



City of Etna

AGENDA FOR THE SPECIAL MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: May 29, 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 May 13, 2024
 - b. Accounts Payable Review
 - c. Resolution 2024-005 – A Resolution of the City Council of the City of Etna Establishing the City of Etna Workplace Violence Prevention Plan
4. DEPARTMENT REPORTS
*Police*Public Works*Fire Dept*Ambulance *Clerk *Mayor*Council/Committee*City Manager
5. CURRENT BUSINESS
 - a. Discuss/Approve Pay Request #1 for Whitehawk Construction for 2024 Water System Improvements Project \$252,859.74
 - b. Friends of the Etna Library Report
 - c. Discuss/Approve Timeline and Funding for the Etna Museum Electrical Project
 - d. Discuss/Approve Resolution 2024-006 A Resolution of the City Council of the City of Etna Establishing the City Council Regular Meeting Schedule
 - e. Discuss and Provide Direction on Purchasing Policies; Approve Emergency Purchase of Pool Pump
6. CITY COUNCIL STATEMENTS AND REQUESTS
7. CLOSED SESSION
 - a. Pursuant to Government Code §54957(b) Personnel Matters – Public Employment
 1. Public Works Employee 3/4 Time Position
8. ADJOURNMENT

Zoom Teleconference Information:

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

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

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

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 May 13, 2024**

Members of the Etna City Council met on this 13th day of May 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 Brandon Fawaz, Jason Deppen, Mayor Cliff Munson, and John Stacher were present. Councilmember Charnna Gilmore was absent.

2. Public Comments on Non-Agenda Items:

Ambulance Director Teresa Arrwood thanked the community and some high school students that helped in a training that took place recently.

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**

(The General Election is November 5, 2024)

Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen

Abstain: Fawaz

4. Current Business:

a. Acknowledgment of the 2024 PCT Patch Design Winner.

Police Chief Josh Short gave a background about this project. The designs were created by local high school students. Lynn Karpinski is the computer graphic design teacher at Etna High School. Annabelle Yokael was the winner for the 2024 patch design that will be sold by local businesses. The City Council recognized Annabelle Yokael for winning the 2024 design competition. No action taken.

b. Discuss/Approve Event Application Rockside Ranch 5k.

Councilmember Deppen made a motion to approve, Councilmember Fawaz seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen, Fawaz

- 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.**

City Clerk Pamela Eastlick explained to the Council that City Auditor Charles Pillon is having concerns regarding the amount of work that needs to be done. AGT is offering pre-audit services and are interested in working with the City. The cost is \$200/hour for up to 30 hours. Clerk Eastlick will be working with Pillon in collaboration with AGT. Councilmember Fawaz moved to approve, Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen, Fawaz

- e. Discuss/Approve Purchase of Pool Pump**

Public Works Dan Burbank explained to the Council that the pool pump is in need of replacement. This will be a full replacement. Clerk Eastlick asked the representative of the Parks and Rec Grant if there could be a revision to the grant to include this purchase and she is waiting to hear back. The current pump is still functioning, and Director Burbank has concerns that when it goes out, they will not have something to replace it.

Andrew Jared City Attorney shared comments about the current purchasing policy. Jared recommends updating and adopting the current purchasing ordinance. This item is tabled for the next regular meeting.

- f. Discuss/Approve April Water Billing Water Usage Adjustments.**

Director Burbank explained the challenges with reading meters during the winter months and with a good water year. The April billing gave an accumulative number over a span of months that reads were based on estimates. The option to offer water users would be a payment plan. Councilmember Fawaz commented that issues like this will be fixed with the new smart meters that are scheduled to be installed shortly. More discussion about options to pay.

Councilmember Fawaz moved to approve that any customer that requests a delay of payment due to hardship, no justification of hardship needed, and they pay the amount of their 2023 April bill and have the excess amount owed amortized over the next three months. Clerk Eastlick clarified that the accounts will not be penalized. Councilmember Deppen seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen, Fawaz

5. City Council Statements and Requests:

Councilmember Fawaz would like the Council to consider meeting regularly once a month instead of twice a month.

Fawaz asked about the community survey and asked if it could be sent to him.

Councilmember Deppen would like to have his city email working.

6. CLOSED SESSION:

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

1. Police Department: Police Officer ¾ Time Position

2. Public Works Department: Public Works Employee ¾ Time Position

The City Council unanimously approved item 1 and there was no reportable action for item 2.

7. 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: 05/23/2024

Time: 11:50 am

Page: 1

City of Etna

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

ABTECH TECHNOLOGIES, INC.	Dell Briefcase	26980	05/08/2024	
			05/22/2024	
PO BOX 509015 DEPT. C348	ABTECH		05/08/2024	0.00
SAN DIEGO	GF	0	00/00/0000	0.00
CA 92150-9015	2405002-IN			37.53

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		37.53	0.00

Check No.	0	Total:	37.53
Total for	ABTECH TECHNOLOGIES, INC.		37.53

BIG VALLEY SANITATION	Winter Park Restroom	26977	04/30/2024	
			05/22/2024	
5551 EASTSIDE ROAD	BIG		04/30/2024	0.00
REDDING	GF	0	00/00/0000	0.00
CA 96001	132603			132.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-70-760.00	PROFESSIONAL & CONTRACT SERVCS		132.00	0.00

Check No.	0	Total:	132.00
Total for	BIG VALLEY SANITATION		132.00

COLANTUONO, HIGHSMITH & WHATLEY, PC	Feb Attorney Services	26986	02/06/2024	
			05/23/2024	
420 SIERRA COLLEGE DRIVE	JARED		02/06/2024	0.00
GRASS VALLEY	GF	0	00/00/0000	0.00
CA 95945-5091	59115			4,700.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-780.00	ATTORNEY FEES		2,042.45	0.00
10-40-780.00	ATTORNEY FEES		984.28	0.00
40-30-780.00	ATTORNEY FEES		1,181.13	0.00
50-45-780.00	ATTORNEY FEES		492.14	0.00

COLANTUONO, HIGHSMITH & WHATLEY, PC	May Attorney Services	26987	05/14/2024	
			05/23/2024	
420 SIERRA COLLEGE DRIVE	JARED		05/14/2024	0.00
GRASS VALLEY	GF	0	00/00/0000	0.00
CA 95945-5091	60452			4,700.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-780.00	ATTORNEY FEES		1,960.32	0.00
10-25-780.00	ATTORNEY FEES		755.77	0.00
10-40-780.00	ATTORNEY FEES		1,983.91	0.00

Check No.	0	Total:	9,400.00
Total for	COLANTUONO, HIGHSMITH &		9,400.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 05/23/2024

Time: 11:50 am

City of Etna

Page: 2

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
FRIENDS OF THE POOL	Reim: Maint & Supplies	26978	05/17/2024	
			05/22/2024	
P O BOX 501	FP		05/17/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027				260.18

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-880.00	MAINTENANCE & SUPPLIES		260.18	0.00

Check No.	0	Total:	260.18
Total for	FRIENDS OF THE POOL		260.18

LIFE ASSIST	Medical Supplies	26983	05/16/2024	
			05/22/2024	
11277 SUNRISE PARK DRIVE	LA		05/16/2024	0.00
RANCHO CORDOVA	GF	0	00/00/0000	0.00
CA 95742	1436287			68.33

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		68.33	0.00

Check No.	0	Total:	68.33
Total for	LIFE ASSIST		68.33

LINCOLN AQUATICS	Pool Supplies	26984	05/22/2024	
			05/22/2024	
PO BOX 60130	LEI		05/22/2024	0.00
CITY OF INDUSTRY	GF	0	00/00/0000	0.00
CA 91716-8248	D8854288			684.24

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-875.00	SPECIAL DEPT SUPPLIES & EQUIP		684.24	0.00

LINCOLN AQUATICS	Pool Supplies	26985	05/23/2024	
			05/23/2024	
PO BOX 60130	LEI		05/23/2024	0.00
CITY OF INDUSTRY	GF	0	00/00/0000	0.00
CA 91716-8248	SN116653			2,190.77

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-875.00	SPECIAL DEPT SUPPLIES & EQUIP		2,190.77	0.00

