



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: May 13, 2024

TIME OF THE MEETING: 6:30 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 April 22, 2024
 - b. Invoice Approvals
 - c. Resolution 2024-004 – A Resolution of the City Council of the City of Etna Calling and Giving Notice of a General Municipal Election to be Held on November 8, 2024, and Requesting Consolidation of this Election With the Statewide Election
4. CURRENT BUSINESS
 - a. Acknowledgement of the 2024 PCT Patch Design Winner
 - b. Discuss/Approve Event Application Rockside Ranch 5K
 - c. Discuss/Approve Agreement for Services Between the City of Etna and Great Northern
 - d. Discuss/Approve Hiring AGT CPAs & Advisors for Pre-Audit Services
 - e. Discuss/Approve Purchase of Pool Pump
 - f. Discuss/Approve April Water Billing Water Usage Adjustments
5. CITY COUNCIL STATEMENTS AND REQUESTS
6. CLOSED SESSION:
 - a. Pursuant to Government Code §54957(b) Personnel Matters – Public Employment
 1. Police Department: Police Officer 3/4 Time Position
 2. Public Works Department: Public Works Employee 3/4 Time Position
7. ADJOURNMENT

Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 832 3357 6876

<https://us06web.zoom.us/j/83233576876>

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.

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

P: 530-467-5256 • F: 530-467-3217



MINUTES
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday April 22, 2024

Members of the Etna City Council met on this 22nd day of April in person and via TELECONFERENCE (Zoom.) Mayor Cliff Munson called the meeting to order and led in the salute to the flag of the United States of America.

1. Call to Order:

a. Roll Call

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

2. Public Comments on Non-Agenda Items:

None.

3. Consent Calendar:

a. Minutes of the Regular Meeting April 8, 2024

b. Invoice Approvals

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

Ayes: Stacher, Gilmore, Munson Deppen

4. Department Reports:

Police Chief Josh Short provided a written report including stats in the Council's packet. Chief Short mentioned some new requirements regarding crosswalks.

Public Works Director Dan Burbank gave a brief report. Burbank has updated job descriptions for his department. They have been very busy getting the pool ready for this season and keeping up with the mowing at the park and little league field.

Fire Chief Alan Kramer gave a brief report. The department is hoping to do some training with CalFire soon.

City Clerk Pam Eastlick will begin working on the budget. Councilmember Stacher asked about the Museum. Eastlick said she will have numbers by June 1st.

City Administrator Jeff Mitchem shared information on AB 1234. Mitchem has been working with Clerk Eastlick on transferring some of the grant management tasks to him, he is also planning on setting up time with staff for one-on-one meetings. Mitchem has also been working on strategic planning for the City.

Councilmember Gilmore reported on the Clean up Event that took place. The community was very appreciative.

5. Current Business:

a. Discuss/Approve May Rodeo Parade to be held on Sunday May 5, 2024.

Kory Hayden from the Scott Valley Pleasure Park Rodeo Board gave information about this event and requested the Council's approval. Councilmember Deppen moved to approve, Councilmember Gilmore seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

b. Discuss/Approve 2024-2026 Lease Between the City of Etna and Etna Police Activities League (PAL)

Discussion with staff and Council regarding heating upstairs. Councilmember Stacher mentioned structural concerns that need to be addressed. Eastlick and Chief Short will meet to go over the lease agreement. Item tabled.

c. Discuss/Presentation from Ambulance Director Teresa Arrwood Regarding Recently Attended Training.

Director Arrwood gave a presentation to the Council. Arrwood recently attended a 40-hour weeklong class involving mass violence. Arrwood shared a short power point.

d. Discuss/Approve Quarterly Budget Update.

Clerk Eastlick presented the quarterly budget to the Council and staff. The General Fund is looking good. More discussion. Eastlick has some adjustments that need to be made with splitting certain expenses. The Council and staff went through each department's budget. Eastlick is continuing to work on reconciling the CDBG fund. Councilmember Deppen made a motion to approve the quarterly budget update. Councilmember Stacher seconded and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen

e. Discuss/Approve Two Public Works Job Descriptions and Approve Advertising for a 32-40 Hour Work Week Position.

Public Works Director Burbank and Clerk Eastlick met recently and updated two job descriptions. Burbank requested approval to advertise for the 32–40-hour work week position and get it filled before moving the current public works employee down to 20 hours/week. Councilmember Deppen made a motion to approve the public works job description and job announcement. Councilmember Stacher seconded, and the motion passed.

Ayes: Gilmore, Munson, Stacher, Deppen

6. City Council Statements and Requests:

None.

7. CLOSED SESSION:

a. Pursuant to Government Code §54957(b) Personnel Matters – Public Employment

1. Public Works Position – 20hr/week

2. Fire Department – Volunteer Fire Fighter

The Closed Session Items were cancelled.

8. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 7:39 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 05/08/2024

Time: 10:37 am

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

BOUND TREE MEDICAL, LLC

Medical Supplies

26970

05/02/2024

23537 NETWORK PLACE

BOUND

05/07/2024

CHICAGO

GF

0

05/02/2024

0.00

IL 60673-1235

58335313

00/00/0000

0.00

GL Number

Description

Distribution Line Description

Invoice Amount

Amount Relieved

50-45-872.00

MEDICAL SUPPLIES

217.99

0.00

Check No.

0

Total:

217.99

Total for

BOUND TREE MEDICAL, LLC

217.99

CAMPORA

625 Howell

26926

04/10/2024

05/03/2024

PO BOX 992424

CAMPO

04/10/2024

0.00

REDDING

GF

0

00/00/0000

0.00

CA 96099-2424

6496342

294.99

GL Number

Description

Distribution Line Description

Invoice Amount

Amount Relieved

10-55-840.20

HEATING

98.33

0.00

40-30-840.20

HEATING

98.33

0.00

45-33-840.20

HEATING

98.33

0.00

CAMPORA

155 Diggles

26931

04/23/2024

05/03/2024

PO BOX 992424

CAMPO

04/23/2024

0.00

REDDING

GF

0

00/00/0000

0.00

CA 96099-2424

6547519

545.19

GL Number

Description

Distribution Line Description

Invoice Amount

Amount Relieved

10-40-840.20

HEATING

272.60

0.00

53-40-840.20

HEATING

272.59

0.00

Check No.

0

Total:

840.18

Total for

CAMPORA

840.18

CODE PUBLISHING COMPANY

Annual Web Hosting Fee

26922

08/28/2023

05/03/2024

CODE

08/28/2023

0.00

GF

0

00/00/0000

0.00

GC00122444

605.00

GL Number

Description

Distribution Line Description

Invoice Amount

Amount Relieved

10-25-750.00

DUES AND SUBSCRIPTIONS

605.00

0.00

Check No.

0

Total:

605.00

Total for

CODE PUBLISHING COMPANY

605.00

DEPARTMENT OF MOTOR VEHICLES

DMV Fees New Vehicle

26952

05/07/2024

05/07/2024

YREKA

DMV

05/07/2024

0.00

CA 96097

GF

0

00/00/0000

0.00

3,915.00

GL Number

Description

Distribution Line Description

Invoice Amount

Amount Relieved

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 05/08/2024

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
10-41-900.00	CAPITAL OUTLAY		1,957.50	0.00
10-42-900.00	CAPITAL OUTLAY		1,957.50	0.00

Check No.	0	Total:	3,915.00
Total for	DEPARTMENT OF MOTOR VEHICL		3,915.00

E & S ENGINEERS	Pool Solar	26932	04/29/2024	
			05/03/2024	
329 WEST MINER STREET	BRAY		04/29/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4493			688.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-881.10	PROP 68-POOL GRANT		688.00	0.00

E & S ENGINEERS	Drought Grant	26933	04/29/2024	
			05/03/2024	
329 WEST MINER STREET	BRAY		04/29/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4492			4,214.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		4,214.00	0.00

E & S ENGINEERS	Monthly Retainer	26934	04/29/2024	
			05/03/2024	
329 WEST MINER STREET	BRAY		04/29/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4481			500.00

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

E & S ENGINEERS	STIP Main St.	26935	04/30/2024	
			05/03/2024	
329 WEST MINER STREET	BRAY		04/30/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	4500			7,745.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
24-60-881.35	STREET REHAB.	Main St.	7,745.00	0.00

Check No.	0	Total:	13,147.00
Total for	E & S ENGINEERS		13,147.00

ETNA HARDWARE, INC.	Maint. & Supplies	26974	04/30/2024	
			05/07/2024	
P O BOX 328	EHSG		04/30/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				310.32

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-880.00	MAINTENANCE & SUPPLIES	Streets	32.16	0.00
10-70-880.00	MAINTENANCE & SUPPLIES	Park	52.83	0.00
23-70-880.00	MAINTENANCE & SUPPLIES	Pool	214.62	0.00
45-33-880.00	MAINTENANCE & SUPPLIES	Sewer Ponds	10.71	0.00

Check No.	0	Total:	310.32
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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	ETNA HARDWARE, INC.	310.32
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FORT JONES LUMBER YARD, INC.	Pool Maint	26946	04/25/2024	
			05/06/2024	
	FORT JONES		04/25/2024	0.00
	GF	0	00/00/0000	0.00
				266.98

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-880.00	MAINTENANCE & SUPPLIES		266.98	0.00

Check No.	0	Total:	266.98
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Total for	FORT JONES LUMBER YARD, INC	266.98
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GARLAND TECH, INC	IT Services	26927	03/01/2024	
			05/03/2024	
15303 GLENWOOD PLACE	GARLAND		03/01/2024	0.00
WEED	GF	0	00/00/0000	0.00
CA 96094	INV-005468			1,614.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.01	I.T.		1,614.00	0.00

