterial/collector roadways within the City.
- 2. Stationary Noise Sources:** BAC will identify significant industrial facilities and other representative fixed/stationary noise sources within the City. We will determine which facilities require noise measurements to quantify background noise levels associated with their operations. A discussion will be provided regarding these types of noise sources.

E. Noise Element Preparation

Upon completion of Tasks A – D above, BAC will prepare an Administrative Draft Noise Element for the City's review and comment. The draft Noise Element will contain a background section containing acoustical terminology, methodology, noise measurement and modeling results, an inventory of representative significant noise sources within the City, and options for noise mitigation measures. It will also contain a Goals and Policies section. The intent of these updates will be to minimize the exposure of city residents to existing and foreseeable excessive noise while protecting the economic base of the City by establishing reasonable standards for commercial enterprises. All data and noise contour information will be provided electronically as well as included in the written report.

Etna City Staff will provide a list of desired changes for BAC's use in preparing a draft Noise Element that will be made available to the public and presented to the Planning Commission and City Council for consideration. Consultant will work closely with city staff to respond to and incorporate comments on the draft Noise Element to produce a final draft Noise Element for adoption.

F. Finalize Noise Element

Upon completion of revisions to the draft Noise Element, BAC will provide the City with one (1) print-ready, editable electronic copy of the final document in Microsoft Word, and one (1) web-supported PDF version of the final document. All materials resulting from this task will become the property of the City. Draft documents submitted for review shall be provided in an editable electronic format. All text documents will be compatible with the latest version of Microsoft Word.

5. Schedule for Completion

BAC will complete and invoice all work pertaining to the Community Noise Assessment by April 20, 2024, as specified in the project RFP.

BAC will complete and invoice all work pertaining to the Noise Element Update by September 20, 2024, as specified in the project RFP.

6. Budget

BAC proposes to complete the above-described scope of work for a total fee estimated not to exceed \$19,850. The specific hours per task and cost per BAC staff member are provided in the table on page 11 of this proposal.

In the event that BAC is selected as the City's consultant for these services, we will be happy to work with the City to adjust the number of anticipated hours per task and corresponding costs per task as appropriate to meet the City's needs.

BAC is also providing similar proposals to the Cities of Tulelake, Etna, and Dorris. In the event that BAC is selected for all four projects there would be economies of scale which would lower BAC's overall project costs. It is anticipated that these economies of scale would reduce the individual project cost to each city by approximately 20%.

BAC's current fee schedule is attached.

7. Fees and Insurance

There are no additional fees associated with this proposal beyond those identified in Item 6 above. Mileage costs and insurance coverage are included within BAC's normal overhead which is built into the hourly rates.

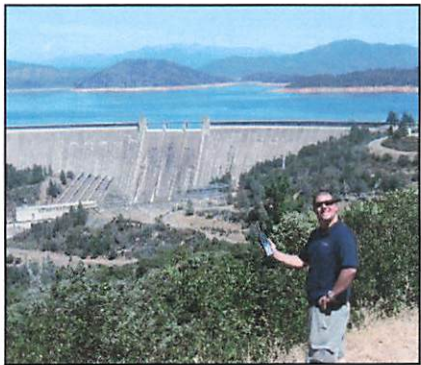
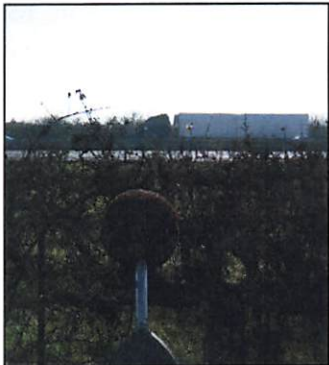
BAC maintains general and professional liability insurance policies with two million dollars coverage each and maintains automobile liability insurance coverage at one million dollars. Our certificate of insurance is embedded on Page 12 of this proposal.

