



City of Etna

AGENDA FOR THE REGULAR MEETING OF THE ETNA CITY COUNCIL

DATE OF THE MEETING: July 22, 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 June 24, 2024
 - b. Minutes of the Emergency Meeting July 11, 2024
 - c. Invoice Approval List
4. DEPARTMENT REPORTS
*Pool*Police*Public Works*Fire*Ambulance*Clerk*Mayor*City Manager*City Council/Committee
5. CURRENT BUSINESS
 - a. Discuss/Approve Federal Excess Personal Property (FEPP) Cooperative Agreement Number 992618 with CAL FIRE and Approve Resolution 2024-011 Authorizing Application for FEPP
 - b. Introduction and First Reading of Ordinance to Provide for Cooperative Purchasing and to Provide for Informal Bidding Procedures Pursuant to the Uniform Public Construction Cost Accounting Act (CUPCCA); Discuss/Approve Resolution 2024-012 of the City Council of the City of Etna Electing to Adopt Procedures; Finding Such Action Exempt from CEQA
 - c. Discuss/Approve Strategic Planning Update and File the Discussion Draft Strategic Plan
 - d. Discuss Budget Update
6. CLOSED SESSION
 - a. Pursuant to Government Code §54957(b) Public Employee Performance Evaluation
 1. City Manager
 2. Fire Chief
7. CITY COUNCIL STATEMENTS AND REQUESTS
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 June 24, 2024**

Members of the Etna City Council met on this 24th day of June 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, Charnna Gilmore, and John Stacher were present.

2. Public Comments on Non-Agenda Items:

None.

3. CLOSED SESSION – 5:30 pm to 6:30 pm

a. Pursuant to Government Code §54956.9(d)(1) Conference with Legal Counsel – Existing Litigation

1. Federal Home Loan Mortgage vs. City of Etna

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

- 1. City Clerk**
- 2. Public Works Director**
- 3. Police Chief**
- 4. Ambulance Director**
- 5. Fire Chief**
- 6. Pool Manager**

The City Council had no reportable action on the Closed Session items.

4. Consent Calendar:

- a. Minutes of the Regular Meeting June 10, 2024**
- b. Fiscal Year 24/25 Siskiyou Local Transportation Commission (LTC) Claim**
- c. Resolution 2024-007 – A Resolution of the City Council of the City of Etna Adding a List of Projects for Fiscal Year 2024-25 Funded by SB1: The Road Repair and Accountability Act of 2027**
- d. Resolution 2024-008 – Approve Application for Funding State CDBG Program**

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

Ayes: Stacher, Gilmore, Munson, Deppen

Abstain: Fawaz

5. Department Reports:

Pool Manager Lisa West reported to the Council some issues that she dealt with at the start of the season. West is working on ways to reduce costs at the pool. She is also tracking daily

attendance at the pool. The Council encouraged West to work with City Manager Jeff to resolve current and future issues.

Police Chief Josh Short reported that his department has been very busy the last several weeks. Councilmember Deppen asked about Code Enforcement. Chief Short explained that the Court has had difficulty in interpreting our ordinances and recommends cleaning up and updating our Municipal Code. Deppen asked about community service. Chief Short discussed issues with speeding, and crosswalks.

Public Works Director Dan Burbank is planning to repair some picnic tables at the pool. Councilmember Stacher mentioned that the new meters that were ordered were the wrong size which has resulted in a delay in installation. Councilmember Gilmore commented on potholes.

Fire Chief Alan Kramer reported that the engines that had pump testing passed. There was a trailer fire down Callahan Way. The Fire Department is averaging about 11 calls per month. Engine 1411 has issues with the pump motor, and he is working on getting it repaired.

Ambulance Director Teresa Arrwood provided a written report in the Council's packet.

City Clerk Pamela Eastlick has been diligently working on the budget. Clerk Eastlick reported about Pacific Power work credits. The County has 5.5 million in work credits through Pacific Power. Mayor Munson commented more on this. The County verbally agreed to give the City \$500,000 for a project involving underground power. Clerk Eastlick updated the Council on the audit.

City Manager Jeff Mitchem updated the Council on the work that has been done with strategic planning for the City. The Housing Element has been certified by the State, and Mitchem is planning on working with City Planner Richard Tinsman on zoning code updates among other areas related to housing in the City's Municipal Code.

6. Current Business:

- a. Discuss/Approve Partial Pay Estimate #2 for Whitehawk Construction for Work Performed on the 2024 Water System Improvements Project in the Amount of \$499,706.04.**

City Engineer Morgan Eastlick updated the Council on the work that has been completed, and touched on the meters that were ordered being the incorrect size. More discussion. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

- b. Discuss/Approve Amendment to the City of Etna's Water Conservation & Outreach Plan.**

Councilmember Gilmore gave a background on this item. Gilmore is requesting language to be added to the current conservation plan in anticipation of the Scott/Shasta being issued a curtailment mid-July. Councilmember Deppen asked about average daily water use per person. Discussion on daily water use.

Audience member Rick Kramer commented on the water system emphasized that water is always going over the dam without impairing any flow to the river. Etna Creek has no effect on the groundwater in the valley. Councilmember Fawaz shared comments regarding fines and civil penalties that may be issued by the State Water Board. Gilmore added that when the ranchers and farmers are under pressure to reduce water usage, she feels we as a community should do our part in reducing water usage. Kramer commented on water usage for the months of June, July, and August and averaging what the households use. More discussion regarding the amendment.

Councilmember Deppen made a motion to approve. Gilmore stated the motion to direct staff to revise the conservation plan to address the curtailment and to petition the State Water Board to increase the minimum daily water use to 70 gallons per day based on a household of 4 to a total of 280 gallons per household. Gilmore explained that this is only if a curtailment gets issued. Gilmore seconded the motion and the motion passed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

c. Discuss/Approve Pool User Fees.

Mayor Munson requested the Council and staff to create a fee schedule for the pool. Councilmember Fawaz commented. Mayor Munson would like to direct staff to update all fee schedules. No action taken.

d. Discuss/Approve 23/24 Budget Amendment to Transfer Traffic Safety Money to the General Fund Streets and Approve Purchase of \$25,000 of Street Material.

Clerk Eastlick explained that for the City to continue receiving Road Maintenance and Rehab money from the State we need to spend \$75,000 by June 30th. After the transfer and approved spending of the \$25,000 for street material the City will meet the expenditure requirement of \$75,000. This will be reflected in the budget for next year.

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

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

e. Discuss/Approve 2024/2025 Budget.

Clerk Eastlick and City Manager Mitchem presented the budget to the Council and recommended a COLA increase of 2.85% for staff which is reflected in the Salary Schedule. Eastlick explained the new CalPERs retirement rates. The General Fund is negative \$38,000 which does not include the Pool Fund and the Ambulance Fund, which are tracked separately despite being General Fund activities. Councilmember Fawaz asked about the Ambulance Fund. Eastlick shared concerns about the COPS Fund. More discussion regarding COPS funds and future growth allocations.

Councilmember Gilmore asked about tracking staff time relating to the water grant and possibly getting staff time reimbursed. The Council recommended staff to track time to be allocated toward grants to balance the budget. Gilmore asked about the

Town of Fort Jones paying \$20,000 to go toward the pool from a Parks & Rec grant they received and agreed to contribute to the pool project. More discussion. Audience member Rick Kramer asked why the City doesn't charge for people to use the pool that do not live in the City. Fawaz responded that Friends of the Pool fundraising efforts are not just for businesses, or people that live within the City of Etna limits. There are many donations that come from the community not just the City of Etna.

Gilmore would like to see project management time billed to the grant to help offset costs in the General Fund.

Fawaz asked about the vacant police position. Eastlick explained that Chief Short decided to take the position out of the budget to help with the deficit. Discussion regarding the DOJ Grant that funds one of the officer's current position.

Gilmore requested to increase the amount for swim lesson revenue to \$4,500 in the pool budget, increase the snack shack revenue to \$8,000 and decrease the electrical to \$2,000. Swimming lessons will be left at \$4,000. The City Council directed City Manager Mitchem to figure out how to offset the \$42,500 deficit in the General Fund with the grants.

Mayor Munson moved to approve the 24/25 budget with he recommended changes. Fawaz stated that if the City can secure \$42,500 spending from the grant and allocate it throughout the General Fund then he would be more comfortable approving the budget. Mayor Munson left his motion as is and directed City Manager Mitchem to balance the budget. Councilmember Deppen seconded. Fawaz commented that the State is working on changing the way money is dispersed and it is important to figure out how to allocate grant funding more effectively. Gilmore also shared comments regarding timesheets and tracking time. Clerk Eastlick added that if there is no documentation on a timesheet then it will not be reimbursed.

Ayes: Stacher, Gilmore, Munson, Deppen, Fawaz

7. City Council Statements and Requests:

None.

8. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 8:09 pm.

Respectfully submitted,

Jenny Bennett
Asst. City Clerk



MINUTES
EMERGENCY MEETING OF THE ETNA CITY COUNCIL
Thursday July 11, 2024

Members of the Etna City Council met on this 11th day of July 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, and John Stacher were present. Councilmembers Brandon Fawaz, and Charnna Gilmore were absent.

2. Public Comments on Non-Agenda Items:

None.

3. Current Business:

a. Resolution 2024-009 – A Resolution of the City Council of the City of Etna Confirming the Proclamation of Existence of a Local Disaster Made by the Director of Civil Defense and Disaster on July 11, 2024 (Shelly Fire.)

Mayor Munson read the Resolution. Councilmember Deppen made a motion to confirm the Proclamation by the Director of Civil Defense and Disaster of the existence of a local disaster. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen

b. Resolution 2024-010 – Proclamation of the Existence of a Disaster by the Director of Civil Defense and Disaster of the City of Etna (Shelly Fire.)

Mayor Munson read the Resolution and clarified item “a” was to appoint the City Manager Jeff Mitchem as the Director of Civil Defense. Councilmember Deppen made a motion to approve. Councilmember Stacher seconded, and the motion passed.