Check No.	0	Total:	1,614.00
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Total for	GARLAND TECH, INC	1,614.00
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HENRY SCHEIN MEDICAL	Medical Supplies	26919	04/15/2024	
			05/03/2024	
PO BOX 7156	HENRYSH		04/15/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	82433787			35.23

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		35.23	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26958	04/25/2024	
			05/07/2024	
PO BOX 7156	HENRYSH		04/25/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	82433789			29.17

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		29.17	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26959	04/26/2024	
			05/07/2024	
PO BOX 7156	HENRYSH		04/26/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156	84264729			146.48

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		146.48	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	26969	04/29/2024	
			05/07/2024	
PO BOX 7156	HENRYSH		04/29/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7156				72.25

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		72.25	0.00

Check No.	0	Total:	283.13
Total for	HENRY SCHEIN MEDICAL		283.13

INVOICE PROCESSING DEPARTMENT	Bridge Toll	26928	04/26/2024		
DEPARTMENT			05/03/2024		
PO BOX 26879	FAS TRAK		04/26/2024	0.00	
SAN FRANCISCO	GF	0	00/00/0000	0.00	
CA 94126	I712415292964			7.00	

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-735.00	TRAVEL & TRAINING		7.00	0.00

Check No.	0	Total:	7.00
Total for	INVOICE PROCESSING DEPARTM		7.00

KIEP-ER KLEEN	Cleaning Services	26945	05/04/2024		
			05/06/2024		
PO BOX 404	KK		05/04/2024	0.00	
ETNA	GF	0	00/00/0000	0.00	
CA 96027-404				287.13	

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS	City Hall	81.00	0.00
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS	PD	36.00	0.00
10-70-760.00	PROFESSIONAL & CONTRACT SERVCS	Park	170.13	0.00

Check No.	0	Total:	287.13
Total for	KIEP-ER KLEEN		287.13

LAW OFFICE OF DARRIN MERCIER	CDBG Foreclosure	26972	04/30/2024		
			05/07/2024		
409 W. CENTER ST	MERCIER		04/30/2024	0.00	
YREKA	GF	0	00/00/0000	0.00	
CA 96097	47985			805.00	

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		805.00	0.00

Check No.	0	Total:	805.00
Total for	LAW OFFICE OF DARRIN MERCIER		805.00

LEASING SPECIALISTS	Lease Payment Correction	26953	05/07/2024		
			05/07/2024		
8242 CESSNA DRIVE	LEASE		05/07/2024	0.00	
PEYTON	GF	0	00/00/0000	0.00	
CO 80831				640.99	

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-41-900.00	CAPITAL OUTLAY		320.49	0.00
10-42-900.00	CAPITAL OUTLAY		320.50	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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

LEASING SPECIALISTS	2024 Chevy Silverado	26975	05/08/2024	
			05/08/2024	
8242 CESSNA DRIVE	LEASE		05/08/2024	0.00
PEYTON	GF	0	00/00/0000	0.00
CO 80831				18,491.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-110.00	ACCOUNTS RECEIVABLE		2,311.37	0.00
10-40-900.00	CAPITAL OUTLAY		2,311.38	0.00
10-41-900.00	CAPITAL OUTLAY		13,868.25	0.00

LEASING SPECIALISTS	24 Chevy Silverado Doc Fee	26976	05/08/2024	
			05/08/2024	
8242 CESSNA DRIVE	LEASE		05/08/2024	0.00
PEYTON	GF	0	00/00/0000	0.00
CO 80831				400.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-110.00	ACCOUNTS RECEIVABLE		50.00	0.00
10-40-900.00	CAPITAL OUTLAY		50.00	0.00
10-41-900.00	CAPITAL OUTLAY		300.00	0.00

Check No.	0	Total:	19,531.99
Total for	LEASING SPECIALISTS		19,531.99

LIFE ASSIST	Medical Supplies	26916	04/15/2024	
			05/03/2024	
11277 SUNRISE PARK DRIVE	LA		04/15/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1426124			115.29

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		115.29	0.00

Check No.	0	Total:	115.29
Total for	LIFE ASSIST		115.29

LINCOLN AQUATICS	Pool Chemicals	26930	05/02/2024	
			05/03/2024	
PO BOX 60130	LEI		05/02/2024	0.00
CITY OF INDUSTRY	GF	0	00/00/0000	0.00
CA 91716-8248	SN115224			2,501.03

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-877.00	CHEMICALS		2,501.03	0.00

Check No.	0	Total:	2,501.03
Total for	LINCOLN AQUATICS		2,501.03

LISA WEST	Reim: Training Expenses	26956	05/07/2024	
			05/07/2024	
809 VALLEY PINES DRIVE	LISAWEST		05/07/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				178.43

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province	Zip/Postal	Invoice Number		Check Amount
23-70-735.00	TRAVEL & TRAINING	Food Permit	9.99	0.00
23-70-735.00	TRAVEL & TRAINING	Lifeguard Manage Course	168.44	0.00

Check No.	0	Total:	178.43
Total for	LISA WEST		178.43

MATT & AMANDA EASTLICK	Reimburse Park Reservation	26942	05/06/2024	
			05/06/2024	
PO BOX 552	MATTEASTLI		05/06/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				50.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-00-555.00	PARKS & RECREATION FEES		50.00	0.00

Check No.	0	Total:	50.00
Total for	MATT & AMANDA EASTLICK		50.00

MITCHEM PLANNING	City Admin Services	26923	04/22/2024	
			05/03/2024	
642 JAYGENE CT.	JMITCH		04/22/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027	2024-CI-01			6,555.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS	4.26-4.22	6,555.00	0.00

Check No.	0	Total:	6,555.00
Total for	MITCHEM PLANNING		6,555.00

MT. SHASTA AMBULANCE SERVICE	Ambulance Service	26918	04/18/2024	
			05/03/2024	
MT. SHASTA	MT. SHASTA		04/18/2024	0.00
CA 96067	GF	0	00/00/0000	0.00
	46583			400.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		400.00	0.00

Check No.	0	Total:	400.00
Total for	MT. SHASTA AMBULANCE SERVIC		400.00

PACIFIC POWER	400 Howell Pool Lites	26937	04/23/2024	
			05/03/2024	
PO BOX 26000	PP		04/23/2024	0.00
PORTLAND	GF	0	00/00/0000	0.00
OR 97256-0001				100.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		100.50	0.00

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date		
Vendor Address	Vendor Number		Due Date	Taxes Withheld	
City	Bank	Check No.	Check Date	Discount Amount	
State/Province Zip/Postal	Invoice Number			Check Amount	
PACIFIC POWER	401 Howell Pool	26938	04/23/2024		
			05/03/2024		
PO BOX 26000	PP		04/23/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				196.02	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
23-70-840.10	ELECTRIC		196.02	0.00	
PACIFIC POWER	625 Howell Shop & Amb	26939	04/23/2024		
			05/03/2024		
PO BOX 26000	PP		04/23/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				219.89	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-60-840.10	ELECTRIC		24.43	0.00	
40-30-840.10	ELECTRIC		24.43	0.00	
45-33-840.10	ELECTRIC		24.45	0.00	
50-45-840.10	ELECTRIC		146.58	0.00	
PACIFIC POWER	440 Main St.	26940	04/23/2024		
			05/03/2024		
PO BOX 26000	PP		04/23/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				93.11	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-55-840.10	ELECTRIC		93.11	0.00	
PACIFIC POWER	155 Diggles	26941	04/23/2024		
			05/03/2024		
PO BOX 26000	PP		04/23/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				40.54	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-40-840.10	ELECTRIC		20.27	0.00	
53-40-840.10	ELECTRIC		20.27	0.00	
PACIFIC POWER	401 Island Sewerplant	26936	04/25/2024		
			05/03/2024		
PO BOX 26000	PP		04/25/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				161.08	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
45-33-840.10	ELECTRIC		161.08	0.00	
PACIFIC POWER	Streetlights	26973	04/29/2024		
			05/07/2024		
PO BOX 26000	PP		04/29/2024	0.00	
PORTLAND	GF	0	00/00/0000	0.00	
OR 97256-0001				1,246.78	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
29-60-867.00	TRAFFIC SAFETY		1,246.78	0.00	
		Check No.	0	Total:	2,057.92
		Total for	PACIFIC POWER		2,057.92

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Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
PLANWEST PARTNERS, INC.	Housing Element Update	26925	04/24/2024	
			05/03/2024	
PO BOX 4581	PLAN		04/24/2024	0.00
ARCATA	GF	0	00/00/0000	0.00
CA 95518	24-285-02			7,342.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
15-76-760.00	PROFESSIONAL & CONTRACT SERVCS		7,342.50	0.00

Check No.	0	Total:	7,342.50
Total for	PLANWEST PARTNERS, INC.		7,342.50

RAY-MAC MECHANICAL, INC	City Hall Boiler Repairs	26943	04/18/2024	
			05/06/2024	
PO BOX 895	RMMINC		04/18/2024	0.00
MT. SHASTA	GF	0	00/00/0000	0.00
CA 96067	1088180			2,280.95
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-760.00	PROFESSIONAL & CONTRACT SERVCS		2,280.95	0.00