City of Etna Noise Element Update								
Estimated Not to Exceed Labor Hours and Costs								
	Principal Consultant Paul Bollard	Principal Consultant Dario Gotchet	Associate Consultant Don Bollard	Technician Justin Reynolds	Administrative /Clerical	Per Diem (lodging & meals)	Total Hours	Total Cost
Task: Description								
Specific Rates of Compensation by Position	\$275	\$225	\$175	\$150	\$75	\$250		
Task A: Project Management & Kickoff (Remote Attendance)	4	0	0	0	0	1	4	\$ 1,350
Task B: Public Participation (Remote Attendance)	4	0	0	0	0	2	4	\$ 1,600
Task C: Analysis of Existing Noise Element	2	6	0	0	0	0	8	\$ 1,900
Task D: Community Noise Assessment	8	0	0	32	0	6	40	\$ 8,500
Task E: Noise Element Preparation	6	2	8	4	0	0	20	\$ 4,100
Task F: Finalize Noise Element	2	0	2	0	0	0	4	\$ 900
Overall Project Administration/Accounting/Scheduling	0	0	0	0	20	0	20	\$ 1,500
Total Hours	26	8	10	36	20	9	100	
Estimated Total Not-to-Exceed Project Costs	\$7,150	\$1,800	\$1,750	\$5,400	\$1,500	\$2,250	Total:	\$ 19,850
Optional Task: Attendance at Public Hearings - In Person	14					1		\$ 4,100
Optional Task: Attendance at Public Hearings - Virtual	4							\$ 1,100

8. Insurance Certificate

		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 1/8/2018	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S) AUTHORIZED REPRESENTATIVE, PRODUCER, AND THE CERTIFICATE HOLDER.					
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION is WAIVED, subject to the terms and conditions of the policy(ies) in policy may require endorsement A. Endorsement B is required as a condition to the certificate holder in lieu of such endorsement(s).					
PRODUCER ISU INS SERV - BC ENV BROKERAGE 1037 Suncast Ln Ste 103 El Dorado Hills, CA 95762			CONTACT NAME: DINA ATHEY PHONE (MC, FN, EX): (916) 939-1080 FAX (MC, FN): (916) 939-1085 CAROL ADDRESS: INSURER(S) AFFORDING COVERAGE:		
INSURED BOLLARD ACOUSTICAL CONSULTANTS, INC. 3551 BANKHEAD ROAD LOOMIS, CA 95650			INSURER: ADMIRAL INSURANCE COMPANY RATG: 24856 INSURER: SENTINEL INSURANCE CO. LTD. 11000 INSURER: INSURER: INSURER:		
COVERAGES		CERTIFICATE NUMBER:		REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIODS INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.					
PKT NO.	TYPE OF INSURANCE	PKT NO.	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLASSTHREE ☒ OCCUR ☒ CONT. POLLUTION ☒ CONTRACT LIAB. COM. AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROD. ☐ LOC. OTHER:		FEI-ECC-14482-04	04/20/17	04/20/18
					EACH OCCURRENCE: \$ 2,000,000 WORKERS COMPENSATION: \$ 50,000 MED EXP (ANYONE INJURED): \$ 5,000 PERSONAL & ADV INJURY: \$ 2,000,000 GENERAL AGGREGATE: \$ 2,000,000 PRODUCTS - COMPOUNDS: \$ 2,000,000
B	AUTOMOBILE LIABILITY ☐ ANY AUTO ☒ ALL OWNED AUTOS ☒ Hired Autos ☒ SCHEDULED AUTOS ☒ NON-OWNED AUTOS		57WEC108955 SC	03/08/17	03/08/18
					COMBINED SINGLE LIMIT (E & BODILY INJURY): \$ 1,000,000 BODILY INJURY (Pw person): \$ BODILY INJURY (Pw animal): \$ PROPERTY DAMAGE (Pw person): \$ PROPERTY DAMAGE (Pw animal): \$
	UMBRELLA LIAB EXCESS LIAB DED: \$ RETENTION: \$				EACH OCCURRENCE: \$ AGGREGATE: \$
B	WORKERS COMPENSATION AND EMPLOYERS LIABILITY EMPLOYER'S POLICY NUMBER: 57 WEC Z06311 (If yes, describe under DESCRIPTION OF OPERATIONS below)	W.C. N/A	57 WEC Z06311	05/01/17	05/01/18
					☒ PER STATUTE ☐ OTHER E.L. EACH ACCIDENT: \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE: \$ 1,000,000 E.L. DISEASE - POLICY LIMIT: \$ 1,000,000
A	PROF. LIAB. CLAIMS MADE		FEI-ECC-14482-04 RETRO: 04/20/05	04/20/17	04/20/18
					\$2,000,000 OCCURRENCE \$2,000,000 AGGREGATE
DESCRIPTION OF OPERATIONS (LOCATIONS/VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)) RE: All Operations City of El Paso de Robles has been named as Additional Insured. (Blanket Endorsements Attached)					
CERTIFICATE HOLDER City of El Paso de Robles Attn: Susan DeCarli, City Planner 1000 Spring Street Paso Robles, CA 93446			CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 		

