City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: March 25, 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 March 11, 2024
   b. Invoice Approvals
   c. Bank Statements
4. DEPARTMENT REPORTS
   *Police Dept *Public Works *Fire Dept *Ambulance *Clerk *Mayor *Council/Committee
5. CURRENT BUSINESS
   a. PUBLIC HEARING: City of Etna Housing Element Update
   b. Discuss/Approve Resolution 2024-002 Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments
   c. PUBLIC WORKSHOP: General Plan Land Use and Noise Element Updates
   d. Discuss/Approve The Siskiyou Child Abuse Prevention Council Collaborative Proclamation and Proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month and April 6th – 12th, 2024 as Week of the Young Child
   e. Discuss/Approve Trails End Music Festival, June 28-29, 2024
   f. Discuss/Approve Consultant Services Agreement for City Administration/Management Services with Jeff Mitchem
   g. Discuss/Approve Code Enforcement Officer/Police Officer Recruitment and Hire
6. CORRESPONDENCE
7. CITY COUNCIL STATEMENTS AND REQUESTS
8. CLOSED SESSION:
   a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation
      1. Federal Home Loan Mortgage vs. City of Etna
      2. Klenk vs. City of Etna

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

   c. Pursuant to Government Code §54956.8 - Conference with Negotiator over Real Property Negotiator: Andrew Jared, Real Property Agreement with Phillip L. Coupland III and Danelle E. Coupland Living Trust

   d. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation

1. **City Clerk**

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 March 11, 2024

Members of the Etna City Council met on this 11th day of March in person and via TELECONFERENCE (Zoom.) Mayor Pro-Tem Charnna Gilmore 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, Charnna Gilmore, and John Stacher were present. Mayor Cliff Munson was absent.

2. **Public Comments on Non-Agenda Items:**

   Audience member Aaron gave comments on projects that Scott River Watershed are working on. They are working on setting up an area for the community to drop off compost materials.

3. **Consent Calendar:**
   a. **Minutes of the Regular Meeting February 26, 2024**
   b. **Invoice Approvals**

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

   Ayes: Stacher, Gilmore, Deppen, Fawaz

4. **Current Business:**

   a. **Tour Upstairs of City Hall**

      The City Council and staff toured the upstairs of City Hall.

   b. **Discuss/Approve Demolition and Repairs to be Completed by Staff Upstairs of City Hall**

      Public Works Director Dan Burbank shared concerns with the Council regarding the conditions upstairs. When the boom lift arrives in Burbank will begin much needed repairs to the roof. Burbank also requested feedback from the Council and staff for removing the room that was constructed by the Masons upstairs. Chief Short commented that he would like to continue using the space upstairs for PAL activities. Councilmember Stacher asked why the space is limited to only PAL's use. More discussion about installing an elevator to access upstairs. City Clerk Pam Eastlick asked about insurance liability when upstairs is being used by PAL. Burbank will bring this item up again in the future. No action taken.

   c. **Discuss/Approve Appropriating $5,000 to Cover Fees for a Two Day Spay/Neuter Clinic Cat TNR Program to be Held March 28th -29th**

      Clerk Eastlick said that the City has funding to appropriate $5,000 for the project. The funds will come from the City Council budget for the City Manager position.

DRAFT

Donations for this project have been received. The cost to spay is $125.00 and to neuter is $75.00. Discussion setting a fee regardless of sex and the number of cats in Etna. Chief Short stated that there are cat population issues in town. Jamie Essex from Essex Veterinary Services expressed concerns about a contagious sickness that is spreading among cats currently. If they trap a confirmed case, then they will be euthanized. Essex recommended for the Council to determine a dollar amount to work toward.

Councilmember Fawaz asked if Etna has a feral cat problem, then why not euthanize them. Essex explained that from experience most people are not in favor of a full euthanasia program, and there is no grant funding that will support that type of program.

Councilmember Gilmore moved to approve the $5,000 service fee to assist Essex Veterinary Services with this project. Councilmember Stacher seconded.

Fawaz explained his hesitation being that he had never heard that Etna had a cat problem until recently and has never noticed any cats while he is out walking. Essex explained that if there were not cats there would be no loss of money. More discussion on cat numbers. An audience member commented about offering a voucher.

Ayes: Stacher, Gilmore, Deppen, Fawaz

Councilmember Gilmore revised the motion to include offering a $50.00 voucher.

d. Discuss/Approve Accepting up to $10,000 from the Department of Transportation to Cover Costs for the Etna Cleanup Event Scheduled April 19th – 21st

Councilmember Gilmore worked with Eastlick to develop the cleanup days budget which has built in hours for city staff and the Watershed Council. Discussion on past events.

Councilmember Fawaz moved to approve proposed cleanup days and budget with the change of attempting to transfer the metal dumpster monies of $1,000 into one more 40 yard roll off dumpster which would be a net increase of $100 to the budget and have an alternative option for scrap metal. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Gilmore, Deppen, Fawaz

e. Discuss/Approve Garland IT Contract Proposal for 2024-2025 Fiscal Year Total Contract Price for $19,200

Sean Garland from Garland IT was on Zoom and was available for questions. Councilmember Fawaz made a motion to approve the contract. Councilmember Deppen seconded the motion. Councilmember Gilmore verified with Eastlick that the budget reflects the contract price. City Attorney Andrew Jared commented on recent

state law that requires all cities to go to a .gov or .us by 2029 and recommends transitioning soon.

Ayes: Fawaz, Deppen, Gilmore, Stacher

f. Discuss/Approve Expenditure of Officer Wellness Grant Monies of $15,000 for Fitness, Medical, and Mental Detoxification

Chief Short gave a background on this grant and the various options there are for using the money. Chief Short would like to purchase workout equipment for the police department. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Deppen, Fawaz

g. Discuss/Approve $70,000 Lease Purchase of a 4th Patrol Vehicle for the Police Department

Chief Short gave a background on this item. With this purchase the department's vehicle fleet will be complete with six newer vehicles. Discussion on status of new hires for the department. Eastlick stated that when the DOJ grant runs out additional expenses will need to be considered. Eastlick is comfortable with where funds are for the next three years. Councilmember Deppen made a motion to approve the purchase of the new vehicle. Councilmember Fawaz seconded, and the motion passed. Discussion on the process of hiring a new officer. Eastlick requested to have the motion modified to include a six-month timeline to surplus the excess PD vehicle fleet once the new vehicle is received. Councilmember Gilmore restated the motion.

Ayes: Stacher, Gilmore, Deppen, Fawaz

h. Discuss/Approve Quarterly Amended Pool Budget

Councilmember Gilmore gave a background on this item. Audience member Jan Bohle commented about the water aerobics class that utilizes the pool and submitted a proposal. Gilmore will set up a time to meet with Bohle.

Councilmember Deppen moved to approve the quarterly amended pool budget, Councilmember Fawaz seconded, and the motion passed.

Ayes: Gilmore, Deppen, Fawaz

No: Stacher

Councilmember Stacher shared that he believes the pool is fabulous but is concerned that it is always in a deficit and no other community allows free swimming in their public pools. Stacher is also concerned about the conditions of the streets, and buildings. Discussion regarding free swim sponsorships. **Stacher changed his vote to yes.**

5. Correspondence:

None.

6. **City Council Statements and Requests:**

   Councilmember Stacher asked about the status of the electrical project for the museum. Councilmember Fawaz may not be present at the next meeting.

7. **CLOSED SESSION:**

   a. **Pursuant to Government Code §54957(b) – Public Employee Appointment**

      1. **Pool Manager**

         The City Council approved hiring Lisa West for the Pool Manager position with a start date of April 1st.

      2. **Grant Writer/Administrator**

         The City Council directed staff to negotiate a Consultant Services Agreement with Jeff Mitchem.

8. **Adjournment:**

   There being no further business Mayor Pro-Tem Charnna Gilmore adjourned the meeting at 7:10 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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

BIG VALLEY SANITATION — Winter Park Restrooms — 26834 — 02/29/2024 — 03/18/2024
5551 EASTSIDE ROAD — BIG — 02/29/2024 — 0.00
REDDING — GF — 0 — 00/00/0000 — 0.00
CA 96001 — 176.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-70-760.00	PROFESSIONAL & CONTRACT SERVCS		176.00	0.00

Check No. 0 Total: 176.00
Total for BIG VALLEY SANITATION 176.00

BOUND TREE MEDICAL, LLC — Medical Supplies — 26823 — 03/11/2024 — 03/18/2024
23537 NETWORK PLACE — BOUND — 03/11/2024 — 0.00
CHICAGO — GF — 0 — 00/00/0000 — 0.00
IL 60673-1235 — 85276265 — 51.27

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		51.27	0.00

Check No. 0 Total: 51.27
Total for BOUND TREE MEDICAL, LLC 51.27

CAMPORA — 625 Howell Shop Heat — 26842 — 03/04/2024 — 03/20/2024
PO BOX 992424 — CAMPO — 03/04/2024 — 0.00
REDDING — GF — 0 — 00/00/0000 — 0.00
CA 96099-2424 — 6185463 — 447.89

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.20	HEATING		149.29	0.00
40-30-840.20	HEATING		149.29	0.00
45-33-840.20	HEATING		149.31	0.00

CAMPORA — 155 Diggles — 26843 — 03/04/2024 — 03/20/2024
PO BOX 992424 — CAMPO — 03/04/2024 — 0.00
REDDING — GF — 0 — 00/00/0000 — 0.00
CA 96099-2424 — 6185368 — 317.55

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.20	HEATING		158.77	0.00
53-40-840.20	HEATING		158.78	0.00

Check No. 0 Total: 765.44
Total for CAMPORA 765.44

CENTRAL EQUIPMENT — Glass, Cab — 26839 — 03/06/2024 — 03/18/2024
3008 BIDDLE RD — CENTRAL — 03/06/2024 — 0.00
MEDFORD — GF — 0 — 00/00/0000 — 0.00
OR 97504 — CI94989 — 379.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-850.00	EQUIPMENT MAINTENANCE		379.00	0.00

Check No. 0 Total: 379.00

Total for CENTRAL EQUIPMENT 379.00

CHARLES W. PILLON | Non-Audit Services FTR | 26826 | 03/09/2024 | 03/18/2024

CHARLES PI | 03/09/2024 | 0.00
GF | 0 | 00/00/0000 | 0.00
96007 | 4611 | 831.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		831.25	0.00

Check No. 0 Total: 831.25

Total for CHARLES W. PILLON 831.25

DEPARTMENT OF JUSTICE | Fingerprints | 26829 | 03/04/2024
ACCOUNTING OFFICE | | | 03/18/2024
PO BOX 944255 | DEPTJUST | | 03/04/2024 | 0.00
SACRAMENTO | GF | 0 | 00/00/0000 | 0.00
CA 94244-2550 | 720044 | | | 290.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS		290.00	0.00

Check No. 0 Total: 290.00

Total for DEPARTMENT OF JUSTICE 290.00

HENRY SCHEIN MEDICAL | Medical Supplies | 26827 | 03/04/2024
| | | 03/18/2024
PO BOX 7156 | HENRYSH | | 03/04/2024 | 0.00
PASADENA | GF | 0 | 00/00/0000 | 0.00
CA 91109-7156 | 76230774 | | | 57.56

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		57.56	0.00

Check No. 0 Total: 57.56

Total for HENRY SCHEIN MEDICAL 57.56

KIEP-ER KLEEN | Cleaning Services | 26833 | 03/05/2024
| | | 03/18/2024
PO BOX 404 | KK | | 03/05/2024 | 0.00
ETNA | GF | 0 | 00/00/0000 | 0.00
CA 96027-404 | | | | 139.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS	City Hall	103.50	0.00
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS	PD	36.00	0.00

Check No. 0 Total: 139.50

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

Total for KIEP-ER KLEEN 139.50

LARRY HICKS — Reim: Physical — 26838 — 02/07/2024 — 03/18/2024

PO BOX 621 — LH — 02/07/2024 — 0.00
ETNA — GF — 0 — 00/00/0000 — 0.00
CA 96027 — 127.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-740.00	MEDICAL EXPENSES		127.00	0.00

Check No. 0 Total: 127.00

Total for LARRY HICKS 127.00

LAW OFFICE OF DARRIN MERCIER — CDBG Foreclosure — 26832 — 02/29/2024 — 03/18/2024

409 W. CENTER ST — MERCIER — 02/29/2024 — 0.00
YREKA — GF — 0 — 00/00/0000 — 0.00
CA 96097 — 47675 — 420.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		420.00	0.00

Check No. 0 Total: 420.00

Total for LAW OFFICE OF DARRIN MERCIEI 420.00

LIFE ASSIST — Medical Supplies — 26831 — 03/07/2024 — 03/18/2024

11277 SUNRISE PARK DRIVE — LA — 03/07/2024 — 0.00
RANCHO CORDOVA — GF — 0 — 00/00/0000 — 0.00
CA 95742 — 1413480 — 25.20

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		25.20	0.00

LIFE ASSIST — Medical Supplies — 26822 — 03/12/2024 — 03/18/2024

11277 SUNRISE PARK DRIVE — LA — 03/12/2024 — 0.00
RANCHO CORDOVA — GF — 0 — 00/00/0000 — 0.00
CA 95742 — 1414943 — 13.49

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		13.49	0.00

LIFE ASSIST — Medical Supplies — 26840 — 03/14/2024 — 03/20/2024

11277 SUNRISE PARK DRIVE — LA — 03/14/2024 — 0.00
RANCHO CORDOVA — GF — 0 — 00/00/0000 — 0.00
CA 95742 — 1416013 — 78.75

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		78.75	0.00

LIFE ASSIST — Medical Supplies — 26841 — 03/15/2024 — 03/20/2024

11277 SUNRISE PARK DRIVE — LA — 03/15/2024 — 0.00
RANCHO CORDOVA — GF — 0 — 00/00/0000 — 0.00
CA 95742 — 1416626 — 132.58

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		132.58	0.00

Check No. 0 Total: 250.02
Total for LIFE ASSIST 250.02

PACIFIC POWER | 401 Howell Pool | 26828 | 03/01/2024 | 03/18/2024
PO BOX 26000 | PP | 03/01/2024 | 0.00
PORTLAND | GF | 0 | 00/00/0000 | 0.00
OR 97256-0001 | | | | 188.53

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		188.53	0.00

Check No. 0 Total: 188.53
Total for PACIFIC POWER 188.53

PLANWEST PARTNERS, INC. | Housing Element Dec-Feb | 26824 | 03/15/2024 | 03/18/2024
PO BOX 4581 | PLAN | 03/15/2024 | 0.00
ARCATA | GF | 0 | 00/00/0000 | 0.00
CA 95518 | 24-285-01 | | | 4,610.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
15-76-760.00	PROFESSIONAL & CONTRACT SERVCS		4,610.00	0.00

Check No. 0 Total: 4,610.00
Total for PLANWEST PARTNERS, INC. 4,610.00

SHN CONSULTING ENGINEERS | Etna SSMP | 26835 | 03/11/2024 | 03/18/2024
SHN | 03/11/2024 | 0.00
GF | 0 | 00/00/0000 | 0.00
120521 | | | 1,156.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		1,156.25	0.00

Check No. 0 Total: 1,156.25
Total for SHN CONSULTING ENGINEERS 1,156.25

SISKIYOU COUNTY EDC | MOU March 2024 | 26825 | 03/01/2024 | 03/18/2024
1512 SOUTH OREGON ST | SCEDC | 03/01/2024 | 0.00
YREKA | GF | 0 | 00/00/0000 | 0.00
CA 96097 | Mar 24 | | | 416.67

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		416.67	0.00

Check No. 0 Total: 416.67

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

Total for SISKIYOU COUNTY EDC 416.67

SISKIYOU COUNTY	LAFCO Dues 23/24	26830	03/01/2024	
			03/18/2024	
311 FOURTH STREET	SC		03/01/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				304.07

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS		304.07	0.00

Check No. 0 Total: 304.07

Total for SISKIYOU COUNTY 304.07

SISKIYOU DAILY NEWS	Grant Manager Ad	26821	02/29/2024	
			03/18/2024	
P O BOX 129	SDN		02/29/2024	0.00
YREKA	GF	0	00/00/0000	0.00
OH 96097	0006275802			145.35

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-800.00	ADVERTISING		145.35	0.00

Check No. 0 Total: 145.35

Total for SISKIYOU DAILY NEWS 145.35

WITTMAN ENTERPRISES, LLC	Billing Services Nov-Dec	26836	12/31/2023	
			03/18/2024	
11093 SUN CENTER	WE		12/31/2023	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110				4,086.46

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		4,086.46	0.00

WITTMAN ENTERPRISES, LLC	Billing Services January	26837	01/31/2024	
			03/18/2024	
11093 SUN CENTER	WE		01/31/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110				2,470.99

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		2,470.99	0.00

Check No. 0 Total: 6,557.45

Total for WITTMAN ENTERPRISES, LLC 6,557.45

Total Invoices: 23

Grand Total:	16,865.36
Less Credit Memos:	0.00
Net Total:	16,865.36
Less Hand Check Total:	0.00
Outstanding Invoice Total:	16,865.36

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
20	City Council	416.67	0.00
25	City Clerk	1,804.17	0.00
30	Water	149.29	0.00
33	Sewer	1,305.56	0.00
40	Law Enforcement	643.55	0.00
45	Ambulance Services	6,916.30	0.00
50	Fire Prevention	127.00	0.00
55	Governmental Buildings	149.29	0.00
60	Highways & Streets	379.00	0.00
70	Parks & Recreation	364.53	0.00
76	SB Grant	4,610.00	0.00
	Grand Total:	**16,865.36**	**0.00**

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

RETURN SERVICE REQUESTED

>000859 5081144 0001 92387 20Z 202

CITY OF ETNA
PO BOX 460
ETNA CA 96027-0460

Statement Ending 02/29/2024

Managing Your Accounts

Client Services	800.797.6324
Online	www.mechanicsbank.com
Mobile	Download Our Mobile Apps



WATCH OUT FOR GRANDPARENT SCAMS
Criminals pose as a relative (usually a child or a grandchild) claiming to be in some kind of trouble that requires immediate financial support. **Learn how to spot this scam at www.MechanicsBank.com/Security.**

Summary of Accounts

Account Type	Account Number	Ending Balance
PUBLIC INTEREST CHECKING	XXXXXXXX0026	$126,224.77

PUBLIC INTEREST CHECKING-XXXXXXXX0026

Account Summary

Date	Description	Amount
02/01/2024	**Beginning Balance**	**$100,113.56**
	47 Credit(s) This Period	$190,544.37
	65 Debit(s) This Period	$164,433.16
02/29/2024	**Ending Balance**	**$126,224.77**
	Service Charges	$15.00

Interest Summary

Description	Amount
Interest Earned From 02/01/2024 Through 02/29/2024	
Annual Percentage Yield Earned	0.01%
Interest Days	29
Interest Earned	$1.18
Interest Paid This Period	$1.18
Interest Paid Year-to-Date	$2.20

Member FDIC
EQUAL HOUSING LENDER

California State Treasurer
Fiona Ma, CPA



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

March 21, 2024

LAIF Home
PMIA Average Monthly Yields

CITY OF ETNA

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

Tran Type Definitions

Account Number: 98-47-284

February 2024 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	222,005.59
Total Withdrawal:	0.00	Ending Balance:	222,005.59

Money Market – XXXXXX5650

Account Information

Balance

Previous Day Transactions (-$0.00 / +$0.00)	$0.00
Current Balance	$1,513,449.24
Total Float	$0.00
Holds	$0.00
Pending Transactions (-$0.00 / +$0.00)	$0.00
Other Transfers	$0.00
Today's Float	$0.00
Available Balance	$1,513,449.24
Line Of Credit	$0.00
Total Funds Available	$1,513,449.24

Activity

Last Deposit (Jan 19, 2024)	$100,000.00
Last Check (Feb 01, 2024)	$75,000.00

Interest

Current Interest Rate	4.20%
Current Accrued Interest	$3,483.01
Last Interest Payment (Feb 29, 2024)	$5,033.56
Interest Paid 2024	$10,570.66
Interest Paid 2023	$27,878.58

Search Transactions

Activity: All transactions **Type:** All

Transactions

Pending Posted Total debits: -75,000.00 (1) Total credits: +1,588,449.24 (17)

Date	Description	Debit	Credit	Balance
Feb 29, 2024	INTEREST		5,033.56	1,513,449.24
Feb 01, 2024	PD Vehicle Purchase	75,000.00		1,508,415.68
Jan 31, 2024	Interest		5,537.10	
Jan 19, 2024	118337039 Online Transfer from XXXXXX26 on 1/19/24 at 9:44		100,000.00	

			Balance
Jan 16, 2024	VLF Transfer		100,000.00
Jan 04, 2024	118385315 Online Transfer from XXXXXX26 on 1/04/24 at 8:38		50,000.00
Dec 29, 2023	Interest		3,922.71
Dec 14, 2023	Telephone Transfer From Acct# 3820026 Per Pamela Eastlick		200,000.00
Nov 30, 2023	Interest		3,609.66
Oct 31, 2023	Interest		3,590.12
Oct 17, 2023	Deposit		100,000.00
Sep 29, 2023	Interest		2,980.22
Aug 31, 2023	Interest		3,090.21
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	In-Branch Transfer Credit		1,000,000.00

Etna Police Chief's Monthly Report

February 2024

Typically, when the weather begins to worsen through the winter months, we see a decline in calls for service. This year began slower than normal but has picked up in the last couple weeks, bringing an influx of calls for service, with several of them being major crimes. While these cases have been intense at times, officers with the help of our detective have produced well investigated reports which will be a necessity through court adjudication. Several ongoing drug related cases are seeing a conclusion with suspects being arrested, making our community a safer place. We hope to see these types of cases continue to decline and begin to be seldom heard of. Attached you will also see our stats for the month. If you have any questions please ask and we will provide you with as much information we can.

