



# City of Etna

## AGENDA FOR THE SPECIAL MEETING OF THE ETNA CITY COUNCIL

**DATE OF THE MEETING:** January 6, 2025

**TIME OF THE MEETING:** 5:30 pm

**PLACE OF THE MEETING:** 442 Main Street Etna, CA, and TELECONFERENCE (Zoom)

1. Call to Order
  - a. Pledge of Allegiance
  - b. Roll Call
2. Public Comment - Non-Agenda Items - The City Council cannot take action or comment on non-agenda items.
3. CONSENT CALANDAR
  - a. Minutes of the Special Meeting December 2, 2024
  - b. Invoice Approvals
  - c. Second Reading and Adoption of Ordinance 227 An Ordinance of the City of Etna Adding Chapter 3.34 Procedures for Fees, Charges, and Assessments on Real Property
4. CURRENT BUSINESS
  - a. Approve Resolution 2025-001 Accepting Election Results
  - b. Discuss/Approve Fund 21 – Sewer Improvement Fund Budget
  - c. Approve Resolution 2025-002 Creating a Recreation and Culture Staff Position by Repurposing the Pool Manager Position
  - d. Continued – Discussion of Personnel Policy, Municipal Code Amendment Chapter 2.06 City Administrator
  - e. Continued – Strategic Plan, Staff direction to prepare Public Review Draft
5. DEPARTMENT REPORTS  
\*Police\*Public Works\*Fire/Ambulance\*Clerk\*Mayor\*City Manager\*City Council/Committee
6. CLOSED SESSION
  - a. Pursuant to Government Code §54957(b) Personnel Matters – Public Employee Performance Evaluation
    1. City Clerk
    2. Asst. City Clerk
  - b. Police Department Personnel Update
    1. Resignations
    2. Recruitments
  - c. Fire/Ambulance Personnel Update
    1. Council Direction on Department Request for ¾ Time Benefited EMT/Firefighter
7. CITY COUNCIL STATEMENTS AND REQUESTS
8. ADJOURNMENT

### Zoom Teleconference Information:

Phone: 1-669-444-9171 US Meeting ID: 827 0311 8680

<https://us06web.zoom.us/j/82703118680>

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](mailto: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  
SPECIAL MEETING OF THE ETNA CITY COUNCIL  
Monday December 2, 2024**

Members of the Etna City Council met on this 2<sup>nd</sup> day of December in person and TELECONFERENCE (Zoom.) Mayor Pro-Tem Charnna Gilmore 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, Charnna Gilmore, and John Stacher were present. Councilmember Brandon Fawaz, and Mayor Cliff Munson were absent.

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

An audience member inquired about the town Christmas tree.

**3. Consent Calendar:**

**a. Minutes of the Regular Meeting October 28, 2024**

**b. Second Reading and Adoption of Ordinance 227 Establishing Procedures for Fees, Charges, and Assessments; Finding Such Exempt from CEQA**

**c. Invoice Approvals**

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

**Ayes: Stacher, Deppen, Gilmore**

**4. Public Hearing:**

**a. General Plan Update: Circulation, Noise, and Open Space and Conservation Elements Resolution 2024-019 – A Resolution of the City Council of the City of Etna Adopting the Circulation Element, Noise Element, and Open Space & Conservation Element Updates**

City Planner Richard Tinsman gave a background on this item. Mayor Pro-Tem Gilmore opened the Public Hearing for comment and there were none. Gilmore declared the Public Hearing closed. Councilmember Stacher made a motion to move that on the basis, of the entirety of the record before us, we make the finding that the proposed project could not have a significant adverse effect on the environment, and that we adopt the recommended CEQA exemption. Councilmember Deppen seconded, and the motion passed.

**Ayes: Stacher, Deppen, Gilmore**

Councilmember Deppen made a motion to adopt Resolution 2024-019 and adopt the draft Circulation, Noise, and Open Space & Conservation Element updates. Councilmember Stacher seconded and the motion passed.

**Ayes: Stacher, Deppen, Gilmore**

## **5. Current Business:**

- a. Discuss/Approve Authorizing Mayor Munson to Execute the Memorandum of Understanding Between City of Etna Fire Department, Town of Fort Jones Fire Department, and the Scott Valley Fire Protection District to Apply for Assistance to Firefighters Grant**

Fire Chief Clint Whitchurch gave a background on this item. Councilmember Deppen made a motion to approve, Councilmember Stacher seconded, and the motion passed.

**Ayes: Stacher, Deppen, Gilmore**

- b. Discussion to Generate Direction for Staff Regarding the Creation of a Recreation and Culture Staff Position by Repurposing the Pool Manager Position**

City Administrator Jeff Mitchem requested the Council to consider creating a new position/or repurposing the Pool Manager position to oversee recreation programs, special events, among other things, and act as a liaison between community organizations, businesses, and individuals to foster the development of new recreation, arts, and cultural programs and events. Discussion only.