Check No.	0	Total:	2,280.95
Total for	RAY-MAC MECHANICAL, INC		2,280.95

RICHARD TINSMAN	Planning Services Nov-Dec 23	26949	04/29/2024	
			05/06/2024	
4019 TIMBER DRIVE	RICHARD TI		04/29/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2024-01			2,327.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		427.50	0.00
15-76-783.00	PLANNING SERVICES	LEAP	736.25	0.00
15-76-783.00	PLANNING SERVICES	SB2	1,163.75	0.00

RICHARD TINSMAN	Planning Services Jan 24	26950	04/29/2024	
			05/06/2024	
4019 TIMBER DRIVE	RICHARD TI		04/29/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2024-02			3,016.25
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		95.00	0.00
15-76-783.00	PLANNING SERVICES	LEAP	2,303.75	0.00
15-76-783.00	PLANNING SERVICES	LEAP	403.75	0.00
15-76-783.00	PLANNING SERVICES	SB2	213.75	0.00

RICHARD TINSMAN	Planning Services Feb 24	26951	04/29/2024	
			05/06/2024	
4019 TIMBER DRIVE	RICHARD TI		04/29/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2024-03			3,773.71
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		1,353.75	0.00
15-76-783.00	PLANNING SERVICES	LEAP	1,659.96	0.00
15-76-783.00	PLANNING SERVICES	LEAP	617.50	0.00
15-76-783.00	PLANNING SERVICES	SB2	142.50	0.00

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

RICHARD TINSMAN	Planning Services March 24	26954	04/29/2024	
			05/07/2024	
4019 TIMBER DRIVE	RICHARD TI		04/29/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2024-04			4,676.21

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
15-76-783.00	PLANNING SERVICES	SB2	118.75	0.00
15-76-783.00	PLANNING SERVICES	LEAP	4,557.46	0.00

RICHARD TINSMAN	Planning Services April 24	26955	04/29/2024	
			05/07/2024	
4019 TIMBER DRIVE	RICHARD TI		04/29/2024	0.00
DUNSMUIR	GF	0	00/00/0000	0.00
CA 96027	2024-05			4,085.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-783.00	PLANNING SERVICES		308.75	0.00
15-76-783.00	PLANNING SERVICES	SB2	47.50	0.00
15-76-783.00	PLANNING SERVICES	LEAP	3,728.75	0.00

Check No.	0	Total:	17,878.67
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Total for	RICHARD TINSMAN	17,878.67
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SCOTT VALLEY AUTO PARTS	Ambulance Vehicle	26960	04/17/2024	
			05/07/2024	
P O BOX 215	SVAP		04/17/2024	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				238.57

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-860.00	VEHICLE MAINTENANCE		238.57	0.00

Check No.	0	Total:	238.57
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Total for	SCOTT VALLEY AUTO PARTS	238.57
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SCOTT VALLEY DISPOSAL	Monthly Trash Service	26957	04/30/2024	
			05/07/2024	
138 FOREST WALK	SVD		04/30/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				375.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.30	TRASH		125.00	0.00
10-60-840.30	TRASH		125.00	0.00
10-70-840.30	TRASH		125.00	0.00

Check No.	0	Total:	375.00
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Total for	SCOTT VALLEY DISPOSAL	375.00
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SHASTA VALLEY PEST CONTROL	Pest Control Ambulance	26944	04/17/2024	
			05/06/2024	
467 SOUTH 7TH ST.	SHASTA		04/17/2024	0.00
MONTAGUE	GF	0	00/00/0000	0.00
CA 96064	4/17/24-7			80.00

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		80.00	0.00

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

SHN CONSULTING ENGINEERS	SSMP	26917	04/15/2024	
			05/03/2024	
	SHN		04/15/2024	0.00
	GF	0	00/00/0000	0.00
	120841			197.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		197.50	0.00

Check No.	0	Total:	197.50
Total for	SHN CONSULTING ENGINEERS		197.50

SIERRA-SACRAMENTO VALLEY	ALS Annual Permit Fee	26947	05/06/2024	
EMS AGENCY			05/06/2024	
535 MENLO DRIVE	SIERRASAC		05/06/2024	0.00
ROCKLIN	GF	0	00/00/0000	0.00
CA 95765	2024-057			1,000.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-750.00	DUES AND SUBSCRIPTIONS		1,000.00	0.00

Check No.	0	Total:	1,000.00
Total for	SIERRA-SACRAMENTO VALLEY		1,000.00

SISKIYOU COUNTY EDC	MOU May 2024	26971	05/01/2024	
			05/07/2024	
1512 SOUTH OREGON ST	SCEDC		05/01/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097	May'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
Total for	SISKIYOU COUNTY EDC		416.67

SISKIYOU COUNTY SHERIFF'S DEPT	3QTR 2024	26921	04/17/2024	
			05/03/2024	
311 LANE STREET	SCSD		04/17/2024	0.00
YREKA	GF	0	00/00/0000	0.00
CA 96097				5,125.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-762.00	SHERIFF'S CONTRACT		5,125.00	0.00

Check No.	0	Total:	5,125.00
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Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount

Total for	SISKIYOU COUNTY SHERIFF'S DE	5,125.00
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SISKIYOU DAILY NEWS	Advertising	26948	03/31/2024	
			05/06/2024	
P O BOX 129	SDN		03/31/2024	0.00
YREKA	GF	0	00/00/0000	0.00
OH 96097				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

SISKIYOU TELEPHONE	5638 PD Fax	26961	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				56.84
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		28.42	0.00
53-40-830.00	TELEPHONE EXPENSE		28.42	0.00

SISKIYOU TELEPHONE	5256 City Hall	26962	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				210.02
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		210.02	0.00

SISKIYOU TELEPHONE	5232 City Pool	26963	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				213.88
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-830.00	TELEPHONE EXPENSE		213.88	0.00

SISKIYOU TELEPHONE	3673 Shop Phone	26964	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				221.68
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-830.00	TELEPHONE EXPENSE		73.90	0.00
40-30-830.00	TELEPHONE EXPENSE		73.89	0.00
45-33-830.00	TELEPHONE EXPENSE		73.89	0.00

SISKIYOU TELEPHONE	3217 Clerk Fax	26965	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				51.47
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-830.00	TELEPHONE EXPENSE		51.47	0.00

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

SISKIYOU TELEPHONE	3295 Fire Hall	26966	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				80.10

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-830.00	TELEPHONE EXPENSE		80.10	0.00

SISKIYOU TELEPHONE	3331 Ambulance	26967	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				173.45

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-830.00	TELEPHONE EXPENSE		173.45	0.00

SISKIYOU TELEPHONE	3400 PD Phone	26968	05/01/2024	
			05/07/2024	
P O BOX 157	ST		05/01/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				248.90

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		124.45	0.00
53-40-830.00	TELEPHONE EXPENSE		124.45	0.00

Check No.	0	Total:	1,256.34
Total for	SISKIYOU TELEPHONE		1,256.34

VERIZON WIRELESS	Monthly Cellular	26929	04/21/2024	
			05/03/2024	
PO BOX 9622	VW		04/21/2024	0.00
MISSION HILLS	GF	0	00/00/0000	0.00
TX 91346-9622				460.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		88.04	0.00
10-41-830.30	CELLULAR		88.04	0.00
10-42-830.30	CELLULAR		46.51	0.00
10-60-830.30	CELLULAR		27.66	0.00
40-30-830.30	CELLULAR		37.73	0.00
45-33-830.30	CELLULAR		37.73	0.00
50-45-830.30	CELLULAR		46.51	0.00
53-40-830.30	CELLULAR		88.04	0.00

Check No.	0	Total:	460.26
Total for	VERIZON WIRELESS		460.26

WITTMAN ENTERPRISES, LLC	Ambulance Billing	26924	04/24/2024	
			05/03/2024	
11093 SUN CENTER	WE		04/24/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95670-6110	2403467			1,150.70

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVS		1,150.70	0.00

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

Check No.	0	Total:	1,150.70
Total for	WITTMAN ENTERPRISES, LLC		1,150.70

XEROX CORPORATION	Print Charges	26920	04/04/2024	
			05/03/2024	
PO BOX 7405	XEROX		04/04/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	021137757			37.14
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		37.14	0.00

Check No.	0	Total:	37.14
Total for	XEROX CORPORATION		37.14

Total Invoices:	61	Grand Total:	91,673.04
		Less Credit Memos:	0.00
		Net Total:	91,673.04
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	91,673.04

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	2,411.37	0.00
20	City Council	6,971.67	0.00
25	City Clerk	6,233.98	0.00
30	Water	4,448.38	0.00
33	Sewer	603.69	0.00
40	Law Enforcement	8,596.93	0.00
41	Police - FJ Station	16,534.28	0.00
42	DOJ GRANT	2,324.51	0.00
45	Ambulance Services	3,852.22	0.00
50	Fire Prevention	80.10	0.00
55	Governmental Buildings	2,597.39	0.00
60	Highways & Streets	9,274.93	0.00
70	Parks & Recreation	4,707.42	0.00
76	SB Grant	23,036.17	0.00
Grand Total:		91,673.04	0.00



City of Etna

RESOLUTION 2024-004

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024, AND REQUESTING CONSOLIDATION OF THIS ELECTION WITH THE STATEWIDE ELECTION

WHEREAS, under the provisions of the laws relating to general law cities of the State and California and the City of Etna, a General Municipal Election shall be held on Tuesday, November 5, 2024, for the election of certain municipal officers; and

WHEREAS, pursuant to the California Elections Code, the City Council of the City of Etna calls and gives notice of the General Municipal Election; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide Election to be held on the same date, and that within the City, the precincts, polling places, and elections officers of the two elections be the same, and that the County Clerk's Office of the County of Siskiyou canvass the returns of the General Municipal Election and that this Election be held in all respects as if there were only one Election.