Traffic- Areas of concern continue to be a priority when dealing with traffic-related problems around town. Weather always plays a factor in safe travels through town, however, seems to have taken a backseat to ongoing issues such as speeding and moving violations. Main street still remains our focus and maintaining regular patrols while performing numerous traffic stops seems to have helped. There is a lot of progress to be made but it is nice to see a small dent being made. We have had several citizens come forward with concerns on the visibility of our crosswalks and when the implementation of a 20' clearance will be made. Obviously, Cal Trans will be a determining factor, but we have made good contacts and look to bring information to council advising how this will look in the near future. Officers in the effort to stop issues before they get to town have been aggressively enforcing traffic laws both to the North and South of town. Major accidents on Forest Mountain and around town have been occurring on a normal basis, and the last thing we need is for them to become normal within city limits. Several memos from our officers have been made to CHP and we have seen an increase in presence throughout the valley which we hope will cause a decline in improper driving and a reduction in traffic collisions.

Schools- Officers have spent much of their time recently at all school sites dealing with issues pertaining to behavior and/or criminal activity occurring while on campus. We are also working with the schools to become more proactive with the SARB process and helping institute accountability when parents and students are not following school directives and policies. Several meetings have taken place creating positive movement to address many of the habitual truancy issues. Many great things continue to happen at our district schools, and we love to be a part of positive occurrences. Our community's youth as a whole are very respectful and far ahead of other jurisdictions when it comes to being positive additions to our community. We look forward to upcoming programs and events within our schools as well as helping in any way we can.

Animal Control- Dogs at large continue to be a problem and we have seen several cases where people are abandoning non-town dogs knowing we will take care of them. While many of these cases have been in Ft. Jones, it still effects Etna as we have the only kennels for housing. It brings a lot of work to our officers and often times requires many hours to either locate an owner or rehome the animal entirely. Most shelters are full, bringing another difficulty in finding a place for them. Several cases evolved into charges being filed against those responsible for abandoning and/or harming the dog. We currently transport animals to the Etna Shelter which adds time to the case as well as providing Etna with the kennel fees when an owner is located. Recently during the Ft Jones Council meeting we have found another option of placement of the Ft. Jones Kennels in town which will alleviate our current hardships when dealing with animals. We hope to find other solutions to help us conclude each animal-related case in the future which may lead us to traveling greater distances to re-home or permanently transfer dogs.

Reports/Cases- Currently we have pulled over 30 cases within the City of Etna this year. This is within pace of last year and averages around 10 written cases a month. As mentioned above several of these cases have been major felonies resulting in many hours of investigation and several arrests. We are fortunate to have a highly skilled detective on staff, which has proven to be a necessity these days as cases become more complex. Many follow-up hours with supplementals being taken also add to the cases entirety.

Calls for Service- Besides written cases throughout the month taking much of our time, calls for service seem to be holding consistently high. Many of these calls are a positive interaction with our constituents resulting in positive contact for all involved. We continue to respond to fire and EMS calls for service as well to assist in any way we can. Officer Martin is currently enrolled in EMT training to become certified in the efforts to help with these calls for service. Officer Whitchurch has been an EMT trained officer throughout his career and continues to bring much needed service to our community. A big thank you to them as this training isn't required of them and are only doing it to provide better service for us all. Thank you to Etna EMS for providing these critical to our communities.

Code Enforcement- Attached you will also find CSO York's code enforcement report detailing much of what we have encountered recently. We continue to look at inventive ways as well as proven ways to bring a conclusion to issues that have plagued the town for many years. I believe we will have the solutions begin soon with a positive conclusion that can only bring a productive end to these ongoing problems. After implementing these new process's, It is my hope we will have a whole set of policy and procedures that will and can be followed for many years to come.

PAL- Pal has recently begun its annual basketball season as well as developing our upcoming wrestling season. Swimming season is also fast approaching with new managers and policy being developed for the swimming pool. We will also be bringing back the Scott Valley blue grass festival this year after a 10-year hiatus. We continue to be partners with many of the organizations bringing new events to our valley, by providing funding, insurance, and volunteer hours to the events. Grants to help fund our projects continue to be on the forefront and we hope to see funding obtained over the year to be able to sustain these programs and services to our constituents.

Training- Currently we have several scheduled advanced officer training courses available to our officers which in turn bring a higher level of service to our community. Some of these trainings include advanced drug recognition, advanced DUI certification, and Field Training Officer certification.

As our new officers receive their initial training in the upcoming weeks, you will also begin to see new patrol vehicles in town. Most of them have been upfitted with new graphics displaying Etna and Ft. Jones police Department.

As always mentioned, we have an open-door policy and look forward to city staff, council, and our community visiting us. You are our eyes and ears out there as we can't be everywhere at once. We rely on your help to be able to provide the best service possible to our community. Please come in and visit, share what you are experiencing, and if able come out on a ride along with an officer. We are all on the same team and we enjoy working together to solve our community's needs.

New Officers- As you know it has been challenging times to recruit and get new candidates through the background process with the implementation of state rules and SB2 regulations. We are fortunate that our Detective is also very versed and qualified to perform background checks. Det. Mendes has been putting in many hours to expedite this process. We are also looking at alternative and unconventional ways to secure officers

while providing training making them a well-rounded officer and assisting them through the academy process. This procedure has been accomplished in the past to great success in Etna, and completely reimbursed by POST.

Etna Police Department
Code Enforcement report
March 25, 2024

The City of Etna TNR event will begin on the afternoon of Wednesday March 27th. The surgery team will begin cleaning and organizing the fire hall so it is ready for the cats on Thursday morning. The trapping teams will arrive on the afternoon of the 27th and will begin trapping community cats. We currently have five or six locations for trapping. The trapped cats will be brought back to the fire hall to be housed overnight and prepared for surgery the next morning. The cats will be spayed or neutered and recovery will take place at the fire hall. After recovery, the cats will be released in the same area they were trapped. The trapping teams will return on Thursday afternoon to continue trapping community cats within the city.
After all of the community cats have been Altered, we will begin contacting citizens with owned cats. Many of the Cities citizens will be volunteering with various tasks needing to be done during the event. We reached out to Denny Bar and Dotty's who are generously donating food for the volunteers.

The properties at 117 Main St and 38 Main St remain unchanged and continue to cause a nuisance to the surrounding neighborhoods. I was notified by the City Attorney that we will not be proceeding with the receivership. I have cited both property owners for public nuisance and fire hazards. We are currently experiencing some discrepancies with the court regarding our municipal ordinances. I was notified by the court that our municipal ordinances were misdemeanors and not infractions. I have reached out to the city attorney for clarification, and am awaiting an answer.

If the ordinances are determined to be misdemeanors, a report will be submitted to the district attorney's office for review. My past experience with the District Attorney's Office resulted in three out of four cases submitted were rejected by the District Attorney. The case that was prosecuted by the District Attorney's Office, was deliberated in court for about three years. The outcome of the trial resulted in the property owner being ordered to pay a small fine, and was not instructed to clean up the property.

The other option for these properties is to proceed with the civil process which would be initiated by the City Attorney and are likely to end up in a receivership.

Respectfully Submitted
CSO Kelly York

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 = 02/01/2024 to 03/21/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/01/2024 15:38	2402010040		ATC	12425 N MAIN ST		
02/01/2024 19:27	2402010051		VEH STOP	11300 N HWY 3		
02/02/2024 12:13	2402020032		VEH STOP	MAIN ST/ALLISON WAY		
02/06/2024 20:27	2402060045		PTRL	11954 MAIN ST		
02/07/2024 09:19	2402070008		NCRM	11219 N HWY 3	C	
02/07/2024 17:23	2402070029		RWAY	12048 MAIN ST		
02/09/2024 07:43	2402090005		M	12048 MAIN ST		
02/10/2024 10:44	2402100015		VEH STOP	OAK MILL DR/BUTTE ST		
02/11/2024 18:20	2402110027		PROW	11307 MAIN ST		
02/16/2024 02:30	2402160005		AB	12525 MARBLE VIEW AVE		
02/16/2024 10:22	2402160017		FLP	12525 MARBLE VIEW AVE		
02/16/2024 16:27	2402160047		VEH STOP	MAIN ST/BUTTE ST		
02/17/2024 13:34	2402170018	5240014	M	101 BUTTE ST		
02/18/2024 02:32	2402180006	5240015	DV	101 BUTTE ST	1	
02/19/2024 12:31	2402190017		VEH STOP	00 MATHEWS ST		
02/20/2024 12:24	2402200019		VEH STOP	00 DOUGLAS ST		
02/27/2024 00:53	2402270003		DV	411 HIGH ST		
02/28/2024 08:44	2402280011	5240017	MP	101 BUTTE ST		
02/29/2024 10:57	2402290015		VEH STOP	MAIN ST/STERLING ST		
02/29/2024 15:35	2402290037		ANIMAL	12649 MARBLE VIEW AVE		
03/01/2024 10:55	2403010013		ANIMAL	11501 MATHEWS ST		
03/01/2024 20:49	2403010044		ANIMAL	12649 MARBLE VIEW AVE		
03/02/2024 12:52	2403020016		FIRE	00 CARLOCK ST		
03/05/2024 17:49	2403050035		DP	12313 MAIN ST		
03/06/2024 10:26	2403060013		M	11501 MATHEWS ST		
03/06/2024 14:36	2403060038		ANIMAL	12315 MAIN ST		
03/06/2024 15:57	2403060047		CODE	12315 MAIN ST		
03/06/2024 16:10	2403060048		M	11513 MAIN ST		
03/08/2024 10:15	2403080016		ANIMAL	11921 MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/10/2024 16:11	2403100035		FLP	12079 MAIN ST		
03/10/2024 22:13	2403100044	5240018	DP	12079 MAIN ST		
03/11/2024 11:43	2403110016		M	12855 MARBLE VIEW AVE		
03/11/2024 15:46	2403110035		DRNK	11300 N HWY 3		
03/11/2024 16:39	2403110041		DRNK	11300 N HWY 3		
03/12/2024 12:25	2403120028		ANIMAL	24 NEWTON ST		
03/12/2024 14:51	2403120041		CODE	312 JANE DR		
03/13/2024 11:17	2403130012	5240019, 5240020	VEH STOP	12825 MARBLE VIEW AVE		
03/13/2024 11:36	2403130013		ATC	101 BUTTE ST	4	
03/13/2024 13:58	2403130025		CODE	12079 MAIN ST	B	
03/13/2024 14:07	2403130027		CODE	11549 MAIN ST		
03/13/2024 15:57	2403130036		NCRM	101 BUTTE ST	02	
03/13/2024 17:53	2403130043		FLP	12075 MAIN ST		
03/14/2024 11:28	2403140019		NCRM	237 BUTTE ST		
03/15/2024 09:52	2403150016		ANIMAL	000 MARBLE VIEW AVE		
03/15/2024 15:46	2403150050		DP	130 CARLOCK ST		
03/16/2024 15:43	2403160021		VEH STOP	11300 N HWY 3		
03/18/2024 20:28	2403180046		VEH STOP	11911 MAIN ST		
03/18/2024 20:40	2403180047		ASST	0 FT JONES		
03/19/2024 10:19	2403190013	5240021	AB	237 BUTTE ST		
03/20/2024 11:44	2403200016	5240023	VEH STOP	11215 N STATE HIGHWAY 3		

TOTAL CALLS: 50

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 = 02/01/2024 to 03/21/2024,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/03/2024 19:33	2402030040		VEH STOP	6737 N HWY 3		
02/09/2024 12:36	2402090022		VEH STOP	N HWY 3/S KIDDER CREEK RD		
02/10/2024 14:40	2402100026		VEH STOP	N HWY 3/QUARTZ VALLEY RD		
02/10/2024 18:03	2402100035		ASST	919 S KIDDER LOOP		
02/11/2024 20:28	2402110034		VEH STOP	N HWY 3/POTTERS LN		
02/25/2024 12:00	2402250013		ASST	224 BORBA LN		
03/10/2024 12:00	2403100014		MH	308 KELLEMS LN		
03/15/2024 17:30	2403150056		ALARM	6701 N HWY 3		
03/20/2024 11:01	2403200012		M	502 SUGAR PINE LN		

TOTAL CALLS: 9

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 = 02/01/2024 to 03/21/2024,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/02/2024 12:31	2402020035		VEH STOP	MAIN ST/MATHEWS ST		
02/03/2024 14:57	2402030027		TRAF	11000 MAIN ST		
02/03/2024 15:37	2402030029		VEH STOP	N HWY 3/SERPA LN		
02/04/2024 10:50	2402040006		ASST	N HWY 3/PATTERSON CREEK RD		
02/04/2024 12:55	2402040009		VEH STOP	PATTERSON CREEK RD/N 3		
02/04/2024 14:52	2402040012		VEH STOP	N HWY 3/PEACH ORCHARD RD		
02/07/2024 15:23	2402070020		WI	5524 SCOTT RIVER RD		
02/08/2024 13:11	2402080022		VEH STOP	N HWY 3/MARBLE VIEW AVE		
02/09/2024 11:30	2402090017		WI	000 MCADAMS CREEK RD		
02/11/2024 15:57	2402110023		ANIMAL	5906 BIRD TRACKS LN		
02/11/2024 19:58	2402110030		VEH STOP	N HWY 3/FRANKLIN LN		
02/13/2024 09:10	2402130010		FLP	5524 SCOTT RIVER RD		
02/15/2024 14:26	2402150042		NARC	4320 SCOTT RIVER RD		
02/16/2024 16:12	2402160044		ADW	12709 MAIN ST		
02/16/2024 16:57	2402160050		VEH STOP	N HWY 3/SERPA LN		
02/18/2024 08:31	2402180010		ATC	1000 W GREENHORN RD		
02/23/2024 12:32	2402230040		VEH STOP	MAIN ST/MATHEWS ST		
02/23/2024 17:48	2402230060		VEH STOP	N HWY 3/HOLZHAUSER LN		
02/24/2024 11:19	2402240015		VEH STOP	7500 N HWY 3		
02/24/2024 16:49	2402240036		ASST	108 FRANKLIN LN		
02/25/2024 11:03	2402250011		VEH STOP	N HWY 3/LIGHTHILL RD		
02/25/2024 13:36	2402250017		FLP	108 FRANKLIN LN		
02/26/2024 11:57	2402260020		OWAS	1938 EASTSIDE RD		
02/26/2024 17:07	2402260038		VEH STOP	14500 HWY 3		
03/02/2024 15:28	2403020019		RO	335 COLLIER LN		
03/04/2024 10:33	2403040007		ANIMAL	N HWY 3/MCADAMS CREEK RD		
03/08/2024 14:41	2403080039		VEH STOP	3300 N HWY 3		
03/09/2024 10:33	2403090012		VEH STOP	DOUGLAS/N HWY 3		
03/10/2024 13:46	2403100023		VEH STOP	2300 N HWY 3		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/12/2024 12:36	2403120029		VEH STOP	15131 N HWY 3		
03/13/2024 10:02	2403130008		CIV	1609 N HWY 3		
03/15/2024 12:30	2403150031		VEH STOP	8000 N HWY 3		
03/17/2024 12:23	2403170021		OWAV	12700 N HWY 3		
03/17/2024 12:58	2403170022		FIRE	104 FRANKLIN LN		
03/18/2024 21:42	2403180050		VEH STOP	SCOTT RIVER RD/N 3		

TOTAL CALLS: 35

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 = 02/01/2024 to 03/21/2024,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/09/2024 12:26	2402090020		VEH STOP	00 S HWY 3		
02/19/2024 16:38	2402190031		DP	11300 S HWY 3		
02/29/2024 13:26	2402290026		ASST	1624 SAWYERS BAR RD		
03/04/2024 20:21	2403040036		VEH STOP	12000 S HWY 3		

TOTAL CALLS: 4

February Numbers

Etna 1 FJ 6 SV 20	ALS 11	BLS 8	Cancel 4	CCP 0	AMA/ALS 0	AMA/BLS 2	AMA/non billable 2	MSAS Rendez 0	M11 Rendez 0	Missed 3	BLSD 0

Total: 27 Billable: 19 Days without calls: 12

1 call was an MCI with 6 total transports, 4 were transported by Etna Ambulance

February 2023: Total: 46 Billable: 28

Building:

Ambulances:

M54 They found a leak from the pinion seal and metal in the differential. Dan and Jed have replaced this. Everything else looked good.

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. I will be attending a week long course in Alameda County in April and helping teach the medical/rescue task force portion. This will allow me to be able to teach the information here. More information forthcoming.

MISC

I am working on a required, 5 year CQI report and other smaller QI audits that are required by our regional EMS authority, S-SV

There are a couple of grant opportunities for new monitors and other equipment that I will be looking into.

City of Etna

Agenda Request

Date of Meeting: 3.25.24

Spokesperson(s): City Council

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

Subject/Request: Public Hearing

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

Open the Public Hearing - City of Etna Housing Element Update.

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

Please describe:

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

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

NOTICE OF PUBLIC HEARING

The City of Etna City Council will hold a Public Hearing on Monday, March 25, 2024, at 5:30 p.m. in the Etna City Hall Chambers, 442 Main Street, Etna, California 96027 on the following item:

City of Etna Housing Element Update

The purpose of the public hearing is to receive public testimony, provide direction, and consider readoption of the 2023-2031 Housing Element, as amended to address California Department of Housing and Community Development (HCD) comments. The City Council will consider whether the amended element be adopted, rejected, or adopted with additional modifications prior to its submittal to HCD. Additionally, pursuant to subdivision (e) of Section 65585 of the California Government Code, the City Council will consider HCD's findings as set forth in the Department's letter dated February 7, 2024.

Every eight years, each California city and county must update the Housing Element of their General Plan and have it certified by HCD. The Housing Element is a policy document that identifies the City's existing and future housing needs. It establishes goals, policies and implementation programs intended to address constraints, housing needs for all income levels, and comply with State housing law. Following public outreach that included workshops, a community survey, and duly noticed public hearings, the Etna City Council adopted the 2023-2031 Housing Element on October 23, 2023. The adopted Housing Element was subsequently submitted to HCD on November 9, 2023, and on February 7, 2024, the City received HCD's housing element review letter that identifies the Department's findings and those revisions to the Element that HCD believes are necessary for the Element to substantially comply with State Housing Element Law (Government Code Section 65580 et seq.). The Public Review Draft 2023-2031 Housing Element, as amended to address HCD comments, is available online at https://www.etnaca.com/forms-documents/ and at https://www.siskiyou-housing.com/etna/. Hardcopies are also available for review at Etna City Hall, located at 442 Main Street, Etna, and Etna Branch Library located at 115 Collier Way, Etna.