- c. Continued – Discussion of Personnel Policy, Municipal Code Amendment Chapter 2.06 City Administrator**

Mitchem gave Council an update. Discussion only.

- d. Continued – Strategic Plan, Staff Direction to Prepare Public Review Draft**

Mitchem gave Council an update. Discussion only.

- e. Discussion Quarterly Budget Update**

Council and staff discussed the deficit in the pool budget. Discussion about how to generate more revenue. Councilmember Deppen asked for a timeline on being able to staff a strike team by fire season. No action taken.

## **6. Department Reports:**

Police Chief Josh Short was not present, Officer Whitchurch gave a brief report on his behalf.

Fire Chief Whitchurch gave a brief report for the fire department. They are currently working on the 50/50 grant and recruiting new members.

Public Works Director Dan Burbank reported that he is waiting on parts to come in to continue mechanical repairs for engine 1411. They have been decorating around town and getting ready for the PAL party. Burbank explained the reasons for not getting a town tree this year, instead they will decorate the trees in the empty lot next to the hardware store. Councilmember Stacher asked about the potholes, Burbank is planning to fill them soon.

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

City Clerk Pamela Eastlick reported that the Annual Street Report, and the LTC audit has been completed. There were two bidders for the well project, they are planning to drill between the city shop and the park area for the emergency wells.

City Administrator Jeff Mitchem gave a brief report about the undergrounding project, a resolution needs to be created and brought to the County.

**7. Closed Session:**

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

**1. City Clerk**

**2. Asst. City Clerk**

City Council gave directions to staff.

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

**9. Adjournment:**

There being no further business Mayor Cliff Munson adjourned the meeting at 7:09 pm.