NOW THEREFORE THE CITY COUNCIL OF THE CITY OF ETNA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: Pursuant to the requirements of the laws of the State of California relating to general law cities, there is called ordered to be held in the City of Etna, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing two Regular Term City Council members, and one Short Term City Council member; and

Section 2: The polls for the election shall be open at 7:00 a.m. on the day of the election and shall remain open continuously until 8:00 p.m. when the polls shall be closed pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code; and

Section 3: Notice of the time and place of holding the election is given and the County Clerk is authorized, instructed, and directed to give further or additional notice of the election, in time, form and manner as required by law; and

Section 4: Pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Siskiyou is hereby requested to consent and agree to the consolidation of the City of Etna General Municipal Election with the Statewide Election to be held on Tuesday, November 5, 2024; and

Section 5: That the Board of Supervisors is requested to issue instructions to the County Clerk's Office Elections Division to take all steps necessary for the holding of a consolidated election, including candidate filing; and

Section 6: That the County Clerk's Office is authorized and instructed to procure and furnish all official ballots, notices, printed matter and all supplies and equipment and other necessary items to conduct the election properly and lawfully; and

Section 7: That the County Clerk's Office is authorized to canvass the returns of the Election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used; and

Section 8: That the City of Etna recognizes that additional cost will be incurred by the County by reason of this consolidation and agrees to reimburse the County for any costs that are not reimbursed by the State; and

Section 9: That the City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and County Clerk's Office of the County of Siskiyou

I HEREBY CERTIFY the foregoing resolution was introduced and adopted at a regular meeting of the City Council held the 13th day of May 2024, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cliff Munson, Mayor

ATTEST:

Pamela Eastlick, City Clerk



City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): City Council & Staff

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

Subject/Request: City of Etna Travel Patch

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

Recognition for Annabelle Yokaël for the 2024 Etna Travel Patch design.

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

Please describe:

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





City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): Rockside Ranch

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

Subject/Request: Run for Restoration Event

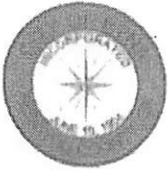
Please provide a description of the request and attach supporting documentation:

Discuss/Approve event application from Rockside Ranch to put on a 5K run/walk event to be held October 19, 2024. Same route as last year.

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

Please describe:

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



City of Etna

EVENT APPLICATION

Location of Event: ☐ Park ☒ Main Street ☐ Pool ☐ Other:

ORGANIZATION INFORMATION

Name of Organization:

Rockside Ranch

Event Contact Person:

Missy Andrews

Street Address:

2421 N. HNY 3

Phone Number(s):

805 341-9242

EVENT INFORMATION

Name of Event:

Run For Restoration

Event Date(s):

Saturday Oct 19 2024

Event Start Time:

9⁰⁰ am

Event End Time:

11⁰⁰ AM

Event Description:

5K RUN/WALK - SAME ROUTE as last year

Estimated Number of Participants: 200

Estimated Number of Vendors: 0

Is there an outdoor bar that will serve alcohol? If yes, liquor & bartender licenses are necessary under separate application.

☐ Yes

Will there be selling/serving food? If yes, you will need to contact Siskiyou County Health Department for proper permits.

☐ Yes

Will there be merchandise for sale? If yes, each vendor must apply for a Peddler's License at City Hall.

☐ Yes

Will there be musical entertainment? If yes, you are responsible for following City Noise Ordinance 9.05.030. Contact Etna PD with questions.

☐ Yes

Will your event require electricity? If yes, the Fire Department and Public Works Director will need to inspect prior to use.

☐ Yes

Will your event require a street shut-down? If yes, you must contact the Etna Police Department for secondary approval.

☒ Yes

Will you be providing portable restrooms & wash stations for the event?

☐ Yes

Will there be fireworks? If yes, approval from the Fire Chief and Police Chief is required. Additional fee of \$150.00 is required for Fire & Police Standby.

☐ Yes

INSURANCE REQUIREMENTS

The Event Sponsor will obtain liability insurance with coverage no less than \$1,000,000 which names and endorses the City as an additional insured party. A copy is due within 15 days of the event.

DEPOSIT REQUIREMENTS

The applicant may be required to submit to the City a cleaning/damage deposit of \$200.00 per day for each scheduled day of the event. The deposit shall be refunded to applicant, if, upon inspection, all is in order, or a prorated portion thereof as may be necessary to reimburse the City for loss or cleaning costs. The City reserves the right to retain the entire deposit if clean up is not completed to the satisfaction of the City. Unless otherwise stated in the permit, the applicant shall be fully responsible for all necessary clean up associated with the permitted event to be completed within 12 hours after the conclusion of the event.

What other assistance do you foresee needing from the City (personnel, materials, and/or equipment)?

Help from Etna PD

BINDING AGREEMENT

I have read understand this application and the requirements placed upon this applicant and organization. I agree to defend, indemnify, and hold harmless the City of Etna, its agents, representatives, officials, and employees, from and against any and all claims, damages, losses, and expenses relating to or alleged to have resulted from the acts, errors, mistakes or omissions of the applicant. I agree to abide by the City of Etna's regulations, laws and ordinances.

Authorized Signature:

Melvin Andrews

Date:

May 6, 2024

LIST OF FEES

\$	\$
\$	\$
\$	\$

Council Approval:

Date:

Police Chief Approval:

Date:

Fire Chief Approval:

Date:

Public Works Director Approval:

Date:

Deposit Amount:

Deposit Amount Returned:

Notes:



City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): City Council & Staff

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

Subject/Request: Agreement for Services Between City of Etna & Great Northern

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

Discuss/Approve between the City of Etna and Great Northern to assist the City in processing Community Development Block Grant (CDBG) home assumption for 1060 Callahan Way.

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.

AGREEMENT FOR SERVICES UNDER MICRO PURCHASE PROCUREMENT

**BETWEEN THE CITY OF ETNA
AND
GREAT NORTHERN SERVICES
FOR A CDBG HOME LOAN ASSUMPTION**

THIS AGREEMENT, entered into on the execution date by and between the City of Etna (herein called the "City") and Great Northern Services (herein called the "Contractor").

WHEREAS, the City wishes to engage the Contractor to assist the City in processing a Community Development Block Grant (CDBG) home loan assumption for 1060 Callahan Way, Etna, CA 96027;

WHEREAS, the City does not have CDBG Program Income funds encumbered per CA Department of Housing and Community Development CDBG guidelines to perform Portfolio Management services and will fund the contract by other means;

NOW, THEREFORE, it is agreed between the parties hereto that;

I. SCOPE OF SERVICE

A. Activities

The Contractor will be responsible for processing the assumption of the CDBG loan at 1060 Callahan Way, Etna, CA 96027 in a manner satisfactory to the City consistent with any federal and state guidelines. Work will include the following activities:

- loan assumption application and processing
- loan restructuring
- loan underwriting and packaging

Contractor cannot guarantee loan assumption completion if the client is not willing to complete the loan assumption process. Contractor will update City on progress. Delays or lack of progress due to client issues will be brought to the City's attention and a course of action will be mutually agreed upon in writing. Loan assumption process will be terminated upon written direction by City.

B. National Objectives

All activities funded with CDGB funds must meet one of the CDBG program's National Objectives: benefit low- and moderate-income persons; aid in the prevention or elimination of slums or blight; or meet community development needs having a particular urgency, as defined in 24 CFR 570.208. This activity will meet objective of benefit to low- and moderate-income persons.

The Contractor certifies that the activities carried out under this Agreement will meet the low- and moderate-income persons benefit.

C. Levels of Accomplishment – Goals and Performance Measures

The Contractor agrees to provide the following levels of program services:

- Successful transfer of loan to current occupant(s) of 1060 Callahan Way., Etna, CA 96027 or termination by City due to client issues.

D. Performance

Substandard performance as determined by the City will constitute noncompliance with this Agreement. If action to correct such substandard performance is not taken by the Contractor within a reasonable period of time after being notified by the City, contract suspension or termination procedures will be initiated.

The Contractor certifies that the activities carried out under this Agreement will meet the National Objective for the given program. For the Housing Rehabilitation the household must be qualified as low- and moderate-income persons. The low- and moderate income person is a person whose owner's income does not exceed 80% of the county median household income.

Changes to the program scope of services, schedule or budget contained in this Agreement, unless otherwise noted, may only be made through a written amendment to this Agreement, executed by both the Contractor and City, with Department notification. If the budget amendment requires a formal grant amendment with the Department, then the City will have Department approval of the change before amending this Agreement.

II. TIME OF PERFORMANCE

Services become effective May 13, 2024 and will be complete 15 days after the recording of the Deed of Trust and all loan documents are executed.

III. BUDGET

Contractor will receive \$75 per hour for services associated within the Scope of Services which includes direct expenses of salaries, supplies, mileage, benefits, taxes, etc. and direct cost pooled expenses. In addition, Contractor will charge the standard IRS mileage rate for all travel and direct reimbursement for fees, materials and supplies.

\$75/hr x 30 hours

\$2,250.00

GNS will invoice for the actual work performed which will not exceed the total budget including all escrow fees unless paid for by City.

IV. PAYMENT

It is expressly agreed and understood that the total amount to be paid by the City under this Agreement shall not exceed \$2,250.00 and will include all escrow fees paid for by Contractor. Drawdowns for the payment of eligible expenses shall be made.