At the time the 2023-2031 Housing Element was adopted in October 2023, it was determined to be exempt from the California Environmental Quality Act (CEQA) pursuant to the CEQA Guidelines Section 15061(b)(3). This is the "common sense" exemption that states that it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment. Since no development or other physical change to the environment would occur as a result of readoption and implementation of the Housing Element, as amended to address HCD comments, is anticipated the project will again be determined to be exempt from CEQA pursuant to the CEQA Guidelines Section 15061(b)(3).

Written comments may be submitted via email or mail. Send written comments via email to p.eastlick@etnaca.com, and please include "Etna Housing Element Update" in the email subject line. Mail written comments to Etna City Hall, 442 Main Street, Etna, California 96027, Attn.: Etna Housing Element Update. If you plan on attending the public hearing and need a special accommodation because of a sensory or mobility impairment/disability, or would like more information, please contact Pam Eastlick, Interim City Administrator, Etna City Hall, 442 Main Street, Etna, California 96027, or by telephoning (530) 467-5256.

The City of Etna promotes fair housing and makes all programs available to lower- and moderate-income households regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap.

Pam Eastlick, Etna City Clerk

CITY OF ETNA
STAFF REPORT TO CITY COUNCIL
March 19, 2024

HOUSING ELEMENT UPDATE

PROJECT SUMMARY: The project is review of the revised draft 6th Cycle Housing Element (2023-2031), which was amended following adoption on October 23, 2023 to respond to comments from the California Department of Housing and Community Development (HCD), comply with state housing law, and obtain state certification.

STAFF RECOMMENDATION:

1. Make the finding that the project would not have a significant effect on the environment and is exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines; and
2. Approve Resolution 2024-002, A Resolution of the City Council of the City of Etna Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

ENVIRONMENTAL: Exempt pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

ATTACHMENTS:

A. Draft Resolution 2024-002, A Resolution of the City Council of the City of Etna Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments

B. California Department of Housing and Community Development (HCD) findings letter dated February 7, 2024, and City Response Matrix

C. Revised draft 6th Cycle Housing Element for the City of Etna – Available online at: https://www.siskiyou-housing.com/etna/

D. Revised draft 6th Cycle Housing Element Chapter 2 – Goals, Policies and Housing Programs, and the revised draft AFFH Housing Action Plan (Table A-39) excerpted from Appendix A, section 7.0.

PROJECT OVERVIEW

This project consists of review and consideration of the revised draft 6th Cycle Housing Element (2023-2031), which was amended following its adoption by the City Council on October 23, 2023, to respond to comments received from the California Department of Housing and Community Development (HCD), comply with state housing law, and obtain state certification. Specifically, the City Council is being asked to review and consider the revised draft Housing Element and make findings that the amended Housing Element substantially complies with state housing element law, the proposed CEQA exemption pursuant to Section 15061(b)(3), and adopt the revised draft 6th Cycle Housing Element. The City is currently working toward a deadline of April 30, 2024 to submit the adopted Housing Element to HCD for 60-day review, as required by state law.

Housing Element Content

The Housing Element describes the community's housing needs and includes an analysis of constraints to housing production. The revised draft 2023-2031 Housing Element is available online and can be downloaded at https://www.siskiyou-housing.com/etna/. Printed copies of the document are available for review at Etna City Hall, located at 442 Main Street, Etna, and Etna Branch Library located at 115 Collier Way, Etna.

The Housing Element is organized as indicated below. Housing element sections that were revised in response to HCD comment letter of February 7, 2024 are noted, with revisions shown in ~~strikethrough~~ and underline. Additionally, red text indicates an addition or deletion and green text indicates that text was relocated from one location in the document to another. In the process of preparing the March 18, 2024 staff report, further edits to Chapter 2, Appendix A, and Appendix C were made to add detail and supplement the analysis. These edits to Chapter 2, Appendix A, Appendix B, and Appendix C are highlighted in blue/turquoise.

The nature of the revisions are detailed in **Attachment B**, **City Response Matrix** and are summarized below (*Changes since last CC review*):

- **Chapter 1, Introduction**. The Introduction summarizes the process of preparing the Housing Element, the State requirements relating to Housing Elements, public participation, General Plan consistency, previous Housing Element analysis, looking ahead and key definitions.

  No changes since the last CC review.

- **Chapter 2, Housing Goals, Policies and Programs**. This chapter contains the Goals, Policies and Implementation Programs necessary to measurably address housing needs, constraints to housing production, and contributing factors to fair housing.

  Changes since last CC review: Programs in Chapter 2 have been revised in response to HCD's comments related to quantified objectives, housing needs, resources, constraints, land use controls, and facilitating development of affordable housing, including for extremely low income households. Headers were added to the programs to improve readability and navigation.

- **Chapter 3, Previous Housing Element Analysis**. This chapter complies with California Government Code, Sec. 65588(a) requiring reporting on implementation and effectiveness of the previous Housing Element, particularly with respect to addressing housing demands of special needs populations.

  No changes since the last CC review.

- **Appendix A, Assessment of Housing Needs and Fair Housing**. This appendix includes the Housing Element's assessment of the community's housing needs.

  Changes since last CC review: Typos were corrected and other edits were made for clarification. Appendix A has been revised in response to HCD comments regarding the need to incorporate local information and knowledge, including for housing conditions; additional analysis for contributing conditions to fair housing issues, specifically disparities in access to opportunity and disproportionate housing needs.

  The AFFH Action Plan was amended to include geographic targets as required. As a result of the additional analysis for access to opportunity and disproportionate housing needs, the AFFH Action Plan's strategy to increase access to housing and the supply of housing has been amended. The amendments include partnering with non-profit housing organizations to provide self-help housing development, including homeowner repair. Additionally, the Action Plan's economic development strategy was amended to include the following actions:

- *Supporting high school and College of the Siskiyou building trades development programs in order to improve economic development opportunities, including the development of the local building trades.*
- *Continued participation in regional planning efforts that are associated with and enable community and infrastructure investment, e.g., the in-process Regional Active Transportation Plan.*

- **Appendix B, Housing Constraints.** This appendix complies with state housing element requirement for an analysis of governmental and non-governmental constraints that may constrain the ability of the private and public sectors to provide adequate housing that meets the needs of all economic segments of the community.

  Changes since last CC review: Typos were corrected and other edits were made for clarification. The following analysis was added to demonstrate substantial compliance with state housing element law.

  - *The analysis found that the existing development standards of Etna's residential zones are not a constraint to development.*
  - *The existing off-street parking standard for one-bedroom, studios, single room occupancy units (SROs), and similar small housing units is identified as a constraint in the revised analysis. The off-street parking zoning standard for these housing types is a constraint because it exceeds HCD's recommended standard of one space per unit. Program HE.2.3.2 commits the City to establishing a standard of one space per one-bedroom/studio/ efficiency/SRO unit. [see pages B-6, B-24 to B-25].*
  - *Discretionary permitting of housing development: The analysis found that generally the requirement for a conditional use permit increases time and uncertainty, and the conditional use permit requirement is a constraint for multifamily development in the R-3 zone. Consistent with the analysis in Appendix B, section 3.0, Program HE.2.2.1 commits the City to permitting multifamily development to the General Plan density without the approval of a conditional use permit. Program HE.2.2.1 was part of the Housing Element submitted in November 2023. It is noted that the language of HE.2.2.1 is nearly verbatim of the language of Program 2.1.2 from Etna's 5th cycle Housing Element. [see pages B-7 to B-8]*
  - *The analysis found some of the City's current accessory dwelling units (ADU) regulations appear to be inconsistent with state ADU law. Program HE.2.3.3. commits the City to amending the ADU zoning regulations to address these inconsistencies. [see page B-10]*
  - *The analysis of governmental constraints on housing for persons with disabilities was amended on the following topics: the definition of family, procedures for reasonable accommodations, and provisions for group homes.*

    Definition of Family: The analysis found some of the existing language of the existing definition to be a constraint. However, the Housing Element submitted November 2023, already contained Program HE.4.2.4 that commits the City to amending the zoning ordinance to be consistent with state law. [see page B-12]

    Reasonable Accommodation: The analysis for reasonable accommodations has been refined for three of the approval findings. Two of the findings appear to be inconsistent with state and federal law. For finding 7, it is unclear whether the inactive process would be utilized to determine whether a alternative reasonable accommodation would be equally effective. While Program HE.4.2.6 was in the November 2023 Housing Element, it has been refined to address the identified shortcomings and commits the City to amending the reasonable accommodation procedures consistent with state law (i.e., repeal the inconsistent provisions, and engagement of the interactive process when appropriate). [see pages B-16 to B-18]

Group homes: Group homes provide flexible and affordable housing options for persons with disabilities. The analysis was amended based on Planwest's recent experience working with HCD for certification of Yreka's and Mt. Shasta's housing elements, and HCD's technical assistance memo published in December 2022. The amended analysis found amendments to Etna's zoning regulations are needed for the housing element to be in substantial compliance with state law, although it appears that HCD found Program HE.4.2.5, which was part of the Housing Element submitted in November 2023, to be adequate to address the constraints identified in Table B-7 of Appendix B. [see pages B-11 to B-16]

- *Additional analysis for supportive housing and supportive housing development was added. The analysis found Etna's current zoning regulations to largely comply with state law. Due to enactment of AB 2160 (2018), the C-2 zone needs to be amended to allow for qualifying supportive housing developments, however. Program HE.4.2.1(1) commits the city to amending the zoning regulations as mandated by state law. The Housing Element submitted November 2023 already contained Program HE.4.2.1 which directs the City to amend the zoning ordinance to be consistent with state law for supportive housing developments [see page B-19]*
- *The analysis of governmental constraints for emergency shelters was amended to ensure the housing element meets the HCD's requirements. Since the 5th cycle, amendments to state law for the definition of emergency shelter and parking requirements have been enacted. The revised analysis compares the City's existing regulations to the new laws, and identifies zoning ordinance updates that are needed. While zoning ordinance amendments are needed for compliance with state law, the analysis did not find substantive deficiencies. Program HE.4.2.2, which was part of the November 2023 Housing Element, has been refined to provide greater specificity as to the zoning ordinance amendments. [see pages B-19 to B-23]*
- *Analysis for low barrier navigation centers, a new requirement of housing element law, was added. The Housing Element submitted November 2023 already contained Program HE.4.2.1 which covers zoning ordinance amendments for supportive housing, supportive housing development and low barrier navigation centers. Specifically, Program HE.4.2.1(2) commits the City to amending the zoning ordinance for low barrier navigation centers in order to comply with the new requirement. [see page B-24]*

- **Appendix C, Analysis of Sites for RHNA and Emergency Shelters, and Opportunity Sites.** This appendix reports on progress on the 5th Cycle Regional Housing Needs Allocation, programmatic analysis of environmental constraints that may limit residential development, identification and analysis of site designated to meet Etna's 6th cycle RHNA, lands available to meet Etna's estimated need for emergency shelter, and land available and adequate to accommodate of housing types and for all income categories.

  Changes since last CC review: Corrected typos and other edits for clarification. The sections of Appendix C were reordered and some of the section headers retitled for clarification; further analysis and data points were added for identified RHNA site to address HCD comments; further analysis and data points were added also for opportunity sites to address HCD comments. Some inventory sites were relabeled as "opportunity sites" to align with HCD's nomenclature.

  State housing element law requires all localities to identify sites to meet their regional housing needs allocation (RHNA). There are numerous statutory requirements that sites must meet in order to be identified to meet a locality's RHNA. At all times during the housing element planning period (2023-2031 for Etna), cities and counties must have an adequate number of sites that are available and appropriate (i.e., accessible and vacant, meet size thresholds, not unduly burdened with environmental constraints), have essential infrastructure available at the site, and is zoned

appropriately. If a city or county has an shortfall at any time, the shortfall must be remedied in 180 days.

Upon further consultation with the Contract City Planner, the site identified to meet Etna's RHNA of two housing units (one (1) low income unit and one (1) extremely low income unit) in the Housing Element submitted November 2023 has been modified. The November 2023 Housing Element identified APN 056-281-070, a site 0.52 acre site on Scott Street, east of the intersection of Collier Way and Scott Street. The revised Housing Element identifies APN 056-011-290 as Etna's RHNA site. APN 056-011-290 is a 3.57 acre site on Collier Way, north of the intersection of Center Street and Collier Way. Both sites are planned HDR, zoned R-3, and meet the size thresholds of greater than 0.50 acres and smaller than 10 acres. APN 056-011-290's larger size may provide greater development flexibility in comparison to APN 056-281-070's 0.52 acres, and better retain its RHNA capacity. That being said, a city cannot compel a private property owner to develop their property with housing that meets the RHNA, i.e., the number of units and the target affordability.

- **Appendix D.** Funding resources summary (*no changes since last CC review*).
- **Appendix E.** Glossary (*no changes since last CC review*).

ENVIRONMENTAL REVIEW

It is staff's opinion that the revised draft 6th Cycle Housing Element update is exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA Guidelines, which states "The activity is covered by the general rule that CEQA applies only to projects, which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA." Therefore, prior to adoption of the Housing Element Update, the City should make the finding that "it can be seen with certainty that there is no possibility that adoption of the Housing Element Update may have a significant effect on the environment".

In support of this finding, staff would suggest that even though the Housing Element establishes goals, policies, and programs that are intended to facilitate the development of housing in the city, there are no goals, policies, or programs that would result in increased residential densities, allow residential development to occur in areas not already designated and zoned for such, or diminish environmental oversight of future projects. Therefore, potential environmental impacts under the proposed Housing Element are no greater than potential environmental impacts under existing zoning and land use designations.

PLANNING STAFF'S RECOMMENDATION

Staff recommends that the City Council consider the totality of the record before it, including all comments presented at the public hearing, and should the Commission determine that the project as proposed would not have a significant impact on the environment, staff recommends that the City Council:

- **Make** the finding that it can be seen with certainty that the revised draft Housing Element will not have a significant effect on the environment; and
- **Determine** that the revised draft Housing Element is exempt from the CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines; and
- **Adopt** draft Resolution 2024-002, A Resolution of the City Council of the City of Etna Adopting the 2023 Housing Element Update as Amended to Address HCD Comments.

SUGGESTED MOTIONS

The suggested motions are to be made and moved in sequence, as follows:

A. I move we make the finding that, on the basis of the entirety of the record before us, including comments received, the proposed project could not have a significant adverse effect on the environment and is exempt from CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines.

B. I move that we adopt Resolution 2024-002, for the City Council Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

ATTACHMENTS

A. Resolution 2024-002, A Resolution of the City Council of the City of Etna Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments

B. California Department of Housing and Community Development (HCD) findings letter dated February 7, 2024, and City Response Matrix

C. Revised draft 6th Cycle Housing Element for the City of Etna: Available online at: https://www.siskiyou-housing.com/etna/

D. Revised draft 6th Cycle Housing Element Chapter 2 – Goals, Policies and Housing Programs and the City of Etna's AFFH Housing Action Plan (Table A-39) excerpted from Appendix A, section 7.0.

ATTACHMENT A
DRAFT RESOLUTION 2024-002

RESOLUTION 2024-002
A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA ADOPTING THE 2023-2031 HOUSING ELEMENT UPDATE AS AMENDED TO ADDRESS HCD COMMENTS

WHEREAS, the City of Etna General Plan Housing Element for the 5th cycle planning period was adopted in 2014; and

WHEREAS, state housing element law (Government Code Sec. 65580 et seq.) requires that the City update the Housing Element every eight years; and

WHEREAS, the City prepared an update of the Housing Element for the 6th cycle planning period (2023-2031) that sets forth housing policies and programs to facilitate the preservation and development of housing; and

WHEREAS, Chapter 1 of the 6th cycle Housing Element update describes the public participation effort undertaken to update the Housing Element; and

WHEREAS, in accordance with Government Code Sec. 65585(b), the City posted the draft Housing Element online on September 25, 2023, and requested public comment for a 30-day review period; and

WHEREAS, on October 23, 2023, the City Council conducted a duly noticed hearing to accept public comment and consider the draft Housing Element, and by unanimous vote adopted Resolution 2023-015, thereby finding the 6th Cycle Housing Element update exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15061(b)(3) and adopting the 2023-2031 Housing Element; and

WHEREAS, following completion of the 10-business day period required by Government Code Sec. 65585(b)(1), the City's consultant Planwest Partners, Inc. transmitted the adopted 6th Cycle Housing Element to the California Department of Housing and Community Development (HCD) for review on November 9, 2023; and

WHEREAS, on February 7, 2024, HCD issued a letter with the Department's findings regarding the adopted Housing Element, which noted that the City's 6th Cycle Housing Element addresses most of the requirements of state housing element law but that amendments are needed for HCD to consider the Housing Element for certification; and

WHEREAS, the City considered HCD's findings and recommended amendments, and has incorporated draft revisions into the Housing Element to respond to HCD's comments and ensure the Housing Element will substantially comply with state housing element law once readopted; and

WHEREAS, on March 15, 2024, the City's consultant Planwest Partners, Inc. published the revised draft Housing Element update online at https://siskiyou-housing.com.com/etna/ and invited public comment; and

WHEREAS, on March 18, 2024, the City published the revised draft Housing Element update on its website and invited public comment; and

WHEREAS, on March 25, 2024, the City Council conducted a duly noticed public hearing to accept public comment and consider the revised draft Housing Element update; and

WHEREAS, the City Council determined the revised draft Housing Element updated housing policies and programs consistent with state law; and

WHEREAS, the City Council further determined the revised draft Housing Element does not have the potential to cause a significant impact to the environment and is exempt from the CEQA pursuant to CEQA Guidelines Sec. 15061(b)(3), because it will not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, nor will it result in: any direct or indirect physical changes to the environment; any changes to the General Plan Land Use Map; modifications to General Plan land use designations, densities, or intensities, nor any changes to intensities or densities beyond those permitted by the General Plan, Zoning Code, and/or state law; and

WHEREAS, the City Council has found that the revised draft Housing Element, and the programs and housing action plan contained therein, take meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics consistent with the City's obligation to affirmatively further fair housing pursuant to Government Code Sec. 8899.50; and

WHEREAS, the City Council has found that the revised draft Housing Element is in the public interest because it provides the City with a mechanism to further social, economic, housing and other goals that have been adopted by the City Council and the State Legislature. The revised draft Housing Element will help the City achieve the following housing goals:

1. Provide adequate sites.
2. Ensure the availability of a variety of housing types and increase the affordability of housing.
3. Conserve, rehabilitate, and enhance the condition of the existing housing stock and residential neighborhoods.
4. Facilitate the provision of housing suited to persons with special needs.
5. Encourage and support the development of affordable housing.
6. Encourage sustainable housing development and energy conservation.
7. Promote equal and fair housing opportunities for all people.

WHEREAS, the City Council has found that the revised draft Housing Element is consistent with a comprehensive view of the Etna General Plan, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Etna:

1. Hold a public hearing in the manner prescribed by law; and
2. Determine that the revised draft Housing Element is exempt from the CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that it will not have a significant effect on the environment; and
3. As required by Government Code Sec. 65585(e), consider the findings made by HCD in the Department's letter to the City dated February 7, 2024, and find that the 6th Cycle Housing Element was amended to respond to HCD's findings, as set forth in Attachment C to the staff report dated March 19, 2024, and to substantially comply with the requirements of state housing element law as interpreted by HCD; and
4. Adopt the revised draft Housing Element; and
5. In accordance with Government Code Sec. 65585(b)(1), direct the City Clerk or their designee to publish the Housing Element on the City's website and email a link to all individuals and organizations that have previously requested notices regarding the Housing Element at least seven (7) days prior to the Housing Element being resubmitted to HCD; and
6. Authorize city staff and the City's consultant Planwest Partners, Inc. to transmit the adopted Housing Element to HCD for review upon completion of the seven-day period prescribed by Government Code Section 65585(b)(1).