Ayes: Stacher, Munson, Deppen

4. Adjournment:

There being no further business Mayor Cliff Munson adjourned the meeting at 5:33 pm.
Respectfully submitted,

Jenny Bennett
Asst. City Clerk

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/01/2024

Time: 11:03 am

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City of Etna

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

ALLIANT SF INSURANCE SERVICES	AMVP Renewal Premium	27054	07/01/2024	
			07/01/2024	
PO BOX 744963	ALLIANT		07/01/2024	0.00
LOS ANGELES	GF	0	00/00/0000	0.00
CA 90074-4963	2711360			4,214.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-743.00	SCORE Vehicle Liability		448.39	0.00
10-41-743.00	SCORE Vehicle Liability		448.39	0.00
10-42-743.00	SCORE Vehicle Liability		448.39	0.00
10-50-743.00	SCORE Vehicle Liability		986.75	0.00
10-60-743.00	SCORE Vehicle Liability		270.87	0.00
40-30-743.00	SCORE Vehicle Liability		270.87	0.00
45-33-743.00	SCORE Vehicle Liability		270.87	0.00
50-45-743.00	SCORE Vehicle Liability		621.07	0.00
53-40-743.00	SCORE Vehicle Liability		448.40	0.00

Check No.	0	Total:	4,214.00
Total for	ALLIANT SF INSURANCE SERVICE		4,214.00

MITCHEM PLANNING	City Manager Services	27053	06/24/2024	
			07/01/2024	
642 JAYGENE CT.	JMITCH		06/24/2024	0.00
ETNA	GF	0	00/00/0000	0.00
CA 96027	2024-CI-03			6,365.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-20-760.00	PROFESSIONAL & CONTRACT SERVCS		3,850.83	0.00
25-60-760.00	PROFESSIONAL & CONTRACT SERVCS		120.94	0.00
29-60-760.00	PROFESSIONAL & CONTRACT SERVCS		299.14	0.00
40-30-760.00	PROFESSIONAL & CONTRACT SERVCS		1,088.42	0.00
45-33-760.00	PROFESSIONAL & CONTRACT SERVCS		1,005.67	0.00

Check No.	0	Total:	6,365.00
Total for	MITCHEM PLANNING		6,365.00

Total Invoices: 2

Grand Total:	10,579.00
Less Credit Memos:	0.00
Net Total:	10,579.00
Less Hand Check Total:	0.00
Outstanding Invoice Total:	10,579.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/01/2024

Time: 11:03 am

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City of Etna

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

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
20	City Council	3,850.83	0.00
30	Water	1,359.29	0.00
33	Sewer	1,276.54	0.00
40	Law Enforcement	896.79	0.00
41	Police - FJ Station	448.39	0.00
42	DOJ GRANT	448.39	0.00
45	Ambulance Services	621.07	0.00
50	Fire Prevention	986.75	0.00
60	Highways & Streets	690.95	0.00
Grand Total:		10,579.00	0.00

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/11/2024

Time: 3:51 pm

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City of Etna

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

ALAN KRAMER	Reim: Fuel	27111	07/07/2024	
			07/11/2024	
PO BOX 751	AL KR		07/07/2024	0.00
ETNA	GF	21880	07/11/2024	0.00
CA 96027				112.20

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-865.00	VEHICLE FUEL & OIL		112.20	0.00

Check No.	21880	Total:	112.20
Total for	ALAN KRAMER		112.20

BIG VALLEY SANITATION	Park Restroom Pickup	27060	06/30/2024	
			07/11/2024	
5551 EASTSIDE ROAD	BIG		06/30/2024	0.00
REDDING	GF	21881	07/11/2024	0.00
CA 96001	133479			44.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-70-760.00	PROFESSIONAL & CONTRACT SVCS		44.00	0.00

Check No.	21881	Total:	44.00
Total for	BIG VALLEY SANITATION		44.00

BURTON'S FIRE INC.	Pump Testing	27073	06/25/2024	
			07/11/2024	
1301 DOKER DR.	BURTON'S		06/25/2024	0.00
MODESTO	GF	21882	07/11/2024	0.00
CA 95351-1598	W82098			1,335.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-850.00	EQUIPMENT MAINTENANCE		1,335.00	0.00

Check No.	21882	Total:	1,335.00
Total for	BURTON'S FIRE INC.		1,335.00

C & K MARKET	Office Supplies	27062	06/30/2024	
			07/11/2024	
P O BOX 408	C&K		06/30/2024	0.00
ETNA	GF	21883	07/11/2024	0.00
CA 96027				45.55

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		45.55	0.00

Check No.	21883	Total:	45.55
Total for	C & K MARKET		45.55

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
DEPARTMENT OF JUSTICE	Fingerprints	27099	05/03/2024	
ACCOUNTING OFFICE			07/11/2024	
PO BOX 944255	DEPT JUST		05/03/2024	0.00
SACRAMENTO	GF	21884	07/11/2024	0.00
CA 94244-2550	733497			98.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-760.00	PROFESSIONAL & CONTRACT SERVC		98.00	0.00

Check No.	21884	Total:	98.00
Total for	DEPARTMENT OF JUSTICE		98.00

E & S ENGINEERS	Monthly Retainer	27064	05/28/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		05/28/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4514			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	Drought Grant	27065	05/28/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		05/28/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4525			21,786.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		21,786.00	0.00

E & S ENGINEERS	STIP Main Street	27066	05/28/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		05/28/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4531			688.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
24-60-881.35	STREET REHAB.		688.00	0.00

E & S ENGINEERS	Cleveland Rehab	27067	05/28/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		05/28/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4532			2,079.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-881.35	STREET REHAB.		2,079.50	0.00

E & S ENGINEERS	Drought Grant	27085	06/26/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		06/26/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4574			22,194.91

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
20-30-881.20	DWR-DROUGHT RELIEF GRANT		22,194.91	0.00

E & S ENGINEERS	Cleveland Rehab	27086	06/26/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		06/26/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4582			1,978.00

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

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-881.35	STREET REHAB.		1,978.00	0.00

E & S ENGINEERS	Monthly Retainer	27087	06/26/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		06/26/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4565			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	Pool Solar	27088	06/26/2024	
			07/11/2024	
329 WEST MINER STREET	BRAY		06/26/2024	0.00
YREKA	GF	21885	07/11/2024	0.00
CA 96097	4575			430.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-881.10	PROP 68-POOL GRANT		430.00	0.00

Check No.	21885	Total:	50,156.41
Total for	E & S ENGINEERS		50,156.41

ETNA HARDWARE, INC.	Maint. & Supplies	27112	06/30/2024	
			07/11/2024	
P O BOX 328	EHS		06/30/2024	0.00
ETNA	GF	21886	07/11/2024	0.00
CA 96027				494.10

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-50-880.00	MAINTENANCE & SUPPLIES		8.45	0.00

10-60-880.00	MAINTENANCE & SUPPLIES	Streets	24.42	0.00
10-60-880.00	MAINTENANCE & SUPPLIES		45.04	0.00
10-70-880.00	MAINTENANCE & SUPPLIES	Parks	257.39	0.00
23-70-880.00	MAINTENANCE & SUPPLIES	Pool	26.96	0.00
40-30-880.00	MAINTENANCE & SUPPLIES		45.04	0.00
40-30-880.00	MAINTENANCE & SUPPLIES		41.76	0.00
45-33-880.00	MAINTENANCE & SUPPLIES		45.04	0.00

Check No.	21886	Total:	494.10
Total for	ETNA HARDWARE, INC.		494.10

FORT JONES ACE HARDWARE	PD Vehicle Maint.	27074	06/25/2024	
			07/11/2024	
PO BOX 66599	FJACE		06/25/2024	0.00
SCOTTS VALLEY	GF	21887	07/11/2024	0.00
CA 95067				49.13

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		49.13	0.00

Check No.	21887	Total:	49.13
Total for	FORT JONES ACE HARDWARE		49.13

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/11/2024

Time: 3:51 pm

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City of Etna

Vendor Name	Invoice Description1	Ref No.	Discount Date	
Vendor Name Line 2	Invoice Description2	PO No.	Pay Date	
Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
GOLD NUGGET PRINTING CO	Camping Envelopes	27098	06/20/2024	
			07/11/2024	
317 WEST MINER STREET	GNP		06/20/2024	0.00
YREKA	GF	21888	07/11/2024	0.00
CA 96097	51106			501.09

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-70-875.00	SPECIAL DEPT SUPPLIES & EQUIP		501.09	0.00

Check No.	21888	Total:	501.09
Total for	GOLD NUGGET PRINTING CO		501.09

HENRY SCHEIN MEDICAL	Medical Supplies	27059	06/11/2024	
			07/11/2024	
PO BOX 7156	HENRYSH		06/11/2024	0.00
PASADENA	GF	21889	07/11/2024	0.00
CA 91109-7156	94796185			99.23

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		99.23	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	27078	06/24/2024	
			07/11/2024	
PO BOX 7156	HENRYSH		06/24/2024	0.00
PASADENA	GF	21889	07/11/2024	0.00
CA 91109-7156	96124637			95.85

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		95.85	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	27079	06/24/2024	
			07/11/2024	
PO BOX 7156	HENRYSH		06/24/2024	0.00
PASADENA	GF	21889	07/11/2024	0.00
CA 91109-7156	96125042			62.94

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		62.94	0.00

HENRY SCHEIN MEDICAL	Medical Supplies	27080	06/24/2024	
			07/11/2024	
PO BOX 7156	HENRYSH		06/24/2024	0.00
PASADENA	GF	21889	07/11/2024	0.00
CA 91109-7156	96237570			243.29

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		243.29	0.00

Check No.	21889	Total:	501.31
Total for	HENRY SCHEIN MEDICAL		501.31

INDUSTRIAL SERVICE & SUPPLY	Water Chemicals	27097	06/27/2024	
			07/11/2024	
PO DRAWER 28328	INDSER		06/27/2024	0.00
TEMPE	GF	21890	07/11/2024	0.00
AZ 85285	037108			5,824.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-877.00	CHEMICALS		5,824.00	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
City	Bank	Check No.	Check Date	Discount Amount
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Check No.	21890	Total:	5,824.00
Total for	INDUSTRIAL SERVICE & SUPPLY		5,824.00

JIM KUTZER INSURANCE AGENCY	Commercial Auto	27109	07/08/2024	
			07/11/2024	
P O BOX 422	JKIA		07/08/2024	0.00
YREKA	GF	21891	07/11/2024	0.00
CA 96097				5,190.33
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-747.00	COMMERCIAL AUTO		5,190.33	0.00

Check No.	21891	Total:	5,190.33
Total for	JIM KUTZER INSURANCE AGENCY		5,190.33

KIEP-ER KLEEN	Cleaning Services	27108	06/30/2024	
			07/11/2024	
PO BOX 404	KK		06/30/2024	0.00
ETNA	GF	21892	07/11/2024	0.00
CA 96027-404				409.50
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-760.00	PROFESSIONAL & CONTRACT SERVCS	City Hall	67.50	0.00
10-40-760.00	PROFESSIONAL & CONTRACT SERVCS	PD	22.50	0.00
10-70-760.00	PROFESSIONAL & CONTRACT SERVCS	Park	319.50	0.00

Check No.	21892	Total:	409.50
Total for	KIEP-ER KLEEN		409.50

LAW OFFICE OF DARRIN MERCIER	CDBG Foreclosure	27106	06/30/2024	
			07/11/2024	
409 W. CENTER ST	MERCIER		06/30/2024	0.00
YREKA	GF	21893	07/11/2024	0.00
CA 96097	48301			1,279.90
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-780.00	ATTORNEY FEES		1,279.90	0.00