Check No.	0	Total:	2,875.01
Total for	LINCOLN AQUATICS		2,875.01

MEAN GENE'S GAS	March Fuel	26988	03/31/2024	
			05/23/2024	
P O BOX 534	MGM		03/31/2024	0.00
FT JONES	GF	0	00/00/0000	0.00
CA 96032				3,843.59

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		368.59	0.00
10-41-865.00	VEHICLE FUEL & OIL		572.12	0.00
10-42-865.00	VEHICLE FUEL & OIL		474.09	0.00
10-50-865.00	VEHICLE FUEL & OIL		328.76	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 05/23/2024

Time: 11:50 am

Page: 3

City of Etna

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

10-55-840.20	HEATING		938.80	0.00
10-60-865.00	VEHICLE FUEL & OIL		51.30	0.00
10-60-865.00	VEHICLE FUEL & OIL		16.39	0.00
40-30-865.00	VEHICLE FUEL & OIL		51.30	0.00
40-30-865.00	VEHICLE FUEL & OIL		78.42	0.00
45-33-865.00	VEHICLE FUEL & OIL		51.30	0.00
45-33-865.00	VEHICLE FUEL & OIL		78.42	0.00
50-45-865.00	VEHICLE FUEL & OIL		339.45	0.00
50-45-865.00	VEHICLE FUEL & OIL		288.17	0.00
53-40-865.00	VEHICLE FUEL & OIL		206.48	0.00

MEAN GENE'S GAS

April Fuel

26989 04/30/2024

05/23/2024

P O BOX 534

MGM

04/30/2024

0.00

FT JONES

GF

0 00/00/0000

0.00

CA 96032

5,312.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-865.00	VEHICLE FUEL & OIL		361.26	0.00
10-41-865.00	VEHICLE FUEL & OIL		11.72	0.00
10-42-865.00	VEHICLE FUEL & OIL		432.18	0.00
10-50-840.20	HEATING		1,024.89	0.00
10-50-865.00	VEHICLE FUEL & OIL		311.99	0.00
10-55-840.20	HEATING		1,068.89	0.00
10-60-865.00	VEHICLE FUEL & OIL		7.60	0.00
10-60-865.00	VEHICLE FUEL & OIL		81.74	0.00
40-30-865.00	VEHICLE FUEL & OIL		7.60	0.00
40-30-865.00	VEHICLE FUEL & OIL		153.10	0.00
45-33-865.00	VEHICLE FUEL & OIL		7.60	0.00
45-33-865.00	VEHICLE FUEL & OIL		153.10	0.00
50-45-865.00	VEHICLE FUEL & OIL		837.92	0.00
50-45-865.00	VEHICLE FUEL & OIL		194.35	0.00
53-40-865.00	VEHICLE FUEL & OIL		658.32	0.00

Check No. 0 Total: 9,155.85

Total for MEAN GENE'S GAS 9,155.85

ROYCE SHAW

Pool Benches

26979 05/22/2024

05/22/2024

2615 RABBIT BRUSH RD.

ROYCESHAW

05/22/2024

0.00

MONTAGUE

GF

0 00/00/0000

0.00

CA 96064

2,000.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-875.00	SPECIAL DEPT SUPPLIES & EQUIP		2,000.00	0.00

Check No. 0 Total: 2,000.00

Total for ROYCE SHAW 2,000.00

SHN CONSULTING ENGINEERS

SSMP

26982 05/10/2024

05/22/2024

SHN

05/10/2024

0.00

GF

0 00/00/0000

0.00

121120

1,050.00

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

Date: 05/23/2024

Time: 11:50 am

Page: 4

City of Etna

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

45-33-760.00	PROFESSIONAL & CONTRACT SERVCS	1,050.00	0.00
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Check No.	0	Total:	1,050.00
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Total for	SHN CONSULTING ENGINEERS	1,050.00
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XEROX CORPORATION	Print Meter	26981	05/04/2024	
			05/22/2024	
PO BOX 7405	XEROX		05/04/2024	0.00
PASADENA	GF	0	00/00/0000	0.00
CA 91109-7405	021329538			34.91

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
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10-25-870.00	OFFICE SUPPLIES	34.91	0.00
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Check No.	0	Total:	34.91
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Total for	XEROX CORPORATION	34.91
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Total Invoices:	13	Grand Total:	25,013.81
		Less Credit Memos:	0.00
		Net Total:	25,013.81
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	25,013.81

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
20	City Council	4,002.77	0.00
25	City Clerk	828.21	0.00
30	Water	1,471.55	0.00
33	Sewer	1,340.42	0.00
40	Law Enforcement	4,562.84	0.00
41	Police - FJ Station	583.84	0.00
42	DOJ GRANT	906.27	0.00
45	Ambulance Services	2,220.36	0.00
50	Fire Prevention	1,665.64	0.00
55	Governmental Buildings	2,007.69	0.00
60	Highways & Streets	157.03	0.00
70	Parks & Recreation	5,267.19	0.00
Grand Total:		25,013.81	0.00



STAFF REPORT ETNA CITY COUNCIL

To: Mayor and City Council Members
From: Jeff Mitchem
Date: May 29, 2024
Subject: **WORKPLACE VIOLENCE PREVENTION PLAN**
Attachments: A. Workplace Violence Prevention Plan

RECOMMENDED MOTION:

Adopt the attached resolution establishing the City of Etna Workplace Violence Prevention Plan.

SUMMARY:

Governor Newsom has recently signed Senate Bill 553 (SB 553), mandating the development and implementation of workplace violence prevention plans for all employers as part of their Cal/OSHA Injury and Illness Prevention Plan (IIPP).

Effective July 1, 2024, all California employers are required to comply with SB 553. This means employers must formulate a comprehensive workplace violence prevention plan and integrate it into their existing IIPP. These prevention plans are crucial for equipping employees with the knowledge and preparedness necessary to respond to potential incidents.

BACKGROUND:

The aim of Senate Bill 553 is to prioritize the safety and well-being of workers. It is designed to establish a standardized framework for preventing workplace violence, as developed by Cal/OSHA over the past six years. By accelerating the implementation of this plan, the law aims to provide a safer environment for employees across California.

In order to comply with the intent of the legislation, the City must take the following actions:

1. Develop and implement a workplace violence prevention plan that aligns with the requirements outlined in SB 553.
2. Train employees on the contents and procedures of the prevention plan to ensure their awareness and preparedness.
3. Communicate and distribute the workplace violence prevention plan to all employees to keep them informed.

Additionally, the City will encourage employees to take an active role in workplace safety by:

1. Familiarizing themselves with the workplace violence prevention plan provided by City Administration.

2. Participating in any trainings or educational programs conducted by City Administration on workplace safety.
3. Reporting any potential threats or acts of violence to their supervisors or designated security personnel.
4. By working together, we can create a culture of safety and security within our workplaces, protecting employees and others from the risks associated with workplace violence.



City of Etna

RESOLUTION 2024-005

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA ESTABLISHING THE CITY OF ETNA WORKPLACE VIOLENCE PREVENTION PLAN

WHEARAS, the City desires to establish, implement, and maintain an effective Workplace Violence Prevention (WVP) plan as required by SB 553; and

WHEREAS, the regulation requires the City establish, implement, and maintain, at all times in all City facilities, a WVP plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace; and

WHEREAS, the WVP plan is required to be available upon request for examination and copying to City employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

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

SECTION 1. The City Council hereby adopts the WVP plan exhibited hereto as Exhibit A.

SECTION 2. The City Council hereby affirms that the City of Etna will not ignore, condone, or tolerate threats of violence or workplace violence by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

SECTION 3. The City Council hereby establishes that threats of violence include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.

SECTION 4. The City Council hereby establishes that workplace violence shall mean any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
- An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

SECTION 5. The City Council hereby establishes that workplace violence can be categorized into four types:

- Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime
- Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors
- Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager
- Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee.

SECTION 6: The City Council hereby prohibits all dangerous weapons not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on City property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. Dangerous weapons include any instrument capable of inflicting death or serious bodily injury.

SECTION 7: The City Council hereby designates the City Administrator or an assigned designee, as the WVP Plan Administrator pursuant to the provision of the WVP plan exhibited hereto (Exhibit A).