9. Representative BAC Project and Equipment Photographs



10. BAC Fee Schedule & Consulting Terms - Effective January 2024

Contractual Agreement

The following terms are applicable to contracts between Bollard Acoustical Consultants, Inc. (**BAC**), and the person(s)/entity indicating acceptance of this proposal (**Client**).

Billing Rates for Time and Expenses (T&E) Projects

The following rates shall be charged by BAC for consulting costs indicated as Time and Expenses (T&E) in BAC proposals. For such projects, BAC invoices will be itemized indicating the hours spent and rates indicated below will apply. If the BAC proposal indicates the project is a Fixed-Fee project, itemized invoices showing hours spent and billing rates will not be provided.

<u>Staff / Expense Item</u>	<u>Rate</u>
Principal Consultant (Bollard)	\$275 / hr.
Principal Consultant (Gotchet)	\$225 / hr.
Associate Consultant	\$175 / hr.
Principal Consultant Legal Work	\$450 / hr.
Technician	\$150 / hr.
Clerical Support Staff	\$75 / hr.
Mileage Reimbursement	¢65 / mile
Per Diem Charges (meals & lodging)	\$250 / day
Other travel expenses (flights, rental car, etc.)	As incurred
Sound Level Meter Charge (less than 1 week)	Included in Proposal Cost
Sound Level Meter Charge (greater than 1 week)	\$100 / day / meter

Retainer Requirements

For new private-sector clients, Bollard Acoustical Consultants, Inc. reserves the right to require a 50% retainer prior to beginning work on the project. If such retainers are required, BAC will specify those requirements in the "Cost for Consulting Services" section of the proposal.

Invoicing and Terms of Payment

Client is solely responsible for payment of BAC's invoices in a timely manner, regardless of whether or not Client has been paid for their services by another party. Unless directed otherwise, BAC will submit invoices to the addressee of BAC's proposal and that person shall be responsible for ensuring our invoices are routed to the proper individuals for payment in a timely manner.

If invoices are to be submitted to someone other than the addressee of the proposal, Client shall provide detailed invoicing instructions and requirements at the *time of acceptance* of BAC's proposal. If lien releases or other administrative requirements are needed prior to the payment of BAC invoices, Client shall advise BAC of those requirements at the *time of acceptance* of BAC's proposal.

Bollard Acoustical Consultants, Inc. normally submits invoices upon completion of the work outlined in the scope of services included in the BAC proposal. However, BAC will submit monthly invoices for services and expenses which have been incurred when project timelines exceed 30 days. Payment for professional services is due within 60 days of the invoice date, and past due thereafter. Past due invoices will incur interest at the rate of 1.5% per month on the balance due.

Insurance Coverage

Bollard Acoustical Consultants, Inc. maintains general and professional liability insurance policies with two million dollars coverage each and maintains automobile liability insurance coverage at one million dollars. Should you require insurance coverage greater than BAC's coverage, or special language which would incur additional costs from our insurers, BAC reserves the right to revise this proposal to cover the additional cost of the increased coverage and/or additional language.