BE IT FURTHER RESOLVED that minor changes to the revised draft Housing Element that do not substantially change the goals, policies, programs, or objectives, that are reasonably based on

credible information that is readily accessible to the public, to make the Housing Element internally consistent or to address any non-substantive changes or amendments suggested or requested by HCD, and that are published in accordance with Government Code Section 65585(b)(1) shall not be considered to be substantial changes requiring further review by the City Council. However, should HCD require substantial modifications to the revised draft or adopted Housing Element not previously considered by the City Council, city staff shall bring such modifications back to the City Council for its review, consideration, and recommendation pursuant to Government Code Section 65356.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2024-002 was duly adopted on a motion by Council Member and seconded by Council Member __at a regular meeting of the City of Council held on the 25th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

_____

Cliff Munson, Mayor

WITNESS, my hand and seal this 20th day of March 2024

_____

Pamela Eastlick, City Clerk

ATTACHMENT B
HCD FINDINGS LETTER AND CITY RESPONSE MATRIX

STATE OF CALIFORNIA - BUSINESS, CONSUMER SERVICES AND HOUSING AGENCY GAVIN NEWSOM, *Governor*

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT
2020 W. El Camino Avenue, Suite 500
Sacramento, CA 95833
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov

February 7, 2024

Pamela Eastlick, Interim City Administrator
City of Etna
PO Box 460
Etna, CA 96027-0460

Dear Pamela Eastlick:

RE: City of Etna's 6th Cycle (2023-2031) Draft Housing Element

Thank you for submitting the City of Etna's (City) draft housing element received for review on November 9, 2023 along with revisions received on February 1, 2024. The revisions were made available to the public for seven days prior to review by the California Department of Housing and Community Development (HCD). Our review was facilitated by a conversation on January 9, 2024 with you and your consultants Rico Tinsman, Vanessa Blodgett, and Michelle Nielsen. In addition, HCD considered comments from David Kellogg pursuant to Government Code section 65585, subdivision (c). HCD is reporting the results of its review pursuant to Government Code section 65585.

The draft element addresses many statutory requirements; however, revisions will be necessary to substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq), as follows:

1. *Affirmatively further[ing] fair housing in accordance with Chapter 15 (commencing with Section 8899.50) of Division 1 of Title 2…shall include an assessment of fair housing in the jurisdiction. (Gov. Code, § 65583, subd. (c)(10)(A).)*

   Promote and affirmatively further fair housing opportunities and promote housing throughout the community or communities for all persons regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability, and other characteristics... (Gov. Code, § 65583, subd. (c)(5).)

   Local Data and Knowledge and Other Relevant Factors: With factors such as a smaller population, being within one census tract and the census tract extending well beyond the City limits, the state and federal data is influenced by demographic information beyond the City limits. For these and other reasons, the analysis of fair housing should particularly utilize local data and knowledge and other relevant factors to better understand any local patterns or differences or

lack of differences from neighborhood to neighborhood. Local data and knowledge and other relevant factors should be used across all of the fair housing analysis components (e.g., segregation and integration, disparities in access to opportunity and disproportionate housing needs). Examples of local data and knowledge include information from City officials (e.g., planners, code enforcement, civil engineers, local legislators), past surveys and assessments, infrastructure investments to inform capital improvement plans, data used for applications for funding, service providers, developers, school representatives, regional planners, service districts and other sources. For example, the recent housing condition survey, City officials and service providers could better inform any local patterns or differences in housing conditions and access to opportunity for persons experiencing homelessness. Examples of other relevant factors include land use, zoning, development patterns, state and federal investment, physical or social barriers and access to schools (e.g., safe routes to school), community amenities, facilities and programs. For example, the element could discuss any differences between neighborhoods that might have been influenced by the highway or railroad. HCD will send an analysis guide to assist the City with this analysis.

Contributing Factors: Based on the outcome of a complete analysis, the element should reassess and prioritize contributing factors to fair housing issues and prioritize those factors and then formulate appropriate policies and programs.

Programs: As noted above, the element requires a complete affirmatively furthering fair housing (AFFH) analysis. Depending upon the results of that analysis, the City may need to revise or add programs. Goals and actions must specifically respond to the analysis and to the identified and prioritized contributing factors to fair housing issues and must be significant and meaningful enough to overcome identified patterns and trends. Actions must have specific commitment, milestones, geographic targeting and metrics or numerical targets and, as appropriate, address housing mobility enhancement (housing choices and affordability across geographies), new housing choices and affordability in higher opportunity or income areas (throughout the City), place-based strategies for community preservation and revitalization, and displacement protection.

2. *Include an analysis and documentation of household characteristics, including level of payment compared to ability to pay, housing characteristics, including overcrowding, and housing stock condition. (Gov. Code, § 65583, subd. (a)(2).)*

   The Housing Element shall include programs to conserve and improve the condition of the existing affordable housing stock. (Gov. Code, § 65583, subd. (c)(4).)

   Housing Conditions: While the element includes an estimate of housing conditions based on the age of the housing stock, some older housing stock may

be well maintained and in good condition. The element should expand on this estimate and utilize local knowledge (e.g., City officials) to estimate the number of units in need of rehabilitation and replacement and add or modify programs, as appropriate.

3. *An inventory of land suitable and available for residential development, including vacant sites and sites having realistic and demonstrated potential for redevelopment during the planning period to meet the locality's housing need for a designated income level, and an analysis of the relationship of zoning and public facilities and services to these sites. (Gov. Code, § 65583, subd. (a)(3).)*

   *Identify actions that will be taken to make sites available during the planning period with appropriate zoning and development standards and with services and facilities... (*Gov. Code, § *65583, subd. (c)(1).)*

   Parcel Inventory: While the element identifies sites by various factors such as size, general plan designation, zoning and realistic capacity, it should also list sites by anticipated affordability (e.g., lower-income, moderate, above-moderate)

   Small and Large Sites: Sites smaller than a half-acre and larger than ten acres are not suitable for the development of housing for lower-income households unless sites of equivalent size and affordability were developed in the prior planning period or other evidence demonstrates the suitability of small sites. For your information, unless the element includes appropriate analysis and programs, small and large sites should not be utilized toward the lower-income Regional Housing Needs Allocation (RHNA) for the purposes of maintaining adequate sites pursuant to Government Code section 65863.

   Sites Identified in Prior Planning Periods: Sites identified in prior planning periods generally shall not be deemed adequate to accommodate the housing needs for lower-income households unless a program, meeting statutory requirements, requires rezoning within one or three years. The element should clarify if sites were identified in prior planning periods and if so, which sites and include a program if utilizing previously identified sites in the current planning period. The program should rezone and permit housing developments with 20 percent affordability by-right (without discretionary action) at appropriate densities pursuant to Government Code section 65583.2, subdivision (c)).

   Electronic Sites Inventory: For your information, pursuant to Government Code section 65583.3, the City must submit an electronic sites inventory with its adopted housing element. The City must utilize standards, forms, and definitions adopted by HCD. Please see HCD's housing element webpage at https://www.hcd.ca.gov/planning-and-community-development/housing-elements for a copy of the form and instructions. The City can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance.

Programs: As noted above, the element does not include a complete site analysis; therefore, the adequacy of sites and zoning were not established. Based on the results of a complete sites inventory and analysis; the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.

4. *The Housing Element shall contain programs which assist in the development of adequate housing to meet the needs of extremely low-, very low-, low- and moderate-income households. (Gov. Code, § 65583, subd. (c)(2).)*

   Programs HE 5.1.1 (Support Housing for Extremely Low-income Households) and HE.5.1.3 (Promote the City's Housing Programs to Affordable Housing Developers): The Programs should include proactive outreach to affordable housing developers to identify development opportunities at least every other year.

5. *Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved over a five-year time frame. (Gov. Code, § 65583, subd. (b)(1 & 2).)*

   While the element includes quantified objectives for new construction and rehabilitation by income group for extremely low-, very low-, low-, moderate- and above-moderate income, it must also include quantified objectives for conservation by income group. Examples of activities include weatherization, code enforcement, energy conservation, mobile home park preservation and fair housing education and enforcement.

The element will meet the statutory requirements of State Housing Element Law once it has been revised, adopted, submitted, and reviewed by HCD to comply with the above requirements pursuant to Government Code section 65585.

As a reminder, the City's 6th cycle housing element was due February 15, 2023. As of today, the City has not completed the housing element process for the 6th cycle. The City's 5th cycle housing element no longer satisfies statutory requirements. HCD encourages the City to revise the element as described above, adopt, and submit to HCD to regain housing element compliance.

For your information, pursuant to Assembly Bill 1398 (Chapter 358, Statutes of 2021), if the City does not adopt a compliant housing element within 120 days of the statutory deadline (February 15, 2023), then any rezoning to make prior identified sites available or accommodate the RHNA shall be completed no later than one year from the statutory deadline pursuant to Government Code sections 65583, subdivision (c) and 65583.2, subdivision (c). Otherwise, the local government's housing element will no longer comply with State Housing Element Law, and HCD may revoke its finding of substantial

compliance pursuant to Government Code section 65585, subdivision (i). Please be aware, if the City does not adopt a compliant housing element within one year from the statutory deadline, the element cannot be found in substantial compliance until these rezones are completed.

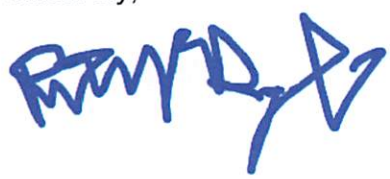
Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the City should continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available and considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities program, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the City will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the City to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: https://www.opr.ca.gov/planning/general-plan/guidelines.html.

HCD appreciates the commitment and responsiveness provided during the course of our review. We are committed to assisting the City in addressing all statutory requirements of State Housing Element Law. If you have any questions or need additional technical assistance, please contact Jed Hackett, of our staff, at jed.hackett@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Section of HCD Letter and Topic/ Specific HCD Comment	Etna Response	Page #(s)
1. AFFH		
Local Data and Knowledge and Other Relevant Factors	Local data and knowledge and other relevant factors to better understand any local patterns or differences or lack of differences from neighborhood to neighborhood was accomplished by additional consultation with City representatives, representatives of two local non-profits, Habitat for Humanity and Great Northern Corp., locating and reviewing information from the local schools, the regional transportation plan, etc.	**App A, pg. A-44 to A-47**
Disproportionate Housing Needs Including Displacement Risks		
Cost Burden	Data & analysis in Appendix A: While extremely low income (ELI) households comprise approximately 11% of Etna's households, ELI households were disproportionately cost burdened at 63% of ELI households. Both renter and owner ELI households were cost burdened and severely cost burdened (100% of renter and 50% of owner). Very low income (VLI) households were approximately 18% of Etna households, and were also disproportionately cost burdened at 92% of VLI. Cost burden for VLI households occurred in renter households but not in owner households for the American Community Survey (ACS) data period of 2015 to 2019. Low income and moderate income Etna households also were cost burden, with low income households being severely cost burdened.	**App A, pg. A-34 to A-35**
Overcrowding	Data & analysis in Appendix A: In 2020 about 10.6% of Etna renter households experienced overcrowding, but overall, there are 1.0 or less persons per room in Etna for a majority of renter (nearly 83%) and owner households (100%). About 17% of renter households are experiencing overcrowding, of which 6.7% are experiencing severe overcrowding at 2.01 persons or more per room.	**App A, pg. A-32 to A-33**

Section of HCD Letter and Topic/ Specific HCD Comment	Etna Response	Page #(s)
Homelessness	Data in Appendix A: Background: PIT are conducted regionally, with recent PITs showing a trend of the number of individuals experiencing homelessness increasing. Services available to Etna are limited, although comprehensive services are available in Yreka. Appendix C, explains how the City estimated the number of persons experiencing homelessness. Also, Chapter 2, Programs HE.4.2.1, HE.4.2.5, and HE. 4.2.6 commits the City zoning code amendments to remove regulatory barriers to developing housing for persons experiencing homelessness and with disabilities. Program HE.4.3.1 commits the City to participating in inter-jurisdictional and regional coordination to address homelessness. Also see local knowledge section in App A, section 7.7.	**Ch. 2, pg. 2-11 to 2-12, 2-13 to 2-14 to 2-15** **App. A, pg. A-23 to A-28, A-46** **App. C, pg. C-10 to C-12**
Contributing factors to Fair Housing Issues	The requested analysis is provided in the aforementioned sections and pages of Appendix A, et al. The conclusions are provided in Appendix A, section 7.8. Table A-38 identifies the contributing conditions based on the analysis.	**App A, pg. A-48 to A-50**
Programs: Depending upon the results of that analysis, the City may need to revise or add programs.	Table A-39 is Etna's AFFH Housing Action Plan. It contains the City's proposed AFFH strategies, timeline, geographic targets, and quantified metrics. Furthermore, Etna's Action Plan is incorporated into the City's Chapter 2 programs pursuant to the language of Program HE.7.1.2.	**Ch. 2, pg. 2-18 to 2-19;** **App A, pg. A-51 to A-55**
2. Analysis and documentation of Housing Conditions		
Include analysis of the condition of the existing housing stock and estimate the number of units in need of rehabilitation and replacement.	See "Local Data and Knowledge and Other Relevant Factors" above.	**App A, pg. A-45**
3. Inventory of land available and suitable for residential development.		
Note: This content is contained in Appendix C, and the sections of this appendix have been reorganized as follows: Section 1.0 – Progress on the 5th Cycle Regional Housing Needs Allocation: 2014 – 2019 Section 2.0 – Environmental Constraints Section 3.0 – Etna's Identified Regional Housing Needs Allocation Site Section 4.0 – Sites identified to accommodate emergency shelters pursuant to AB 2339 (2022). Section5.0 – Summary of Opportunity Sites The revisions to the content within the sections are shown in track changes but the reorganization is not because the scale of these track changes caused Microsoft Word to crash.		

Section of HCD Letter and Topic/ Specific HCD Comment	Etna Response	Page #(s)
Parcel inventory: also list sites by anticipated affordability	Section 3.0 of Appendix C identifies Etna's RHNA site for the 6th cycle. The headers to both sections have been updated for clarification. Section 5.0 of Appendix C identifies Etna's opportunity sites, and anticipated affordability has been added to Table C-4 which lists Etna's opportunity sites.	**App C, pg. C-6 and C-13-14**
Small Sites and Large Sites: Sites smaller than a 0.50 acre and larger than 10 acres are not suitable for the development of housing for lower-income households unless sites of equivalent size and affordability were developed in the prior planning period or other evidence demonstrates the suitability of small sites.	The site that is designated to meet Etna's RHNA of 2 units, 1 LI and 1 ELI, is analyzed in section 3.0 of Appendix C. Etna's RHNA site is 3.57acres (gross) in size with 3.57 developable acres, thereby meeting the requirements paragraph (c)(2) of Gov't Code § 65583.2. To encourage the consolidation of small opportunity sites for multifamily development, see Chapter 2, Program 2.2.4, "Small Lot Consolidation"	**Ch. 2, pg. 2-6** **App. C, pg. C-6 to C-8**
Sites Identified in Prior Planning Periods	See analysis in Appendix C, Section 3.0, discussion under points 2) and 3)	**App C, pg. C-6 to C-8**
Electronic Sites Inventory	On November 9, 2023, the City submitted its electronic sites inventory form. On Nov. 13, 2023, an HCD analyst acknowledged receipt of the e-inventory form, and indicated it had been uploaded to their system. The City will update the form if needed but will otherwise submit the form with the adopted Housing Element.	
Programs: Based on the results of a complete sites inventory and analysis; the City may need to add or revise programs to address a shortfall of sites or zoning available to encourage a variety of housing types.	The analysis in Appendix C, sections 3.0 and 5.0, demonstrates that Etna's identified RHNA site meets the statutory requirements, and the City has an adequate supply of opportunity sites.	**App C, pg. C-6 to C-9 and C-13 to C-17**
4. Programs to which assist in the development of adequate housing to meet the needs of extremely low-income households.		
Programs HE 5.1.1 and HE-5.1.2: The Programs should include proactive outreach to affordable housing developers to identify development opportunities at least every other year.	Programs HE.5.1.1 and HE.5.1.2 in Chapter 2 have been amended as requested. The language of the two programs are similar, however, 5.1.1 focuses on housing targeted for extremely low income households. Program 5.1.2 targets housing for low- and very-low income households.	**Ch. 2, pg. 2-15, 2-16**

Section of HCD Letter and Topic/ Specific HCD Comment	Etna Response	Page #(s)
5. Establish the number of housing units, by income level, that can be constructed, rehabilitated, and conserved.		
Include quantified objectives for conservation by income group. Examples of activities include weatherization, code enforcement, energy conservation, mobile home park preservation.	Chapter 2, Table 2-2 (which is part of Policy 1.1) has been amended to included quantified objectives for conservation of housing by income group.	**Ch. 2, pg. 2-3.**
Include quantified objectives for conservation by income group… fair housing education and enforcement.	See Appendix A, Table A-39, City of Etna's AFFH Housing Action Plan, Action Plan Program A	**App A, pg. A-51**

ATTACHMENTS C AND D

C. Revised Draft 6th Cycle Housing Element Update for the City of Etna: can be read in full and downloaded at: https://www.siskiyou-housing.com/etna/

D. Chapter 2 – Goals, Policies and Housing Programs and the City of Etna's AFFH Housing Action Plan (Table A-39) excerpted from Appendix A, section 7.0.

Chapter 2 – Goals, Policies, and Housing Programs

This chapter of the Housing Element contains the City's housing goals and policies, as well as proposed strategies (or programs) to implement these goals and policies.

According to the State General Plan Guidelines (2017), a goal is an ideal future end related to the public health, safety, or general welfare. Because goals are general expressions of a community's vision for itself, goals may be abstract in nature, and as a result, they are generally not quantifiable or time dependent. Therefore, to aid in reaching the goals, specific statements (i.e., policies) are adopted to guide decision-making and through the implementation of programs that commit the City to specific courses of action.

The objective of the Housing Element goals, policies, and programs is to address those housing needs, constraints to housing production, and contributing factors to fair housing identified in Appendix A. Available funding resources for housing are discussed in Appendix C and are integrated into programs as applicable. Each program contains a description of the intended action, identification of the responsible agency, possible funding sources (if available), the timeline for implementation, and anticipated results. Whenever possible, anticipated results are expressed in quantified terms.

Required Program Components

To address the housing needs of all income levels in compliance with State housing element law, a jurisdiction must, at a minimum, identify a suite of programs that do all of the following:

- Identify adequate sites, with appropriate zoning and development standards and services to accommodate the locality's share of the regional housing needs for each income level.
- Assist in the development of adequate housing to meet the needs of extremely low-, very low-, low-, and moderate-income households.
- Address and, where possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for people at all income levels, as well as housing for people with disabilities.
- Conserve and improve the condition of the existing affordable-housing stock.
- Preserve assisted housing developments at-risk of conversion to market-rate.
- Promote equal housing opportunities for all people, regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.
- Explicitly address, combat, and relieve disparities resulting from past and current patterns of segregation to foster more inclusive communities, address disparities in housing needs and access to opportunity, and foster inclusive communities.

For each program, the jurisdiction must identify a schedule of actions during the planning period, the agencies and officials responsible for implementation, and identification of funding sources to implement the program. Appropriate grant programs that will be applied can be identified as a funding source. The goals of Etna's 2023-2031 Housing Element are itemized below. Within each goal there are associated policies and programs. Implementation of the policies and programs will facilitate achieving the Goal.

The Goals of the Housing Element and the number of Policies and Programs within each Goal are as follows:

GOAL HE.1: Provide Adequate Sites

GOAL HE.2: Ensure the Availability of a Variety of Housing Types

GOAL HE.3: Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.

GOAL HE.4: Facilitate the Provision of Housing Suited to Persons with Special Needs

GOAL HE.5: Encourage and Support the Development of Affordable Housing

GOAL HE.6: Encourage Sustainable Housing Development and Energy Conservation

GOAL HE.7: Promote Equal and Fair Housing Opportunities for All People

Use of the California icon below denotes Etna's policies and programs that fulfill a specific State housing law requirement. Table 2-1 below, lists the 17 programs that are intended to meet a State housing law mandate and is for quick reference. While there are programs that do not have the California icon, these programs are intended to meet one or more of the required program components discussed above. Also, some programs are included in response to public input received during meetings.