Check No.	21893	Total:	1,279.90
Total for	LAW OFFICE OF DARRIN MERCIER		1,279.90

LIFE ASSIST	Medical Supplies	27057	06/17/2024	
			07/11/2024	
11277 SUNRISE PARK DRIVE	LA		06/17/2024	0.00
RANCHO CORDOVA	GF	21894	07/11/2024	0.00
CA 95742	1446358			4,812.29
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		4,812.29	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld
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LIFE ASSIST	Medical Supplies	27068	06/24/2024	
			07/11/2024	
11277 SUNRISE PARK DRIVE	LA		06/24/2024	0.00
RANCHO CORDOVA	GF	21894	07/11/2024	0.00
CA 95742	1448527			353.57

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		353.57	0.00

LIFE ASSIST	Medical Supplies	27105	06/28/2024	
			07/11/2024	
11277 SUNRISE PARK DRIVE	LA		06/28/2024	0.00
RANCHO CORDOVA	GF	21894	07/11/2024	0.00
CA 95742	1449981			424.32

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		424.32	0.00

LIFE ASSIST	Medical Supplies	27102	07/03/2024	
			07/11/2024	
11277 SUNRISE PARK DRIVE	LA		07/03/2024	0.00
RANCHO CORDOVA	GF	21894	07/11/2024	0.00
CA 95742	1451835			403.25

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		403.25	0.00

LIFE ASSIST	Medical Supplies	27103	07/03/2024	
			07/11/2024	
11277 SUNRISE PARK DRIVE	LA		07/03/2024	0.00
RANCHO CORDOVA	GF	21894	07/11/2024	0.00
CA 95742	1451769			189.06

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		189.06	0.00

Check No.	21894	Total:	6,182.49
Total for	LIFE ASSIST		6,182.49

MT. SHASTA AMBULANCE SERVICE	Ambulance Service	27104	07/02/2024	
			07/11/2024	
MT. SHASTA	MT. SHASTA		07/02/2024	0.00
CA 96067	GF	21895	07/11/2024	0.00
	52703			400.00

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

Check No.	21895	Total:	400.00
Total for	MT. SHASTA AMBULANCE SERVIC		400.00

NBS GOVERNMENT FINANCE GROUP	Qtrly Sewer Assessment	27058	06/20/2024	
			07/11/2024	
32605 TEMECULA PARKWAY	NBS		06/20/2024	0.00
TEMECULA	GF	21896	07/11/2024	0.00
CA 92592	202406-2330			1,414.26

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
47-33-760.00	PROFESSIONAL & CONTRACT SERVC		1,414.26	0.00

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

Check No.	21896	Total:	1,414.26
Total for	NBS GOVERNMENT FINANCE GR		1,414.26

PACIFIC POWER	401 Howell Pool	27069	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					1,573.03

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		1,573.03	0.00

PACIFIC POWER	625 Howell Shop & Amb	27070	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					226.80

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-60-840.10	ELECTRIC		25.20	0.00
40-30-840.10	ELECTRIC		25.20	0.00
45-33-840.10	ELECTRIC		25.20	0.00
50-45-840.10	ELECTRIC		151.20	0.00

PACIFIC POWER	440 Main St.	27071	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					181.32

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		181.32	0.00

PACIFIC POWER	400 Howell Lites	27072	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					111.57

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
23-70-840.10	ELECTRIC		111.57	0.00

PACIFIC POWER	Woodland Fltr Plant	27082	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					171.07

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
40-30-840.10	ELECTRIC		171.07	0.00

PACIFIC POWER	448 Main St. RCD	27083	06/21/2024		
			07/11/2024		
PO BOX 26000	PP		06/21/2024		0.00
PORTLAND	GF	21897	07/11/2024		0.00
OR 97256-0001					74.97

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.10	ELECTRIC		74.97	0.00

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PACIFIC POWER	155 Diggles PD	27084	06/21/2024	
			07/11/2024	
PO BOX 26000	PP		06/21/2024	0.00
PORTLAND	GF	21897	07/11/2024	0.00
OR 97256-0001				161.03

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-840.10	ELECTRIC		80.52	0.00
53-40-840.10	ELECTRIC		80.51	0.00

PACIFIC POWER	Streetlights	27081	06/27/2024	
			07/11/2024	
PO BOX 26000	PP		06/27/2024	0.00
PORTLAND	GF	21897	07/11/2024	0.00
OR 97256-0001				1,245.81

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-867.00	TRAFFIC SAFETY		1,245.81	0.00

Check No.	21897	Total:	3,745.60
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Total for	PACIFIC POWER	3,745.60
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SAN DIEGO POLICE EQUIPMENT CO	Ammunition	27076	06/24/2024	
			07/11/2024	
8205-A RONSON ROAD	SDPECO		06/24/2024	0.00
SAN DIEGO	GF	21898	07/11/2024	0.00
CA 92111	662057			1,248.34

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-41-875.00	SPECIAL DEPT SUPPLIES & EQUIP		1,248.34	0.00

Check No.	21898	Total:	1,248.34
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Total for	SAN DIEGO POLICE EQUIPMENT CO	1,248.34
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SCOTT VALLEY AUTO PARTS	Vehicle Maint.	27107	06/30/2024	
			07/11/2024	
P O BOX 215	SVAP		06/30/2024	0.00
FT JONES	GF	21899	07/11/2024	0.00
CA 96032				467.66

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-860.00	VEHICLE MAINTENANCE		411.39	0.00
10-50-860.00	VEHICLE MAINTENANCE		1.07	0.00
10-50-860.00	VEHICLE MAINTENANCE		55.20	0.00

Check No.	21899	Total:	467.66
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Total for	SCOTT VALLEY AUTO PARTS	467.66
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SCOTT VALLEY DISPOSAL	Trash Service	27110	06/30/2024	
			07/11/2024	
138 FOREST WALK	SVD		06/30/2024	0.00
ETNA	GF	21900	07/11/2024	0.00
CA 96027				562.50

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-55-840.30	TRASH		140.62	0.00

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City	Bank	Check No.	Check Date	Discount Amount
State/Province Zip/Postal	Invoice Number			Check Amount
10-60-840.30	TRASH			140.62 0.00
10-70-840.30	TRASH			140.64 0.00
23-70-840.30	TRASH			140.62 0.00

Check No.	21900	Total:	562.50
Total for	SCOTT VALLEY DISPOSAL		562.50

SHASTA VALLEY PEST CONTROL	Pest Control	27056	06/19/2024	
			07/11/2024	
467 SOUTH 7TH ST.	SHASTA		06/19/2024	0.00
MONTAGUE	GF	21901	07/11/2024	0.00
CA 96064	6/19/24-8			80.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		80.00	0.00

Check No.	21901	Total:	80.00
Total for	SHASTA VALLEY PEST CONTROL		80.00

SHN CONSULTING ENGINEERS	SSMP	27061	06/30/2024	
			07/11/2024	
	SHN		06/30/2024	0.00
	GF	21902	07/11/2024	0.00
	121486			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.	21902	Total:	197.50
Total for	SHN CONSULTING ENGINEERS		197.50

SISKIYOU DAILY NEWS	Cleveland St.	27113	05/31/2024	
			07/11/2024	
P O BOX 129	SDN		05/31/2024	0.00
YREKA	GF	21903	07/11/2024	0.00
OH 96097	0006470977			190.98
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
29-60-881.35	STREET REHAB.		190.98	0.00

Check No.	21903	Total:	190.98
Total for	SISKIYOU DAILY NEWS		190.98

SISKIYOU TELEPHONE	5638 PD Fax	27089	06/30/2024	
			07/11/2024	
P O BOX 157	ST		06/30/2024	0.00
ETNA	GF	21904	07/11/2024	0.00
CA 96027				62.71
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.00	TELEPHONE EXPENSE		31.36	0.00
53-40-830.00	TELEPHONE EXPENSE		31.35	0.00

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Vendor Address	Vendor Number		Due Date	Taxes Withheld	
City	Bank	Check No.	Check Date	Discount Amount	
State/Province Zip/Postal	Invoice Number			Check Amount	
SISKIYOU TELEPHONE	5256 City Hall	27090	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				207.60	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-25-830.00	TELEPHONE EXPENSE		207.60	0.00	
SISKIYOU TELEPHONE	5232 Pool	27091	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				151.29	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
23-70-830.00	TELEPHONE EXPENSE		151.29	0.00	
SISKIYOU TELEPHONE	3673 Shop & Park Wifi	27092	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				176.66	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-60-830.00	TELEPHONE EXPENSE		32.25	0.00	
10-70-830.00	TELEPHONE EXPENSE		79.95	0.00	
40-30-830.00	TELEPHONE EXPENSE		32.23	0.00	
45-33-830.00	TELEPHONE EXPENSE		32.23	0.00	
SISKIYOU TELEPHONE	3400 PD	27093	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				251.82	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-40-830.00	TELEPHONE EXPENSE		125.82	0.00	
53-40-830.00	TELEPHONE EXPENSE		126.00	0.00	
SISKIYOU TELEPHONE	3331 Ambulance	27094	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				174.36	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
50-45-830.00	TELEPHONE EXPENSE		174.36	0.00	
SISKIYOU TELEPHONE	3295 Fire Hall	27095	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				82.85	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-50-830.00	TELEPHONE EXPENSE		82.85	0.00	
SISKIYOU TELEPHONE	3217 City Hall Fax	27096	06/30/2024		
			07/11/2024		
P O BOX 157	ST		06/30/2024	0.00	
ETNA	GF	21904	07/11/2024	0.00	
CA 96027				50.56	
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved	
10-25-830.00	TELEPHONE EXPENSE		50.56	0.00	

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Check No.	21904	Total:	1,157.85
Total for	SISKIYOU TELEPHONE		1,157.85

SVR HOMECARE INC	Medical Supplies	27055	01/11/2024	
			07/11/2024	
1714 SO OREGON STREET	SVR HOMECA		01/11/2024	0.00
YREKA	GF	21905	07/11/2024	0.00
CA 96097-0889				750.00
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-872.00	MEDICAL SUPPLIES		750.00	0.00

Check No.	21905	Total:	750.00
Total for	SVR HOMECARE INC		750.00

VERIZON WIRELESS	Monthly Cellular	27077	06/21/2024	
			07/11/2024	
PO BOX 9622	VW		06/21/2024	0.00
MISSION HILLS	GF	21906	07/11/2024	0.00
TX 91346-9622				592.66
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-40-830.30	CELLULAR		133.70	0.00
10-41-830.30	CELLULAR		133.70	0.00
10-42-830.30	CELLULAR		46.53	0.00
10-60-830.30	CELLULAR		32.84	0.00
40-30-830.30	CELLULAR		32.84	0.00
45-33-830.30	CELLULAR		32.84	0.00
50-45-830.30	CELLULAR		46.51	0.00
53-40-830.30	CELLULAR		133.70	0.00