Payments may be contingent upon certification of the Contractor's financial management system in accordance with the standards specified in 2 CFR 200.302.

V. NOTICES

Notices required by this Agreement shall be in writing and delivered via mail (postage prepaid), commercial courier, or personal delivery or sent by facsimile or other electronic means. Any notice delivered or sent as aforesaid shall be effective on the date of delivery or sending. All notices and other written communications under this Agreement shall be addressed to the individuals in the capacities indicated below, unless otherwise modified by subsequent written notice.

Communication and details concerning this contract shall be directed to the following contract representatives:

City

City of Etna
Pamela Eastlick
City Clerk
701 Fourth St.
Etna, CA 96027

Contractor

Great Northern Services
Brandy Caporaso,
Community Development Manager
310 Boles Street
Weed, CA 96094

VI. GENERAL CONDITIONS AS APPLICABLE TO CDBG MICRO PURCHASE PROCUREMENT

A. General Compliance

The Subrecipient agrees to comply with the requirements of Title 24 of the Code of Federal Regulations, Part 570 (the U.S. Housing and Urban Development regulations concerning Community Development Block Grants (CDBG)) including subpart K of these regulations, except that (1) the Subrecipient does not assume the recipient's environmental responsibilities described in 24 CFR 570.604 and (2) the Subrecipient does not assume the recipient's responsibility for initiating the review process under the provisions of 24 CFR Part 52. The Subrecipient also agrees to comply with all other applicable Federal, state and local laws, regulations, and policies governing the funds provided under this contract including 2 CFR Appendix II to Part 200 "Contract Provisions for Non-Federal Entity Contracts under Federal Awards". The Subrecipient further agrees to utilize funds available under this Agreement to supplement rather than supplant funds otherwise available.

B. "Independent Contractor"

Nothing contained in this Agreement is intended to, or shall be construed in any manner, as creating or establishing the relationship of employer/employee between the parties. The Subrecipient shall at all times remain an "independent contractor" with respect to the services to be performed under this Agreement. The Grantee shall be exempt from payment of all Unemployment Compensation, FICA, retirement, life and/or medical insurance and Workers' Compensation Insurance, as the Subrecipient is an independent contractor.

C. Hold Harmless

The Subrecipient shall hold harmless, defend and indemnify the Grantee from any and all claims, actions, suits, charges and judgments whatsoever that arise

out of the Subrecipient's performance or nonperformance of the services or subject matter called for in this Agreement.

D. Workers' Compensation

The Subrecipient shall provide Workers' Compensation Insurance coverage for all of its employees involved in the performance of this Agreement.

E. Insurance & Bonding

The Subrecipient shall carry sufficient insurance coverage to protect contract assets from loss due to theft, fraud and/or undue physical damage, and as a minimum shall purchase a blanket fidelity bond covering all employees in an amount equal to cash advances from the Grantee.

The Subrecipient shall comply with the bonding and insurance requirements of 2 CFR 200.310 and 200.326, Bonding and Insurance.

F. Grantee Recognition

The Subrecipient shall insure recognition of the role of the Grantee in providing services through this Agreement. All activities, facilities and items utilized pursuant to this Agreement shall be prominently labeled as to funding source. In addition, the Subrecipient will include a reference to the support provided herein in all publications made possible with funds made available under this Agreement.

G. Amendments

The Grantee or Subrecipient may amend this Agreement at any time provided that such amendments make specific reference to this Agreement, and are executed in writing, signed by a duly authorized representative of each organization, and approved by the Department and the Grantee's governing body. Such amendments shall not invalidate this Agreement, nor relieve or release the Grantee or Subrecipient from its obligations under this Agreement.

The Grantee may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the funding, the scope of services, or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both Grantee and Subrecipient.

H. Suspension or Termination

In accordance with 24 CFR 85.43, the Grantee may suspend or terminate this Agreement if the Subrecipient materially fails to comply with any terms of this Agreement, which include (but are not limited to) the following:

1. Failure to comply with any of the rules, regulations or provisions referred to herein, or such statutes, regulations, executive orders, and HUD guidelines, policies or directives as may become applicable at any time;
2. Failure, for any reason, of the Subrecipient to fulfill in a timely and proper manner its obligations under this Agreement;
3. Ineffective or improper use of funds provided under this Agreement; or,
4. Submission by the Subrecipient to the Grantee reports that are incorrect or incomplete in any material respect.

In accordance with 24 CFR 85.44, this Agreement may also be terminated for convenience by either the Grantee or the Subrecipient, in whole or in part, by setting forth the reasons for such termination, the effective date, and, in the case of partial termination, the portion to be terminated. However, if in the case of a partial termination, the Grantee determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the Grantee may terminate the award in its entirety.

I. Debarment & Suspension

Subrecipient shall be eligible to receive CDBG funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible Contractors. Subrecipient shall furnish proof of being eligible to receive federal funding which will become an attachment to this Agreement.

In addition, the Subrecipient must comply with 24 CFR Part 2424 and shall not enter into any agreement, written or oral, with any contractor or subrecipient without the prior determination that the contractor or subrecipient is eligible to receive CDBG funds and is not listed on the Federal Consolidated List of Debarred, Suspended, and Ineligible Contractors.

J. Drug Free Work Place

Subrecipients shall comply with the Drug-Free Workplace Act of 1988 and shall submit their policy so it becomes an attachment to this Agreement.

VII. ADMINISTRATIVE REQUIREMENTS

A. Financial Management

1. Accounting Standards

The Subrecipient agrees to comply with 2 CFR 200 Subpart E and agrees to adhere to the accounting principles and procedures required therein, utilize adequate internal controls, and maintain necessary source documentation for all costs incurred.

2. Cost Principles

The Subrecipient shall administer its program in conformance with 2 CFR Part 200 as applicable. These principles shall be applied for all costs incurred whether charged on a direct or indirect basis.

B. Documentation and Record Keeping

1. Records to be Maintained

The Subrecipient shall maintain all records required by the Federal regulations specified in 24 CFR 570.506, that are pertinent to the activities to be funded under this Agreement. Such records shall include but not be limited to:

- a) Records providing a full description of each activity undertaken;
- b) Records demonstrating that each activity undertaken meets one of the National Objectives of the CDBG program;
- c) Records required to determine the eligibility of activities;

- d) Records required to document the acquisition, improvement, use or disposition of real property acquired or improved with CDBG assistance;
- e) Records documenting compliance with the fair housing and equal opportunity components of the CDBG program;
- f) Financial records as required by 24 CFR 570.502, and 2 CFR 200 Subpart E; and
- g) Other records necessary to document compliance with Subpart K of 24 CFR Part 570.

2. Retention

The Subrecipient shall retain copies of all the CDBG activity related financial records, supporting documents, statistical records, and all other records pertinent to this Agreement for a period of five (5) years after expiration of this Agreement. Subrecipient must transfer all CDBG Program-related records to the Grantee with 30 days after termination of this Agreement. The retention period includes finalization of the submission of the Grantee's annual performance and evaluation report to the Department in which the activities assisted under this Agreement are reported on for the final time. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the five-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the five-year period, whichever occurs later.

3. Client Data

The Subrecipient shall maintain client data demonstrating client eligibility for services provided. Such data shall include, but not be limited to, client name, address, income level or other basis for determining eligibility, and description of service provided. Such information shall be made available to Grantee monitors or their designees for review upon request. Subrecipient must transfer all CDBG Program-related records to the Grantee with 30 days after termination of this Agreement.

4. Disclosure

The Subrecipient understands that client information collected under this contract is private and the use or disclosure of such information, when not directly connected with the administration of the Grantee's or Subrecipient's responsibilities with respect to services provided under this contract, is prohibited by the [Privacy Act of 1974](#) unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian.

5. Closeouts

The Subrecipient's obligation to the Grantee shall not end until all close-out requirements are completed. Activities during this close-out period shall include, but are not limited to: making final payments, disposing of program assets (including the return of all unused materials, equipment, unspent cash advances, program income balances, and accounts receivable to the

Grantee), and determining the custodianship of records. Notwithstanding the foregoing, the terms of this Agreement shall remain in effect during any period that the Subrecipient has engaged in any activities making use of CDBG funds, including program income. Subrecipient must transfer all CDBG Program-related records to the Grantee with 30 days after termination of this Agreement.

6. Audits & Inspections

All Subrecipient records with respect to any matters covered by this Agreement shall be made available to the Grantee, grantor agency, and the Comptroller General of the United States or any of their authorized representatives, at any time during normal business hours, as often as deemed necessary, to audit, examine, and make excerpts or transcripts of all relevant data. Any deficiencies noted in audit reports must be fully cleared by the Subrecipient within 30 days after receipt by the Subrecipient. Failure of the Subrecipient to comply with the above audit requirements will constitute a violation of this contract and may result in the withholding of future payments. The Subrecipient hereby agrees to have an annual agency audit conducted in accordance with current Grantee policy concerning subrecipient audits and 2 CFR Part 200.

C. Reporting and Payment Procedures

1. Indirect Costs

If indirect costs are charged, the Subrecipient will develop an indirect cost allocation plan for determining the appropriate Subrecipient's share of administrative costs and shall submit such plan to the Grantee for approval, in a form specified by the Grantee.