Table 2-1
Programs to Meet a Specific State Law Requirement

Policy HE 1.2	HE.2.3.1	HE.4.2.4
HE.1.3.1	HE.3.2.1	HE.4.2.5
HE.1.3.2	HE.4.2.1	HE.4.2.6
HE.1.3.3	HE.4.2.2	HE.7.1.1
HE.2.1.1	HE.4.2.3	HE.7.1.2
HE.2.2.2		

To affirmatively further fair housing, jurisdictions must establish goals, policies, and actions based on the identified contributing factors, and the priority of those factors. Government Code Section 8899.50 requires "meaningful actions" well beyond combating discrimination to overcome patterns of segregation and foster inclusive communities. These actions, as a whole, must:

- Address significant disparities in housing needs and in access to opportunity;
- Replace segregated living patterns with truly integrated and balanced living patterns;
- Transform racially and ethnically concentrated areas of poverty into areas of opportunity; and
- Foster and maintain compliance with civil rights and fair housing laws, to address Etna's fair housing issues and the contributing factors.

Contributing factors are prioritized in Section 7.0 of Appendix A. Etna's Action Plan that will address the identified contributing factors to overcome identified patterns of segregation and affirmatively further fair housing is also found in Section 7.0 of Appendix A. Etna's housing programs to affirmatively further housing are not confined to Appendix A alone as Chapter 2 also includes programs that affirmatively address fair housing issues. Programs that further fair housing are identified by fair housing icon:

Goal HE.1 – Provide Adequate Sites

Assist in increasing the affordability of housing in Etna, the City shall provide adequate sites to accommodate the City's housing needs and regional housing needs, provide a wide range of housing section by location, type, income level, and tenure by always ensuring there is an adequate supply of land for residential development.

Policy HE.1.1

The City shall encourage and facilitate the construction of housing to meet the City's share of regional housing needs during the 2023-2031 Housing Element planning period of at least one (1) extremely low income unit and one (1) low income unit. In addition to Etna's share of the regional housing needs, the City shall encourage and facilitate the rehabilitation and construction of the following number of housing units according to the following income levels:

Table 2-2
City of Etna Quantified Objectives, 2023-2031

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	1	1	1	0	0	3
Rehabilitation	1	1	1	0	0	3
Conservation*	1	1	1	1	0	4
Preservation**	0	0	0	0	0	0
Totals	~~2~~3	~~2~~3	~~2~~3	~~0~~1	0	~~6~~10

* Conservation: as used herein means weatherization, code enforcement, energy conservation, mobilehome park preservation activities.

** The City has not established an objective for preservation of affordable housing as there are no assisted housing developments or units in the City; therefore, there is no risk of conversion during the planning period.

Policy HE.1.2

Ensure Etna provides adequate sites with appropriate zoning and available public facilities and services to meet the City's share of regional housing needs for all income groups during the housing element planning period. These lands shall be available at any time with appropriate General Plan and Zoning regulations for residential development to reduce the impact that the lack of available land may have on the cost of single-family and multifamily development.

Policy HE.1.3

The City shall not place any condition of approval that lowers the proposed density of a residential project if the project otherwise conforms to the General Plan, zoning, and/or development policies in effect, unless the requisite findings required by Government Code Section 65589.5 et seq. are made.

Program HE.1.3.1 Provide Adequate Sites and No Net Loss Compliance

To ensure at all times during the planning period the City has an adequate inventory to accommodate its designated regional housing need allocation, the City will evaluate and make written findings for entitlement and building permit applications seeking to develop designated inventory sites for decreases in density and affordability of housing units consistent with No Net Loss Law, Government Code Section 65863 et seq. If project

approval will result in an inventory deficit, steps will be taken to replace the lost inventory sites by rezoning qualified properties in other areas as needed to meet the City's remaining RHNA for lower-income households in accordance with Government Code Section 65863 et seq.

Administration: City Council
Funding: Application fee, General Fund
Timing: On a project-by-project basis; the City shall conform with the provisions of Government Code Section 65863 et seq. if an inventory deficit is found

Program HE.1.3.2 Monitor Availability of ~~Opportunity~~ Sites

1) Coinciding with the annual General Plan Progress Report, update and review the inventory of vacant residential land in the city and amend zoning and land use designations, as necessary, to ensure an adequate supply of vacant land to accommodate Etna's share of regional housing needs, a variety of housing types for all income levels. If a deficiency is projected to occur, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. As a part of this process, continue to review the effectiveness of the Zoning Ordinance and make revisions if it is found that provisions of the ordinance are creating unusual constraints on the affordability and availability of housing. The City shall make the inventory available to the public, especially the development community, for their information and use.

2) The City will continue to monitor the need for multifamily development (i.e., R 3, High Density Residential) on an annual basis. The City Council and the public will receive a report of the analysis outcome and any necessary actions as part of the General Plan Annual Progress reports. "Needed action" to address the need for multifamily development shall include allowing multifamily development in the commercial districts without a use permit. (was Program HE.1.1.1)

Administration: City Council
Funding: General Fund
Timing: 1) and 2): On an annual basis congruent with the General Plan Annual Progress Report, required pursuant to Government Code Section 65400, for the duration of the 2023-2031 housing element planning period.

Program HE.1.3.3 Procedures for Water and Sewer Connections (was Program HE.1.1.5)

1) In compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7, the City shall deliver the adopt housing element to all public agencies that provide water and sewer service in the City of Etna.

2) The City shall grant priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households, in compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7.

3) In compliance with State law, i.e., subparagraph (b) of Government Code Section 65589.7, the City shall establish written policies and procedures that grant priority for water and sewer to proposed development that includes housing affordable to lower-income households.

Administration: City Council
Funding: General Fund
Timing: 1) Within thirty (30) days of adoption of the 2023-2031 Housing Element; 2) Immediately and at all times for the duration of the 2023-2031 Housing Element; 3) within one year from adoption of the Housing Element.

Program HE.1.3.4 Monitor Public Infrastructure and Development in Sphere of Inflence (was Program HE.1.1.5, HE.5.1.1, and HE.5.1.2)

Continue to maintain adequate sewer and water services, as well as plan for the expansion of these services, as may be necessary to continue adequate services for residents and to accommodate a population changes. The

Development proposed with the City's sphere of influence, the City shall coordinate with Siskiyou County to ensure proposed development is consistent with the City's General Plan and adopted long-term goals, policies and objectives for housing and related development.

The City will petition owners of property proposing residential subdivisions in the City's sphere of influence, as well as the Siskiyou County Planning Commission, Board of Supervisors and Local Agency Formation Commission, to annex these properties into the City prior to development.

Administration: City Council
Funding: federal and state grants/loans, general fund
Timing: For the duration of the 2023-2031 Housing Element's planning period.

Goal HE.2 – Ensure the Availability of a Variety of Housing Types

Etna shall remove governmental constraints on the development, maintenance, and improvement of housing to ensure a variety of housing types for all income levels can be developed throughout the City of Etna during the 2023-2031 Housing Element planning period.

Policy HE.2.1

The City will ensure that developers and City residents are made aware of key housing programs and development opportunities.

Program HE.2.1.1 Promote the City's Housing Programs to Residents

The City will improve community awareness and support for the City's housing programs citywide by publicly sharing information on the City's website about zoning ordinances, development standards, fees, exactions, surplus public lands, fair housing resources, reasonable accommodation procedures, and housing affordability requirements, and will use affirmative marketing best practices to prepare and publish housing information.

The City shall also encourage development of Accessory Dwelling Units (ADUs) and Junior ADUs by applying for State funding that could allow awarded funds to be used for ADU development such as CalHOME and by publishing information about ADUs and JADUs on its website. This program will be implemented consistent with the requirements of AB 1483 (2019).

The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours, e.g., community events, farmer's markets; real estate industry workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's housing programs including affordable housing programs.

Administration: Planning Department, City Manager
Funding: General Fund

Timing: Within one year from adoption of the Housing Element. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Policy HE.2.2

The City shall ensure that the City's land use regulations are consistent with State law, and that planning and building entitlement and permit processes and procedures do not unnecessarily constrain the production of housing. The City shall continue its practice of prioritizing multifamily development entitlement applications. The City shall strive also to ensure that City fees are not a constraint to the development of affordable housing.

In addition to the other uses permitted in the High Density Residential (R-3) zone, the City will facilitate development of housing on properties zoned R-3 by allowing multiple attached and/or detached duplexes and triplexes as principally permitted uses up to the maximum density allowed by the zone (20 units per acre).

Program HE.2.2.1 Multifamily Development in R-3 Zone (was Program 2.1.2)

The City shall amend Chapters 17.16.050 and 17.16.070 of the High Density Residential – R-3 zone to remove the conditional use permit requirement for multifamily development, and to expressly permit multifamily development as a by-right permitted use. The amendments to Chapters 17.16.050 and 17.16.070 shall continue to permit housing development configured as duplexes and triplexes as by-right permitted housing types.

Administration: Planning Department, City Manager
Funding: LEAP, General Fund
Timing: Adoption by December 31, 2024~~Within two years from adoption of the 2023-2031 cycle housing element.~~



Program HE.2.2.2 Monitor Existing Fees and Possible Fee Reductions for Affordable Housing (was Program HE.1.1.3)

The City shall review building and development connection fees and permit fees, and modify, as feasible, those standards and fees deemed to be unnecessary, excessive, or that create unusual constraints on affordability and housing availability. At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate- income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.

Administration: City Council
Funding: General Fund
Timing:
A) Beginning in 2025, and biennially thereafter.
B) Prior to adoption of new ordinances and resolutions for residential development standards and fees.

Program HE.2.2.3 Update Conditional Use Permit Findings (was Program HE.3.1.2)

The City shall amend subsection (A) of 17.36.040 of Chapter 17.36 to strike the word "morals" from the findings as this wording is considered to be ambiguous and as such could be discriminatory.

Administration: City Council
Funding: LEAP, and General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.2.2.4 Small Lot Consolidation

To facilitate the development of multifamily housing, the City will incentivize the consolidation of small lots by establishing written policy and procedures to grant fee waivers for parcel mergers when multifamily housing is proposed.

Administration: Planning Department and City Council
Funding: General Fund
Timing: Within one year of adoption of the Housing Element.

Policy HE.2.3

The City will facilitate the development of workforce and affordable housing through supporting funding applications, expedited permit review, approval of requests density bonus or development incentives, the availability of ministerial streamlining for qualifying projects, and other incentives. The City will work with market rate and nonprofit housing developers, and community organizations to develop workforce and affordable housing.

Program HE.2.3.1 Establish and Promote Local Density Bonus Procedures

1) The City shall provide density bonuses to homebuilders proposing to include qualifying dwelling units and/or other qualifying project amenities within residential developments consistent with Government Code Section 65915 et seq.

2) The City will prepare and publish materials on the City's website informing property owners and housing developers of the City's density bonus program for qualified housing developments consistent with Government Code 65940.1. (was Program HE.1.1.2)

3a) The City shall amend the Etna Municipal Code, Title 18, to adopt density bonus implementing procedures that are consistent with State Density Bonus Law, Government Code Section 65915 et seq. The City will prepare and publish on its website information identifying the density bonus application requirements ~~To reduce the need for future municipal code amendments and updates, the amendments will focus on local procedures for processing density bonus applications, and application documents and information required to be submitted with a density bonus application in order for an application to be deemed complete~~ (Government Code Sections 65915, subparagraph (3)). Consistent with subdivision (n) of Government Code Section 65915, the City's Zoning Ordinance amendments for density bonus may consider allowing the City to grant a density bonus greater than prescribed in State Density Bonus Law (SDBL) for a development that meets the requirements of SDBL.

3b) During the Housing Element planning period, the City shall monitor State law for amendments to Government Codes Sections 65915 et seq., to ensure ongoing compliance with State law. If State law is amended such that revisions to the City of Etna's Zoning Code are necessary for legal compliance, the City will initiate amendments to Title 18 of the Etna Municipal Code.

Administration: City Council, City Administrator
Funding: LEAP and General Fund
Timing: 1) As qualifying prospective projects are submitted; 2) within 30 days of adoption of amendments to the Title 17, of the Etna Municipal Code; 3a) initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031

Housing Element; and 3b) As part of the City's annual housing element progress report, the City shall report to the City Council any amendments to Government Codes Section 65915.

Program HE.2.3.2 Reduce Parking Requirements for One-Bedroom Units in Multifamily Developments (was Program HE.2.1.4)

Amend the Zoning Ordinance to require a single parking space for each efficiency unit, studio apartment, one-bedroom unit in multifamily housing developments, and each single room occupancy unit.

Administration: City Council, City Administrator
Funding: LEAP, and General Fund
Timing: As part of the City's Zoning Ordinance initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.2.3.3 ADU Ordinance Update

The City shall amend the Etna Zoning Ordinance for Accessory Dwelling Units and Junior Accessory Dwelling Units (J/ADUs), and other sections as applicable, to be consistent with State law. J/ADUs shall continue to be permitted in any residential or mixed-use zone by-right, as a ministerial action without discretionary review or a hearing, subject to objective standards. Residential or mixed-use zones shall be construed broadly to mean any zone where residential uses are permitted by-right or by conditional use. All standards and regulations, including procedures, shall be amended to be consistent with State law, and any written findings issued by HCD in accordance with Government Code Section 65852.2(h)(1).

Administration: Planning Department and City Council
Funding: LEAP and General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element

Goal HE.3 – Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.

The City shall initiate all reasonable efforts to preserve, conserve, and enhance the quality of existing dwelling units and residential neighborhoods to ensure full utilization of the City's existing housing resources for as long as physically and economically feasible.

Ensure that the quality, safety, and livability of housing in Etna is continually maintained or upgraded, including measures to improve energy conservation, and that dilapidated units which cannot be improved are replaced.

Policy HE.3.1

The City shall support housing rehabilitation and encourage housing maintenance in order to avoid future need for significant rehabilitation or replacement. Conserve existing housing wherever possible, and ensure existing occupants are provided notice and minimize displacement.

Program HE.3.1.1 Use CDBG Housing Funds for Housing Conservation and Prioritize Funding for Residents with Special Needs

1) The City shall continue to encourage the construction of new housing and/or the rehabilitation of existing housing for residents with special needs by granting these persons and/or households priority in the City's CDBG housing rehabilitation program.

2) Continue to apply for CDBG funds, and as other appropriate funding becomes available, to assist homeowners with low interest loans and/or grants through the City's Housing Rehabilitation Program. With a goal of assisting 3 households over the next eight_years, strive to preserve low- and moderate-income housing through implementation of the Housing Rehabilitation Program. Rehabilitation, energy conservation, and weatherization program information will be periodically updated by staff and disseminated to the public through annual mailings and handouts made available at City Hall. In order to reduce energy consumption in the city, require units to be rehabilitated with CDBG funds to include energy conservation features, such as dual-pane windows, insulation, caulking, and weather stripping. (was Program HE.4.1.1)

   Administration: City Administrator
   Funding: CDGB/Revolving Loan Fund
   Timing: 1) For the duration of the 2023-2031 housing element period. 2) Apply annually as NOFAs are released for the duration of the 2023-2031 housing element planning period.

Program HE.3.1.2 Promote and Encourage Housing Conservation

1) The City shall provide free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve the habitability and weatherization of existing housing. The availability of this service will be advertised as part of the City's proactive public outreach for housing to improve community awareness.

2) The City shall support third-party and non-profit organizations, such as Great Northern Corporation, that offer zero- and low-cost rehabilitation or weatherization programs, including but not limited to, facilitating notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs.

3) The City will support and promote the activities of other governmental agencies and non-profits that promote homeowner maintenance and improvement of self-help skills. The City will advertise the availability of these programs and services using the City's website, mailers with utility bills, and display of printed materials in City offices and the City library.

4) The City shall continue to perform proactive code enforcement to improve housing units that are substandard and have habitability issues in order to conserve the inventory of housing, encouraging the removal of dilapidated housing, using funding where possible, to offset the cost of replacement housing. (was Program HE.4.1.1)

5) The City will implement affirmatively marketing of its housing programs. An affirmative marketing program will include:

   - Advertising the availability of programs in multiple languages, and advertise in various media outlets, such as newspapers, magazines, radio, or online platforms, that reach a wide and varied audience.
   - Provide information about the program to potential applicants in multiple languages.

- Offering reasonable accommodations to persons with disabilities to ensure equal opportunity to apply. This measure includes placing information relating to requests for reasonable accommodations at the main counter at City Hall and on meeting agendas.
- Creating materials that feature images and messages that appeal to a diverse range of potential applicants, including classes protected under fair housing laws.

Administration: City Council, City Administrator
Funding: General Fund
Timing:

1) No less than annually
2) The City shall contact third-party and non-profit organizations no less than annually about availability of zero- and low-cost rehabilitation or weatherization programs.
3) The City shall contact agencies and non-profit organizations no less than annually about planned activities, and coordinate participation.
4) Transactionally during the planning period, and as substandard housing conditions are verified by City employees or the Building Department.
5) For the duration of the 6th cycle housing element planning period.

Policy HE.3.2

Implement Replacement Housing to Mitigate the Loss of Affordable Housing Units on Housing Element Inventory Sites. Upon City Council adoption of the 6th Cycle Housing Element Update, the City shall immediately begin implementing replacement housing, when applicable, in accordance with Government Code Section 65583.2(g)(3). The replacement housing policy shall require new housing developments on the City's designated Housing Element Inventory Sites to replace all affordable housing units lost due to new development. The City shall also prepare and adopt a local replacement housing policy.

Program HE.3.2.1 Establish a ~~Local~~ Replacement Housing Policy 

The City shall prepare and adopt a written replacement housing policy consistent with Government Code Section 65583.2(g)(3). The City will adopt a policy and will require replacement housing units subject to the requirements of Government Code section 65915, subdivision (c)(3) on sites identified in the City's site inventory when any new development (residential, mixed-use or nonresidential) occurs on a site that is identified in the inventory meeting the following conditions:

- currently has residential uses or within the past five years has had residential uses that have been vacated or demolished, and
- was subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low-income, or
- subject to any other form of rent or price control through a public entity's valid exercise of its police power, or
- occupied by low or very low-income households.

The City's policy will also consider how to provide disclosure for properties subject to replacement housing for future property owners.

Administration: City Council
Funding: General Fund

Timeframes: The Replacement Housing requirement shall be implemented immediately and applied as applications on designated Housing Element Inventory Sites are received and processed, and local policy shall be adopted by December 31, 2024.

Goal HE.4 – Facilitate the Provision of Housing Suited to Persons with Special Needs

The City shall facilitate development of sites for special needs housing, including the housing needs of persons with disabilities and persons experiencing homelessness.

Policy HE.4.1

Continue to promote housing for persons with special needs, including senior households, female-headed households, persons with disabilities, persons with developmental disabilities, farmworkers, and large households. The City shall give high priority to the building permit processing and inspections for individuals with disabilities, including developmental disabilities.

Policy HE.4.2

The City shall amend Title 18, Etna Municipal Code, to ensure the Zoning Regulations comply with state law and are implemented consistent with state law. Specifically:

- Government Code Section 65583 for emergency shelters.
- Government Code Section 65650-65656 for supportive housing developments. The amendments shall permit supportive housing developments by-right in zones that permit multifamily and mixed uses including nonresidential zones permitting multifamily uses when the statutory requirements are met. Qualifying supportive housing developments shall comply with the objective development standards and policies that apply to other multifamily development within the same zone.
- Government Code Section 65660-65668 for low barrier navigation centers, a type of emergency shelter. The amendments shall permit low barrier navigation centers by-right in the same zones that permit emergency shelters as well as areas zoned for mixed use and nonresidential zones permitting multifamily uses when the statutory requirements are met.
- Employee housing including farmworker housing consistent with Health and Safety Code Sections 17021.5, 17021.6, and 17021.8.