IT IS HEREBY CERTIFIED that the foregoing was duly adopted on a motion by _____ and seconded by _____ at a regular meeting of the Etna City Council held on the 29th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

Cliff Munson, Mayor

WITNESS, my hand and seal this 29th day of May 2024

Pamela Eastlick, City Clerk

EXHIBIT A

**City of Etna
Workplace Violence Prevention Plan**

May 29, 2024

EXHIBIT A

TABLE OF CONTENTS

Policy	1
Prohibited Acts.....	1
Responsibility and Authority	2
Compliance.....	3
Communication and Training.....	3
Procedures	4
Hazard Assessment.....	6
Hazard Correction.....	6
Post Incident Response and Investigation.....	6
Recordkeeping.....	7
Annual Review.....	7

Appendices

- A. Workplace Violent Incident Log
- B. Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist

Policy

The City of Etna is committed to providing a work environment that is free of disruptive, threatening, or violent behavior involving any employee, appointed or elected official, volunteer, contractor, client, and/or visitor. Our policy is to establish, implement, and maintain an effective plan as required by SB 533. The regulation requires us to establish, implement, and maintain, at all times in all our facilities, a workplace violence prevention plan for purposes of protecting employees and other personnel from aggressive and violent behavior at the workplace.

Our Workplace Violence Prevention (WVP) plan is available upon request for examination and copying to our employees, their representatives, and the Chief of Cal/OSHA or his or her designee.

Prohibited Acts

City of Etna will not ignore, condone, or tolerate *threats of violence* or *workplace violence* by any employee, appointed or elected official, volunteer, contractor, client, or visitor.

- *Threats of violence* include both verbal and non-verbal conduct that causes a person to fear for his or her safety because there is a reasonable possibility he or she might be physically injured and that serves no legitimate work-related purpose.
- *Workplace violence* means any act of violence or threat of violence that occurs at the work site. The term workplace violence shall not include lawful acts of self-defense or defense of others. Workplace violence includes the following:
 - The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury
 - An incident involving the threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether or not the employee sustains an injury

Workplace violence can be categorized into four types:

Type 1: Workplace violence committed by a person who has no legitimate business at the work site - includes violent acts by anyone who enters the workplace with the intent to commit a crime

Type 2: Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors

Type 3: Workplace violence against an employee by a present or former employee, supervisor, or manager

Type 4: Workplace violence committed in the workplace by someone who does not work there but has or is known to have had a personal relationship with an employee

In addition, City of Etna prohibits all *dangerous weapons* not used for fire suppression, accident and incident response, emergency medical services, the service of law enforcement, or security duties on all City of Etna property. Any employee or appointed or elected official in possession of prohibited dangerous weapons on City of Etna property is in violation of this policy and may be subject to disciplinary action up to and including dismissal. Any volunteer, contractor, client, or visitor in possession of prohibited dangerous weapons will be banned from the premises. *Dangerous weapons* include any instrument capable of inflicting death or serious bodily injury.

Responsibility and Authority

Workplace Violence Prevention Plan Administrator

The City Administrator, is the designated WVP Plan Administrator (Administrator) and has the authority and responsibility for developing, implementing, and maintaining this plan and conducting or overseeing any investigations of workplace violence reports. The City Administrator or designee will also be able to answer employee questions concerning this plan.

The City Administrator or designee, or an assigned designee, shall solicit feedback and input from employees and their authorized representatives in developing and implementing the WVP plan. Active involvement of employees could include, but is not limited to, their participation in identifying, evaluating, and correcting workplace violence hazards; in designing and implementing training; and in reporting and investigating workplace violence incidents.

The City Administrator or designee, or an assigned designee, shall coordinate implementation of the workplace violence prevention plan with other employers (ex. contracted security staff and other employers on site), when applicable, to ensure those employers and their employees understand their respective roles as provided in the plan. These other employers and their staff shall be provided with training on City of Etna's WPV plan.

Managers and Supervisors

Responsibilities include:

- Implementing the plan in their work areas;
- Providing input to the Administrator regarding the plan;
- Participating in investigations of workplace violence reports; and
- Answering employee questions concerning this plan.

Employees

Responsibilities include:

- Complying with the plan;
- Maintaining a violence-free work environment;

- Attending all training;
- Following all directives, policies, and procedures; and
- Reporting suspicious persons in the area and alerting the proper authorities when necessary.

Compliance

The Administrator is responsible for ensuring the plan is clearly communicated and understood by all employees. The following techniques are used to ensure all employees understand and comply with the plan:

- Informing all employees of the plan during new employee safety orientation training and ongoing workplace violence prevention training;
- Ensuring *all* employees, including managers, and supervisors receive training on this plan;
- Providing comprehensive workplace violence prevention training to managers and supervisors concerning their roles and responsibilities for plan implementation;
- Evaluating employees to ensure their compliance with the plan;
- Recognition of employees who follow safe and healthful work practices;
- Disciplining employees, appointed or elected officials, and volunteers who engage in threats of violence behaviors up to and including dismissal; and
- Ensuring training of this plan is conducted on an annual basis.

Communication and Training

Managers and supervisors are responsible for communicating with employees about workplace violence in a form readily understandable by all employees.

Employees are encouraged to inform their supervisors about any threats of violence or workplace violence. Employees may use the Workplace Violent Incident Log (Appendix A) to assist in their reporting of incidents. No employee will be disciplined for reporting any threats of violence or workplace violence.

After the employee has reported their concerns about any threats of violence or workplace violence to their supervisor, the supervisor will report this information to the Administrator who will investigate the incident. The Administrator will then inform the employee of the results of their investigation and any corrective actions to be taken as part of the City of Etna's responsibility in complying with hazard correction measures outlined in the WVP plan.

Employee training on workplace violence will include:

- This plan;
- Workplace violence risks that employees may encounter in their jobs;

- How to recognize the potential for violence and escalating behavior;
- Strategies to de-escalate behaviors and to avoid physical harm;
- City of Etna alerts, alarms, or systems that are in place to warn of emergencies;
- How to report incidents to law enforcement; and
- City of Etna's EAP

Employees assigned to respond to alerts, alarms, or systems that are in place to warn others will receive additional training that includes:

- General and personal safety measures;
- Aggression and violence predicting factors;
- The assault cycle;
- Characteristics of aggressive and violent persons;
- Verbal intervention and de-escalation techniques and physical maneuvers to defuse and prevent violent behavior;
- Strategies to prevent physical harm;
- Appropriate and inappropriate use of restraining techniques and medications as chemical restraints in accordance with Title 22; and
- An opportunity to practice the taught maneuvers and techniques, including a debriefing session.

Training will occur:

- When the plan is first established;
-
- Annually for all employeesThe City shall record each yearly WVPP training, and new employee orientation shall include reviewing the most recent WVPP training video;
- When new equipment or work practices are introduced; and
- When a new or previously unrecognized workplace violence hazard has been identified

Employees who receive training in a form other than live will have the opportunity to meet with a person knowledgeable on the plan within one business day of the training for interactive questions to be answered.

Procedures

Responding to Actual or Potential Workplace Violence Emergencies

In the event of an actual or potential workplace violence emergency, City Administrator or designee will alert employees of the presence, location, and nature of the workplace violence through the following methods:

- Email

- Text
- Emergency Alarm

When any employee becomes aware of an actual or potential workplace violence emergency, they shall notify the City Administrator or designee.

Employees shall implement the run, hide, fight protocols where appropriate. Evacuation routes and sheltering locations will be communicated to affected staff. If employees are not able to evacuate or shelter in place, they are authorized to take all reasonable actions necessary to fight or subdue an active shooter or assailant.

Employees can obtain help from staff assigned to respond to workplace violence emergencies, such as security personnel by calling the following number: 530-467-3400. If no security personnel are located at the worksite, employees shall call 911 to report the incident and request assistance from law enforcement.

Emergencies and Reporting a Crime

For immediate assistance in an emergency that is not associated with a service call, contact emergency services or law enforcement by calling 911. For immediate assistance in an emergency associated with a service call in progress, follow internal procedures for requesting immediate back-up assistance by notifying local law enforcement. Employees should also notify their supervisor, manager, and the Administrator as soon as possible.