2. Payment Procedures

The Grantee will pay to the Subrecipient funds available under this Agreement based upon information submitted by the Subrecipient and consistent with any approved budget and Grantee policy concerning payments. Payments will be made for eligible expenses actually incurred by the Subrecipient, and not to exceed actual cash requirements. In addition, the Grantee reserves the right to liquidate funds available under this contract for costs incurred by the Grantee on behalf of the Subrecipient.

3. Progress Reports

The Subrecipient shall submit regular Progress Reports to the Grantee in the form, content, and frequency as required by the Grantee.

D. Procurement

1. Compliance

The Subrecipient shall comply with current Grantee policy concerning the purchase of equipment and shall maintain inventory records of all non-expendable personal property as defined by such policy as may be procured with funds provided herein. All program assets (unexpended program income, property, equipment, etc.) shall revert to the Grantee upon termination of this Agreement.

2. 2 CFR 200

Unless specified otherwise within this agreement, the Subrecipient shall procure all materials, property, or services in accordance with the requirements of 2 CFR 200.318-200.327.

3. Travel

The Subrecipient shall obtain written approval from the Grantee for any travel outside the metropolitan area with funds provided under this Agreement.

E. Use and Reversion of Assets

The use and disposition of real property and equipment under this Agreement shall be in compliance with the requirements of 2 CFR 200 and 24 CFR 570.502, 570.503, and 570.504, as applicable, which include but are not limited to the following:

1. The Subrecipient shall transfer to the Grantee any CDBG funds on hand and any accounts receivable attributable to the use of funds under this Agreement at the time of expiration, cancellation, or termination.
2. Real property under the Subrecipient's control that was acquired or improved, in whole or in part, with funds under this Agreement in excess of \$25,000 shall be used to meet one of the CDBG National Objectives pursuant to 24 CFR 570.208 until five (5) years after expiration of this Agreement. If the Subrecipient fails to use CDBG-assisted real property in a manner that meets a CDBG National Objective for the prescribed period of time, the Subrecipient shall pay the Grantee an amount equal to the current fair market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for acquisition of, or improvement to, the property. Such payment shall constitute program income to the Grantee. The Subrecipient may retain real property acquired or improved under this Agreement after the expiration of the five-year period.
3. In all cases in which equipment acquired, in whole or in part, with funds under this Agreement is sold, the proceeds shall be program income (prorated to reflect the extent to that funds received under this Agreement were used to acquire the equipment). Equipment not needed by the Subrecipient for activities under this Agreement shall be (a) transferred to the Grantee for the CDBG program or (b) retained after compensating the Grantee [an amount equal to the current fair market value of the equipment less the percentage of non-CDBG funds used to acquire the equipment].

VIII. RELOCATION, REAL PROPERTY ACQUISITION AND ONE-FOR-ONE HOUSING REPLACEMENT

The Subrecipient agrees to comply with (a) the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended (URA), and implementing regulations at 49 CFR Part 24 and 24 CFR 570.606(b); (b) the requirements of 24 CFR 570.606(c) governing the Residential Anti-displacement and Relocation Assistance Plan under section 104(d) of the HCD Act; and (c) the requirements in 24 CFR 570.606(d) governing optional relocation policies. The

Subrecipient shall provide relocation assistance to displaced persons as defined by 24 CFR 570.606(b)(2) that are displaced as a direct result of acquisition, rehabilitation, demolition or conversion for a CDBG-assisted project. The Subrecipient also agrees to comply with applicable Grantee ordinances, resolutions and policies concerning the displacement of persons from their residences.

IX. PERSONNEL & PARTICIPANT CONDITIONS

A. Civil Rights

1. Compliance

The Subrecipient agrees to comply with all local and state civil rights ordinances and with Title VI of the Civil Rights Act of 1964 as amended, Title VIII of the Civil Rights Act of 1968 as amended, Section 104(b) and Section 109 of Title I of the Housing and Community Development Act of 1974 as amended, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, Executive Order 11063, and Executive Order 11246 as amended by Executive Orders 11375, 11478, 12107 and 12086.

2. Nondiscrimination

The Subrecipient agrees to comply with the non-discrimination in employment and contracting opportunities laws, regulations, and executive orders referenced in 24 CFR 570.607, as revised by Executive Order 13279. The applicable non-discrimination provisions in Section 109 of the HCDA are still applicable.

3. Land Covenants

This contract is subject to the requirements of Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and 24 CFR 570.601 and 570.602. In regard to the sale, lease, or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Subrecipient shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination as herein defined, in the sale, lease or rental, or in the use or occupancy of such land, or in any improvements erected or to be erected thereon, providing that the Grantee and the United States are beneficiaries of and entitled to enforce such covenants. The Subrecipient, in undertaking its obligation to carry out the program assisted hereunder, agrees to take such measures as are necessary to enforce such covenant, and will not itself so discriminate.

4. Section 504

The Subrecipient agrees to comply with all Federal regulations issued pursuant to compliance with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), which prohibits discrimination against the individuals with disabilities or handicaps in any Federally assisted program. The Grantee shall provide the Subrecipient with any guidelines necessary for compliance with that portion of the regulations in force during the term of this Agreement.

B. Affirmative Action

1. Approved Plan

The Subrecipient agrees that it shall be committed to carry out pursuant to the Grantee's specifications an Affirmative Action Program in keeping with the principles as provided in President's Executive Order 11246 of September 24, 1966. The Grantee shall provide Affirmative Action guidelines to the Subrecipient to assist in the formulation of such program. The Subrecipient shall submit a plan for an Affirmative Action Program for approval prior to the award of funds.

2. Women- and Minority-Owned Businesses (W/MBE)

The Subrecipient will use its best efforts to afford small businesses, minority business enterprises, and women's business enterprises the maximum practicable opportunity to participate in the performance of this contract. As used in this contract, the terms "small business" means a business that meets the criteria set forth in section 3(a) of the Small Business Act, as amended (15 U.S.C. 632), and "minority and women's business enterprise" means a business at least fifty-one (51) percent owned and controlled by minority group members or women. For the purpose of this definition, "minority group members" are Afro-Americans, Spanish-speaking, Spanish surnamed or Spanish-heritage Americans, Asian-Americans, and American Indians. The Subrecipient may rely on written representations by businesses regarding their status as minority and female business enterprises in lieu of an independent investigation.

3. Access to Records

The Subrecipient shall furnish and cause each of its own subrecipients or subcontractors to furnish all information and reports required hereunder and will permit access to its books, records and accounts by the Grantee, HUD or its agent, or other authorized Federal officials for purposes of investigation to ascertain compliance with the rules, regulations and provisions stated herein.

4. Notifications

The Subrecipient will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or worker's representative of the Subrecipient's commitments hereunder, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

5. Equal Employment Opportunity and Affirmative Action (EEO/AA) Statement

The Subrecipient will, in all solicitations or advertisements for employees placed by or on behalf of the Subrecipient, state that it is an Equal Opportunity or Affirmative Action employer. Additional State of California Requirements regarding the State Equal Opportunity provisions are contained in Attachment A.

6. Subcontract Provisions

The Subrecipient will include the provisions of Paragraphs X.A, Civil Rights, and B, Affirmative Action, in every subcontract or purchase order, specifically or by reference, so that such provisions will be binding upon each of its own subrecipients or subcontractors.

C. Employment Restrictions

1. Prohibited Activity

The Subrecipient is prohibited from using funds provided herein or personnel employed in the administration of the program for: political activities; inherently religious activities; lobbying; political patronage; and nepotism activities.

2. Labor Standards

The Subrecipient agrees to comply with the requirements of the Secretary of Labor in accordance with the Davis-Bacon Act as amended, the provisions of Contract Work Hours and Safety Standards Act (40 U.S.C. 327 et seq.) and all other applicable Federal, state and local laws and regulations pertaining to labor standards insofar as those acts apply to the performance of this Agreement. The Subrecipient agrees to comply with the Copeland Anti-Kick Back Act (18 U.S.C. 874 et seq.) and its implementing regulations of the U.S. Department of Labor at 29 CFR Part 5. The Subrecipient shall maintain documentation that demonstrates compliance with hour and wage requirements of this part. Such documentation shall be made available to the Grantee for review upon request.

The Subrecipient agrees that, except with respect to the rehabilitation or construction of residential property containing less than eight (8) units, all contractors engaged under contracts in excess of \$2,000.00 for construction, renovation or repair work financed in whole or in part with assistance provided under this contract, shall comply with Federal requirements adopted by the Grantee pertaining to such contracts and with the applicable requirements of the regulations of the Department of Labor, under 29 CFR Parts 1, 3, 5 and 7 governing the payment of wages and ratio of apprentices and trainees to journey workers; provided that, if wage rates higher than those required under the regulations are imposed by state or local law, nothing hereunder is intended to relieve the Subrecipient of its obligation, if any, to require payment of the higher wage. The Subrecipient shall cause or require to be inserted in full, in all such contracts subject to such regulations, provisions meeting the requirements of this paragraph.

3. "Section 3" Clause

- a) Compliance: Compliance with the provisions of Section 3 of the HUD Act of 1968, as amended, and as implemented by the regulations set forth in 24 CFR 135, and all applicable rules and orders issued hereunder prior to the execution of this contract, shall be a condition of the Federal financial assistance provided under this contract and

binding upon the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors. Failure to fulfill these requirements shall subject the Grantee, the Subrecipient and any of the Subrecipient's subrecipients and subcontractors, their successors and assigns, to those sanctions specified by the Agreement through which Federal assistance is provided. The Subrecipient certifies and agrees that no contractual or other disability exists that would prevent compliance with these requirements.