Check No.	21906	Total:	592.66
Total for	VERIZON WIRELESS		592.66

WITTMAN ENTERPRISES, LLC	April & May Ambulance Billing	27100	05/31/2024	
			07/11/2024	
11093 SUN CENTER	WE		05/31/2024	0.00
RANCHO CORDOVA	GF	21907	07/11/2024	0.00
CA 95670-6110	2405467			3,024.62
GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-760.00	PROFESSIONAL & CONTRACT SERVCS		3,024.62	0.00

Check No.	21907	Total:	3,024.62
Total for	WITTMAN ENTERPRISES, LLC		3,024.62

XEROX CORPORATION	Print Meter	27063	06/06/2024	
			07/11/2024	
PO BOX 7405	XEROX		06/06/2024	0.00
PASADENA	GF	21908	07/11/2024	0.00
CA 91109-7405	021525705			36.97

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State/Province	Zip/Postal	Invoice Number		Check Amount

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
10-25-870.00	OFFICE SUPPLIES		36.97	0.00

Check No.	21908	Total:	36.97
Total for	XEROX CORPORATION		36.97

ZOLL MEDICAL CORPORATION	Medical Supplies	27075	06/24/2024	
			07/11/2024	
PO BOX 27028	ZOLL		06/24/2024	0.00
NEW YORK	GF	21909	07/11/2024	0.00
NY 10087-7028	3999209			2,406.14

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-45-875.00	SPECIAL DEPT SUPPLIES & EQUIP		2,406.14	0.00

ZOLL MEDICAL CORPORATION	Preventative Maintenance	27101	07/01/2024	
			07/11/2024	
PO BOX 27028	ZOLL		07/01/2024	0.00
NEW YORK	GF	21909	07/11/2024	0.00
NY 10087-7028	90101999			680.00

GL Number	Description	Distribution Line Description	Invoice Amount	Amount Relieved
50-00-112.00	Prepaid Expenses		680.00	0.00

Check No.	21909	Total:	3,086.14
Total for	ZOLL MEDICAL CORPORATION		3,086.14

Total Invoices:	59	Grand Total:	89,178.09
		Less Credit Memos:	0.00
		Net Total:	89,178.09
		Less Hand Check Total:	0.00
		Outstanding Invoice Total:	89,178.09

INVOICE APPROVAL LIST REPORT - DETAIL WITH GL DIST

Date: 07/11/2024

Time: 3:51 pm

Page: 13

City of Etna

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

Recap by Department

Department #	Department Name	Amount To Pay	Amount To Relieve
00	General	680.00	0.00
25	City Clerk	2,688.08	0.00
30	Water	50,153.05	0.00
33	Sewer	1,747.07	0.00
40	Law Enforcement	1,323.98	0.00
41	Police - FJ Station	1,382.04	0.00
42	DOJ GRANT	46.53	0.00
45	Ambulance Services	18,906.96	0.00
50	Fire Prevention	1,594.77	0.00
55	Governmental Buildings	396.91	0.00
60	Highways & Streets	6,482.66	0.00
70	Parks & Recreation	3,776.04	0.00
Grand Total:		89,178.09	0.00

June Numbers

Total: 43	Etna 7	ALS	BLS	CXL	BLSD	Missed calls:	AMA/BLS assess/ non billable :	None: M11 rendezvous requests MSAS rendez-vous CCP
Billable: 30	FJ 13 SV 23							
		23	6	10	1	2	1	
								Days w/o calls: 6
June 2023	Total: 40 Billable: 25 (62%) Days without calls: 7							

2023-2024 4 th quarter	Fiscal Year 2023-2024
	Calls in the city of Etna represented 16.7% of volume
Total: 112 Billable: 72 (64%)	
ALS: 55	Totals 413
BLS: 13	ALS 182
BLSD: 1	BLSE 61
AMA Total: 5	BLSD 2
AMA Billable: 2	AMA 32
CXL: 29	CXL 109
CCP: 2	CCP 7
Missed: 6	Missed 20
MSAS Rendezvous: 3	MSAS rendezvous 4
M11 Rendezvous: 0	M11 rendezvous 3
Days w/o calls: 22	AMA Billable 15
	Transfer/IFT 0
	Days w/o calls 120
Etna: 21	
FJ: 28	Etna 69
SV: 63	FJ 107
	SV 232
	Yreka (mutual aid) 2

Key:

ALS: Advanced Life Support (paramedic level)

BLS: Basic Life Support (EMT level)

BLSD: Deceased on scene, no transport

AMA: Against Medical Advice (No transport)

CXL: Cancelled

CCP: Community Care Program

MSAS: Mount Shasta Ambulance Service (we req them for a paramedic if needed)

M11: Salmon River Fire/Rescue (they req us for transport)

Etna: City limits of Etna

FJ: Fort Jones Town Limits

SV: Scott Valley outside of city/town limits

Ambulances:

Nothing major at this time.

M56 which is the BLS/Spare right now was evacuated to base camp 7/13/2024 when we were placed in a warning area with high winds expected.

Upcoming training/classes/events:

On hold due to the Shelly Fire.

MISC

First on the Scene. Cancelled due to the Shelly Fire.

I was helping with the park towels by washing, drying, folding and getting them back to Dan Keip. That stopped when Dan evacuated due to the Shelly Fire.

Shelly Fire. Fire camp moved in on Horn Lane 7/7. Our normal call volume averages a little more than a call per day. From 7/7 to 7/13 (Sun to Sat), we had 20 calls for service, 10 of those were related to the Shelly Fire. We were able to staff 2 ambulances running 2 calls at the same time early in the week. Then, people had to return to work or were sent out on fire assignment, we dropped to 1 staffed ambulance. While it would have been ideal for us to be able to get the assignment, we do not have the staff for both the fire and the community. Hopefully, there will be an avenue for us to still obtain some type of compensation. At the time I was submitting this, I had not spoke with Pam or Jeff yet to see what our options are.

Shelly Incident Log

Base Camp set up on Horn Lane 7/7/2024

0709	5433	SV	ALS	Bee sting
	5435	SV	ALS	Dehydration
	5444	SV	CXL	Off the fire to staging area/no reaction/no transport
	5451	SV	CXL	H14 hoist/transported to direct to hosp
0711	5502	SV	ALS	Bee Sting
	5505	SV	ALS	Chainsaw injury
	5528	SV	CXL	Bee Sting/alternate transport
	5530	SV	CXL	Ankle fx/alternate transport
0712	5551	SV	CXL	Cut chin/alternate transport
	5561	SV	ALS	Bee Sting
0713	5606	SV	CXL	Ankle injury/alternate transport
0714	5640	SV	CCP	Lift assist for evacuation transport
0715	5671	SV	ALS	TC/back pain
	5677	SV	ALS	Bee Sting

On Call Shift coverage hours for Shelly Incident Week 1							
	7/7	7/8	7/9	7/10	7/11	7/12	7/13
Arrwood, Teresa	24	24	24	24	24	24	24
Chesnick, Travis	4.75	24	15	24			
Gepner, Gary				11	24	18	
Hicks, Larry			12				
Scroggins, Jaysen				15	13	11	



City of Etna

Agenda Request

Date of Meeting: 7.22.24

Spokesperson(s): City Council & Staff

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

Subject/Request: Federal Excess Personal Property (FEPP)

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

Discuss/Approve FEPP Cooperative Agreement with CAL FIRE. Approve Resolution 2024-011 authorizing Fire Chief Alan Kramer to sign the agreement.

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.

**DEPARTMENT OF FORESTRY & FIRE PROTECTION
BUSINESS SERVICES OFFICE**

Federal Property Unit
P. O. Box 944246
Sacramento, CA 94244-2460
Website: www.fire.ca.gov



May 31, 2024 – 1st Attempt via email
July 11, 2024

Alan Kramer, Fire Chief
Etna Fire Department
P.O. Box 460
Etna, CA 96027

Subject: 2nd Attempt: Federal Excess Personal Property (FEPP) Cooperative Agreement Number 992618

Dear Chief Kramer:

Enclosed is a renewal Cooperative Agreement with CAL FIRE for the Federal Excess Personal Property (FEPP) program. Currently, your department has two (2) federal property items, as noted in Attachment A.

A Want/Wish list form has been included for you to complete at your option. This form gives our office an idea of the needs of your fire department, and we can work more efficiently as a team to acquire property.

To continue in the FEPP Program, please review the agreement for accuracy and if everything is correct, complete the following:

1. Sign page six of the Cooperative Agreement.
2. Include a signed resolution* from the governing board/council approving participation in the FEPP Program. A blank resolution letter is included, but you may use your own version.
3. GSA PPMS Screener Request Form – gives you access to view available property on the GSA website.
4. Want/Wish List form.
5. Email your completed agreement and additional paperwork listed above to Lila.Saenz@fire.ca.gov. Alternatively, you may mail your completed packet to: CAL FIRE Federal Property Unit, P.O. Box 944246, Sacramento, CA 94244-2460, **Attn:** Lila Saenz.

**NOTE: Per the United States Department of Agriculture (USDA) Forest Service, without the resolution, the agreement is incomplete and will result in the inability of CAL FIRE to acquire property items for your department.*

A copy of the agreement will be emailed to you when the additional signatures have been obtained.

Thank you for your assistance in completing this agreement in a timely manner and please contact me if you have any questions.

Sincerely,

Lila Saenz
Federal Property Coordinator
Lila.Saenz@fire.ca.gov
(916) 894-9805

cc: Brandie Mallery, Forestry Logistics Officer (FLO), Siskiyou Unit (SKU)
Teresa Kendall, Forestry Logistics Officer (FLO), Siskiyou Unit (SKU)

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

This agreement is entered into by and between

THE STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

AND

ETNA FIRE DEPARTMENT

This agreement made and entered into this day of , 20 , by and between the State of California acting by and through the Director of the Department of Forestry and Fire Protection (CAL FIRE), hereinafter referred to as the STATE and the **Etna Fire Department**, hereinafter referred to as the COOPERATOR, covenants as follows:

I. PURPOSE

The STATE has been approved as an agent of the United States Department of Agriculture (USDA) Forest Service for administering Federal Excess Personal Property (FEPP) as part of the Cooperative Fire Protection Program, which allows the COOPERATOR to take custody and use FEPP property for wildland and rural community fire protection services.

II. MUTUAL INTEREST OF PARTIES

Both the STATE and the COOPERATOR have a mutual interest in the prevention, protection and suppression of all wildland and rural community fires near and adjacent to the property and the people of California.