Reporting Workplace Violence Concerns

Employees who witness or experience *threats of violence* or *workplace violence* can report the incident through their chain of command or directly to Human Resources. Employees may report anonymously and without fear of reprisal by submitting the incident in writing through interoffice mail.

No employee will be subject to, and the City prohibits, any form of discipline or retaliation for reporting perceived violations of workplace violence or cooperating in any way in the investigation of workplace violence. If an employee believes someone has violated this no-retaliation provision, the employee should bring the matter to the immediate attention of a plan administrator. Anyone, regardless of position or title, who the City determines has engaged in conduct that violates this rule against retaliation will be subject to discipline, up to and including termination.

Restraining Orders

Employees or other personnel affiliated with the City of Etna who have an active restraining order issued against another person that includes the workplace are encouraged to provide a copy of the restraining order to their supervisor and the Administrator. Supervisors who receive notification of a restraining order that includes the workplace will meet with the Administrator to decide what actions, if any, need to be initiated.

Hazard Assessment

Workplace hazard assessments will include:

- An annual review of the past year's workplace violence incidents; and
- Periodic physical security assessments.

The Workplace Violence Prevention Environmental Hazard Assessment & Control Checklist (Appendix B) can be used to assist with the security assessment. Inspections are performed according to the following schedule:

- Once a year;
- When the plan is implemented;
- When new, previously unidentified workplace violence/security hazards are recognized; and
- When workplace violence injuries or threats of injury occur.

Hazard Correction

Work practice controls will be used to correct unsafe work conditions, practices, or procedures that threaten the security of employees.

Work practice controls are defined as procedures, rules, and staffing that are used to effectively reduce workplace violence hazards. Work practice controls may include, but are not limited to:

- Appropriate staffing levels;
- Provision of dedicated safety personnel (i.e. security guards);
- Employee training on workplace violence prevention methods; and
- Employee training on procedures to follow in the event of a workplace violence incident.

Corrective actions will be implemented in a timely manner based on the severity of the hazard, documented and dated.

Post Incident Response and Investigation

Managers and supervisors will use the Workplace Violent Incident Log (Attachment A) to assist in documenting incidents and investigations.

These procedures will occur following an incident:

- Provide immediate medical care or first aid;
- Identify all employees involved in the incident;
- Offer staff individual trauma counseling resources;

- Conduct a debriefing with all affected staff;
- Determine if corrective measures developed under this plan were effectively implemented; solicit feedback from all personnel involved in the incident as to the cause of this incident and if injuries occurred, how injury could have been prevented; and
- Record the incident in the Workplace Violent Incident Log.

Recordkeeping

- Records of workplace violence hazard identification, evaluation, and correction will be maintained for five years in accordance with the recordkeeping requirements of SB 553.
- Training for each employee, including the employee's name, training dates, type of training, and training provider will be maintained for a minimum one year.
- Records of violent incidents (Workplace Violent Incident Log) will be maintained a minimum of five years at City Hall.

The following records shall be made available to employees and their authorized representatives, upon request and without cost, for examination and copying within 15 calendar days of a request:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Review of the WVP Plan

City of Etna's Workplace Violence Prevention Plan will be reviewed annually, when a deficiency is observed or becomes apparent, and after a workplace violence incident. The Workplace Violence Prevention Plan will be updated as needed considering the following criteria:

- Staffing;
- Sufficiency of security systems;
- Job, equipment, and facility design and risks;
- Modifications or additions to tasks and procedures that affect plan implementation;
- Newly identified hazards;
- Prior year incidents;
- Identified deficiencies; and
- Feedback provided by employees and their authorized representatives.

Appendix A

WORKPLACE VIOLENT INCIDENT LOG

This form must be completed for every record of violence in the workplace

Incident ID #*:	Date and Time of Incident:	Department:
Specific Location of Incident:		

* Do not identify any individual by name, employee #, or SSI. The Incident ID must not reflect any individual's identity)

Describe Incident (Include additional pages if needed):

Assailant information:

☐ Patient	☐ Client	☐ Customer
☐ Family or Friend of Patient	☐ Family or Friend of Client	☐ Family or Friend of Customer
☐ Partner/Spouse of Victim	☐ Parent/Relative of Victim	☐ Co-Worker/Supervisor/Manager
☐ Former Partner/Spouse of Victim	☐ Animal	☐ Person In Custody
☐ Robber/Burglar	☐ Passenger	☐ Stranger
☐ Student	☐ Other:	

Circumstances at time of incident:

☐ Employee Performing Normal Duties	☐ Poor Lighting	☐ Employee Rushed
☐ Employee Isolated or Alone	☐ High Crime Area	☐ Low Staffing Level
☐ Unable to Get Help or Assistance	☐ Working in a Community Setting	☐ Unfamiliar or New Location
☐ Other:		

Location of Incident:

☐ Patient or Client Room	☐ Emergency or Urgent Care	☐ Hallway
☐ Waiting Room	☐ Restroom or Bathroom	☐ Parking Lot or Outside Building
☐ Personal Residence	☐ Breakroom	☐ Cafeteria
☐ Other:		

Type of Incident (check as many apply):

☐ Robbery	☐ Grabbed	☐ Pushed
☐ Verbal Threat or Harassment	☐ Kicked	☐ Scratched
☐ Sexual Threat, Harassment, or Assault	☐ Hit with an Object	☐ Bitten
☐ Animal Attack	☐ Shot (or Attempted)	☐ Slapped
☐ Threat of Physical Force	☐ Bomb Threat	☐ Hit with Fist
☐ Threat of Use of Weapon or Object	☐ Vandalism (of Victim's Property)	☐ Knifed (or Attempted)
☐ Assault With A Weapon or Object	☐ Vandalism (of Employer's Property)	☐ Arson
☐ Robbery	☐ Other:	

Consequences of incident:

Medical care provided? ☐ Yes ☐ No	Law enforcement called? ☐ Yes ☐ No	Security contacted? ☐ Yes ☐ No
Did anyone provide assistance to conclude the event? ☐ Yes ☐ No		Days lost from work (if any) _____
Actions taken by employer to protect employees from a continuing threat? ☐ Yes ☐ No		

Completed by:

Name:	Title:	Date:
Telephone:	Email:	

Signature:	Telephone:
------------	------------

Appendix B

WORKPLACE VIOLENCE PREVENTION ENVIRONMENTAL HAZARD ASSESSMENT & CONTROL CHECKLIST

Assessed by:	Title:
Location(s) Assessed:	

This checklist is designed to evaluate the workplace and job tasks to help identify situations that may place employees at risk of workplace violence.

Step 1: Identify risk factors that may increase City of Etna's vulnerability to workplace violence events

Step 2: Conduct a workplace assessment to identify physical and process vulnerabilities

Step 3: Develop a corrective action plan with measurable goals and target dates

STEP 1: IDENTIFY RISK FACTORS

Yes	No	Risk Factors	Comments:
		Does staff have contact with the public?	
		Does staff exchange money with the public?	
		Does staff work alone?	
		Is the workplace often understaffed?	
		Is the workplace located in an area with a high crime rate?	
		Does staff enter areas with high crime rates?	
		Does staff have mobile workplaces?	
		Does staff perform public safety functions that might put them in conflict with others?	
		Does staff perform duties that may upset people?	
		Does staff work with people known or suspected to have a history of violence?	
		Do any employees have a history of threats of violence?	

STEP 2: CONDUCT ASSESSMENT

Building Interior

Yes	No	Building Interior	Comments:
		Are employee ID badges required?	
		Are employees notified of past workplace violence events?	
		Are trained security personnel or staff accessible to employees?	
		Are bullet resistant windows or similar barriers used when money is exchanged with the public?	
		Are areas where money is exchanged visible to others?	
		Is a limited amount of cash kept on hand with appropriate signage?	
		Could someone hear an employee who called for help?	
		Do employees have a clear line of sight of visitors in waiting areas?	
		Do areas used for client or visitor interviews allow co-employees to observe problems?	
		Are waiting and work areas free of objects that could be used as weapons?	
		Is furniture in waiting and work areas arranged to prevent employee entrapment?	
		Are clients and visitors clearly informed how to use the department services so they will not become frustrated?	
		Are private, locked restrooms available for employees?	
		Do employees have a secure place to store personal belonging?	