The Subrecipient further agrees to comply with these "Section 3" requirements and to include the following language in all subcontracts executed under this Agreement:

"The work to be performed under this Agreement is a project assisted under a program providing direct Federal financial assistance from HUD and is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 1701). Section 3 requires that to the greatest extent feasible opportunities for training and employment be given to low- and very low-income residents of the project area, and that contracts for work in connection with the project be awarded to business concerns that provide economic opportunities for low- and very low-income persons residing in the metropolitan area in which the project is located."

The Subrecipient further agrees to ensure that opportunities for training and employment arising in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project are given to low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to low- and very low-income persons within the service area of the project or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs; and award contracts for work undertaken in connection with a housing rehabilitation (including reduction and abatement of lead-based paint hazards), housing construction, or other public construction project to business concerns that provide economic opportunities for low- and very low-income persons residing within the metropolitan area in which the CDBG-funded project is located; where feasible, priority should be given to business concerns that provide economic opportunities to low- and very low-income residents within the service area or the neighborhood in which the project is located, and to low- and very low-income participants in other HUD programs.

The Subrecipient certifies and agrees that no contractual or other legal incapacity exists that would prevent compliance with these requirements.

- b) **Notifications:** The Subrecipient agrees to send to each labor organization or representative of workers with which it has a collective bargaining agreement or other contract or understanding, if any, a notice advising said labor organization or worker's representative of its commitments under this Section 3 clause and shall post copies of the notice in conspicuous places available to employees and applicants for employment or training.
- c) **Subcontracts:** The Subrecipient will include this Section 3 clause in every subcontract and will take appropriate action pursuant to the subcontract upon a finding that the subcontractor is in violation of regulations issued by the grantor agency. The Subrecipient will not subcontract with any entity where it has notice or knowledge that the latter has been found in violation of regulations under 24 CFR Part 135 and will not let any subcontract unless the entity has first provided it with a preliminary statement of ability to comply with the requirements of these regulations.

D. Conduct

1. Assignability

The Subrecipient shall not assign or transfer any interest in this Agreement without the prior written consent of the Grantee thereto; provided, however, that claims for money due or to become due to the Subrecipient from the Grantee under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Grantee.

2. Subcontracts

- a) **Approvals:** The Subrecipient shall not enter into any subcontracts with any agency or individual in the performance of this contract without the written consent of the Grantee prior to the execution of such agreement.
- b) **Monitoring:** The Subrecipient will monitor all subcontracted services on a regular basis to assure contract compliance. Results of monitoring efforts shall be summarized in written reports and supported with documented evidence of follow-up actions taken to correct areas of noncompliance.
- c) **Content:** The Subrecipient shall cause all of the provisions of this contract in its entirety to be included in and made a part of any subcontract executed in the performance of this Agreement.
- d) **Selection Process:** The Subrecipient shall undertake to ensure that all subcontracts let in the performance of this Agreement shall be awarded on a fair and open competition basis in accordance with applicable procurement requirements. Executed copies of all subcontracts shall be forwarded to the Grantee along with documentation concerning the selection process.

3. Hatch Act

The Subrecipient agrees that no funds provided, nor personnel employed under this Agreement, shall be in any way or to any extent engaged in the conduct of political activities in violation of Chapter 15 of Title V of the U.S.C.

4. Conflict of Interest

The Subrecipient agrees to abide by the provisions of 2 CFR 200.112 and 570.611, which include (but are not limited to) the following:

- a) The Subrecipient shall maintain a written code or standards of conduct that shall govern the performance of its officers, employees or agents engaged in the award and administration of contracts supported by Federal funds.
- b) No employee, officer or agent of the Subrecipient shall participate in the selection, or in the award, or administration of, a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.
- c) No covered persons who exercise or have exercised any functions or responsibilities with respect to CDBG-assisted activities, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest in any contract, or have a financial interest in any contract, subcontract, or agreement with respect to the CDBG-assisted activity, or with respect to the proceeds from the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for a period of one (1) year thereafter. For purposes of this paragraph, a "covered person" includes any person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee, the Subrecipient, or any designated public agency.

5. Lobbying

The Subrecipient hereby certifies that:

- a) No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
- b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or

cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

- c) It will require that the language of paragraph (d) of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all Subrecipients shall certify and disclose accordingly:

d) **Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S.C. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

6. **Copyright**

If this contract results in any copyrightable material or inventions, the Grantee and/or grantor agency reserves the right to royalty-free, non-exclusive and irrevocable license to reproduce, publish or otherwise use and to authorize others to use, the work or materials for governmental purposes.

7. **Religious Activities**

The Subrecipient agrees that funds provided under this Agreement will not be utilized for inherently religious activities prohibited by 24 CFR 570.200(j), such as worship, religious instruction, or proselytization.

X. ENVIRONMENTAL CONDITIONS

A. Air and Water

The Subrecipient agrees to comply with the following requirements insofar as they apply to the performance of this Agreement:

- Clean Air Act, 42 U.S.C., 7401, *et seq.*;
- Federal Water Pollution Control Act, as amended, 33 U.S.C., 1251, *et seq.*, as amended, 1318 relating to inspection, monitoring, entry, reports, and information, as well as other requirements specified in said Section 114 and Section 308, and all regulations and guidelines issued thereunder;
- Environmental Protection Agency (EPA) regulations pursuant to 40 CFR Part 50, as amended.

B. Flood Disaster Protection

In accordance with the requirements of the Flood Disaster Protection Act of 1973 (42 U.S.C. 4001), the Subrecipient shall assure that for activities located in an area identified by the Federal Emergency Management Agency (FEMA) as having special flood hazards, flood insurance under the National Flood Insurance Program is obtained and maintained as a condition of financial assistance for acquisition or construction purposes (including rehabilitation).

C. Lead-Based Paint

The Subrecipient agrees that any construction or rehabilitation of residential structures with assistance provided under this Agreement shall be subject to HUD Lead-Based Paint Regulations at 24 CFR 570.608, and 24 CFR Part 35, Subpart B. Such regulations pertain to all CDBG-assisted housing and require that all owners, prospective owners, and tenants of properties constructed prior to 1978 be properly notified that such properties may include lead-based paint. Such notification shall point out the hazards of lead-based paint and explain the symptoms, treatment and precautions that should be taken when dealing with lead-based paint poisoning and the advisability and availability of blood lead level screening for children under seven. The notice should also point out that if lead-based paint is found on the property, abatement measures may be undertaken. The regulations further require that, depending on the amount of Federal funds applied to a property, paint testing, risk assessment, treatment and/or abatement may be conducted.

D. Historic Preservation

The Subrecipient agrees to comply with the Historic Preservation requirements set forth in the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470) and the procedures set forth in 36 CFR Part 800, Advisory Council on Historic Preservation Procedures for Protection of Historic Properties, insofar as they apply to the performance of this agreement.

In general, this requires concurrence from the State Historic Preservation Officer for all rehabilitation and demolition of historic properties that are fifty years old or older or that are included on a Federal, state, or local historic property list.

XI. SEVERABILITY

If any provision of this Agreement is held invalid, the remainder of the Agreement shall not be affected thereby and all other parts of this Agreement shall nevertheless be in full force and effect.

XII. SECTION HEADINGS AND SUBHEADINGS

The section headings and subheadings contained in this Agreement are included for convenience only and shall not limit or otherwise affect the terms of this Agreement.

XIII. WAIVER

The Grantee's failure to act with respect to a breach by the Subrecipient does not waive its right to act with respect to subsequent or similar breaches. The failure of the Grantee to exercise or enforce any right or provision shall not constitute a waiver of such right or provision.

XIV. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the Grantee and the Subrecipient for the use of funds received under this Agreement and it supersedes all prior or contemporaneous communications and proposals,

whether electronic, oral, or written between the Grantee and the Subrecipient with respect to this Agreement.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of:

Date: _____

City of Etna

Great Northern Services

Pamela Eastlick
City Clerk

Marie-Josée Wells,
Executive Director



City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): City Council & Staff

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

Subject/Request: New Pool Pump

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

Discuss/Approve replacing the pool pump. Cost expected to be \$10,000.

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

Please describe:

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



City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): City Council & Staff

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

Subject/Request: AGT Pre-Audit Services

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

Discuss/Approve hiring AGT for pre-audit services at billing rate of \$200.00.

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.

Re: Pre-Audit Services

Tessa Clure <tessa@agtcpa.com>

Fri 5/10/2024 11:19 AM

To: Pamela Eastlick <p.eastlick@etnaca.com>; Ellyn Bruce <ellyn@agtcpa.com>

Hi Pam, so sorry for the miscommunication. There's not a contract I can provide but you can let council know that we are bidding on fiscal year ends 21, 22 and 23, for pre audit accounting clean up. Our average billing rate would be approximately \$200. It's hard to anticipate how many hours it will take until we dive in, but if council approves a 'not to exceed' amount per year, we would stop when we hit that mark and you could go back with a change order if more work was needed. In short, I will have to follow your lead following councils guidance on price caps and will provide a contract at that time. Hope that gives you enough direction for Monday. I'm working in Tennessee but will be checking my email.

Thanks!

Get [Outlook for iOS](#)

From: Pamela Eastlick <p.eastlick@etnaca.com>

Sent: Friday, May 10, 2024 12:49:44 PM

To: Tessa Clure <tessa@agtcpa.com>

Subject: Re: Pre-Audit Services

Hey Tessa, I was hoping to have a contract for services to put on the Agenda for this Monday, Is that still an option? We have until noon before the Agenda gets posted.