III. AUTHORITIES

The Federal Property and Administrative Services Act of 1949, as amended (40 U.S.C. § 483) and the Cooperative Forestry Assistance Act of 1978 (16 U.S.C. § 2106(c)) authorizes the FEPP Program as an element of the Cooperative Fire Protection Program (16 U.S.C. § 2106(b)). Under these authorities, the USDA Forest Service may lend FEPP property needed for wildland and rural community fire protection to the STATE and to local paid or unpaid fire departments for their use.

IV. RESPONSIBILITIES
THE COOPERATOR AGREES:

1. Primary use of FEPP property must be 90 percent for activities directly related to wildland and rural community fire protection; however, situations may occur that make this exclusive use impractical. Non-fire emergency use of FEPP property is authorized and limited to no more than 10 percent total usage. Abuse of the 10 percent non-fire use standard could result in recall of the property on loan, suspension from the program, or other sanctions.

2. FEPP property acquired by the COOPERATOR is not permitted to be rented, leased, loaned, or traded to another party; no exceptions. FEPP property is not permitted to be transferred or sold without prior approval from the STATE or the USDA Forest Service. FEPP property is for official use only; personal use of FEPP property is prohibited, violates the law, and this Cooperative agreement. Any personal use violations found, subjects the COOPERATOR to penalties and FEPP property recall as determined by the STATE and the USDA Forest Service.
3. To immediately notify the STATE of receipt of FEPP property during the acquisition process.
4. To bear the entire cost of transportation, retrofit, modification, maintenance, repairs, and operation of acquired FEPP property while in the COOPERATOR's possession.
5. The COOPERATOR must paint any FEPP rolling stock acquired directly from the USDA Forest Service that has the distinct Forest Service green color. If the FEPP property is acquired from the Department of Defense (DoD) and has military colors or markings, it must be painted. This is mandatory per the STATE and the USDA Forest Service. The painting of the FEPP vehicle must be accomplished within one (1) calendar year of the acquisition.
6. To register all FEPP rolling stock with the California Department of Motor Vehicles (DMV) within 60 days of receipt of property. Lien Holder will remain as the USDA Forest Service. This is mandatory as ownership remains with the USDA Forest Service. Registered Owner will be the COOPERATOR.
7. To obtain prior to operation of any FEPP property the minimum liability insurance in the amount required by State law to cover the operation of FEPP rolling stock. The COOPERATOR must maintain adequate insurance to cover damages or injuries to cover persons or property relating to the use of the property. Proof of insurance coverage must be provided to the STATE in the form of an insurance policy or a self-insured statement on an official letterhead.
8. Drivers of FEPP property must take the necessary equipment training and have a valid California operator license to operate the loaned vehicle(s).
9. To make FEPP property operable and ready to be placed into service for wildland and rural community fire protection, including fire suppression and prevention. Operational condition of the property will be achieved within one (1) year to the date of property pick up/receipt.
10. FEPP property cannot be modified or cannibalized without prior authorization from the STATE and the USDA Forest Service. The COOPERATOR shall contact the STATE with a request and justification to modify or cannibalize any FEPP property. The request must be submitted for approval before any modification or cannibalization to FEPP property takes place.
11. The COOPERATOR is responsible for the proper care, maintenance, security and storage of all acquired FEPP property.
12. All FEPP property must be identified as property belonging to the USDA Forest Service and for fire use only. The STATE will provide USDA Forest Service property tags along with a property number assigned to accountable FEPP property.

13. To promptly report any FEPP property when it is no longer needed by the COOPERATOR to the STATE and the USDA Forest Service for disposal authority. The COOPERATOR is not to release FEPP property to anyone unless the STATE and the USDA Forest Service have provided the proper authorization and documentation needed. The COOPERATOR is to provide reasonable access to authorized personnel for inspection and removal of FEPP property.
14. Ownership of all accessories, tools, light bars, sirens and equipment which is added to the loaned FEPP property remains with the COOPERATOR and must be removed prior to the disposal process.
15. Accidents involving FEPP property must be reported directly to the STATE within 10 days of the situation. This includes accidents that result in death, injury, illness, or property damage (more than \$350). Depending on the type of accident, the STATE will provide direction to the COOPERATOR on the information required to be submitted to the USDA Forest Service.
16. Lost, stolen, damaged or destroyed FEPP property shall be reported to the STATE for proper documentation and handling.
17. When FEPP property is lost, damaged, destroyed or stolen, a determination is required whether there was negligence on the part of the COOPERATOR. The STATE shall make a recommendation to the USDA Forest Service Property Management Officer (PMO) whether there was negligence or gross negligence.
 - a. Negligence: The failure to abide by Federal rules and regulations.
 - i. Repeated instances of negligent damage to FEPP property by staff of the COOPERATOR may be cause for the STATE to suspend further acquisitions by the COOPERATOR until the reasons for the negligence are identified and steps taken to prevent further instances.
 - b. Gross negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FEPP property in one's custody in reckless disregard of the consequences of the actions.
 - i. If the STATE determines that there is apparent gross negligence on the part of the COOPERATOR staff, the findings plus all supporting documentation shall be forwarded by the STATE to the USDA Forest Service PMO for a final determination.
 - ii. Should the USDA Forest Service submit the final determination is one of gross negligence and sends the STATE a Bill of Collection for FEPP property under the COOPERATOR's care, the COOPERATOR will reimburse the STATE for all the costs listed on the Bill of Collection.
 - iii. The COOPERATOR shall be suspended from acquiring any additional FEPP property for a set time as determined by the STATE.
 - iv. A second case of gross negligence will cause the COOPERATOR to lose all privileges of participation in the FEPP program as determined by the STATE.
18. To perform/participate in the physical inventory process on FEPP property in the COOPERATOR's possession every two (2) years.
19. The STATE and the USDA Forest Service will periodically conduct joint reviews of the FEPP program to ensure compliance with the USDA Forest Service and other applicable statutes, regulations and policies are being followed. The COOPERATOR must participate and provide access to all physical FEPP property along with access to all FEPP documentation during the review. The STATE is authorized to perform audits and reviews by STATE personnel, in between joint reviews, to provide the USDA Forest Service information for FEPP program improvements.

20. To retain all documentation on all inventoried FEPP property for six (6) years and three (3) months after the year designated for the disposal of the property. The STATE will send all mandatory documentation required for acquisition, management and disposal of FEPP property to the COOPERATOR as these processes occur.
21. The COOPERATOR must provide access to and the right to examine all records, books, papers or documents relating to the FEPP program to the USDA Forest Service, the USDA Office of the Inspector General (OIG), the Comptroller General of the United States, the STATE and their authorized representatives.
22. To comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) and in accordance with Title VI of that Act, no person in the United States shall, on the ground of race, color, or natural origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination, under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this agreement. To comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d) prohibiting discrimination where discriminatory practices will result in unequal treatment of persons who are or should be benefiting from the activity.

V. OTHER AGREEMENT TERMS
IT IS MUTUALLY AGREED THAT:

1. Title to all FEPP property shall remain vested in the United States federal government.
2. The COOPERATOR shall complete a resolution, or a statement from their governing board/council, approving participation in the FEPP program. The resolution must be received with this Cooperative agreement as a requirement of the Terms and Conditions before the STATE will prepare or continue (in the case of a renewal agreement) the COOPERATOR's access to screen and manage FEPP property.
3. All FEPP property loaned to the COOPERATOR shall be for an indefinite period of time, unless the COOPERATOR is negligent of program requirements as detailed in the Terms and Conditions of this Cooperative agreement as well as any Federal regulations that govern the FEPP program. The agreement may be terminated by either party after giving notice 60 days in advance of such termination to the other party.
4. The STATE will not be responsible for furnishing spare parts for FEPP property and the COOPERATOR accepts all FEPP property "as is" without any warranties of any kind, either expressed or implied.
5. Amendments to this Cooperative agreement covering acquisitions and disposals of FEPP property will be submitted by the STATE to the COOPERATOR for review and signature. These Amendments will be sent upon completion of the action taken and must be returned signed and dated by the COOPERATOR to the STATE to maintain accurate record keeping as required by the USDA Forest Service.
6. COOPERATORS with any FEPP property will cooperate with regulatory agencies to ensure compliance with Federal and State regulations, program and property management requirements.
7. In the event of any dispute over FEPP loaned equipment or any terms or conditions contained herein, the dispute shall be decided by the STATE and its decision shall be binding and final.

8. The parties hereto agree that the COOPERATOR, their officers, employees, agents, servants, contractors, volunteers, paid firefighters, and all others acting on behalf of the COOPERATOR, performing under the terms of this Cooperative agreement, are not acting as officers, employees or agents of the State or the Federal government.
9. The COOPERATOR agrees to defend, indemnify, save and hold harmless the STATE as defined herein, and the Department of Forestry and Fire Protection (CAL FIRE), their officers, agents and employees against all claims, demands, causes of action or liability of any kind whatsoever arising out of the acts of the COOPERATOR, its agents or employees in the performance of any function provided for under the terms of this agreement or the use of property transferred.
10. The period of this agreement is for five (5) years from the date of last signature on page six (6) and entered on page one (1), if no violations or signatory changes occur. Thereafter, the agreement shall be reviewed every other year for compliance by the STATE during the agreement review process and extended if no violations or changes have occurred, not to exceed a five (5) year term renewal. This Cooperative agreement supersedes all prior agreements related to the FEPP program.
11. Either party may terminate this agreement by providing written notice to the other party 60 days prior to the termination date. If the agreement is terminated, the COOPERATOR shall be ineligible to continue participation in the FEPP program. Upon termination of this Cooperative agreement, all FEPP property assigned to the COOPERATOR shall be returned to the STATE. Prior to terminating a COOPERATOR's eligibility for cause, the STATE shall attempt alternative resolutions.
12. Any information provided to the STATE under this Cooperative agreement is subject to the Freedom of Information Act (5 U.S.C. §§ 551 *et seq.*).
13. The primary contact information of the parties hereto, for all notices, payments, repayments, or any other activity required or contemplated under the terms of this Cooperative agreement are:

Cooperator Name:	Department of Forestry and Fire Protection (CAL FIRE) Federal Property Programs
Etna Fire Department	
Contact Name: Alan Kramer	
Title: Fire Chief	
Street Address: 400 Main Street	Street Address: 710 Riverpoint Court West Sacramento, CA 95605
Mailing Address: P.O. Box 460	Mailing Address: P.O. Box 944246
City: Etna	City: Sacramento
Zip: 96027	Zip: 94244-2460
Phone Number: (530) 467-3295 Ext.	Phone Number: (916) 956-7610
Cell Phone Number: () -	Fax Phone Number: (916) 894-9880
Email: abkramer@sisqtel.net	Email: FederalProperty@fire.ca.gov

14. Local CAL FIRE Unit contact information:

CAL FIRE Unit: Siskiyou Unit (SKU)	Point of Contact: SKU Forestry Logistics Officer
Physical Address: 1809 Fairlane Rd.	
City: Yreka	Zip Code: 96097
Phone Number: (530) 842-3516 Ext. :	

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the day and year of the last signature below.