Building Exterior

Yes	No	Building Exterior	Comments:
		Do employees feel safe walking to and from the workplace?	
		Are the entrances to the building clearly visible from the street?	
		Is the area surrounding the building free of bushes or other hiding places?	
		Are security personnel provided outside the building?	
		Is video surveillance provided outside the building?	
		Is there enough lighting to see clearly?	
		Are all exterior walkways visible to security personnel?	

Parking Area

Yes	No	Parking Area	Comments:
		Is there a nearby parking lot reserved for staff?	
		Is the parking lot attended and secure?	
		Is the parking lot free of blind spots and landscape trimmed to prevent hiding places?	
		Is there enough lighting to see clearly?	
		Are security escorts available?	

Security Measures

Yes	No	Security Measures	Comments:
		Is there a response plan for workplace violence emergencies?	
		Are there physical barriers? (between staff and clients)	
		Are there security cameras?	
		Are there panic buttons?	
		Are there alarm systems?	
		Are there metal detectors?	
		Are there X-ray machines?	
		Do doors lock?	
		Does internal telephone system activate emergency assistance?	
		Are telephones with an outside line programed for 911?	
		Are there two-way radios, pagers, or cell phones?	
		Are there security mirrors?	
		Is there a secured entry?	
		Are there personal alarm devices?	
		Are there "drop safes" to limit available cash?	
		Are pharmaceuticals secured?	
		Is there a system to alert staff of the presence, location, and nature of a security threat?	
		Is there a system in place for testing security measures?	

STEP 3: DEVELOP CORRECTIVE ACTION PLAN

(Action Plan Types: BI – Building Interior, BE – Building Exterior, PA – Parking Area, SM – Security Measure)

Type	Action Item	Person(s) Responsible	Target Date	Status	Comments

Etna Police Department Monthly Report

April 2024

While spring and winter continue to fight for position, the police department continues to see calls for service and cases on the rise. Attached you will find statistics and case numbers for the month of April to present. If you need any clarification or have additional questions regarding last month's activities, I will be glad to answer them during the council meeting. Also, as a reminder if there is anything the council wishes to include within the monthly PD report, please let me know so it can be added to any future reports. We have numerous events coming up in the next few months including bluegrass, trails end, and the bicycle tour to name a few so it is imperative we make preparation a priority. It is our mission to have safe events where everyone can enjoy themselves and return home safely.

Traffic- We continue to fight the good fight towards curbing and enforcing traffic related violations especially in high activity areas. As mentioned in previous meetings, the valley as a whole has seen a significant increase in traffic which translates to more violations, accidents, and distracted driving. In the past month we have continued to see traffic violations on the rise with more and more reports of improper driving. While we can't be everywhere at once, we try and monitor problematic areas on a consistent basis. More citations have been issued in recent months than ever before; however, it seems improper driving has not subdued. We have been involved with recent traffic audits and researched the implementation of traffic devices along with a change of overall speeds in certain areas. We hope to see some good information come from the traffic audits which will in turn provide the town, state, and county with some fixes to the issues we see on a daily basis.

Schools- With under 10 days left in the school year, we continue to work with teachers and students on various programs we have implemented to have a very successful graduation into the next chapter. Officers have been ensuring patrols are conducted throughout the school day providing a constant reminder to drivers and pedestrians to act appropriately when in proximity to school grounds. Graduations have been set in June, which the police department will be part of to maintain a safe environment for all. We generally see an uptick in calls for service at each school site based off of student behavior as the school year ends and students are transitioning into a summer mode. We counter this behavior by being present in and around the schools to hopefully help with good decisions.

Animal Control- Animal control after our feline program was implemented has been shrunk to mostly dealing with dogs. A few small problematic homes have been addressed and citations have been issued to those not responding to our warnings. On a whole the animal control issues have mostly subsided but with summer approaching we expect to see those numbers increase significantly.

Reports/Cases/citations- This month in addition to report and case numbers, I also

added citation numbers to better reflect the PD's activities. Etna has generated nearly 40 written cases for the year and averages approximately 30 calls per service a week. Not included in the service calls are the numerous day to day activities and in-person requests we receive. Currently approximately 5-10 citations are issues per week bringing officer self-initiative into play. These citations vary immensely in violations ranging from infractions to misdemeanors and sometimes evolving into felonies. Due to the frequent calls regarding traffic issues, Officer Martin has taken it upon herself to address many of these head on. Officer Martin's proactive approach and self-initiated presents will hopefully reduce traffic-related issues including improper driving and collisions.

Calls for Service- Our service calls have also continued to maintain at a level higher than normal and only expect to see the calls increase. Officers, while on patrol, frequently perform foot patrol in areas where accessibility is a factor with a vehicle but also to meet people face to face while walking around the community. As you may know we have current officers that either hold or are certifying an EMT certificate. Officers are often the first to show up to a medical or fire emergency enabling them to render aid to victims very quickly. These officers work hand in hand with our EMS and fire services, which provide an amazing service to our rural community. Please thank them for taking on these critical additional duties they volunteer for.

Ordinance Enforcement- Several ordinance violation cases have been ongoing this past month and will continue until the issue is adjudicated. Officer York and been working with county agencies in inspections and the permit process to ensure nothing falls through the cracks. She has also been continuing follow-ups to each case to make sure compliance is met. Some of her older cases are now in the process of complete restoration which will bring new opportunities to our community. While some citations have gone through the court process, other identical ones have been kicked back. Currently we are working with the City Attorney to rectify these issues either with ordinance amendments or correspondence from our legal team to the district attorney's office. We also continue to assist in the city's general plan research while providing information to specialists in creating this extensive report.

PAL- Our PAL wrestling program has officially ended making way for the swimming season. Wrestling was a huge success this year in many parts thanks to our amazing coach, Allen Bennett. Allen was a returning PAL kid, and we hope we are able to retain him for many years to come. Several out-of-town tournaments were attended by our youth team as well as a local hosted event bringing many wrestlers to our community. PAL will be continuing our partnership with the YESS program this summer as well as provide additional Hunter education classes. We hope to also provide several fishing and mentoring opportunities throughout the summer, bringing something to do for our local youth. PAL has been working with city personnel to help with getting the pool set for the upcoming season. PAL also approved to pay lifeguards for additional hours while swim practice is occurring. We have also attempted to acquire additional personnel to be certified as a lifeguard.