If BAC is not made aware of additional insurance requirements at the time of acceptance of this proposal, no additional insurance shall be required to be provided by BAC in order to have BAC's invoices paid by the Client.

Commitment to the Environment

In our ongoing effort to minimize our environmental footprint and reduce costs, BAC will transmit project correspondence electronically via e-mail, including proposals, draft and final reports (including graphics and appendices), and invoices for professional services rendered. Paper copies of our work products will not automatically be generated. If paper copies of any work product are required, BAC will provide such copies upon request. We ask that our Clients please partner with us by transmitting all project correspondence to us electronically as well.



City of Etna

Agenda Request

Date of Meeting: 2/26/2024

Spokesperson(s): Jamie Essex

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

Subject/Request: Cat TNR program

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

Discuss updates with Council regarding funding, tentative dates for TNR, logistics and community outreach.

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

Will this require a budget increase? ☐ Yes ☐ No Account: _____

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: 2.26.24

Spokesperson(s): City Council

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

Subject/Request: Operational Guidelines Dotty Olson Pool

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

Discuss and approve authorizing the City of Etna's Dotty Olson Pool Operational Guidelines.

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.



Photo Credit: Mel Fechter

City of Etna's Dotty Olson Pool Operational Guidelines: 2024 Season

MISSION STATEMENT

The City of Etna, Friends of the Pool and the Etna Police Activities League (PAL) are dedicated to fostering a thriving swimming community within Scott Valley. The pool serves as a vital resource for all residents, acting as a focal point for community gatherings that enhance our sense of unity. Together, we outreach to various groups, such as those eager to learn swimming, individuals looking to establish healthy habits through aquatic exercise, and those with aspirations to represent our community in competitive swimming. Our joint goal is to contribute to the well-being of the community and collaborate to minimize expenses while maximizing the pool's utility. Together, we aspire to build and sustain a swim community that instills pride, both in the present and the future.

POOL PARTNERS: ROLES & RESPONSIBILITIES

City of Etna: The City of Etna is the proud owner and manager of the Dotty Olson Pool. Recognizing its role as a landowner, the City is committed to the thorough maintenance, operation, and oversight of every aspect of the pool's functions. Furthermore, the City recognizes and appreciates its valued partners, whose crucial contributions significantly contribute to the overall success and service to the Scott Valley Community.

Friends of the Pool: The Friends of the Pool is a locally rooted community service group with the objective of mobilizing extra resources and fostering a strong sense of community involvement to bolster the Dotty Olson Pool. Through their voluntary initiatives, the Friends of the Pool recognize the City's pivotal role and strive to consistently contribute to the success of all individuals benefiting from this vital community asset.

Etna Police Activities League (PAL): The specific and primary mission of the Etna PAL is to promote a constructive relationship between law enforcement officers, young people, and citizens of the community to develop the young people into responsible and mature adults/citizens. PAL programs are designed to develop activities which act as a deterrent to delinquent behavior among young people and keep them occupied with constructive organized activities. The Etna PAL plays a vital role as a key ally to the Dotty Olson Pool,

contributing supplementary resources and a continued steadfast commitment to our community.

City Council: The City Council holds several key responsibilities pertaining to the Dotty Olson Pool, including policy setting. The Council is tasked with establishing policies that govern the operation, maintenance, and accessibility of the pool. Additionally, they are responsible for ensuring financial accountability, overseeing regulatory compliance, providing contract oversight, and promoting accessibility and inclusivity within the pool's operations and facilities.

Pool Commissioner: The Pool Commissioner is a liaison between the daily operations of the Pool and the City Council. This involves offering guidance and support to the Pool Manager, ensuring effective communication and coordination between the operational aspects of the pool and the policies and decisions of the City Council. This collaborative role helps maintain a smooth and efficient functioning of the pool while aligning with the broader objectives set by the City Council.