Program HE.4.2.1 Supportive Housing Developments, Low Barrier Navigation Centers, and Single Room Occupancy Housing

1) Consistent with Government Code Section 65650 et seq., the City shall amend the R-2, R-3, M-H, C-1 and C-2 zones to allow by-right supportive housing developments as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Sections 65651 and 65652 are met.
2) Consistent with Government Code 65583(c)(3), the City shall amend the C-1 and C-2 zones to allow low barrier navigation centers as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Section 65662. For the C-1 zone, the establishment of a low barrier navigation center shall not be qualified on the presence of nonresidential use, and shall be permitted at street

level. The Zoning Ordinance amendments to establish definitions, procedures, and standards for low barrier navigation centers be consistent with provisions of Government Code Section 65660 et seq.

3) Conditional use permit findings for single room occupancy housing shall be objective and provide for approval certainty for single room occupancy housing in the R-2 and R-3 zones.

Administration: City Council
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.4.2.2 Emergency Shelters

The City shall continue to permit emergency shelters in the C-2 zone without a conditional use permit or other discretionary permit, subject only to development and management standards that apply to residential or commercial development in the same zone, and that shall not have the effect of precluding emergency shelters. Management standards shall be objective and encourage and facilitate the development of, or conversion to, emergency shelters, and are consistent with Government Code Section 65583(a)(4) et seq. Off-street parking standards shall be consistent with Government Code Section 65583(a)(4)(A). Specifically, the City shall:

1) Pursuant to Government Code Section 65583(a)(4)(A), the City shall amend the off-street parking requirements for emergency shelter regulations, section 17.34.280 of the Etna zoning regulations. The parking standard shall be objective, limit the number of required parking spaces to the number of spaces needed to accommodate staff working in the shelter, and shall not exceed those for residential or commercial uses.

2) Amend the definition of emergency shelters, section 17.06.785 of the Etna Zoning Ordinance, to comply with Government Code Section 65583(a)(4)C), and to expressly include other interim housing interventions, including but not limited to a navigation center, bridge housing, and respite or recuperative care.

3) The emergency shelter duration of stay standard in section 17.34.280.C of the Etna Zoning Ordinance shall be amended to be consistent with the definition in section 17.06.785 of the Etna Zoning Ordinance.

Administration: City Council
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.4.2.3 Employee Housing, Including Farmworker Housing

1) The City shall amend the Zoning Ordinance to allow employee housing including farmworker housing consistent with Health and Safety Code Section 17021.5. Specifically:

A) Consistent Section 17021.5 of the Health and Safety Code, any employee housing providing accommodations for six or fewer employees shall be deemed a single-family structure with a residential land use designation, and shall be a by-right use in the R-1-10, R-1-12, R-2, R-3, and M-H zones. Use of a family dwelling for purposes of employee housing serving six or fewer persons shall not constitute a change of occupancy per section 17021.5 of the Health and Safety Code,

B) Employee housing of permanent construction consisting of no more than 36 beds in a group quarters, or 12 units or spaces designed for use by a single family or household, shall be allowed by-right in the R-3

and M-H zones, in the same manner and subject only to development standards that apply to residential development in the same zone, and in C-1 and C-2 zones with a use permit.

C) For the purpose of all local ordinances, employee housing shall not be included within the definition of a boarding house, rooming house, hotel, dormitory, or other similar term that implies that the employee housing is a business run for profit or differs in any other way from a family dwelling.

2) The City will also explore the possibility of utilizing the Joe Serna Grant program as a means to buy existing housing and convert the housing into farmworker housing.

Administration: City Council
Funding: LEAP and General Fund
Timing: 1) Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element. 2) Apply annually as NOFAs are released for the duration of the housing element planning period.

Program HE.4.2.4 Amend the Definition of Family

The City shall either repeal or amend the definition of "family" in Section 17.06.820, Title 17 of the Etna Zoning Regulations, and the amendments shall comply with State law. Should the City elect to amend the definition of family (rather than repealing the definition), the amendments shall not overly scrutinize living arrangements, limit a family to single housekeeping units, require that residents be related by blood, marriage, or adoption, or impose a zoning limit on the number of unrelated people. The City shall consult the Department of Housing and Community Development (HCD) Group Home Technical Advisory published December 2022, or any updates thereto.

Administration: Planning Department
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.4.2.5 Group Homes

Group homes, even homes that have more than six residents, that do not provide licensable services shall continue to be allowed in R-1-10, R-1-12, R-2, R-3, M-H zones by-right, treated indistinguishably from other residential uses in the same zone, and subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to other residential development within the same zone. The City shall amend Title 18 of the Etna Municipal Code for the following, and in preparing the amendments, the City shall consult the Department of Housing and Community Development (HCD) Group Home Technical Advisory published December 2022, or any updates thereto. The amendments to the Etna Municipal Code shall allow:

1) The City shall amend the Zoning Ordinance for group homes that provide licensable services to six or fewer residents to remove the review for overconcentration provision. Group homes that provide licensable services to six or fewer residents shall continue to be allowed in R-1-10, R-1-12, R-2, R-3, M-H zones by-right, and subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to residential development within the same zone

2) Conditional use permit findings shall be objective and provide for approval certainty for groups homes that provide licensable services to more than six residents in the R-2, R-3, M-H , C-1, and C-2 zones.

Administration: Planning Department
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.4.2.6 Reasonable Accommodation Ordinance Updates

The City shall amend the reasonable accommodation procedures, Chapter Title 17.50, to conform with federal and state law. Specifically, the amendments shall make the following updates:

1) Repeal the findings and decision language in section 17.050.070(A) of "potential impact on surrounding land uses" and the "physical attributes of the property and structure".
2) Finding (7) of 17.050.070 shall be amended to require engagement of the interactive process to determine if another reasonable accommodation may provide an equivalent level of benefit when a reasonable accommodation request would impose an undue financial burden and administrative burden on the City and/or would require a fundamental alteration to the zoning laws, policies, or procedures of the City.
3) The written procedures shall allow a provider or developer of housing for individuals with disabilities to also request reasonable accommodation.

Administration: City Council and Planning Department
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HE.4.2.7 Senior Care Facilities

The City shall amend the Zoning Ordinance to allow senior care facilities by right in the High Density Residential (R-3) and Mobile Home Residential (M-H)) districts and with a use permit in the Community Commercial (C-1) and General Commercial (C-2) districts.

Administration: City Council and Planning Department
Funding: General Fund
Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Policy HE.4.3

The City shall encourage and support organizations and programs, including housing providers, to address the housing needs of special needs groups (seniors, female headed households, single-parent households with children, persons with disabilities, persons with developmental disabilities, farmworkers, individuals and families experiencing homelessness, and persons with extremely low incomes). The City shall seek to assist in meeting these special housing needs through a combination of regulatory amendments and incentives, and identifying and applying for funding with qualified housing developers to develop needed housing in the City.

Program HE.4.3.1 Inter-Jurisdiction Coordination and Planning to Address Homelessness (was Program HE.1.2.6)

1) The City will support the implementation of the Siskiyou County 10 Year Plan to End Homelessness, specifically goals for increasing the supply of permanent supportive housing and affordable housing, expanding the capacity for housing providers, and expanding options for low barrier emergency shelter and housing. The

City will consult with the NorCal Continuum of Care Coordinator on strategies to provide services, shelter, and housing for those experiencing homelessness in the City.

2) The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter, navigation center, or other recognized type of emergency housing for persons experiencing homelessness in the city by pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding.

3) The City shall support agencies and organizations providing services to those experiencing homelessness by annually updating referral information.

4) The City will continue to support the efforts of the housing authorities in administering the Housing Choice Voucher program.

5) The City will meet with representatives from the Housing Authorities, the NorCal continuum of care, and other nonprofit organizations to provide information on potential sites and housing development proposals that would be appropriate for the use of housing vouchers in conjunction with state or federal new construction or rehabilitation subsidies.

6) The City will partner with area social services agencies and non-profit organizations to assess the housing needs for seniors, people with disabilities (including developmental disabilities), extremely low-income residents, and identify funding sources to develop needed services in the City.

7) The City shall maintain a list of non-profit organizations interested in the construction of affordable housing in the City and the region, and meet with and assist organizations desiring to maintain affordable housing in the City.

Administration: City Administrator
Funding: CDBG/Revolving Loan Account
Timing: Coordination will occur at least annually from 2024 to 2031; the City will apply for funding annually.

Goal HE.5 – Encourage and Support the Development of Affordable Housing

The City will encourage the construction of new or dedication of existing housing that is affordable to extremely low, very low, low, and moderate income households.

Policy HE.5.1

The City shall encourage and support the development of housing affordable to extremely low, very low, low, and moderate income households.

Program HE.5.1.1 Support the Development of Housing for Extremely Low Income Households and Remove Barriers (was Program HE.1.1.4)

1) To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households.

2. The City will proactively outreach to affordable housing developers in the region to identify development opportunities in the City, including opportunities for self-help housing (housing in which the eventual owner participates in its construction under the supervision of a building contractor).

3. The City shall encourage and support plans that include extremely low, very low, and low income housing in R-2, R-3, and M-H zones when located within a distance a person can reasonably walk to services (e.g., quarter mile) or an existing or new transit stop is within a quarter mile of the development. The phrase "encourage and support" as used herein, may include, but is not limited to:

   - Site identification;
   - Providing ~~l~~local, state, and federal permit assistance;~~.~~
   - Give priority to processing of affordable housing projects, taking the applications out of submittal sequence if necessary to receive an early hearing date;
   - Allow phasing of infrastructure whenever possible at time of project review;
   - Facilitate the provision of public transportation services to serve residential areas, including services for people with handicaps and the installation of bus stops at safe and convenient locations;
   - Maintenance of relationships with funding and facilitating agencies and organizations; and
   - Any other action on the part of the City that will reduce development costs.

   Administration: City Council
   Funding: General Fund, CDBG, HOME
   Timing: 1) Apply for funding annually to assist extremely low-income households for the duration of the 2023-2031 Housing Element's planning period; 2) performing outreach to recruit affordable housing developers at least biennially; 3) for the duration of the 2023-2031 Housing Element's planning period when ~~As~~ residential project applications are considered.

Program HE.5.1.2 Monitor State and Federal Funding for Housing

To support the development of housing affordable to low~~,~~ and very low~~, and extremely low~~ income households, the City will continue to review and pursue potential state and federal funding that can be used in support of affordable housing (e.g., CDBG and HOME) annually, or as funding becomes available; proactively outreach to affordable housing developers in the region to identify development opportunities in the City, including opportunities for self-help housing (housing in which the eventual owner participates in its construction under the supervision of a building contractor); submit funding applications as appropriate, and grant priority to projects that include units affordable to extremely low-income households.

Administration: City Council, City Administrator
Funding: General Fund
Timing: Apply for funding annually, or as funding becomes available, for the duration of the 2023-2031 housing element planning period.

Program HE.5.1.3 Promote the City's Housing Programs to Affordable Housing Developers

The City will improve awareness and support for the City's workforce and affordable housing programs by preparing, publishing, and distributing an affordable housing information brochure/newsletter that will be a local resource for persons interested in developing low-cost housing, which will be implemented consistent with the requirements of AB 1483 (2019). The City will encourage the participation of agencies and organizations that operate rental and mortgage subsidy and self-help housing programs. ~~This program will be implemented~~

~~consistent with the requirements of AB 1483 (2019).~~ To improve the dissemination of the City's affordable housing programs, the City will provide information, printed and as web content. The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation, e.g., development industry events or workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's affordable housing programs. The City will refer persons interested in developing low-cost housing to appropriate government and non-profit organizations for assistance.

Administration: City Council, City Administrator
Funding: General Fund
Timing: Performing outreach to recruit affordable housing developers ~~W~~within two years from adoption of the Housing Element, and at least biennially for the 2023-2031 for the planning period. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Goal HE.6 – Encourage Sustainable Housing Development and Energy Conservation

Etna will encourage sustainable housing development and energy conservation shall pursue sustainable development for the new development and existing housing stock in the City.

Policy HE.6.1

The City shall promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. The City will be receptive to encouraging new alternative energy systems, such as solar and wind, and water conservation measures.

Program HE.6.1.1 Promote Energy Efficiency and Conservation via Weatherization

Promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. Provide information on currently available weatherization and energy conservation programs to residents. The City will have information available for the public at the front counter of City Hall and will distribute information through an annual mailing. The City will provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 10 homes per year during the 6th cycle planning period by providing information

Administration: Building Department, City Manager
Funding: Private, and government funds. The City will apply for funds to assist residents with energy conservation retrofits and weatherization resources.
Timing: Initiate no later than December 2025.

Program HE.6.1.2 Title 24 for Energy Efficiency and Conservation

The City shall continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the siting of buildings, landscaping, and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate.

Administration: Building Department
Funding: Private and government funds

Timing: Because this is a current building code requirement, the City will implement it as part of the building permit application and review process.

Goal HE.7 – Promote Equal and Fair Housing Opportunities for All People

The City shall promote opportunities for persons from all economic segments of the community regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.

Policy HE.7.1

Eliminate housing discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, household composition or size, disability, or any other arbitrary factor by removing constraints within control of the City.

Program HE.7.1.1 Disseminate Fair Housing Information and Respond to Fair Housing Complaints (was Implementation Measures HO-7.1.1, HO-7.1.2, and HO-7.1.3)

1) The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.

2) City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved.

3) The City shall provide information concerning discrimination compliant procedures to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi- public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, disabilities, and lower-income households. The City will support and participate in efforts by local government and non-profits to develop a renters' resource program.

   A) The information and content of this program shall be incorporated into the community awareness improvement program, Program HE-2.1.1 herein, sharing information on the City's website, and by performing proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours.

4) Conduct at least bi-annual training for the City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

Administration: City Manager
Funding: General fund
Timing:
A)–C) At all times during the 2023-2031 Housing Element cycle.
D) The City shall provide training at least bi-annually, with the first training held by 12/31/24.

Program HE.7.1.2 Implementation of the AFFH Action Plan

Appendix A analyzes fair housing conditions in the City of Etna, and provides a regional comparison. Table A-39 in Section 7.0 of Appendix A identifies the City's fair housing issues and contributing factors, and the contributing factors are prioritized in Table A- 37 of Appendix A.

The City's Affirmatively Furthering Fair Housing action plan is identified as Table A-37, section 7.0, Appendix A, and hereby incorporated by reference. The City's AFFH Action Plan addresses the identified fair housing issue and contributing factors.

The City shall implement the Affirmatively Furthering Fair Housing action plan and take meaningful actions citywide to address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming areas of concentrated poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair-housing laws for all persons in accordance with state and federal law.

Administration: City Council
Funding: General fund
Timing: At all times for the duration of the 2023-2031 Housing Element planning period. As part of the housing element annual progress report (APR) process the City will review progress made towards achieving the desired outcomes of its AFFH Action Plan, and to make adjustments as needed to increase goal obtainment. The first AFFH progress review will be conducted in 2025 for the calendar year 2024.

~~Table A-38~~Table A-39

City of Etna's AFFH Housing Action Plan

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
Fair Housing Outreach and Dissemination of Fair Housing Information (medium priority) Contributing Factors: Lack of housing information on City website Lack of variety in the media forms and venues where fair housing information can be found		Geographic Targets: Citywide	
Action Plan Program A: Improve community awareness and knowledge about fair housing.	The City will make information on reasonable accommodation and fair housing available to the public through the posting of fair housing information in City Hall and in other public buildings, on the City's website, distribution to existing and new apartment complexes, publishing information and materials on the City's website, and inserting information in the City's newsletter. In the preparation and distribution of the City's fair housing materials, the City will employ affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws. The City will provide fair housing materials, in both printed and electronic media, in prevalent spoken languages in the community.	The City will update the website by December 2024. Beginning in Q4 2024 or Q1 2025, publish an announcement as part of the City's current newsletter annually.	Increase awareness of reasonable accommodation procedures for building or zoning regulations by two inquiries annually. Increase fair housing awareness by increasing inquires by two inquires annually.
	Provide training for staff, elected officials, and appointees on issues of fair housing.	City Council meetings will include a fair housing presentation biennially beginning ~~in~~in the calendar year 2025.	Consistent implementation of Gov't Code § 8899.50 for affirmatively furthering fair housing as part of the City's activities and programs relating to housing and community development.

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
Improve access and the supply of ownership and long term rental housing (high priority) Contributing Factors: Cost burdened households High cost of housing Low rate of housing production		Geographic Targets: Citywide	
Action Plan Program B: Local Long Term Rental Housing Program	The City will meet with the housing authority of Shasta County and other established housing authorities at least twice per year to discuss Housing Choice Voucher needs, Project-Based Voucher opportunities, affirmative marketing and outreach activities, and methods of increasing the number of vouchers allocated to the City, emphasizing households who are at or below the Federal poverty line. The City shall publish information and resources about Housing Choice Vouchers on the City website and at public counters to increase awareness for renter households and landlords.	Convene first meeting within 12 months of adoption of housing element, and meet with organizations at least bi-annually thereafter during the 2023-2031 planning period.	Facilitate new construction, or conversion, of two housing units affordable to very low and extremely low income households. Increase the number of Etna applicants for vouchers by at least 5 percent by 2031.
	Develop a program administered by the City or by partnering with a qualified organization to connect lower-income households and individuals, including extremely-income residents, with affordable rental and homeownership opportunities in the City. Features of the program would include: • Landlord recruitment and mentoring, including fair housing training. • Develop and maintain a list of affordable housing units that are available for rent or purchase in the City. • A system for verifying the eligibility of applicants. • A system for matching eligible applicants with available units. • Employ affirmative marketing best practices.	Launch program by 2025	Assist with the placement of four lower income individuals or households in housing that is affordable by 2031.
Action Plan Program C:	Develop and launch a funding program and/or partner with qualified non-profit organizations to provide bridge loans and other financial assistance to qualified households to increase access and afford private-market homes for:	Beginning in calendar year 2024, the City will apply annually for appropriate state and	Facilitate the purchase of a home for two households by 2031.

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
Increase Access to Housing and the Supply of Housing	• New construction or conversion for J/ADUs ○ Adoption and promotion of Siskiyou county's pre-approved ADU plans. ○ Offer participating property owners/developers expedited permit processing and reduced City permit fees. • First time homebuyer • Weatherization of existing housing units • Regularly compiling and distributing information about manufactured homes as a housing type option. The City will actively seek appropriate state and federal funding programs to capitalize the program or utilize or reprogram program income as eligible. Program development and implementation will incorporate affirmative marketing best practices, such as depiction of members of protected classes under fair housing laws.	federal funding programs to capitalize the program. Beginning with the housing element APR that is due April 1, 2025, the City will provide summaries progress of program to the City Council.	Facilitate the construction or conversion of 2 J/ADUs by 2031. Facilitate the weatherization of 4 homes by 2031
	Continue the City's proactive code enforcement program coupled with a rehabilitation program, with program implementation resulting in repairs and retention of housing while mitigating displacement of affected residents. The rehabilitation program will provide financial assistance to reduce costs for income qualified property owners. The program will prioritize neighborhoods having concentrated rehabilitation needs as determined by the Etna building inspector.	Begin in calendar year 2025, provide summaries to the City Council no less than annually as part of the HE APR.	Facilitate the conservation/rehabilitation of two housing units during the planning period of 2023 to 2031 with no-net displacement of residents.
	Partner with non-profit housing organizations to provide self-help housing development, including homeowner repair. Incentive implementation of self-help housing by identifying potential sites for self-help projects; applying for grant funding and supporting grant applications; providing expedited permit processing; and reducing or waiving City permit fees for self-help projects.	Beginning in the calendar year 2024 will conduct outreach to self-help housing organizations to develop a program. Activities include identifying appropriate funding sources (private and government), and	Facilitate the construction of homes for three households by 2031.