**SISKIYOU COUNTY
SHERIFF'S OFFICE**
305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/21/2024,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/02/2024 08:19	2404020013	4240029	RO	335 COLLIER WAY		
04/02/2024 11:22	2404020031		WI	840 BRYAN ST		
04/03/2024 09:05	2404030007		OWAS	41 DAWN ST		
04/03/2024 18:03	2404030037		PTFT	317 COLLIER WAY		
04/04/2024 17:47	2404040064		TRSP	15 TELCO WY		
04/05/2024 15:16	2404050023		ANIMAL	711 MAIN ST		
04/09/2024 01:50	2404090002		DP	900 CALLAHAN WAY	10	
04/10/2024 05:41	2404100006		ALARM	805 BRYAN ST		
04/10/2024 08:15	2404100011	4240030	VEH STOP	COLLIER WAY/MAIN ST		
04/11/2024 12:30	2404110019		FLP	827 HIGHLAND ST		
04/11/2024 17:56	2404110039		ASST	35 SCOTT ST		
04/15/2024 12:49	2404150023		ALARM	8 COMMERCIAL ST		
04/15/2024 15:13	2404150036		ALARM	8 COMMERCIAL ST		
04/15/2024 19:52	2404150049		ANIMAL	937 CALLAHAN WAY		
04/16/2024 06:36	2404160011		ANIMAL	0 SCOTT ST		
04/16/2024 16:28	2404160053		OWAS	115 COLLIER WAY		
04/17/2024 14:04	2404170027	4240031	CHAB	226 COLLEGE AVE		
04/17/2024 20:16	2404170058		OWAS	155 DIGGLES ST		
04/18/2024 20:19	2404180056		DP	00 MAIN ST		
04/18/2024 21:01	2404180060		FLP	160 MAIN ST		
04/19/2024 21:01	2404190057		M	511 MAIN ST		
04/20/2024 20:32	2404200049		VEH STOP	N HWY 3/COLLIER WAY		
04/22/2024 10:58	2404220026	4240032	ATC	833 HIGHLAND ST		
04/23/2024 19:28	2404230067		FLP	536 N HWY 3	F	
04/24/2024 09:50	2404240007		CODE	117 MAIN ST		
04/26/2024 12:38	2404260027		VEH STOP	MAIN ST/COLLIER WAY		
04/27/2024 00:47	2404270003		DP	101 ISLAND		
04/28/2024 13:30	2404280013		ASST	317 COLLIER WAY		
04/29/2024 13:46	2404290030		OWAS	117 MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/01/2024 11:26	2405010010		DP	8 COMMERCIAL ST		
05/01/2024 22:02	2405010054	4240034	M	519 WAGNER WAY		
05/02/2024 11:27	2405020019		FLP	220 COLLIER WAY		
05/02/2024 16:47	2405020054		M	131 CALLAHAN ST		
05/03/2024 10:45	2405030020		FLP	400 HOWELL AVE		
05/04/2024 09:46	2405040013		VEH STOP	N HWY 3/HOWELL AVE		
05/04/2024 13:36	2405040018		FLP	316 CALLAHAN ST		
05/04/2024 16:04	2405040027	4240036	SCAM	444 WOODLAND ST		
05/04/2024 17:16	2405040030		VEH STOP	CALLAHAN ST/MAIN ST		
05/04/2024 17:57	2405040032		FLP	316 CALLAHAN ST		
05/08/2024 10:03	2405080014		FLP	595 COLLIER WAY		
05/08/2024 10:12	2405080015		NCRM	305 DIGGLES ST		
05/08/2024 13:10	2405080022		ANIMAL	226 COLLEGE AVE		
05/08/2024 13:45	2405080024		ANIMAL	131 MAIN ST		
05/08/2024 14:16	2405080028		FLP	38 MAIN ST		
05/08/2024 15:05	2405080033		FLP	38 MAIN ST		
05/08/2024 21:17	2405080052		M	117 MAIN ST		
05/09/2024 12:19	2405090027	4240037	MJ	400 HOWELL AVE		
05/13/2024 16:20	2405130036		ASST	35 SCOTT ST		
05/13/2024 19:59	2405130047		WI	WAGNER WAY/DIGGLES ST		
05/14/2024 08:38	2405140007		SCHOOL	400 HOWELL AVE		
05/14/2024 10:39	2405140016		NCRM	30 COMMERCIAL ST	14	
05/14/2024 13:58	2405140027		VEH STOP	400 HOWELL AVE		
05/14/2024 17:55	2405140057		ASST	710 BRYAN ST		
05/15/2024 20:03	2405150045		VEH STOP	HOWELL AVE/N 3		
05/16/2024 16:09	2405160044		FLP	711 HOWELL AVE		
05/16/2024 18:24	2405160059		TRSP	15 TELCO WY		
05/17/2024 11:34	2405170021		FLP	117 MAIN ST		
05/19/2024 12:13	2405190020		ANIMAL	400 HOWELL AVE		
05/20/2024 09:10	2405200004		M	148 MAIN ST		
05/20/2024 17:31	2405200034	4240040	FLP	841 HIGHLAND ST		
05/21/2024 12:03	2405210024		NCRM	305 DIGGLES ST		

TOTAL CALLS: 61



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CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/21/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/01/2024 13:44	2404010020		OWAS	SCOTT RIVER RD/BRIDGE ST		
04/02/2024 09:24	2404020015		OWAS	11806 MAIN ST		
04/02/2024 15:21	2404020052		DP	12737 MARBLE VIEW AVE	1273	
04/02/2024 17:28	2404020054	5240029	DP	11300 N HWY 3		
04/02/2024 20:51	2404020065		BURG	11931 MAIN ST		
04/03/2024 13:13	2404030023		ASST	12525 MARBLE VIEW AVE		
04/04/2024 09:19	2404040015		NCRM	11801 MAIN ST		
04/04/2024 10:50	2404040022		CODE	12079 MAIN ST		
04/04/2024 15:02	2404040048		FLP	231 BRIDGE ST		
04/04/2024 17:31	2404040063		FLP	12079M MAIN ST		
04/05/2024 11:16	2404050013	5240030	CHAB	237 BUTTE ST		
04/06/2024 12:57	2404060021		VEH STOP	MAIN ST/DON ST		
04/06/2024 13:50	2404060023	5240031	VEH STOP	MATHEWS ST/CARLOCK ST		
04/10/2024 09:54	2404100024		DP	12300 MAIN ST		
04/11/2024 19:53	2404110047		M	12054 OAK MILL DR		
04/12/2024 12:43	2404120020		M	101 BUTTE ST		
04/13/2024 15:44	2404130025		FLP	11927 MAIN ST		
04/14/2024 11:25	2404140015		VEH STOP	MAIN ST/BUTTE ST		
04/14/2024 12:20	2404140017		ANIMAL	11929 MAIN ST		
04/14/2024 18:30	2404140027		VEH STOP	11307 MAIN ST		
04/17/2024 09:22	2404170010		ANIMAL	12701 OAK MILL DR		
04/17/2024 13:39	2404170025		ANIMAL	103 NEWTON ST		
04/18/2024 10:07	2404180013		ASST	BASEBALL FIELD		
04/19/2024 13:56	2404190029	5240032	VEH STOP	BUTTE ST/MAIN ST		
04/19/2024 17:38	2404190046	5240033	M	11501 MATHEWS ST		
04/20/2024 09:26	2404200016	5240034	BURG	11501 MATHEWS ST		
04/20/2024 19:33	2404200046		VEH STOP	MAIN ST/ALLISON WAY		
04/22/2024 06:45	2404220006		VEH STOP	MAIN ST/STERLING ST		
04/22/2024 07:11	2404220007	5240035	VEH STOP	SCOTT RIVER RD/BRIDGE ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/22/2024 15:34	2404220046		DP	130 NEWTON ST		
04/23/2024 19:05	2404230065		FLP	12345 MAIN ST		
04/24/2024 18:29	2404240043		M	11549 MAIN ST		
04/24/2024 20:40	2404240051		OWAS	11307 MAIN ST		
04/25/2024 10:37	2404250021		PTRL	11906 MAIN ST		
04/25/2024 12:59	2404250030		TRSP	12504 OAK MILL DR		
04/25/2024 17:55	2404250046		ASST	24 CARLOCK ST		
04/26/2024 07:49	2404260009		SCHOOL	11501 MATHEWS ST		
04/26/2024 15:18	2404260040		ANIMAL	11931 DIGGLES ST		
04/27/2024 10:09	2404270012		VEH STOP	MAIN ST/DOUGLAS ST		
04/27/2024 21:58	2404270043		VEH STOP	MAIN ST/BUTTE ST		
04/29/2024 11:58	2404290022		CIV	12360 MARBLE VIEW AVE		
04/30/2024 17:09	2404300033	5240036	RO	11801 MAIN ST		
05/03/2024 09:36	2405030014		DP	11501 MATHEWS ST		
05/04/2024 12:14	2405040016		FLP	41 DON ST		
05/04/2024 14:08	2405040021		VEH STOP	HWY3 / MINERAL RANGE		
05/05/2024 07:19	2405050007		M	215 DALE AVE		
05/07/2024 09:37	2405070015	5240037	VEH STOP	NEWTON ST/MAIN ST		
05/07/2024 14:14	2405070030		FLP	11513 MAIN ST		
05/08/2024 13:40	2405080023		MMIS	11730 MATHEWS ST		
05/08/2024 22:59	2405080055		NCRM	11714 EAST ST		
05/09/2024 17:51	2405090041	5240038	PTFT	11730 MATHEWS ST		
05/10/2024 08:34	2405100008		M	11918 MAIN ST		
05/13/2024 13:56	2405130025		M	215 DALE AVE		
05/15/2024 12:19	2405150020		FLP	12613 MAIN ST		
05/16/2024 10:53	2405160015		VNDL	11710 MAIN ST		
05/16/2024 16:59	2405160047		NCRM	12800 MARBLE VIEW AVE		
05/17/2024 13:09	2405170025		VEH STOP	MAIN ST/ALLISON WAY		
05/17/2024 17:26	2405170047		VEH STOP	11300 N HWY 3		
05/18/2024 12:05	2405180015		M	11300 N HWY 3		
05/18/2024 13:30	2405180019		VEH STOP	HWY3 / MINERAL RANGE		
05/18/2024 13:43	2405180020		VEH STOP	HWY3 / MINERAL RANGE		
05/18/2024 14:47	2405180025	5240040	VNDL	11307 MAIN ST		
05/19/2024 17:13	2405190036		TRSP	11549 MAIN ST		
05/19/2024 17:52	2405190039	5240041	TRSP	11549 MAIN ST		
05/20/2024 16:58	2405200029		FLP	12103 OAK MILL DR		
05/21/2024 10:41	2405210014		OWAV	MAIN ST/DOUGLAS ST		