Pool Manager: The Pool Manager will collaborate with the Pool Commissioner and other City staff to undertake a diverse set of management and supervisory responsibilities related to the overall operations. This includes overseeing lifeguards, as well as planning, organizing, coordinating, developing, implementing, promoting, and evaluating activities and programs designed to cater to all age groups. The collaborative efforts of the Pool Manager with all the Partners will contribute to the effective and well-rounded management of the Dotty Olson Pool.

City Hall: The City Hall plays a crucial role in supporting the Pool Manager by overseeing various responsibilities related to financial accountability and administrative functions. This includes managing financial matters such as payroll, tax accounting, and ensuring adherence to hiring procedures. City Hall also ensures that all employment documentation and compliance requirements are met. Additionally, it is responsible for accounting for the funds raised by the Pool and its partners, incorporating these financial aspects into the City of Etna's annual operating budget. This collaborative effort helps maintain transparency, compliance, and effective financial management within the context of the city's overall operational framework.

Public Works Department: The Public Works Department will play a supportive role, collaborating directly with the Pool Manager to carry out comprehensive maintenance tasks. This includes maintenance of the pool itself, pool equipment, outdoor and lawn areas, restrooms, office space and snack shack, as well as ancillary buildings and surrounding areas. By working in tandem with the Pool Manager, the Public Works Department will ensure the proper upkeep and functionality of the entire pool facility, contributing to a well-maintained and safe environment for all staff and all patrons.

Lifeguards: The primary responsibility of the City of Etna's lifeguards is to ensure the safety of individuals enjoying the pool area, emphasizing the critical role of water safety. In addition to this core duty, lifeguards may engage in various other tasks such as assisting with swimming lessons, operating the snack shack, interacting with the public, and maintaining the cleanliness of the facilities. Lifeguards will work directly under the supervision of the Pool Manager, ensuring a coordinated effort to provide a safe and enjoyable environment for all pool visitors.

Community Volunteers/donors: The enduring success of the Dotty Olson Pool relies heavily on the integral role played by the Scott Valley community. The reliable support, whether through financial contributions, generous donations of time and resources, or active participation in community events and programs, constitutes the fundamental pillar that preserves the Pool as a cherished and invaluable community asset.

FINANCIAL COMMITMENT

In an effort to establish trust, transparency, and accountability, both the City of Etna and the Friends of the Pool are dedicated to furnishing precise, current information, and comprehensive documentation regarding the financial aspects of the Pool. The Etna PAL also acts as a financial collaborator for the Pool. All Partners are committed to undertaking its responsibility to supply the necessary information for the creation of annual budgets, provide overall financial oversight, all while recognizing the fiduciary responsibility undertaken when handling community donations and contributions.

Revenue Generation Methods

The following pool services are currently recognized as crucial revenue streams, essential for sustaining the operational costs of Dotty Olson Pool. It's important to highlight that historically, the collective efforts have not proven adequate to cover all related costs. Consequently, the City of Etna has utilized general funds to supplement the required finances, ensuring the continued operation of the pool for the Scott Valley Community. The objective of all Partners is to work towards achieving financial independence and strive to reduce the overall financial burden on the residents of the City of Etna.

Swim Lessons: The City of Etna, along with its staff, including the Pool Manager and lifeguards, is responsible for offering swim lessons. Fees for these services are intended to offset the costs and must be paid in advance before the service is rendered.

Snack Shack: The goal of this service is to offer food services to Dotty Olson Pool patrons. The responsibility for ensuring the smooth operation of this service lies with the following:

- Pool Manager:

- Ensure proper oversight to guarantee that the food service adheres to all County, State, and/or Federal food handling standards.
- Oversee the development of food menus, pricing and purchase of all food and food related products.
- Create work schedules to ensure the proper function, cleanliness and appropriate custom service protocols.
- Collaborate closely with Friends of the Pool, Etna PAL, and other City of Etna personnel to guarantee the effective operation of the food service.
- Create, train, and provide supervision for all financial accounts pertaining to the revenue and expenses associated with the food service.
- **Lifeguards:**
 - Follow the directives of the Pool Manager to ensure that customer service, food service, and facility management are carried out with the highest expectation of excellence.
- **Friends of the Pool:**
 - Collaborate directly with the Pool Manager to support the food service in a manner aligned with the Pool Manager's discretion.
- **City Hall:**
 - Collaborate with the Pool Manager to validate the accuracy of all financial documentation and generate weekly accounting reports, facilitating the identification and resolution of any discrepancies.