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
		applying for funding or supporting applications; identifying candidate sites, etc.	
Improve opportunity by supporting economic development and education attainment (high priority) Contributing Factors: Lack of economic development and high unemployment		Geographic Targets: Citywide	
Action Plan Program D: Local economic development for business and workforce development to improve economic opportunities. Increase investment in the community.	The City shall continue to collaborate and partner with local and regional economic development non-profit organizations and agencies to apply for economic development funding that improves the economic opportunities for residents through programs for workforce development; small business assistance and development; recruitment and/or retention of businesses that provide living-wage jobs. The City shall continue partnership and coalition building with other socio-economically similar rural cities and counties to work with state and federal legislators to recruit economic development opportunity and funding for residents and businesses in the City and region. Support high school and College of the Siskiyou building trades development programs, including apprenticeships and workforce development. In order to improve access to programs for investing in community amenities and infrastructure improvement programs, continue participation in regional planning efforts, such as the Active Transportation Plan.	The City will continue to meet and collaborate with local and regional economic development agencies and organizations at least twice per year to discuss existing economic development projects and prospective projects that are available for residents in order to provide referrals. The City will refer two residents to the Siskiyou Economic Development Council, USDA Rural Development, or Small Business Development Center for services annually. The City will continue to meet and collaborate with the local schools at	The City will provide letters of support for economic development grant applications that are consistent with this program. Complete two community amenity programs during the 2023-2031 planning cycle, which could include partnerships with local schools, transportation agencies (e.g., Caltrans and STAGE), etc. Examples include park improvements; safe routes to schools; pedestrian and bicyclist stripping, signage, etc.; installation of ADA curb ramps; water and/or sewer infrastructure improvements, etc.

HE Program/Other Action	Specific Action(s)	Timeline	2023-2031 Outcomes
		least twice a year to discuss curriculum opportunities for building trades skills development. The City will continue to meet and collaborate with regional organizations at least twice year, and will support and participate in regional planning efforts.	

City of Etna

Agenda Request

Date of Meeting: 3.25.24

Spokesperson(s): City Council

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

Subject/Request: Resolution 2024-002

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

Adopt Resolution 2024-002 - A Resolution of the City Council of the City of Etna Adopting the 2023-2031 Housing Element Update as Amended to Address HCD Comments.

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

Please describe:

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

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

RESOLUTION 2024-002

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA ADOPTING THE 2023-2031 HOUSING ELEMENT UPDATE AS AMENDED TO ADDRESS HCD COMMENTS

WHEREAS, the City of Etna General Plan Housing Element for the 5th cycle planning period was adopted in 2014; and

WHEREAS, state housing element law (Government Code Sec. 65580 et seq.) requires that the City update the Housing Element every eight years; and

WHEREAS, the City prepared an update of the Housing Element for the 6th cycle planning period (2023-2031) that sets forth housing policies and programs to facilitate the preservation and development of housing; and

WHEREAS, Chapter 1 of the 6th cycle Housing Element update describes the public participation effort undertaken to update the Housing Element; and

WHEREAS, in accordance with Government Code Sec. 65585(b), the City posted the draft Housing Element online on September 25, 2023, and requested public comment for a 30-day review period; and

WHEREAS, on October 23, 2023, the City Council conducted a duly noticed hearing to accept public comment and consider the draft Housing Element, and by unanimous vote adopted Resolution 2023-015, thereby finding the 6th Cycle Housing Element update exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sec. 15061(b)(3) and adopting the 2023-2031 Housing Element; and

WHEREAS, following completion of the 10-business day period required by Government Code Sec. 65585(b)(1), the City's consultant Planwest Partners, Inc. transmitted the adopted 6th Cycle Housing Element to the California Department of Housing and Community Development (HCD) for review on November 9, 2023; and

WHEREAS, on February 7, 2024, HCD issued a letter with the Department's findings regarding the adopted Housing Element, which noted that the City's 6th Cycle Housing Element addresses most of the requirements of state housing element law but that amendments are needed for HCD to consider the Housing Element for certification; and

WHEREAS, the City considered HCD's findings and recommended amendments, and has incorporated draft revisions into the Housing Element to respond to HCD's comments and ensure the Housing Element will substantially comply with state housing element law once readopted; and

WHEREAS, on March 15, 2024, the City's consultant Planwest Partners, Inc. published the revised draft Housing Element update online at https://siskiyou-housing.com.com/etna/ and invited public comment; and

WHEREAS, on March 18, 2024, the City published the revised draft Housing Element update on its website and invited public comment; and

WHEREAS, on March 25, 2024, the City Council conducted a duly noticed public hearing to accept public comment and consider the revised draft Housing Element update; and

WHEREAS, the City Council determined the revised draft Housing Element updated housing policies and programs consistent with state law; and

WHEREAS, the City Council further determined the revised draft Housing Element does not have the potential to cause a significant impact to the environment and is exempt from the CEQA pursuant to CEQA Guidelines Sec. 15061(b)(3), because it will not entitle, propose, or otherwise require the construction of new development or rehabilitation of existing development, nor will it result in: any direct or indirect physical changes to the environment; any changes to the General Plan Land Use Map; modifications to General Plan land use designations, densities, or intensities, nor any changes to intensities or densities beyond those permitted by the General Plan, Zoning Code, and/or state law; and

WHEREAS, the City Council has found that the revised draft Housing Element, and the programs and housing action plan contained therein, take meaningful actions to combat discrimination, overcome patterns of segregation, and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics consistent with the City's obligation to affirmatively further fair housing pursuant to Government Code Sec. 8899.50; and

WHEREAS, the City Council has found that the revised draft Housing Element is in the public interest because it provides the City with a mechanism to further social, economic, housing and other goals that have been adopted by the City Council and the State Legislature. The revised draft Housing Element will help the City achieve the following housing goals:

1. Provide adequate sites.
2. Ensure the availability of a variety of housing types and increase the affordability of housing.
3. Conserve, rehabilitate, and enhance the condition of the existing housing stock and residential neighborhoods.
4. Facilitate the provision of housing suited to persons with special needs.
5. Encourage and support the development of affordable housing.
6. Encourage sustainable housing development and energy conservation.
7. Promote equal and fair housing opportunities for all people.

WHEREAS, the City Council has found that the revised draft Housing Element is consistent with a comprehensive view of the Etna General Plan, and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Etna:

1. Hold a public hearing in the manner prescribed by law; and
2. Determine that the revised draft Housing Element is exempt from the CEQA pursuant to Sec. 15061(b)(3) of the CEQA Guidelines because it can be seen with certainty that it will not have a significant effect on the environment; and
3. As required by Government Code Sec. 65585(e), consider the findings made by HCD in the Department's letter to the City dated February 7, 2024, and find that the 6th Cycle Housing Element was amended to respond to HCD's findings, as set forth in Attachment C to the staff report dated March 19, 2024, and to substantially comply with the requirements of state housing element law as interpreted by HCD; and
4. Adopt the revised draft Housing Element; and
5. In accordance with Government Code Sec. 65585(b)(1), direct the City Clerk or their designee to publish the Housing Element on the City's website and email a link to all individuals and organizations that have previously requested notices regarding the Housing Element at least seven (7) days prior to the Housing Element being resubmitted to HCD; and
6. Authorize city staff and the City's consultant Planwest Partners, Inc. to transmit the adopted Housing Element to HCD for review upon completion of the seven-day period prescribed by Government Code Section 65585(b)(1).

BE IT FURTHER RESOLVED that minor changes to the revised draft Housing Element that do not substantially change the goals, policies, programs, or objectives, that are reasonably based on

credible information that is readily accessible to the public, to make the Housing Element internally consistent or to address any non-substantive changes or amendments suggested or requested by HCD, and that are published in accordance with Government Code Section 65585(b)(1) shall not be considered to be substantial changes requiring further review by the City Council. However, should HCD require substantial modifications to the revised draft or adopted Housing Element not previously considered by the City Council, city staff shall bring such modifications back to the City Council for its review, consideration, and recommendation pursuant to Government Code Section 65356.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2024-002 was duly adopted on a motion by Council Member and seconded by Council Member at a regular meeting of the City of Council held on the 25th day of March 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

_____

Cliff Munson, Mayor

WITNESS, my hand and seal this 20th day of March 2024

_____

Pamela Eastlick, City Clerk

City of Etna

Agenda Request

Date of Meeting: 3.25.24

Spokesperson(s): City Council

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

Subject/Request: Public Workshop

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

Public Workshop - General Plan Land Use and Noise Element Updates

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

Please describe:

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

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

CITY OF ETNA
442 Main Street / P.O. Box 460
Etna, CA 96027
Phone: (530) 467-5256
Fax: (530) 467-3217

NOTICE OF PUBLIC WORKSHOP
GENERAL PLAN LAND USE AND NOISE ELEMENT UPDATES

The City Council of the City of Etna will host a public workshop on **Monday, March 25, 2024, at 5:30 p.m.** at the City of Etna Council Chambers, 442 Main Street, Etna, California to discuss the preparation of updates to the Land Use and Noise elements of the General Plan.

What is a General Plan, and what are the Land Use and Noise elements?

State law requires that each city and county in California adopt and maintain a general plan. General plans help shape and improve the quality of life for residents and businesses and serve as a community's blueprint for development. General plans establish policies covering a wide range of topics of community importance in eight required "elements." These elements are land use, housing, conservation, open space, noise, safety, circulation, and environmental justice. However, general plans, are more than policy documents. They reflect the vision, values, and priorities of a community. They define what is unique and special about the community that should be preserved, and they identify strategic ways to improve the quality of life for the community. The purpose of the Land Use Element and the purpose of the Noise Element are summarized below, as follows:

- Land Use Element – Provide an adequate supply of residential, commercial, mixed use, industrial, public facilities, and open space land with defined densities and intensities of permitted development to meet the foreseeable needs of the community.
- Noise Element – Provide sufficient information regarding the community's noise environment so that noise can be considered in the land use planning process. Develop strategies for reducing excessive noise exposure and protect noise sensitive uses and areas of the community where noise levels are acceptable.

Why is the City of Etna updating its Land Use Element and Noise Element?

Generally, cities and counties update their general plans every 10 to 20 years. Aside from Etna's recently updated Housing Element, the General Plan was last updated in 2005. Because it has been nearly 20 years since the last update, the City initiated an update of the General Plan to ensure that it meets current state requirements, that it continues to represent the community's vision for itself, and that it provides the guidance necessary to accomplish this vision. Because the General Plan update is being prepared with grant funding, as funding permits, the work is being completed in stages. The Housing Element update was recently completed with a SB 2 planning grant and the Land Use and Noise Elements updates are being prepared with a Local Early Action Planning grant. The remaining elements of the General Plan are to be updated during the next stage(s).

Who should get involved in the General Plan Update?

The City's goal is to foster strong public participation throughout the General Plan update process and the City would like to hear from the entire community. To ensure the General Plan reflects the voices and spirit of Etna, the City will host a series of community engagement activities that include workshops, a resident survey, and public hearings. The best way to learn about activities and events is by getting involved. The first workshop will be held on March 25, 2024, at 5:30 p.m. in the City Council chambers located at 442 Main Street, Etna, California. Please tell your friends and neighbors. The City wants to hear from everyone!

PAMELA EASTLICK, INTERIM CITY ADMINISTRATOR

MEMO TO THE CITY OF ETNA CITY COUNCIL REGARDING THE GENERAL PLAN UPDATE WORKSHOP

To:	Mayor and City Council Members
From:	Richard Tinsman, City Planner
Date:	March 25, 2024
Subject:	General Plan Update Workshop – Land Use and Noise Elements
Attachments:	A. Land Use Element and Noise Element Goals, Policies, and Programs

PURPOSE OF THE WORKSHOP

The City of Etna is currently updating the Land Use Element and the Noise Element of the General Plan using a Local Early Action Planning (LEAP) grant. As part of the update, staff is soliciting initial feedback from the City Council and public on key issues of community importance, including the community's vision for itself, in order to better define and refine the City's long-term planning goals.

WHAT IS A GENERAL PLAN?

General plans are policy documents that address seven topics of community importance (Gov. Code Sec. 65302).[1] These are:

- **Land Use** – Through application of land use designations and defined densities and intensities of permitted development, the Land Use Element endeavors to provide an adequate supply of residential, commercial, mixed use, industrial, public facilities, and open space land to meet the foreseeable needs of the community.

- **Circulation** – The Circulation Element identifies the location and extent of existing and proposed roadways, transportation routes, and terminals, as well as other local public utilities and facilities, and plans for a balanced, multimodal transportation network that meets the needs of all users, including bicyclists, children, seniors, persons with disabilities, pedestrians, motorists, and users of public transportation.

- **Housing** – The Housing Element identifies the community's housing needs and constraints to housing development, and it establishes goals, policies, and programs to ensure adequate housing for all residents.

- **Open Space** – The Open Space Element identifies areas that provide value in a natural state and establishes a plan to preserve such areas. This includes setting lands aside, as needed, for the preservation of biological resources, outdoor recreation, groundwater recharge, public health and safety, military readiness, and cultural resource protection.

[1] Communities designated by the California Environmental Protection Agency (CalEPA) as a "disadvantaged community" in accordance with Health and Safety Code Sec. 39711 must also address environmental justice issues. Although most of Siskiyou County, including Etna, qualifies as a "disadvantaged community" due to the median household income, CalEPA has not designated the City of Etna a "disadvantaged community" for purposes of Health and Safety Code Sec. 39711.

- **Conservation** – The Conservation Element identifies natural resources within the City (e.g., wetlands, air quality, groundwater, soils, biological resources, etc.) as well as goals, policies, and programs for their protection, retention, enhancement, and development.

- **Noise** – The Noise Element identifies existing noise sources and strategies to protect noise sensitive uses and areas of the community where noise levels are acceptable.

- **Safety** – The Safety Element identifies and plans for risks and hazards potentially affecting the community, including flood, fire, seismic-related activity, and climate change impacts.

In establishing goals, policies, and programs to address the topics above, general plans serve as a community's constitution for future growth and development, as well as the legal basis for all zoning, subdivision, and other land use related ordinances and resolutions. General plans, however, are more than policy documents. They also help to define a community's vision for itself and provide the guidance necessary to accomplish that vision (e.g., what type of growth and development does the community desire; what is that the community wishes to protect, what type of services and support does the community want and need from its local government).

WHAT IS THE IDEAL VISION THAT THE COMMUNITY HAS FOR ETNA?

Although the current General Plan does not include a vision statement, the community's input on the last general plan update is reflected in the goals, policies, and programs of each General Plan element and in the assumptions used to develop the Plan. (See **Attachment A** for the goals, policies, and programs included in the current Land Use and Noise elements.)

In developing a vision for the City, it might include the following components:[2]

- Active, prosperous, and attractive downtown that serves as the cultural center of the community and surrounding area,
- Decent and affordable housing for all residents that includes a diversity of housing types throughout the community,
- Strong economic base with job opportunities for residents,
- Protection from wildfires, flooding, and other natural disasters,
- Parks and community gardens distributed throughout the community,
- Excellent and reliable infrastructure,
- Quiet peaceful neighborhoods,
- Rapid and effective emergency response system,
- Activities for youths and seniors (e.g., skate park, senior center, etc.),
- Preservation and enhancement of the City's historic character,
- Curb, gutter, and sidewalk where needed throughout town,
- Well-maintained streetscapes and open spaces,
- Popular and successful special events that bring visitors to Etna,
- Bike lanes and pedestrian pathways that provide for safe active transportation,
- Businesses that cater to… who?
- Assistance for those most in need,
- Regular bus service to Yreka and other destinations,
- Close-knit supportive community actively engaged in current events, and
- Popular farmers market

[2] The above information is provided for discussion purposes only. It is anticipated the vision for the City of Etna will come from the public and City Council (i.e., not planning staff).

WHAT ARE THE OPPORTUNITIES AND CONSTRAINTS TO DEVELOPMENT IN ETNA?

In consideration of the community's vision for the City of Etna, what are the opportunities and constraints to making this happen, and what are the most significant issues that the City will need to overcome to accomplish this?

Potential Opportunities (for discussion purposes)

- Attractive small-town environment and surroundings,
- Ample vacant land for new residential, commercial, and industrial development,
- Ample sewer and water capacity to support new development,
- Relatively affordable housing compared to elsewhere in the State,
- Historic character and charm,
- Opportunities for infill development and redevelopment,
- Located along State Route 3, and
- Comfortable climate.

Potential Constraints (for discussion purposes)

- Limited local employment base and a tepid regional economy,
- Water supply potentially vulnerable to future droughts and upstream impacts,
- Shortage of vacant land available for sale,
- Flood hazards, fire hazards, and impacts to potential wetlands,
- Continuing population decline and an aging population,
- Limited staff capacity and budget to implement new programs, and
- Apprehension about new development and growth affecting home prices and quality of life in the Valley.

Potential Development Areas (for discussion purposes)

- Approximately 15.8 undeveloped acres adjacent to LDS church are designated and zoned for high density residential development (partially constrained by wetlands and with limited and costly access to SR 3),
- Approximately 5.7 undeveloped acres adjacent to LDS church are designated and zoned for commercial development,
- Approximately 6.3 undeveloped acres north of SR 3 are designated and zoned for commercial development (requires some minor clean-up to eliminate "split zoning"),
- Approximately 5.0 undeveloped acres north of SR 3 are designated and zoned for industrial development (again, with some minor clean-up to eliminate "split zoning"), and
- There are several larger undeveloped or underdeveloped properties throughout the community capable of supporting new residential development, thereby providing significant opportunity for infill without the need for costly extension of services.

Can development occur in these areas within the next 10-20 years? Undoubtedly, if there is property owner interest, if actively promoted, and in some cases if facilitated by the City. What should the City's position be on facilitating development of these areas? Are there other areas where future development should be directed or considered?

ARE THERE ARE NOISE ISSUES AFFECTING THE COMMUNITY?

Being a small, rural community predominantly surrounded by agriculture to the north and east and forested slopes to the south and west, Etna is not a setting typically affected by the types and levels of noise commonly found in more urban environments. SR 3 does, however, traverse the northern portion of the City, which affects a limited area adjacent to the roadway with transportation noise. Are there any

other locations in the City that generate excessive and/or undesirable noise that should be evaluated in the Noise Element?

ADDITIONAL OPPORTUNITIES TO PARTICIPATE IN THE GENERAL PLAN UPDATE

A community survey is currently available online in English and Spanish at www.etnaca.com/news-and-notices/latest-etna-news/ and printed copies are available at Etna City Hall, 442 Main Street, Etna, CA during regular business hours Monday through Friday. The survey is available until May 15, 2024, and will used to further inform the update. Once the draft Land Use and Noise elements are complete, they will be presented to the public and City Council at public workshops and hearings scheduled for later this spring and summer.

ATTACHMENT A

LAND USE ELEMENT AND NOISE ELEMENT GOALS, POLICIES, AND PROGRAMS

Land Use Element

GOAL LU-1 - Provide for a mix and quantity of land uses to serve the future needs of the community.

Objective: It is the objective of this goal to ensure that a sufficient variety of land uses are available to meet the housing, employment, service and social needs of the existing and future population.

Program 1-A: As vacant land in the City becomes limited, encourage the development and annexation of suitable land adjacent to the City in the Sphere of Influence, which can be readily served with water and sewer services.

Program 1-B: Provide for the development of commercial and industrial areas where suitable land exists with good access, and where such uses will have a minimum of conflict with adjacent land uses.

Program 1-C: Maintain flexibility in the Zoning Ordinance by allowing opportunities through the Conditional Use Permit process, for approval of similar uses that are otherwise not permitted.

Program 1-D: Lands within the Sphere of Influence should be zoned upon annexation consistent with those designations noted on the General Plan Land Use Plan.

GOAL LU-2 Protect and enhance the historic qualities of the community.

Objective: There are numerous residential and commercial structures within the City that add to its desirability as a place of residence as well as aiding increased tourism. It is the objective of this goal to protect and enhance this historic resource.

Program 2-A: Guidelines should be established which will retain historic structures, and guide development of new structures in the area, helping their design to compliment a historic theme. A historic overlay district may be formed to aid in the implementation of the guidelines.

Program 2-B: Historic residential and commercial structures located outside of any designated historic district should also be protected when reviewing projects adjacent to or on the same site as the historic structure, making certain the design is compatible with the historic structure.

Program 2-C: All new development or exterior remodeling in the commercial area of the historic district shall conform to adopted historic standards and guidelines.

GOAL LU-3 - Existing neighborhoods should be protected, and the sense of community enhanced.

Objective: New development should be compatible with adjacent land uses as a means to protect the neighborhood from added noise, traffic, light, and other characteristics, which may negatively affect the neighborhood.