TOTAL CALLS: 66



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/21/2024,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/09/2024 12:56	2404090023		ASST	4723 N HWY 3		
04/10/2024 05:34	2404100005		VEH STOP	N HWY 3/QUARTZ VALLEY RD		
04/12/2024 15:26	2404120030		VEH STOP	N HWY 3/S KIDDER CREEK RD		
04/16/2024 12:41	2404160038		ASST	225 FOREST WALK		
04/16/2024 16:03	2404160051		VEH STOP	KELLEMS LN/N 3		
04/21/2024 21:00	2404210035		VEH STOP	N HWY 3/KELLEMS LN		
04/26/2024 22:43	2404260071		VEH STOP	N HWY 3/KELLEMS LN		
05/06/2024 17:03	2405060038		M	2406 S KIDDER LOOP		
05/14/2024 20:02	2405140066		PTFT	4321 OLD PINE CT		
05/16/2024 08:28	2405160009		NCRM	412 RED FIR LN		
05/18/2024 15:16	2405180029		VEH STOP	N HWY 3/KELLEMS LN		
05/18/2024 21:32	2405180057		M	4507 PINE CONE DR		

TOTAL CALLS: 12



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/21/2024,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/01/2024 15:53	2404010034		VEH STOP	MCADAMS CREEK RD/N 3		
04/02/2024 10:28	2404020024		VEH STOP	WEST SIDE/HWY 3		
04/05/2024 18:39	2404050037		FLP	906 HWY 96		
04/13/2024 12:38	2404130015		VEH STOP	N HWY 3/TIMBERLINE RD		
04/13/2024 13:47	2404130021		VEH STOP	MAIN ST/MATHEWS ST		
04/14/2024 17:35	2404140026		VEH STOP	HWY 3/MCADAMS		
04/16/2024 09:15	2404160025		ASST	MINERAL RANGE RD/SERPENTINE LN		
04/24/2024 08:33	2404240004		NCRM	2908 S KIDDER CREEK RD		
04/27/2024 15:55	2404270022		VEH STOP	MAIN ST/MATHEWS ST		
04/27/2024 16:37	2404270028		VEH STOP	N HWY 3/MCADAMS CREEK RD		
04/29/2024 20:04	2404290041		VEH STOP	FRANKLIN LN/N 3		
05/04/2024 14:20	2405040023		VEH STOP	N HWY 3/AIR FORCE WAY		
05/06/2024 15:22	2405060034		ANIMAL	4020 N HWY 3		
05/07/2024 15:58	2405070039		CIV	5906 BIRD TRACKS LN		
05/08/2024 08:44	2405080011		FLP	331 COLLIER LN		
05/14/2024 15:46	2405140039		ASST	N HWY 3/AIR FORCE WAY		
05/15/2024 20:53	2405150048		VEH STOP	N HWY 3/IDA WAY		
05/17/2024 09:41	2405170010		FLP	31 COLLIER LN		
05/17/2024 14:38	2405170033		VEH STOP	N HWY 3/MARBLE VIEW AVE		
05/17/2024 15:07	2405170035		VEH STOP	N HWY 3/ELLER LN		
05/18/2024 10:08	2405180010		VEH STOP	N HWY 3/FRANKLIN LN		
05/19/2024 11:14	2405190015		VEH STOP	N HWY 3/LIGHTHILL RD		
05/21/2024 09:13	2405210009		OWAV	N HWY 3/PEACH ORCHARD RD		
05/21/2024 10:59	2405210017		VEH STOP	N HWY 3/PEACH ORCHARD RD		

TOTAL CALLS: 24



**SISKIYOU COUNTY
SHERIFF'S OFFICE**
305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 04/01/2024 to 05/21/2024,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
04/02/2024 11:32	2404020032		VEH STOP	9305 N STATE HIGHWAY 3		
04/11/2024 19:46	2404110046		M	S HWY 3/STARR ACCESS RD		
04/11/2024 21:15	2404110053		ASST	890 SAWYERS BAR RD		
04/15/2024 21:32	2404150056		TRSP	1444 SAWYERS BAR RD		
04/21/2024 11:38	2404210017		TC	GAZELLE CALLAHAN		
04/22/2024 12:45	2404220034		CODE	11812 S HWY 3		
04/25/2024 13:31	2404250032		VEH STOP	7000 S HWY 3		
04/29/2024 11:55	2404290021		M	8825 FAR AWAY PL		
05/05/2024 17:58	2405050025		VEH STOP	8500 S HWY 3		

TOTAL CALLS: 9

Ambulances:

Nothing major at this time.

UPCOMING TRAINING/CLASSES/EVENTS:

EMT class will have been completed by the meeting, as the last day was May 23rd. 16 students graduated. The students now take the National Registry exam to start their certification process.

I will be attending the 9th grade orientation at the high school presenting opportunities for EMS education and the explorer program.

I will be holding a PSFA (Public Safety First Aid) June 7,8,9.

We have been requested to provide a dedicated, staffed ambulance for the Trails End Music Festival June 28,29.

MISC

We were invited, and I was able to represent EMS, at the annual Region III Regional Exercise and Medical Response and Surge Exercise that occurred simultaneously.

We were unable to cover the High school rodeo April 26, 27 as they waited until April 21 to request us and we had no staff available.

May 4,5 Rodeo was covered.

May 11 annual Scott Valley Training Drill was very successful in providing quality training for a mass casualty incident.

April Numbers

Total: 35	Etna 7 FJ 6 SV 22	ALS: 18	BLS: 2	CXL: 8	CCP: 1	AMA/BLS assess: 2	AMA/non billable: 2	MSAS rendezvous: 1	Missed calls: 1	No M11 rendezvous requests No BLSD No AMA/ALS assess Days w/o calls: 8
Billable: 22										

April 2023 Total: 28 Billable: 19 Days without calls: 14



City of Etna

Agenda Request

Date of Meeting: 5.29.24

Spokesperson(s): City Council & Staff

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

Subject/Request: Pay Request Water System Improvement Project

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

Discuss and approve Pay Request #1 to Whitehawk Construction for 2024 Water Systems Improvement Project \$252,859.74.