COOPERATOR	
NAME OF COOPERATOR: Etna Fire Department	
BY (Authorized Signature): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Alan Kramer, Fire Chief	
STATE OF CALIFORNIA Department of Forestry and Fire Protection (CAL FIRE)	
BY (CAL FIRE Unit Chief): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Greg Roath, Unit Chief, Siskiyou Unit (SKU)	
BY (CAL FIRE State and Federal Property and Recycling Manager): 	DATE SIGNED:
PRINTED NAME AND TITLE OF PERSON SIGNING: Melissa Hillis, State and Federal Property and Recycling Manager	

STATE OF CALIFORNIA
THE NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CAL FIRE)

COOPERATIVE AGREEMENT FOR THE
USDA FOREST SERVICE
FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
Under the United States Forest Service Cooperative Forestry Assistance Act (CFAA) of 1978

ATTACHMENT A

ETNA FIRE DEPARTMENT

	ITEM:	SERIAL #:	PROPERTY #
1.	Wildland, Fire Truck, 1998 International 4800, 4X4	1HTSEAANXWH530242	AG0001751871
2.			
3.			
4.			
5.			
6.			
7.			

Rev. November 2022



AGREEMENT #: 992618

Resolution 2024-011

**RESOLUTION AUTHORIZING APPLICATION
FOR THE FEDERAL EXCESS PERSONAL PROPERTY (FEPP) PROGRAM
IN ACCORDANCE WITH
Cooperative Forestry Assistance Act (CFAA) of 1978 (16 U.S.C. Chapter 41 § 2101)**

7/22/24

Date

The Board of Directors of the City of Etna Fire Department finds:

WHEREAS, there is a need for excess personal property from the United States Department of Agriculture (USDA) Forest Service through the Federal Excess Personal Property (FEPP) program to help actively engage in the prevention, protection, and suppression of all wildland, rural, structural, or other fires in the County of Siskiyou, and,

WHEREAS, the loan of certain FEPP items is available for local fire agencies as described in the USDA Forest Service FEPP Desk Guide, in accordance with the Cooperative Forestry Assistance Act (CFAA) of 1978 (16 U.S.C. Chapter 41 § 2101).

THEREFORE, be it resolved that the Board of Directors of the City of Etna Fire Department accepts the agreement between the State of California, Department of Forestry and Fire Protection (CAL FIRE) and the City of Etna Fire Department for the acquisition of FEPP, and, authorizes Fire Chief Alan Kramer to sign the agreement on behalf of the Board of Directors.

Secretary

Board of Directors of the City of Etna Fire Department



City of Etna

Agenda Request

Date of Meeting: 7.22.24

Spokesperson(s): City Council & Staff

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

Subject/Request: Resolution 2024-012, Draft Ordinance 226 CUPCCA

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

Introduction and first reading of an ordinance to provide cooperative purchasing and to provide informal bidding procedures CUPCCA. Approve Resolution 2024-012 to adopt CUPCCA procedures.

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

Please describe:

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



TO: City Council

FROM: Andrew L. Jared, City Attorney

AGENDA TITLE: **Introduction and First Reading of an Ordinance to Provide for Cooperative Purchasing and to Provide for Informal Bidding Procedures Pursuant to California Uniform Public Construction Cost Accounting (CUPCCA) Resolution to Adopt CUPCCA Procedures; and Finding Such Action Exempt from CEQA**

MEETING DATE: July 22, 2024

Recommended Action:

Motion to

1. Adding Chapter 3.05 to the Etna Municipal Code addressing Public Works Contracts; and
2. Adopt Resolution 2024-0012 Electing To Adopt The Uniform Public Construction Cost Accounting Act (CUPCCA) Procedures.
3. Introduce for First Reading an Ordinance Adding Section 3.04.080 to the Etna Municipal Code addressing Cooperative Purchasing Procedures, and
4. Finding such action exempt from the California Environmental Quality Act (CEQA).

Discussion: First, staff recommends that adoption of cooperative purchasing (“piggyback”) purchasing to allow staff to utilize competitive bidding undertaken by other governmental agencies. By allowing competitive bidding efforts undertaken by other public agencies for goods requiring competitive bidding under the current municipal code, the efforts of city staff can be maximized. Such language would be codified as Section 3.04.080 of the Municipal Code. The approval of such purchases would be addressed through section 3.04.020 as being approved for purchase by the City Administrator.

Second, staff recommend adding section 3.04.090 to clarify the process for awarding of a contract. This section clarifies that unless stated otherwise in the code, contracts shall only be awarded by action of the city council a regular meeting.

Third, staff recommends adopting the Uniform Public Construction Cost Accounting Act (CUPCCA) to allow the City to perform more work with in-house personnel (force account work) by raising the limit for self-performed public works and maintenance work. It also expedites the informal bidding procedures, as more projects are completed in a timely manner because of the streamlined awards process and the reduction in paperwork related to advertising and report filing.

CUPCCAA provides for alternative bidding procedures when an agency performs public work and maintenance work by contract. CUPPCA is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have “opted in” to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found in Public Contract Code Sections 22000-22045.

Key provisions of the Act allow for public projects of \$60,000 or less to be performed by a public agency’s force account using the public agency’s own resources, by negotiated contract, or by purchase order.

Public projects in the amount of \$200,000 or less may use an informal bidding process if the City adopts an ordinance in compliance with the Act to govern contractor selection through informal bidding. Public projects at a cost of more than \$200,000 must use formal bidding procedures to select a contractor.

Public projects include

- Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
- Painting or repainting of any publicly owned, leased, or operated facility, and
- For publicly owned utility systems, the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines (over 230,000 volts).

Maintenance work includes routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; minor repainting; resurfacing of streets and highways at less than one inch; landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems. (Pub. Contr. Code sec. 22002(d).)

Program benefits are increased force account limit for public agencies; simplified bidding for projects that are \$200,000 or less; reduced number of formal bids based on project size; and expedited contracting for projects under \$200,000. The City will benefit from this program as it gives more leeway in the execution of public works projects under a certain dollar amount; may speed up the award process; expedite project delivery; reduce the time, effort, and expense associated with bidding projects under \$200,000; and simplify administration for those projects. These processes may also be applied to maintenance work.

Business Analysis: It should be noted that when a local agency elects to become subject to the CUPCCAA the entire entity is subject to the Act and no departments are exempt.

Filing the resolution to the California State Controller is the responsibility of the Finance Director, and adherence to cost accounting principles as directed in the manual.

Operations Analysis: The City shall notice and maintain at least annually a list of qualified contractors and additionally notice to invite/solicit bids on projects as identified. Informally bid projects shall include project title, cost, site location, who is taking bids/date and time due, along with owner address and phone number, architect or engineers address and phone number, a brief description of work to be done, where plans may be obtained/deposit required as well as the percentage of bid bond/percentage of performance bond/or percentage of payment bond.

Environmental Analysis: The adoption of this resolution and ordinance does not meet the definition of a project for the purposes of the California Environmental Quality Act, under Public Resources Code Section 21065 and CEQA Guidelines Section 15378(b)(5), because it is an administrative governmental activity which will not cause a direct or indirect physical change in the environment. The City Council's review and adoption of informal bid procedures is not a project under CEQA Guidelines mechanisms which do not involve commitment to any specific project which may result in a potentially significant environmental impact. Thus, no environmental analysis is required currently.

Fiscal Impact: Streamlined processes are expected to result in more timely completion of public projects and lessen the administrative overhead burden on procurement of contracts involving public work. There are no fees associated with opting into the program.

Useful Links:

https://www.sco.ca.gov/Files-ARD-Local/frequently_asked_questions_faq_-_uniform_public_construction_cost_accounting_act.pdf

https://www.sco.ca.gov/Files-ARD-Local/cuccac_manual_2021_edition.pdf

Attachments:

1. [Draft] Resolution No. 2024-012 Electing To Adopt The Uniform Public Construction Cost Accounting Act (CUPCCA) Procedures.
2. [Draft] Ordinance No. 226 Adding Section 3.04.080 "Cooperative Purchasing" To The Etna Municipal Code and adding Chapter 3.05 "Public Works Contracts" to the Etna Municipal Code To Provide Informal Bidding Procedures Under The California Uniform Public Construction Cost Accounting Act (CUPCCA) (Section 22000, et seq. of the Public Contract Code).



RESOLUTION NO. 2024-012

RESOLUTION OF CITY COUNCIL OF THE CITY OF ETNA
ELECTING TO ADOPT THE UNIFORM PUBLIC CONSTRUCTION COST
ACCOUNTING ACT (CUPCCA) PROCEDURES

WHEREAS, prior to the passage of Public Contract Code Sections 22000 to 22045, known as the California Uniform Public Construction Cost Accounting Act (CUPCCA) ("the Act"), existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and,

WHEREAS, the Act establishes such a uniform cost accounting standard; and,

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the City Council of the City of Etna has determined that adoption of the resolution to be of public benefit from the raised force account limit and the informal bidding procedures, as more projects are completed in a timely manner because of the streamlined awards process and the reduction in paperwork related to advertising and report filing.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Etna, Siskiyou County, California, hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and amended adding review procedures, as they may each from time to time be amended, and directs that the Finance Director notify the State Controller forthwith of this election.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Etna in a meeting thereof held on July 22, 2024, by the following:

VOTE

Ayes:

Nays:

Absent:

Signature: _____ Date: _____
Cliff Munson, Mayor, City of Etna

ATTEST

Signature: _____ Date: _____
Pamela Eastlick, City Clerk, City of Etna



ORDINANCE NO. 226

**AN ORDINANCE OF THE OF THE CITY COUNCIL OF THE CITY OF
ETNA, CALIFORNIA ADDING CHAPTER 3.05 “UNIFORM
CONSTRUCTION COST ACCOUNTING PROCEDURES” TO THE
ETNA MUNICIPAL CODE TO PROVIDE INFORMAL BIDDING
PROCEDURES UNDER THE CALIFORNIA UNIFORM PUBLIC
CONSTRUCTION COST ACCOUNTING ACT (CUPCCA); ADDING
SECTION 3.04.080 TO THE ETNA MUNICIPAL CODE ADDRESSING
COOPERATIVE PURCHASING PROCEDURES; ADDING SECTION
3.04.090 ADDRESSING APPROVAL OF CONTRACTS; AND
FINDING THE ORDINANCE NOT SUBJECT TO CEQA**

WHEREAS, the City of Etna (“City”) has by Resolution 2024-012 adopted on July 22, 2024, elected to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the California Uniform Public Construction Cost Accounting Act, (“Act”), (Public Contract Code (“PCC”) § 22000 et seq.); and

WHEREAS, Public Contract Code Section §22034 requires that public agencies who elect to be subject to the Act adopt an ordinance establishing informal bidding procedures for public projects and sets forth the requirements of said informal bidding ordinance; and

WHEREAS, the City Administrator recommends this Ordinance to meet the requirements of said informal bidding procedures.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF ETNA DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Chapter 3.05 of the Etna Municipal Code is hereby added:

Chapter 3.05 Uniform Construction Cost Accounting Procedures

3.05.010 - Purpose.