Pamela Eastlick, CMC

City Clerk/Finance

City of Etna

p.eastlick@etnaca.com

From: Pamela Eastlick <p.eastlick@etnaca.com>

Sent: Friday, May 3, 2024 10:04 AM

To: Tessa Clure <tessa@agtcpa.com>

Subject: Re: Pre-Audit Services

ok, that sounds great.

From: Tessa Clure <tessa@agtcpa.com>

Sent: Friday, May 3, 2024 10:01 AM

To: Pamela Eastlick <p.eastlick@etnaca.com>

Subject: RE: Pre-Audit Services

Hi Pamela,

Yes...I can do Monday at 11? Our office number is 530.926.3881

Tessa

Tessa Clure, CPA | Principal

[Click here](#) to send a secure file

From: Pamela Eastlick <p.eastlick@etnaca.com>

Sent: Thursday, May 2, 2024 5:10 PM

To: Tessa Clure <tessa@agtcpa.com>

Subject: Pre-Audit Services

Tessa, I would like to set a time to talk with you about the city of Etna's needs. Could we set up a time up a phone meeting?

Pamela Eastlick, CMC

City Clerk/Finance

City of Etna

p.eastlick@etnaca.com



City of Etna

Agenda Request

Date of Meeting: 5.13.24

Spokesperson(s): City Council & Staff

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

Subject/Request: April Water Bill Usage

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

Typically during winter months water meters that become difficult to read have to be estimated. Several meters are set very low in the box and become submerged in water making it impossible to get an accurate read. To avoid a future high usage bill it is necessary to estimate in times where a read cannot be recorded. Unfortunately due to weather the last several months have been estimated reads and the estimates were too low for the attached accounts. Now with the most recent billing (April) we have inputted accurate meter reads for the billing and many accounts received a substantial increase than what is typical for their water usage portion of the bill. Staff recommends adjusting a portion/percentage of the water usage. Options to consider:

1. Take the average of 12 months and adjust the bill to that amount
2. Bill the account for the same amount billed this time last year (April 2023)



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

Please describe:

Another option that should be considered is taking the April bill and dividing it by several months and billing it out flat while not penalizing the account. This option will be the most difficult to track, and time consuming. Please advise.

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.

	E	F	G	H	I
1	PrevReading1	CurrReading1	MultUsage1	W/U Billed	Total Bill
5	69276	70506	1230	\$ 31.98	\$ 51.63
6	35676	39131	3455	\$ 89.83	\$ 109.48
10	19491	22318	2827	\$ 73.50	\$ 93.15
12	51176	58665	7489	\$ 194.71	\$ 214.36
14	367479	369566	2087	\$ 54.26	\$ 73.91
18	403223	411937	8714	\$ 226.56	\$ 281.46
20	836130	838790	2660	\$ 69.16	\$ 124.06
22	73141	75203	2062	\$ 53.61	\$ 108.51
27	66575	68043	1468	\$ 38.17	\$ 93.07
34	8213	9487	1274	\$ 33.12	\$ 88.02
44	497472	500819	3347	\$ 87.02	\$ 141.92
52	29417	31398	1981	\$ 51.51	\$ 106.41
53	6828	18172	11344	\$ 294.94	\$ 349.84
59	44142	46984	2842	\$ 73.89	\$ 128.79
60	7119	11661	4542	\$ 118.09	\$ 172.99
62	194426	196002	1576	\$ 40.98	\$ 95.88
64	89662	91009	1347	\$ 35.02	\$ 89.92
65	149317	152721	3404	\$ 88.50	\$ 143.40
66	224167	233328	9161	\$ 238.19	\$ 293.09
69	89525	90790	1265	\$ 32.89	\$ 87.79
73	96949	99489	2540	\$ 66.04	\$ 120.94
78	8769	10121	1352	\$ 35.15	\$ 90.05
80	71387	80313	8926	\$ 232.08	\$ 286.98
81	78962	87599	8637	\$ 224.56	\$ 279.46
93	90331	91580	1249	\$ 32.47	\$ 87.37
97	67221	68898	1677	\$ 43.60	\$ 98.50
100	21306	22981	1675	\$ 43.55	\$ 98.45
101	99541	3038	3497	\$ 90.92	\$ 145.82
113	218112	219627	1515	\$ 39.39	\$ 94.29
114	91043	99806	8763	\$ 227.84	Bus
115	89628	91465	1837	\$ 47.76	Bus
118	864786	866315	1529	\$ 39.75	\$ 94.65
119	78872	83910	5038	\$ 130.99	Bus
120	243738	246262	2524	\$ 65.62	\$ 85.27
124	523170	530790	7620	\$ 198.12	Bus
126	286740	291730	4990	\$ 129.74	Bus
127	4465900	4501700	35800	\$ 930.80	RV Park
129	28771	37367	8596	\$ 223.50	\$ 278.40
132	412472	420301	7829	\$ 203.55	\$ 258.45
133	449273	452131	2858	\$ 74.31	\$ 129.21
134	287022	289765	2743	\$ 71.32	\$ 126.22
138	77972	79125	1153	\$ 29.98	\$ 84.88

	E	F	G	H	I
143	80332	81780	1448	\$ 37.65	\$ 92.55
147	5240020	5281750	41730	\$ 1,084.98	RV Park
149	12076	14007	1931	\$ 50.21	\$ 105.11
152	25334	31286	5952	\$ 154.75	\$ 209.65
154	33556	35482	1926	\$ 50.08	\$ 104.98
155	12419	13480	1061	\$ 27.59	\$ 82.49
158	368912	372349	3437	\$ 89.36	\$ 144.26
159	7009	9885	2876	\$ 74.78	\$ 129.68
160	305843	311343	5500	\$ 143.00	\$ 197.90
162	97462	2781	5319	\$ 138.29	\$ 193.19
167	96171	97589	1418	\$ 36.87	\$ 91.77
168	53989	63116	9127	\$ 237.30	\$ 292.20
177	49656	52861	3205	\$ 83.33	\$ 138.23
178	24332	30584	6252	\$ 162.55	\$ 217.45
179	54292	55658	1366	\$ 35.52	\$ 90.42
180	45172	47165	1993	\$ 51.82	\$ 106.72
181	99652	778	1126	\$ 29.28	\$ 84.18
187	17952	19761	1809	\$ 47.03	\$ 101.93
188	94547	95940	1393	\$ 36.22	\$ 91.12
189	103939	113520	9581	\$ 249.11	\$ 304.01
193	75377	77322	1945	\$ 50.57	\$ 105.47
195	53115	54153	1038	\$ 26.99	\$ 81.89
196	93737	95939	2202	\$ 57.25	\$ 112.15
198	71001	75197	4196	\$ 109.10	\$ 164.00
202	8633	10036	1403	\$ 36.48	\$ 91.38
203	179657	181507	1850	\$ 48.10	\$ 103.00
205	271137	273636	2499	\$ 64.97	\$ 119.87
208	41987	44051	2064	\$ 53.66	\$ 108.56
210	58267	62503	4236	\$ 110.14	\$ 165.04
214	15207	16772	1565	\$ 40.69	\$ 95.59
216	84935	87414	2479	\$ 64.45	\$ 119.35
217	34651	36733	2082	\$ 54.13	\$ 109.03
218	57831	65601	7770	\$ 202.02	Rays
225	50317	51441	1124	\$ 29.22	\$ 84.12
226	2292	5797	3505	\$ 91.13	\$ 146.03
230	249952	257520	7568	\$ 196.77	\$ 251.67
232	24579	28298	3719	\$ 96.69	\$ 151.59
234	78127	82672	4545	\$ 118.17	\$ 173.07
235	86897	89349	2452	\$ 63.75	\$ 118.65
236	107449	108532	1083	\$ 28.16	\$ 83.06
238	75172	80941	5769	\$ 149.99	\$ 204.89
239	85569	87269	1700	\$ 44.20	\$ 99.10
244	57205	58832	1627	\$ 42.30	\$ 97.20

	E	F	G	H	I
245	594493	596650	2157	\$ 56.08	School
246	978537	980986	2449	\$ 63.67	School
248	189201	193900	4699	\$ 122.17	\$ 177.07
256	51432	52943	1511	\$ 39.29	\$ 94.19
257	57209	59483	2274	\$ 59.12	\$ 114.02
259	74231	77187	2956	\$ 76.86	\$ 131.76
272	67871	70304	2433	\$ 63.26	\$ 118.16
273	40473	41601	1128	\$ 29.33	\$ 84.23
275	92463	93705	1242	\$ 32.29	\$ 87.19
279	78817	83402	4585	\$ 119.21	\$ 174.11
282	2802	4208	1406	\$ 36.56	\$ 91.46
286	58367	59504	1137	\$ 29.56	\$ 84.46
294	15439	18201	2762	\$ 71.81	\$ 126.71
301	95222	96312	1090	\$ 28.34	Rental
302	122674	125802	3128	\$ 81.33	Rental
306	599327	600573	1246	\$ 32.40	\$ 87.30
312	15429	21632	6203	\$ 161.28	Bus
316	56841	61513	4672	\$ 121.47	Bus
317	45644	52246	6602	\$ 171.65	Bus
320	174555	184360	9805	\$ 254.93	Bus
321	142462	145210	2748	\$ 71.45	\$ 126.35
322	34029	35275	1246	\$ 32.40	\$ 87.30
323	71576	79427	7851	\$ 204.13	\$ 259.03
324	188963	190843	1880	\$ 48.88	\$ 103.78
325				\$ 11,713.10	