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
2024 WATER SYSTEM IMPROVEMENTS PROJECT
PARTIAL PAY ESTIMATE No 1**

May 21, 2024

ITEM	ITEM	ESTIMATED	UNIT	Bid	QUANTITY	QUANTITY	ACTUAL QTY.	AMOUNT EARNED		
No.	DESCRIPTION	QUANTITY	PRICE	Price	PREVIOUS ESTIMATES	THIS ESTIMATE	TO DATE	PREV. ESTIMATES	THIS ESTIM.	TOTAL TO DATE
A1	Mobilization	1	Lump Sum	\$26,925.00	\$26,925.00	0%	Lump Sum	0%	Lump Sum	\$0.00
A2	Construction Site Management	1	Lump Sum	\$20,600.00	\$20,600.00	0%	Lump Sum	0%	Lump Sum	\$0.00
A3	3/4" Water Meter Installation	3	Each	\$3,530.00	\$10,590.00	0	Each	0	Each	\$0.00
A4	1" Water Meter Installation	3	Each	\$3,640.00	\$10,920.00	0	Each	0	Each	\$0.00
A5	2" Water Meter Installation	4	Each	\$4,125.00	\$16,500.00	0	Each	0	Each	\$0.00
A7	6" Water Meter Installation	1	Each	\$10,080.00	\$10,080.00	0	Each	0	Each	\$0.00
A8	3/4" Water Meter Replacement	407	Each	\$486.00	\$197,802.00	0	Each	0	Each	\$0.00
A9	1" Water Meter Replacement	7	Each	\$629.00	\$4,403.00	0	Each	0	Each	\$0.00
A10	1.5" Water Meter Replacement	4	Each	\$2,735.00	\$10,940.00	0	Each	0	Each	\$0.00
A11	2" Water Meter Replacement	8	Each	\$2,921.00	\$23,368.00	0	Each	0	Each	\$0.00
A12	3" Water Meter Replacement	2	Each	\$6,930.00	\$13,860.00	0	Each	0	Each	\$0.00
A13	4" Water Meter Replacement	1	Each	\$12,280.00	\$12,280.00	0	Each	0	Each	\$0.00
A14	Replacement Meter Box	6	Each	\$995.00	\$5,970.00	0	Each	0	Each	\$0.00
A15	Replacement Meter Setter	2	Each	\$900.00	\$1,800.00	0	Each	0	Each	\$0.00
TOTAL BID SCHEDULE "A"				\$366,038.00	Amount Due at Contract Bid Item Prices:			\$0.00	\$0.00	\$0.00

ITEM	ITEM	ESTIMATED	UNIT	Bid	QUANTITY	QUANTITY	ACTUAL QTY.	AMOUNT EARNED		
No.	DESCRIPTION	QUANTITY	PRICE	Price	PREVIOUS ESTIMATES	THIS ESTIMATE	TO DATE	PREV. ESTIMATES	THIS ESTIM.	TOTAL TO DATE
B1	Mobilization	1	Lump Sum	\$15,850.00	\$15,850.00	0%	Lump Sum	95%	Lump Sum	\$0.00
B2	Construction Site Management	1	Lump Sum	\$18,000.00	\$18,000.00	0%	Lump Sum	27%	Lump Sum	\$0.00
B3	250,000 gallon Welded Steel Reservoir	1	Lump Sum	\$731,471.00	\$731,471.00	0%	Lump Sum	15%	Lump Sum	\$0.00
B4	Free Chlorine Analyzer System	1	Lump Sum	\$32,300.00	\$32,300.00	0%	Lump Sum	90%	Lump Sum	\$0.00
B5	Reservoir Piping	1	Lump Sum	\$107,460.00	\$107,460.00	0%	Lump Sum	100%	Lump Sum	\$0.00
TOTAL BID SCHEDULE "B"				\$905,081.00	Amount Due at Contract Bid Item Prices:			\$0.00	\$266,168.15	\$266,168.15

Contract Change Order No. 1

REQUESTED:

Whitehawk Construction



3/22/24
Date

TOTAL AMOUNT EARNED TO DATE

\$266,168.15

Less amount paid thru previous estimate

\$0.00

Less 5% Retainage Amount

\$13,308.41

RECOMMENDED:

E&S Engineers and Surveyors, Inc., Morgan D. Eastlick, City Engineer

AMOUNT DUE & PAYABLE THIS ESTIMATE:

\$252,859.74

APPROVED (Owner):

City of Etna

Date

Date



City of Etna

Agenda Request

Date of Meeting: ~~5.13.24~~ 5 | 29

Spokesperson(s): Friends of the Etna Library

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

Subject/Request: Friends of the Etna Library

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

2024 Friends of the Etna Library 2024 overview.

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.

FRIENDS OF THE ETNA PUBLIC LIBRARY – 2024 OVERVIEW

Board Members: Carol Williams, President; Annie Kramer, Vice-President; Sari Sommarstrom, Secretary; Lea Van de Water, Treasurer; Maggie Robeson, Director. **Coordinator:** Leslie Tharp

The “Friends of the Etna Public Library” was formed as a nonprofit 501(c)(3) organization in 1998 in anticipation of the newly remodeled library building (dedicated in 2000). Our goal is to promote and encourage the use of Siskiyou County’s Etna Branch Library by providing literacy endeavors, increasing educational and cultural opportunities, and expanding exposure to books, computers and related materials for children, youth and adults. In partnership with the County of Siskiyou and the City of Etna, we provide significant financial support to keep the library open, including the purchase of equipment and supplies. Besides employing a part-time library coordinator (10 hours per week), the Friends have dedicated volunteers who run the library for the rest of the hours (for a combined total of 26 open hours per week) and help maintain the facility (inside and out).

Located in the heart of the town, Etna Library represents a place for the community to gather for education as well as for entertainment. In addition to the usual library benefits of loaning books, DVDs, audio books, and magazines, it offers four computers for patrons to use, a printer-copier, and free Wi-Fi. The library is a popular stop for PCT hikers, not surprisingly. Our Friends Meeting Room is available for groups to conduct meetings or for public forums (up to a capacity of 46 people) for a small fee. This room is also used to sell used and donated library materials for incredibly low prices. Communications are provided through our Facebook page. Public restrooms are an added benefit to the community during library open hours.

Patron use for January through October 2023 showed 4,337 visits. Membership in the Friends costs \$10 per year, with 129 individual and family members.

Projects the Friends Support:

- On-Going Book Sale in our Meeting Room
- Scott Valley Libraries’ Annual Writing Contest in April, with Fort Jones Branch Friends
- National Library Week Celebration in April
- Children's Story Time every Friday morning for the 0-5 age group
- Kids’ Summer Reading Program
- LEGO Club on Thursdays after school
- Senior & Youth Programs
- Special Collections, such as the Parker Collection of local history and authors

Current Days & Hours Open: Mon 1-5; Tues 1-5; Wed 10-5; Thurs 1-5; Fri 10-5.

2024 Budget Income: Investments: \$6,400; City: \$5,000; County: \$1,000; Donations: \$12,660; Book Sales: \$700; Membership: \$300; Other: \$3,685 Total: \$29,745

2024 Budget Expenses: Employee: \$15,500; Utilities: \$6,000; Library materials: \$3,100; Office: \$1,300; Projects: \$1,000; Facilities: \$1,350; Bookkeeping: \$1,350 Other: \$145 Total: \$29,745



City of Etna

Agenda Request

Date of Meeting: ~~5.13.24~~ 5/29/24

Spokesperson(s): City Council & Staff

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

Subject/Request: Etna Museum Project

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

Discuss and approve a timeline and funding options for the Etna Museum electrical project.

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~~ 5/29/24

Spokesperson(s): City Council & Staff

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

Subject/Request: Resolution 2024-006

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

Discuss and approve Resolution 2024-006 establishing meeting dates for regular City Council meetings.

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

RESOLUTION 2024-006

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA ESTABLISHING THE CITY COUNCIL REGULAR MEETING SCHEDULE

WHEARAS, the City Council shall set the meeting calendar to establish dates and times assisting Council, Residents and Staff with advance planning and scheduling of City business; and

WHEREAS, pursuant to Ordinance Number 222 of the City of Etna Municipal Code, City Council will set meeting calendar by Resolution; and

WHEREAS, City Council has set the meeting schedule at the May 29, 2024, City Council Meeting; and

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

SECTION 1. The City Council hereby establishes 5:30 pm as the regular meeting time for each regular meeting November through March, and 6:30 pm as the regular meeting time for each regular meeting April through October.

SECTION 2. The City Council hereby establishes Regular Meetings to be held on the fourth Monday of each month.

SECTION 3. The City Council hereby establishes that Regular Meetings will be held at 442 Main Street, Etna and/or Virtually as stated on each Agenda.

SECTION 4. The City Council and/or City Clerk may cancel or reschedule Regular Meetings with proper notice.

IT IS HEREBY CERTIFIED that the foregoing was duly adopted on a motion by _____ and seconded by _____ at a regular meeting of the Etna City Council held on the 29th day of May 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

Cliff Munson, Mayor

WITNESS, my hand and seal this 29th day of May 2024

Pamela Eastlick, City Clerk



City of Etna

Agenda Request

Date of Meeting: ~~5.13.24~~ 5/29/24

Spokesperson(s): City Council & Staff

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

Subject/Request: Purchasing Policies

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

Provide direction to staff on updating purchasing policies and approve emergency purchase policy.

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.