Entrance Fees: The Pool Manager will work closely with the Friends of the Pool, utilizing fundraising activities to alleviate the impact of daily pool admittance fees. However, the determination of fees for Dotty Olson Pool usage will be a collaborative effort between the Pool Manager, City Hall and the City Council's Pool Commissioner and will take into account the feedback and input from both the Friends of the Pool and the Etna PAL. The goal is to cover pool-related expenses without imposing costs so high that they hinder community enjoyment.

Private or Special Events: Fees for special and private events will be established through collaboration among the Pool Manager, City Hall, and the City Council's Pool Commissioner. The objective is to cover pool-related expenses without excessively impacting community enjoyment. A comprehensive fee schedule will be formulated, taking into consideration equity, cost-related factors, and the overall impact on the summer's pool schedule including swim lessons, swim team and public hours.

Annual Fundraising: Fundraising is pivotal for sustaining the Dotty Olson Pool, and all Partners acknowledge and are dedicated to the required collaboration to maximize these vital resources. Consequently, a comprehensive record of funds raised for the Pool will be documented and shared as part of the annual season financial report. The Pool

Manager will facilitate coordination between the City of Etna and the Friends of the Pool, as well as Etna PAL, for their fundraising efforts.

Grant Funding: All partners acknowledge that grant funding presents an opportunity to secure substantial financial resources for necessary upgrades to the Dotty Olson Pool. The partners commit to collaborative efforts in developing projects that will be submitted for grant funds.

City of Etna General Funds: Despite not being the preferred situation, the City of Etna has consistently supplied the necessary funding to manage the Pool's financial deficit throughout the years. Even though the City aims for the Pool to achieve self-sufficiency, it recognizes the intrinsic value it contributes to both Etna residents and the Scott Valley community at large.

Operational Expense

Annual Operating Expenses: The City of Etna assumes the primary responsibility for covering the operational expenses incurred by the Dotty Olson Pool. The vital support offered by both the Friends of the Pool and Etna PAL serves as essential components, securing the City's capacity to sustain this valuable community asset.

Supplies and Equipment: The Pool Manager will be responsible for supervising the procurement of all supplies and equipment essential for the daily operations of the Pool. The Pool Manager will also coordinate with the Public Works Department when deemed appropriate. Any substantial equipment purchases exceeding a specified amount will necessitate approval from either the Pool Commission or the City Council. Additionally, the Pool Manager will act as a liaison, facilitating communication and collaboration with both the Friends of the Pool and Etna PAL in the procurement of items for the Pool.

Facility Improvement/Expansion Projects: Any facility improvement or expansion projects will undergo thorough coordination with the City of Etna's City Council, Pool Commissioner, Pool Manager, Public Works Department, City Hall and Partners. All decisions related to these types of projects will be made under the direction and supervision of the City's engineer or contractor to ensure effective and compliant execution. This collaborative approach aims to ensure comprehensive planning and successful implementation of any enhancements or expansions to the facility.



City of Etna

Agenda Request

Date of Meeting: 2.26.24

Spokesperson(s): City Council

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

Subject/Request: Recommended Amended 23/24 Budget Pool

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

Discuss and approve budget amendment for the Pool fund.

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.