Program 3-A: Standards shall be provided in the Zoning Ordinance to provide necessary separation, buffering, landscaping or other provisions as needed to ensure compatibility between land uses.

Program 3-B: Land use designations and zoning districts shall be applied in a manner that is consistent with the prominent existing development, taking care not to encroach upon an established neighborhood with potentially incompatible uses.

Program 3-C: During project reviews, significant trees, drainages or other natural features should be protected to the extent possible. The City may require buffers between: 1) dissimilar land uses, 2) between urban use and open space, sensitive environmental areas, sensitive biological resources, streams and wetlands, or agriculture land. Buffers may include solid barriers, additional setbacks, redesign, or other means to protect the resource.

Program 3-D: Establish as a high priority the conservation of existing residential and commercial structures through preservation and rehabilitation and support grant applications when they are used to aid this effort and when city resources permit.

GOAL LU-4 - Promote the conservation and enhancement of Etna's rural small-town atmosphere.

Objective: Etna's small-town atmosphere is one of its greatest assets. Its large lots, open spaces, mountain views and available services, all enhance the small-town character which should be preserved.

Program 4-A: Lands located in the flood plain should be protected with large lot zoning as a means to preserve the open space, agricultural activity, views, and to protect residents in the area from increased flood damage.

Program 4-B: The 10,000 square foot minimum lot size should be maintained throughout most of the community, except where necessary to provide a reduction in development cost to aid development of affordable cost housing. The Zoning Ordinance should be amended to accommodate lots in the 5000 - 7000 square foot range.

Program 4-C: Commercial and industrial developments should be kept in scale with the small-town atmosphere, considering the size of the structure, its height, and scale and quantity of its signing.

Program 4-D: Commercial development should be encouraged within and adjacent to the established downtown area as a means of enhancing and strengthening the community center.

Program 4-E: The City will designate key intersections as Gateways to the City, and may allow community signage, public art, informational and promotional material, and other amenities to help the traveling public. The following intersections are considered Gateways:

- State Highway 3 with its intersection with Collier Way
- State Highway 3 with its intersection with Main Street

Program 4-F: Lands in the vicinity of the Main Street Gateway which are currently in residential use or vacant, if developed more intensely in an office or light commercial use should be subject to a design review process and should architecturally reflect the historic character of Etna; contain activities thot are not dependent on high volumes of traffic; and shall be developed in a manner that protects the integrity of the adjacent residential neighborhood.

Program 4-G: Commercial lands located along Highway 3, and Collier Street and Main Street near Highway 3, should be subject to a design review process with the goal of establishing a visual quality that will maintain a desirable community image.

GOAL LU-5 - Support the expansion and retention of existing business, and to encourage expansion of business development in the City and the City's role as a regional service area for Scott Valley and nearby mountain communities of Sawyer's Bar, Callahan, and Cecilville.

Objective: The objective of this goal is to strengthen the community economic base and provide more job opportunities for local residents.

Program 5-A: The City shall encourage businesses that appropriately support the downtown.

Program 5-B: As resources permit, the City shall seek grant and loan programs that will aid business development and retention through the improvement of City services and facilities (streets, water and sewer services, City beautification, recreation facilities, etc.).

Program 5-C: Encourage improvement within the Downtown area, making it more attractive for business and visitors. Improvements could include landscaping, decorative signing, benches and decorative street lighting.

Noise Element

GOAL NS-19: - To protect the health and safety of the residents of the city by providing an environment free from excessive noise.

Objective: The basic objective of this goal is to separate residential and other noise sensitive uses from activities generating excessive noise.

Program 19-A: Zone districts that permit noise sources that could affect adjacent residential use should contain standards that will reduce the effect of noise at the property line to acceptable standards.

Program 19-B: The impact of traffic noise on residential areas should be considered in land use planning decisions and noise reduced to the standards shown on the following Table 9. It is the responsibility of the applicant/developer to show through an acoustical analysis that the proposed project will meet these standards.

Program 19-D: New noise sensitive uses and new noise generating uses have the responsibility of meeting the standards in Table 34 below. For example, if a developer proposes an apartment next to existing industry, the apartment developer is responsible to provide mitigation to meet Table 34 standards. Conversely, if a new industry is proposed near an existing apartment, the industrial developer would be responsible for providing noise mitigation to achieve compliance with Table 34.

Program 19-E: Noise reduction techniques may include but not be limited to sound insulation, dual pane windows, building orientation, setbacks, fencing and earth mounds.

Program 19-F: The City shall require a professionally prepared noise analysis when noise appears to be a development issue. It shall be the responsibility of the project applicant to show compliance with the standards of this Element.

City of Etna

Agenda Request

Date of Meeting: 3.25.24

Spokesperson(s): City Council

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

Subject/Request: The Siskiyou Child Abuse Prevention Council Collaborative Proclamation

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

Approve proclaiming April as Child Abuse Prevention and Sexual Assault Awareness Month as well as April 6th - 12th, 2024 as Week of the Young Child.

Read the proclamation.

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.

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P: 530-467-5256 • F: 530-467-3217

CHILD ABUSE PREVENTION COUNCIL OF SISKIYOU COUNTY

SDVCC

TALK, READ, SING, PLAY, EVERYDAY! FIRST 5 Siskiyou CHILDREN & FAMILIES COMMISSION

April 2024: The Siskiyou Child Abuse Prevention Council
Collaborative Proclamation

Whereas, to become healthy adults, all children deserve to live in safe, stable and nurturing homes and communities;

Whereas, children are vital to Siskiyou County's prosperity and future success;

Whereas, the people of Siskiyou County believe in the celebration of life, inclusion, and hope through our children, and deplore and condemn acts of violence committed upon the children of our communities;

Whereas, the lives of children--who have been hurt or lost to child abuse--are honored by studying their stories in order to prevent future abuse and protect the innocence, health and lives of all our county's children;

Whereas, child abuse, rape, sexual assault and sexual harassment impact our society;

Whereas, child abuse, neglect and sexual assault prevention is a community responsibility affecting both the current and future generations;

Whereas, research has shown the enormous impact that positive parenting practices have on a child's social, emotional, and intellectual development and future success:

Whereas, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

Whereas, effective child abuse and sexual assault prevention succeed because of partnerships among citizens and all sectors of the county;

Whereas, April is the month to focus public attention on the needs of all children, and prevention of sexual assault;

Whereas, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

Therefore, we hereby proclaim April as Child Abuse Prevention and Sexual Assault Awareness Month–as well as April 6th–12th, 2024 as Week of the Young Child. We call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live.

_____
Cliff Munson, Mayor
City of Etna, CA

_____
Date

City of Etna

Agenda Request

Date of Meeting: March 25, 2024

Spokesperson(s): Lance Banks/Arial Roumasset

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

Subject/Request: Approve Trails End Music Festival, to be held June 28-29, 2024.

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

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.

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City of Etna

Agenda Request

Date of Meeting: March 25, 2024

Spokesperson(s): City Council

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

Subject/Request: Consultant Services Agreement

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

Appointment of Jeff Mitchem as City Administrator, pursuant to attached Consultant Services Agreement. The agreement is for an at-will consultant agreement, with no termination date and no severance provision.

Compensation: $95.00 per hour, capped at 832 hours annually, and $6,586.67 monthly.

Benefits: None. Mitchem shall obtain no rights to retirement and health benefits or other benefits which may accrue to other employees (e.g., insurance, sick leave or vacation hours). The right to claim any such benefits is expressly waived. There is no administrative leave, vehicle stipend, or professional development stipend.

Will there be a financial impact to the City? ☐ Yes ☐ No If Yes, $ 79,040.00

Please describe:

Hourly rate of $95 per hour for a maximum number of hours of 832 per year. Additional minor administrative costs associated with managing this contract may also be incurred. The position requires seeking grant funding for general administrative purposes which may offset this position. Sufficient funds are budgeted for this position.

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.

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P: 530-467-5256 • F: 530-467-3217

CONSULTANT SERVICES AGREEMENT

Consulting Services for City Administration/Management Services

Authorizing Agreement No. 240325

THIS AGREEMENT is entered into as of the 26th day of March, 2024, by and between the City of Etna, herein called the "City", and Jeff Mitchem, herein called the "Consultant".

Recitals

WHEREAS, City desires to obtain support and assistance in city administration/management; and

WHEREAS, Consultant hereby warrants to the City that Consultant is skilled and able to provide such services described in Exhibit A of this Agreement; and

WHEREAS, City desires to retain Consultant pursuant to this Agreement to provide the services described in Exhibit A of this Agreement.

Agreement

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. Scope of Services. Subject to such direction and approvals as the City through its staff may determine from time to time, Consultant shall perform the services set out in the "Scope of Services" attached hereto as Exhibit A and incorporated herein by reference.

____It is acknowledged that Consultant is and may continue to be retained or employed by other government agencies during the term of this Agreement. However, Consultant shall not be engaged in any business activities which interferes with or poses a conflict with Consultant's duties under this Agreement during the term of this Agreement. Consultant may not be employed by any other entity doing business with or within the City of Etna or with interests counter to the City of Etna.

Consultant shall be required to file a Form 700 upon assuming this position, annually, and leaving office.

2. Time of Performance. This Agreement shall cover services until termination pursuant to Section 17. This agreement shall continue until terminated by the City Council or Consultant pursuant to Section 16.

3. Compensation and Method of Payment.

   A. Compensation. The compensation to be paid to Consultant, including both payment for professional services and reimbursable expenses, shall be at a rate of $95/hr. In no event shall the amount for charges exceed 832 hours per year and $6,586.67 monthly, unless agreed to and modified in writing.

   B. Timing of Payment. Billing for said services shall be presented by Consultant no later than the 10th of the month for the preceding month in a fully itemized written statement (invoice). City shall review Consultant's statement and pay Consultant for services rendered within 45 days of receipt of the Consultant's statement.

C. Litigation Support. Consultant agrees to testify at City's request if litigation is brought against City in connection with Consultant's work. Unless the action is brought by Consultant or is based upon Consultant's negligence, City will compensate Consultant for the preparation and the testimony at Consultant's hourly rates specified in Exhibit "B".

4. Ownership of Documents. All plans, studies, documents and other writings prepared by and for Consultant in the course of implementing this Agreement shall become the sole property of the City, and the City shall have the sole right to use such materials in its sole discretion without further compensation to Consultant or to any other party.

5. Employment of Other Consultants, Specialists or Experts. Consultant will not employ or otherwise incur an obligation to pay other consultants, specialists or experts for services to perform the Scope of Work, except as otherwise specified in the Scope of Work, without the prior written approval of the City.

6. Liability of Members and Employees of City or Consultant. No member of the City and no other officer, employee or agent of the City shall be personally liable to Consultant or otherwise in the event of any default or breach of the City, or for any amount which may become due to Consultant or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement. Consultant shall be personally liable to City or otherwise in the event of any default or breach of the Consultant, or for any amount which may become due to City or any successor in interest, or for any obligations directly or indirectly incurred under the terms of this Agreement.

7. Indemnification of City. Consultant shall indemnify City, its officials, officers, employees, and representatives for losses to the extent caused by Consultant's negligence or willful misconduct in its performance of the scope of work of this Agreement, to the extent such losses are covered by Consultant's insurance. Consultant has no duty to defend City in connection with this indemnification. However, to the extent that City's losses are finally determined by a court to be caused by Consultant's negligence or willful misconduct, Consultant shall reimburse City for such losses, including reasonable defense costs, proportionate to Consultant's comparative fault as determined by the court. Consultant's liability for such losses shall be cumulatively limited to the amount of Consultant's available insurance coverage.

8. Consultant Not an Agent of City. City retains all rights of approval and discretion with respect to the projects and undertakings contemplated by this Agreement. Consultant shall not have any power to bind or commit the City to any decision, except to the extent such power has been delegated by the City Council in writing or is authorized pursuant to the Etna Municipal Code or adopted resolution.

9.. Independent Contractor. It is understood that Consultant, in the performance of the work and services agreed to be performed by Consultant, shall act as and be an independent contractor and not an agent or employee of City, except as otherwise assigned as such or required to perform the Scope of Work; and as an independent contractor, Consultant shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Consultant hereby expressly waives any claim it may have to any such rights.

10. Compliance with Laws.

    A. General. Consultant shall use the standard of care in its profession to comply with all applicable federal, state and local laws, codes, ordinances and regulations. Consultant represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature, which are legally required for Consultant to practice its profession. Consultant represents and warrants to City that Consultant shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, insurance and approvals which are legally required for Consultant to practice its profession.

    B. Workers' Compensation. Consultant certifies that it is aware of the provisions of the California Labor Code, which require every employee to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code, and Consultant certifies that it will comply with such provisions to the extent required by law before commencing performance of this Agreement.

    C. Injury and Illness Prevention Program. Consultant certifies that it is aware of and has complied with the provisions of California Labor Code Section 6401.7.

    D. City Not Responsible. The City is not responsible or liable for Consultant's failure to comply with any and all of said requirements.

11. Confidential Information. All data, documents, discussions or other information developed or received by or for Consultant in performance of this Agreement are confidential and not to be disclosed to any person except as required to perform the Scope of Work, or as required by law.

12. Insurance.

    A. Minimum Scope of Insurance.

        (1) Consultant agrees to have and maintain, for the duration of the contract, a Professional Liability insurance policy in an amount not less than One Million Dollars ($1,000,000.00) combined single limit per occurrence and in the aggregate for bodily injury, personal injury and property damage.

        (2) Consultant agrees to have and maintain for the duration of the contract an Automobile Liability insurance policy in an amount not less than Five Hundred Thousand Dollars ($500,000.00) combined single limit per accident for bodily injury and property damage.

        (3) Consultant shall maintain professional errors and omissions liability insurance for protection against losses caused by negligent acts, errors or omissions of the Consultant or its employees, subcontractors, or sub-consultants. The amount of this insurance shall not be less than One Million Dollars ($1,000,000.00) on a claims-made annual aggregate basis.

    B. General Liability.

        Consultant's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

C. Acceptability of Insurers. Insurance is to be placed with insurers approved by the California Department of Insurance with a Best's rating of no less than A:VII.

D. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the City. At the City's option, Consultant shall demonstrate financial capability for payment of such deductibles or self-insured retentions.

13. Assignment Prohibited. Neither the City nor Consultant may assign any right or obligation pursuant to this Agreement. Any attempted or purported assignment of any right or obligation hereunder shall be void and of no effect.

14. Termination of Agreement.

A. This Agreement and all obligations hereunder may be terminated at any time, with or without cause, by the City or Consultant upon written notice with or without cause, upon 30 days' written notice.

B. If either party fails to perform any of its material obligations under this Agreement, in addition to all other remedies provided by law, the other party may terminate this Agreement immediately upon written notice.

C. Upon termination with or without cause, all finished and unfinished documents, project data and reports shall, at the option of the City, become its sole property and shall, at Consultant's expense, be delivered to the City or to any party it may so designate.

D. In the event of termination, Consultant shall be entitled to any compensation owing to it hereunder up to the time of such termination, it being understood that any payments are full compensation for services rendered prior to the time of payment; provided, however, that Consultant shall be entitled to compensation for work in progress at the time of termination.

15. Amendment. This Agreement constitutes the complete and exclusive statement of the Agreement to City and Consultant. It may be amended or extended from time to time by written agreement of the parties hereto.

16. Time of the Essence. Time is of the essence of this Agreement, however, the Consultant shall not be held responsible for delays caused by acts outside of Consultant's control.

17. Written Notification. Any notice, demand, request, consent, approval or communications that either party desires or is required to give to the other party shall be in writing and either served personally or sent by prepaid, first class mail. Any such notice, demand, etc. shall be addressed to the other party at the address set forth herein below. Either party may change its address by notifying the other party of the change of address. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of Etna
442 Main Street
Etna, CA 96027

If to Consultant: Jeff Mitchem

642 Jaygene Ct.
Etna, CA 96027

18. Consultant's Books and Records.

    A. Consultant shall maintain any and all ledgers, books of account, invoices, vouchers, canceled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to City for a minimum period of three (3) years, or for any longer period required by law, from the date of final payment to Consultant to this Agreement.

    B. Consultant shall maintain all documents and records, which demonstrate performance under this Agreement for a minimum period of three (3) years, or for any longer period required by law, from the date of termination or completion of this Agreement.

    C. Any records or documents required to be maintained pursuant to this Agreement shall be made available for inspection or audit, at any time during regular business hours, upon written request by the City Attorney, City Auditor, or a designated representative of any of these officers. Copies of such documents shall be provided to City for inspection at City Hall when it is practical to do so. Otherwise, unless an alternative is mutually agreed upon, the records shall be available at Consultant's address indicated for receipt of notices in this Agreement.

    D. Where City has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of Consultant's business, City may, by written request by any of the above-named officers, require that custody of the records be given to City and that the records and documents be maintained in City Hall. Access to such records and documents shall be granted to any party authorized by Consultant, Consultant's representatives, or Consultant's successor-in-interest.

19. Equal Employment Opportunity. Consultant is an equal opportunity employer and agrees to comply with all applicable state and federal regulations governing equal employment opportunity. Consultant will not discriminate against any employee or applicant for employment because of race, age, sex, creed, color, sexual orientation, marital status or national origin. Consultant will take affirmative action to ensure that applicants are treated during such employment without regard to race, age, sex, creed, color, sexual orientation, marital status or national origin. Such action shall include, but shall not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; lay-offs or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Consultant further agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

20. Waiver. No failure on the part of either party to exercise any right or remedy hereunder shall operate as a waiver of any other right or remedy that party may have hereunder.

21. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

22. News Releases/Interviews: All Consultant news releases, media interviews, testimony at hearings and public comment related to the scope of work of this Agreement shall be prohibited unless expressly authorized by the City.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

CITY OF ETNA

By: _____

ATTEST

_____

Jeff Mitchem

By: _____

EXHIBIT A
SCOPE OF SERVICES
City Administration/Management Services

Consultant shall serve as the City Administrator with the following primary duties:

1. Personnel Management. Oversee the management of the following:
    a. City Employees
    b. Contract Employees

Such oversight duties shall not include the ability to terminate contract or city employees unless directed to by the City Council. Such duties shall include the responsibility to act on a day-to-day basis as the personnel officer for the city and implement all personnel rules and policies.

2. Grant Management. Undertake the direct management of the following, including proactive search for funding opportunities, related to:
    a. CDBG
    b. Other
3. Municipal Code Review/Amendments. Undertake the following:
    a. Comprehensive Review of the Municipal Code
    b. Report to City Council Regarding Code Section Priority
    c. Manage direction of City Council regarding amendment to the Municipal Code
4. Strategic Planning. Undertake the following:
    a. Address concerns of City Council regarding strategic planning, including facilitating discussions with the City Council and implementing direction from City Council concerning strategic planning
    b. First public meeting regarding strategic planning shall be conducted no later than ninety (90) days after the effective date of this agreement or unless otherwise directly by the City Council.
5. Duties proscribed to the City Administrator pursuant to the Etna Municipal Code or resolutions adopted by the City Council
6. Be responsible for preparation and present to the City Council all staff reports, ordinances, and resolutions required for the management of the City. Oversee City staff in preparation of such reports.
7. Other Duties as assigned through action by the City Council

City of Etna

Agenda Request

Date of Meeting: 3-25-2024

Spokesperson(s): Joshua E. Short

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

Subject/Request: CSO/Police Officer recruitment and Hire

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

With the recruitment crisis at hand regarding Police Officers especially in rural areas, the Police Department wishes to extend a transitional hiring process as successfully provided historically within the city.

Currently we have interested candidates who possess extensive experience, training and certifications within Code enforcement/CSO. Upon councils approval, we would like to offer a position to a qualified candidate that would provide critical services to our town while transitioning into a Police Officer upon the completion of the police academy. This has been done in the past with great success and retainment. This position can concurrently provide services to town while obtaining the necessary certifications to become a police officer. This will alleviate ongoing workload to current staff while also being reimbursed/paid for by POST with the intention of filling one of the vacant Police Officer positions.

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

Please describe:

Cost will be within the current confines of the city budget allocated to open city positions.

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

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