The purpose of this chapter is to establish regulations for public projects and maintenance work in accordance with the requirements of the California Uniform Public Construction Cost Accounting Act (Public Contracts Code section 22000 et seq.). This

chapter shall also apply to maintenance work in accordance with Public Contracts Code section 22003.

3.05.020 - Definitions.

The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) "Act" means the California Uniform Public Construction Cost Accounting Act, Public Contract Code section 22000 et seq.
- (b) "Facility" has the meaning set forth in Public Contract Code section 22002.
- (c) "Maintenance work" has the meaning set forth in Public Contract Code section 22002.
- (d) "Project" includes public projects and maintenance work, as defined by this chapter.
- (e) "Public project" has the meaning set forth in Public Contract Code Section 22002.

3.05.030 – General provisions.

- (a) Whenever any reference is made to any other ordinance or law, such reference shall be deemed to include all future amendments and successor statutes or ordinances thereto.
- (b) The dollar limits set forth in this Chapter shall adjust without council action as necessary to comply with amendments to the Act and any procedures adopted by the state controller.
- (c) Plans, specifications, and/or working details adopted by the City for any public project are public records, subject to examination upon request.

3.05.040 – Contracts for public projects and maintenance work.

- (a) Public projects and maintenance work for \$60,000 or less.
 - (1) Upon approval by the City Council either in the annual budget or by minute order the city council prior to award of contract, the city administrator is

authorized to award a contract for public projects and/or maintenance work if the lowest bid received is sixty thousand dollars (\$60,000.00) or less.”

- (2) Public projects and/or maintenance of sixty thousand dollars (\$60,000.00) or less may be performed by city employees, by negotiated contract, or by purchase order without competitive bidding upon approval by City Council.
- (b) Public projects and maintenance work for \$60,000 or more, but less than or equal to \$200,000.
- (1) Bid specifications shall be prepared and notices inviting bids shall be solicited as set forth in section 3.05.050 of this chapter.
 - (2) The city council shall award a contract for public projects and/or maintenance work if the lowest bid received is sixty thousand dollars (\$60,000.00) or more, but less than or equal to two hundred thousand dollars (\$200,000).
 - (3) If all bids received are more than two hundred thousand dollars (\$200,000), the City Council may adopt a resolution by a four-fifths (4/5) vote to award the contract at two hundred twelve thousand five hundred dollars (\$212,500) or less to the lowest responsible bidder, if the City Council determines the cost estimate of the city was reasonable. Where City Council does not adopt a resolution in accordance with the provisions of this subsection, the project shall be rebid.
- (c) Public projects and maintenance work for more than \$200,000.
- (1) Public projects and maintenance work of more than two hundred thousand dollars (\$200,000) shall be approved by the City Council.
 - (2) The City Council shall adopt plans, specifications, and working details for all public projects more than two hundred thousand dollars (\$200,000).
 - (3) Public projects and/or maintenance work of more than two hundred thousand dollars (\$200,000.00) shall require competitive written bidding. A notice inviting bids shall be published and sent in compliance with the

provisions of Public Contract Code section 22037. In addition, bid plans and working details shall be adopted by the city council for all public projects exceeding two hundred thousand dollars (\$200,000.00).

3.05.050 - Informal bidding procedures.

Public projects and maintenance of \$200,000 or less may be let to contract by informal procedures as set forth in the Act, including the following procedures:

(a) Contractors list. The City shall comply with the requirements of Public Contract Code Section 22034 regarding maintaining a list of qualified contractors identified according to categories of work.

(b) Notice inviting informal bids.

(1) Circulation. Where a public project or maintenance work is to be performed which is subject to the provisions of this section, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

(i.) Notices inviting informal bids may be mailed or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with subsection (a) above.

(ii.) Notices inviting informal bids may be mailed or emailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the Public Works Director or their designee.

(2) Proprietary products and services. Notwithstanding the foregoing requirements, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

- (3) Mailing. All mailing of notices to contractors and Construction trade journals pursuant to this section shall be completed at least ten (10) calendar days before bids are due.
 - (4) Contents. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project and state the time and place for the submission of bids.
- (c) Rejection of bids; bid irregularities. The city administrator may, in their sole discretion, reject any or all bids presented and waive any minor irregularity or informality in such bids.
- (d) Award of contract. The city administrator is authorized to award and execute contracts informally bid in accordance with this section, provided that the expenditure is within the approved budget and the contract is in a form approved by the city attorney. Such contracts shall be awarded to the lowest responsible bidder.
- (e) Tie bids: no bids received. If two or more bids are the same and the lowest, the city administrator may accept the one he/she chooses. If no bids are received through the informal procedures set forth in this section, the project may be performed by city employees, by force account or negotiated contract without further complying with this section.
- (f) Acceptance of work. Upon the completion of work pursuant to a contract awarded pursuant to this section, the city administrator may accept the work and may authorize the filing of the notice of completion, the release of funds retained upon such filing, and the release of any bonds upon the conclusion of their respective warranty periods.
- (g) Performance bonds. The city administrator may require a performance bond before entering into a contract awarded pursuant to this section in such amount as the public services director or their designee finds reasonably necessary to protect the best interests of the city. If the city requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

Section 2. Chapter 3.04 of the Etna Municipal Code is hereby amended to add section 3.04.080:

3.04.080 Cooperative Purchasing

The city administrator shall be authorized to join with other units of government in cooperative purchasing plans so that the best interest of the city shall be served thereby.

Section 3. Chapter 3.04 of the Etna Municipal Code is hereby amended to add section 3.04.090:

3.04.090 Approval of Contracts

Unless otherwise stated elsewhere in this code, all awards of contracts for goods and services shall be undertaken by action of the city council at an open meeting.

Section 4. If any section, subsection, subdivision, sentence, clause, phrase or portion of this Ordinance, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have adopted this Ordinance and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

Section 5. The City Council hereby authorizes and directs the city administrator to take any action and sign any documents necessary to implement this Ordinance.

Section 6. The Council finds that this Ordinance does not meet the definition of a project for the purposes of the California Environmental Quality Act, under Public Resources Code Section 21065 and CEQA Guidelines Section 15378(b)(5), because it is an administrative governmental activity which will not cause a direct or indirect physical change in the environment. The City Council's review and adoption of informal bid procedures is not a project under CEQA Guidelines mechanisms which do not involve commitment to any specific project which may result in a potentially significant environmental impact. Thus, no environmental analysis is required currently.

Section 7. The City Clerk shall certify the passage of this Ordinance and cause the same to be posted pursuant to Government Code Section 36933.

Introduced at a regular meeting of the City Council held on July 22, 2024, passed,
approved by at least a majority and adopted at a regular meeting of the City Council of the
City of Etna held on July 22, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Cliff Munson, Mayor

Approved as to Form:

Attest:

Andrew L. Jared, City Attorney

Pamela Eastlick, City Clerk



City of Etna

Agenda Request

Date of Meeting: 7.22.24

Spokesperson(s): City Council & Staff

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

Subject/Request: Draft Strategic Planning Update

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

Discuss/Approve Strategic Planning Update and take additional action if necessary.

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

Please describe:

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



STAFF REPORT ETNA CITY COUNCIL

To: Mayor and City Council Members
From: Jeff Mitchem
Date: July 22, 2024
Subject: **STRATEGIC PLANNING UPDATE**
Attachments: DISCUSSION DRAFT STRATEGIC PLAN

RECOMMENDED MOTION:

Receive and file the attached Discussion Draft Strategic Plan and take additional action as necessary.

SUMMARY:

Staff have compiled the survey results from the Council and Staff and used as the baseline material for the attached.

Next Steps:

1. Compile public survey results from recent General Plan survey and fold into strategic planning categories.
2. Formulate follow-up community outreach recommendations for Council consideration.
3. Conduct Public Hearing / Workshop on Strategic Plan refinement.
4. Revise Strategic Plan in response to public comments.
5. Council adoption of Strategic Plan
6. Staff to formulate Strategic Plan Implementation workplan
7. Commence implementation phase

City of Etna

DRAFT Strategic Plan

2025-2030



City Council

Cliff Munson, Mayor
Charnna Gilmore, Mayor Pro-tem
Brandon Fawaz, Councilmember
John Stacher, Councilmember
Jason Deppen, Councilmember

City Administrator

Jeff Mitchem

Executive and Management Staff

Teri Arrwood, Ambulance Director
Jenny Bennett, Asst City Clerk
Dan Burbank, Public Works Director
Pamela Eastlick, City Clerk
Alan Kramer, Fire Chief
Joshua Short, Police Chief



City of Etna Strategic Plan

Vision Statement

Where We Want To Be

The Etna City Council envisions the City of Etna and its surrounding area to be attractive, emphasizing its natural beauty, the clean water and air, and the quiet, friendly small-town atmosphere. The streets, sidewalks, businesses, and homes are clean and in good condition. Services (water, sewer, police, fire, etc.) are well-maintained. City employees and Etna citizens are courteous, respectful, caring, and accountable to one another. Schools, churches, and other organizations work together with the city to provide the highest caliber of service. The economic outlook is positive, with all segments of the community, including the City Council, working together to raise the level of economic well-being through revitalized existing businesses, new businesses, new jobs, and new opportunities based on the use of our community assets and resources. The natural recreational opportunities are encouraged, and other recreational avenues are being upgraded. The historical points of the valley and Etna are well-marked and are used as a tourism enhancement. There is a mutual respect between the ranchers and the business community. There is a welcoming atmosphere for tourists / visitors and prospective new residents.

Our Goal

That to Which We Strive

To maintain those aspects of small-town rural life (friendliness, respect, caring); the environmental qualities of clean water, clean air, scenic beauty, and unpolluted landscape; excellent schools, churches, and community organizations; and to enhance/improve the economic level of the community through revitalized/new businesses and new jobs.

Mission Statement

Why We Exist

The City of Etna will work toward enhancing the quality of life for all residents by actively serving them, pursuing excellence in all areas, and maintaining a high level of accountability.

Core Values

The Values We Share

Compassion

Service

Accountability

Respect

Teamwork

Responsibility

Objectives

The City We Are Building Together

All buildings in the business district occupied with viable businesses;

Affordable housing units increased;

New low-impact businesses encouraged in Etna and Scott Valley Valley transportation systems improved;

Resources that entice new families developed;

Low-impact tourism opportunities encouraged/developed;

Partnerships with Valley cities, schools and other organizations developed to insure efficient use of all resources and capabilities;

A reputation for mutual respect and accountability between citizens and City Council/employees.