Recommended Amended 2023/2024 Budget						
Revenue	Etna City Pool	23/24 Budget	YTD	Balance	Amended Budget	Difference
570.00	Special Event Pool Rental	\$ 2,000	\$ 1,490	\$ 510	\$ 2,500	\$ 500
574.00	Fundraising - Friends of the Pool			\$ -	\$ 15,000	\$ 15,000
576.00	Swimming Lessons/Classes	\$ 3,000	\$ 3,120	\$ (120)	\$ 4,500	\$ 1,500
579.00	Snack Shack Revenue	\$ 6,000	\$ 5,196	\$ 804	\$ 8,500	\$ 2,500
610.00	Contributions from Non-Gov.	\$ 200		\$ 200	\$ 200	\$ -
690.00	Transfer in - Etna PAL	\$ 5,000	\$ 5,000	\$ -	\$ 5,000	\$ -
	Total	\$ 16,200	\$ 14,806	\$ 1,394	\$ 35,700	\$ 19,500

Expenditures	Etna City Pool	23-24	YTD	Balance	Amended Budget	Difference
701.00	Salaries Regular	\$ 4,710	\$ 3,095	\$ 1,615	\$ 4,310	\$ 400
702.00	Salaries OT		\$ 71	\$ (71)	\$ 71	\$ (71)
703.00	Salaries PT	\$ 32,388	\$ 23,815	\$ 8,573	\$ 37,095	\$ (4,707)
710.00	Ss/Mc Tax expense	\$ 2,838	\$ 2,113	\$ 725	\$ 3,138	\$ (300)
715.00	PERS Retirement	\$ 989	\$ 622	\$ 367	\$ 989	\$ -
716.00	457 Retirement	\$ 175	\$ 42	\$ 133	\$ 92	\$ 83
720.00	Health Insurance	\$ 1,033	\$ 216	\$ 817	\$ 316	\$ 717
721.00	Health Allowance	\$ 472	\$ 546	\$ (74)	\$ 546	\$ (74)
725.00	SCORE W/C Liability	\$ 7,947	\$ 5,993	\$ 1,954	\$ 5,993	\$ 1,954
730.00	Sui Tax Expense	\$ 800	\$ 596	\$ 204	\$ 596	\$ 204
735.00	Travel and Training		\$ 735	\$ (735)	\$ -	\$ -
745.00	SCORE Liability	\$ 771	\$ 3,535	\$ (2,764)	\$ 3,535	\$ (2,764)
748.00	Property Insurance	\$ 5,084	\$ 5,080	\$ 4	\$ 5,084	\$ -
760.00	Professional & Contract	\$ 400	\$ 27	\$ 373	\$ 27	\$ 373
785.00	Property taxes	\$ 180	\$ 170	\$ 10	\$ 170	\$ 10
790.00	License and Permits	\$ 400	\$ 395	\$ 5	\$ 395	\$ 5
800.00	Advertising	\$ 1,000	\$ -	\$ 1,000	\$ -	\$ 1,000
830.00	Telephone Expense	\$ 600	\$ 263	\$ 337	\$ 263	\$ 337
840.10	Electric	\$ 5,000	\$ 4,014	\$ 986	\$ 6,000	\$ (1,000)
840.20	Heating	\$ 4,000	\$ 1,319	\$ 2,681	\$ 2,819	\$ 1,181
840.30	Trash	\$ 400	\$ 250	\$ 150	\$ 400	\$ -
870.00	Office Supplies		\$ 870	\$ (870)	\$ -	\$ -
873.00	Snack Shack Supplies	\$ 300		\$ 300		\$ 300
875.00	Special Dept. Supplies & Eq.		\$ 875	\$ (875)	\$ -	\$ -
877.00	Chemicals	\$ 10,000	\$ 1,196	\$ 8,804	\$ 2,696	\$ 7,304
880.00	Maintenance	\$ 1,200	\$ 223	\$ 977	\$ 1,923	\$ (723)
990.00	Calpers Unfunded	\$ 481	\$ 381	\$ 100	\$ 381	\$ 100
	Total	\$ 81,168	\$ 56,442	\$ 24,726	\$ 79,413	\$ 4,329
	Difference	\$ (64,968)	\$ (41,636)	\$ (23,332)	\$ (43,713)	