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STRATEGIC PLAN ELEMENTS

MISSION > City of Etna Mission Statement

The City of Etna will work toward enhancing the quality of life for all residents by actively serving them, pursuing excellence in all areas, and maintaining a high level of accountability.

Objective: By the adoption of the fiscal year 2024/2025 City budget cycle, City Administrator to review and discuss with City Council any necessary revision to the City's MISSION to enhance its understanding with the community aligned with this strategic plan.

VISION > City of Etna Vision Statement

The Etna City Council envisions the City of Etna and its surrounding area to be attractive, emphasizing its natural beauty, the clean water and air, and the quiet, friendly small-town atmosphere. The streets, sidewalks, businesses, and homes are clean and in good condition. Services (water, sewer, police, fire, etc.) are well-maintained. City employees and Etna citizens are courteous, respectful, caring, and accountable to one another. Schools, churches, and other organizations work together with the city to provide the highest caliber of service. The economic outlook is positive, with all segments of the community, including the City Council, working together to raise the level of economic well-being through revitalized existing businesses, new businesses, new jobs, and new opportunities based on the use of our community assets and resources. The natural recreational opportunities are encouraged, and other recreational avenues are being upgraded. The historical points of the valley and Etna are well-marked and are used as a tourism enhancement. There is a mutual respect between the ranchers and the business community. There is a welcoming atmosphere for tourist / visitors and prospective new residents.

Objective: By the adoption of the fiscal year 2024/2025 City budget, City Administrator to review and discuss with City Council any necessary revision to the City's VISION to enhance its understanding with the community aligned with this strategic plan.

VALUES > City of Etna Values

- Compassion
- Service
- Accountability
- Respect
- Teamwork
- Responsibility

Established Objective: By the adoption of the fiscal year 2023/2024 City budget City Administrator to review and discuss with City Council any necessary revision to the CITY VALUES STATEMENTS aligned with the actions of this strategic plan

S.W.O.T. (Strengths, Weaknesses, Opportunities, and Threats) ANALYSIS

Strengths

Historic	Sense of "Community"
Location	Engaged Citizens
Amenities	Community volunteerism
Community	
Open spaces and trails	
Community orientation	
Clean water and air	
Tourism	
Events	
Natural setting	
Preserved Historic Downtown buildings	
Small town spirit	
Limited corporate business presence	
New housing element	
Geographic setting	
Culture of volunteerism	
Water quality	
Small town charm	
History	
Community	
Volunteerism	
Safety	
Downtown buildings	
Environmentally conscious	
Friendly citizenry	

Weaknesses

[illegible]

Opportunities

Community Services District	
Grant funding	
Create a Cohesive Team	
Coordinated OES	
Improved Infrastructure	
	Engagement of youth
	Infill housing
	Finding sustainable mix of retail
	Jobs
GP SURVEY	Public Art
Ecology, biodiversity	Use short-term rentals as funding for housing
Capitalize on human resources	Regional partnerships
Prioritize open space acquisition	EV charging in the City
Expand tax base	Local farms and gardens
Become a model sustainable community	Energy independence
Curated tourism	Solar expansion
Grants	Partner for sustainable water sources
Local small businesses	Support a thriving community
Preparing for fire prevention	City be a bridge for cultural conversation
Emphasize early heritage	Composting and recycling
Undergrounding of utilities	Civic
Innovative affordable housing	Climate adaptation/action plan
Promoting community engagement	Transparency in government
Innovative partnerships	Leverage technology
Unique retail offerings	Infrastructure funding

Threats

Affordable Housing	
Collaboration between stakeholders	
Audit	
Aging Infrastructure	
Lack of teamwork	
Personal Agendas	
	Inability to attract diversity
	Wildfire
GP SURVEY	Lack of housing for workforce
Excessive fees	Loss of businesses
Short Term Rentals	Tax base taken by other entity
Loss of rental housing	Lose water rights
Lack of affordable housing	Lose local control on housing

Objective: With the adoption of each fiscal year City budget through 2027 City Administrator will review the S.W.O.T. analysis with City Council for alignment with tasks and objectives identified within the budget to meet the goals and initiatives of the strategic plan.

Strategic Initiatives

Goal Elements

These elements embedded within Etna's Goal Statement will be considered in all decision making and goal setting in strategic planning and the impact upon these areas will be assessed in each Priority Strategic Initiative:

CULTURE	Celebrate local small-town rural culture exemplified by friendliness, respect and caring.
ENVIRONMENT	Planning for and building environmental resilience to ensure clean air and water, scenic beauty and an unpolluted landscape.
COMMUNITY	Strengthen our community by engaging with local community-based organizations.
ECONOMICS	Enhance, revitalize and improve jobs, businesses and housing.

Objectives

These are the existing Objectives that will guide action over the five years of the strategic plan.

BUSINESS	100% occupancy of businesses on Main Street.
HOUSING	Increase affordable housing units.
SERVICES	Entice new families with resources and improved transportation systems.
PARTNERSHIPS	Partner with Valley cities, schools, and other organizations to ensure efficient use of all resources and capabilities.
NATURE	Develop low-impact tourism opportunities.
RESPECT	Treat citizens, City Council and Staff with accountability and respect.

BUSINESS

Business and industry support

GOALS

1. Pursue a vacant storefronts mitigation program
2. Engage all city businesses to determine their needs and demands and track variations by area and business type
3. Create an economic development plan for the City
4. Support tourism as a funding mechanism for our businesses
5. Work with businesses to actively curate the eclectic mix of uniquely Etna businesses within the community and actively seek to recruit and retain businesses from outside the City
6. Actively pursue grants including CDBG and Economic Development partnership opportunities

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

HOUSING

Workforce and affordable housing, supportive of leasing local, and maintenance of homeowner value

GOALS

1. Support the housing needs of the local workforce
2. Continue to support housing rehabilitation through Community Development Block Grant funding
3. Develop an ADU design with pre-approval for the City's objective design standards (Housing Element implementation)
4. Develop a residential elevation with pre-approved architectural review available for infill housing
5. Create a housing needs analysis expanding upon the City's Housing Element to include needs for workforce housing, lease local, and paths to ownership as well as an assessment of the impact of short-term rentals on the housing needs analysis.
6. Implement a short-term rental program to align with objectives established from the housing needs analysis
7. Engage City stakeholders and regional partners in the needs analysis

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

SERVICES (transportation)

Parking, Roads, Right-of-Way, and other public and contracted infrastructure

GOALS

1. Complete the parking study and seek City Council approval for a comprehensive plan to address parking
2. Engage stakeholders in the prioritization of future projects
3. Establish an emergency and routine service mutual aid and assistance-by-hire agreement with the County
4. Reconfigure the citywide Capital Improvement Program (CIP) to align with the strategic plan and funding opportunities
5. Develop a master list of grant projects for all City departments and actively pursue City Council adopted

- projects consistent with the CIP and the strategic plan
6. Explore options for a Climate Adaptation and Resiliency Plan (future grant funding)

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

SERVICES (fire/emergency serv.)

Wildfire and structural fire prevention, mitigation, and education

GOALS

1. Re-establish County wide cooperative approach to emergency services interoperability
2. Assess community needs for achieving compliance with fire related ordinances to include plans for private property fuels mitigation, green waste hauling, and related activities
3. Develop programs to address the community needs for fuels mitigation and consider the development of low-income and access and functional needs programs supportive of compliance with the City's existing vegetation management ordinance requirements
4. Engage the community through the providing direct and routine outreach to the community including local Firewise groups
5. Develop implementation strategies for the MOU for Fire Prevention and Mitigation between the City and County OES
6. Pursue the development of a Countywide OES with a Etna specific annex
7. Evaluate the need for and benefits of an Urban Forestry Plan for the City
8. Provide community outreach and education on and complete functional exercises of emergency evacuation routes
9. Actively pursue grants for a wide array of fire related activities including prevention, education, mitigation, response and recovery

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

SERVICES (water)

Maintenance of cost efficient, reliable, resilient, and sustainable drinking and irrigation water sources and wastewater treatment capabilities

GOALS

1. Implement remote meters, leak detection and system enhancements
2. Evaluate the impact of vegetation overgrowth and fire risk on water supply and resiliency
3. Coordinate with the Siskiyou County Flood Control and Water Conservation District for potential regional projects, economies of scale and funding sources
4. Engage stakeholders on the topic of service delivery and capital improvement costs in relation to maintaining a sustainable water supply for the community
5. Evaluate options to retain and store additional water rights
6. Evaluate options for the use of untreated irrigation water on city lands and at city parks
7. Review the existing Water / Wastewater Master Plan and update the plan
8. Actively pursue grants including the EPA Water Infrastructure Improvements for the Nation Grants and the California Department of Water Resources Water Infrastructure and Resilience Projects program

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

PARTNERSHIPS

Arts, Culture, and Distinction

GOALS

1. Consider the role and impact of the Etna Native Tribes and their culture in seeking to expand arts, culture and diversity in Etna
2. Develop a public art process including an enabling ordinance
3. Create a Scott Valley specific plan that includes a pathway to redevelopment that considers: rebranding, housing, business, art, and parks
4. Engage the arts community and all stakeholders in identifying the unique vibrancy of Etna and how to maintain and expand it.
5. Create and implement a stakeholder communications plan to include online social media, mailers, meetings, and workshops to meet both the City and stakeholder needs
6. Evaluate the timing, formation, and mission of an Etna Arts Commission
7. Actively pursue grants including through the National Endowment for the Arts and California Arts Council programs

IMPLEMENTING RESPONSIBILITY:

Staff:

Council:

NATURE

Parks, Open Space, Recreation, Programming, and Community Facilities

GOALS

1. Engage the Gateway to the Marble Mountains / PCT / etc. in the branding and art aspects of parks related activities
2. Integrate recreation related billing and facilities rentals into new City finance system
3. Engage the community in a parks, open space, recreation, and community facilities needs analysis
4. Coordinate with the Visit Siskiyou County / Scott Valley Recreation
5. Consider a Parks Master Plan to explore potential new sites, services and amenities
6. Explore opportunities for a valley wide recreation district, regional park and trails approach, or other amenities and/or revenue enhancing activities
7. Actively pursue grants including Prop 68 and regional partnership grant opportunities

IMPLEMENTING RESPONSIBILITY:

Staff:

Council

RESPECT

Treat citizens, city council and staff with accountability and respect.

GOALS (to be developed)

1. Internal (City Staff)
2. External (Community)

IMPLEMENTING RESPONSIBILITY:

Staff:

Council

GOALS (to be developed)

1. Internal (City Staff)
2. External (Community)

IMPLEMENTING RESPONSIBILITY:

Staff:

Council