City of Etna Lifeguards								
JUNE	Swim Lessons	Open Swim	Lap & Family Night Swim	Swim Aerobics	Private Rental	Total Hours of Operation	June Projected Budget 2024	
Business Hours	9:45am to 12:15pm	12:45pm - 5:15pm	Tues/Thurs. 5:00-7:30pm	Mon/Wed/Fri 5:00-7:30pm	TBD		Total Hours	Total Lifeguard
	2.5	4.5	2.5	2.5				
Number of Lifeguards	3	3	2	1	TBD			
Date								
3rd		13.5				4.5	13.5	222.75
4th		13.5				4.5	13.5	222.75
5th		13.5				4.5	13.5	222.75
10th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
11th	7.5	13.5	5			9.5	26	\$ 429.00
12th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
13th	7.5	13.5	5			9.5	26	\$ 429.00
14th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
15th		13.5				9.5	13.5	\$ 222.75
16th							0	\$ -
17th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
18th	7.5	13.5	5			9.5	26	\$ 429.00
19th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
20th	7.5	13.5	5			9.5	26	\$ 429.00
21st	7.5	13.5		2.5		9.5	23.5	\$ 387.75
22nd		13.5				9.5	13.5	\$ 222.75
23rd							0	\$ -
24th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
25th	7.5	13.5	5			9.5	26	\$ 429.00
26th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
27th	7.5	13.5	5			9.5	26	\$ 429.00
28th	7.5	13.5		2.5		9.5	23.5	\$ 387.75
29th		13.5				9.5	13.5	\$ 222.75
30th							0	\$ -
Totals						184.5	448.5	\$ 7,400.25

City of Etna Pool Manager Position							Estimated Cost for the staff need for the remainder of 2024 (*Please note that we have 24.5 hours in June that does not have PM coverage)
Months	Number of days	Hours per day	Hours per month	Hours of Operation	Rate per hours	Payroll to Pool Manager for season	
April	3	8	24		\$ 21.00	\$ 504.00	
May	10	8	96		\$ 21.00	\$ 2,016.00	
June	26	8	160		\$ 21.00	\$ 3,360.00	
Total						\$ 5,880.00	\$ 13,280.25

Fund 23: Pool

	17-18	18-19	19-20	20-21	21-22	22-23	23-24	24-15
Pool season	2017	2018	2019	2020	2021	2022	2023	2024
Revenue	\$ 35,599	\$ 36,416	\$ 34,471	\$ 38,576	\$ 38,775	\$ 43,674	\$ 35,700	
Expenditures	\$ 68,349	\$ 73,954	\$ 45,129	\$ 77,656	\$ 56,704	\$ 88,139	\$ 79,413	
Difference	\$ (32,750)	\$ (37,538)	\$ (10,658)	\$ (39,080)	\$ (17,929)	\$ (44,465)	\$ (43,713)	
Fund 23: Pool	\$ 15,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 20,236.00	\$ 22,895.00		
Amended	15000	15000	17000	17000	17000	\$ 9,629.00	\$ 12,118.00	

Friends of the Pool Contributions	12/6/2017	8/29/2018	11/4/2019	4/12/2021	11/10/2021	7/14/2022, 8/23/2022,	9/2/23, 9/20/2023	
Check #	1083	1091	1098	1103 1103*	1000000	1000001, 1000004, 1000007	1000007, 1000008	
Amount	\$ 15,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 9,629.00	\$ 12,118.00	
Other (Snack Shack, Uniforms)						\$ 10,371.97	\$ 7,882.43	
Totals	\$ 15,000.00	\$ 15,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 20,000.97	\$ 20,000.43	



City of Etna

Agenda Request

Date of Meeting: 2.26.24

Spokesperson(s): City Council

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

Subject/Request: Quarterly Budget Review

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

Discuss and approve recommended budget changes and approve 23/24 2nd quarter budget.

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

Please describe:

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