Respectfully submitted,

Jenny Bennett  
Asst. City Clerk

# Check Register Report

Date: 12/13/2024  
Time: 2:52 pm  
Page: 1

City of Etna

BANK: MECHANICS BANK

| Check Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Check Date<br>Void/Stop Date               | Reconcile Date<br>Status | Vendor#<br>Vendor Name<br>Check Description  | Gross<br>Discount | Amount    |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|----------------------------------------------|-------------------|-----------|------|--------------------------------------------|-------|----------|--------|-------|--------------|--------|------|--------|-------|--------------|----------|------|----------|-------|--------------|----------|------|----------|-------|--------------|----------|------|----------|-------|--------------|-------|------|-------|
| 22103                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/09/2024                                 | CITYETNA<br>Printed      | CITY OF ETNA<br>Petty Cash Clerk             | 94.66<br>0.00     | 94.66     |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27458</td><td>10-55-880.00</td><td>19.21</td><td>0.00</td><td>19.21</td></tr><tr><td>27458</td><td>15-76-810.00</td><td>50.00</td><td>0.00</td><td>50.00</td></tr><tr><td>27458</td><td>10-25-820.00</td><td>10.25</td><td>0.00</td><td>10.25</td></tr><tr><td>27458</td><td>10-25-875.00</td><td>15.20</td><td>0.00</td><td>15.20</td></tr></table>                                                                                    |                                            |                          |                                              |                   |           | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27458 | 10-55-880.00 | 19.21  | 0.00 | 19.21  | 27458 | 15-76-810.00 | 50.00    | 0.00 | 50.00    | 27458 | 10-25-820.00 | 10.25    | 0.00 | 10.25    | 27458 | 10-25-875.00 | 15.20    | 0.00 | 15.20    |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GL Number<br>Line Distribution Description | Gross                    | Discount                                     | Amount            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27458                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-55-880.00                               | 19.21                    | 0.00                                         | 19.21             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27458                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15-76-810.00                               | 50.00                    | 0.00                                         | 50.00             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27458                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-25-820.00                               | 10.25                    | 0.00                                         | 10.25             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27458                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-25-875.00                               | 15.20                    | 0.00                                         | 15.20             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              | 94.66             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 22104                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/09/2024                                 | E&S<br>Printed           | E & S ENGINEERS<br>Main Street Rehab         | 18,399.75<br>0.00 | 18,399.75 |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27490</td><td>10-25-782.00</td><td>500.00</td><td>0.00</td><td>500.00</td></tr><tr><td>27507</td><td>20-30-881.25</td><td>9,729.75</td><td>0.00</td><td>9,729.75</td></tr><tr><td>27508</td><td>20-30-881.20</td><td>1,892.00</td><td>0.00</td><td>1,892.00</td></tr><tr><td>27509</td><td>24-60-881.35</td><td>6,278.00</td><td>0.00</td><td>6,278.00</td></tr></table>                                                                |                                            |                          |                                              |                   |           | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27490 | 10-25-782.00 | 500.00 | 0.00 | 500.00 | 27507 | 20-30-881.25 | 9,729.75 | 0.00 | 9,729.75 | 27508 | 20-30-881.20 | 1,892.00 | 0.00 | 1,892.00 | 27509 | 24-60-881.35 | 6,278.00 | 0.00 | 6,278.00 |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GL Number<br>Line Distribution Description | Gross                    | Discount                                     | Amount            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27490                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-25-782.00                               | 500.00                   | 0.00                                         | 500.00            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27507                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20-30-881.25                               | 9,729.75                 | 0.00                                         | 9,729.75          |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27508                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 20-30-881.20                               | 1,892.00                 | 0.00                                         | 1,892.00          |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27509                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 24-60-881.35                               | 6,278.00                 | 0.00                                         | 6,278.00          |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              | 18,399.75         |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 22105                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/09/2024                                 | EHSG<br>Printed          | ETNA HARDWARE, INC.<br>Maint. & Supplies     | 201.56<br>0.00    | 201.56    |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27461</td><td>10-50-860.00</td><td>97.01</td><td>0.00</td><td>97.01</td></tr><tr><td>27461</td><td>23-70-880.00</td><td>4.27</td><td>0.00</td><td>4.27</td></tr><tr><td>27461</td><td>10-60-880.00</td><td>30.01</td><td>0.00</td><td>30.01</td></tr><tr><td>27461</td><td>40-30-880.00</td><td>35.99</td><td>0.00</td><td>35.99</td></tr><tr><td>27461</td><td>10-70-880.00</td><td>34.28</td><td>0.00</td><td>34.28</td></tr></table> |                                            |                          |                                              |                   |           | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27461 | 10-50-860.00 | 97.01  | 0.00 | 97.01  | 27461 | 23-70-880.00 | 4.27     | 0.00 | 4.27     | 27461 | 10-60-880.00 | 30.01    | 0.00 | 30.01    | 27461 | 40-30-880.00 | 35.99    | 0.00 | 35.99    | 27461 | 10-70-880.00 | 34.28 | 0.00 | 34.28 |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GL Number<br>Line Distribution Description | Gross                    | Discount                                     | Amount            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-50-860.00                               | 97.01                    | 0.00                                         | 97.01             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 23-70-880.00                               | 4.27                     | 0.00                                         | 4.27              |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-60-880.00                               | 30.01                    | 0.00                                         | 30.01             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 40-30-880.00                               | 35.99                    | 0.00                                         | 35.99             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27461                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-70-880.00                               | 34.28                    | 0.00                                         | 34.28             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              | 201.56            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 22106                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/09/2024                                 | FMC<br>Printed           | FAIRCHILD MEDICAL CENTER<br>Medical Supplies | 46.00<br>0.00     | 46.00     |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27466</td><td>50-45-872.00</td><td>46.00</td><td>0.00</td><td>46.00</td></tr></table>                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              |                   |           | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27466 | 50-45-872.00 | 46.00  | 0.00 | 46.00  |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GL Number<br>Line Distribution Description | Gross                    | Discount                                     | Amount            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27466                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 50-45-872.00                               | 46.00                    | 0.00                                         | 46.00             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              | 46.00             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 22107                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12/09/2024                                 | FJACE<br>Printed         | FORT JONES ACE HARDWARE<br>E 1413 Parts      | 35.36<br>0.00     | 35.36     |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27476</td><td>10-50-860.00</td><td>35.36</td><td>0.00</td><td>35.36</td></tr></table>                                                                                                                                                                                                                                                                                                                                                   |                                            |                          |                                              |                   |           | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27476 | 10-50-860.00 | 35.36  | 0.00 | 35.36  |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | GL Number<br>Line Distribution Description | Gross                    | Discount                                     | Amount            |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |
| 27476                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10-50-860.00                               | 35.36                    | 0.00                                         | 35.36             |           |      |                                            |       |          |        |       |              |        |      |        |       |              |          |      |          |       |              |          |      |          |       |              |          |      |          |       |              |       |      |       |

# Check Register Report

Date: 12/13/2024  
Time: 2:52 pm  
Page: 2

City of Etna

BANK: MECHANICS BANK

| Check Number | Check Date<br>Void/Stop Date | Reconcile Date<br>Status                   | Vendor#<br>Vendor Name<br>Check Description       | Gross<br>Discount | Amount   |
|--------------|------------------------------|--------------------------------------------|---------------------------------------------------|-------------------|----------|
|              |                              |                                            | Check Amount                                      | 35.36             |          |
| 22108        | 12/09/2024                   | GNC<br>Printed                             | GREAT NORTHERN SERVICES<br>Admin Fees Sept & Oct  | 5,626.45<br>0.00  | 5,626.45 |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27480                        | 70-35-760.00                               | 5,626.45                                          | 0.00              | 5,626.45 |
|              |                              |                                            | Check Amount                                      | 5,626.45          |          |
| 22109        | 12/09/2024                   | HENRYSH<br>Printed                         | HENRY SCHEIN MEDICAL<br>Medical Supplies          | 244.85<br>0.00    | 244.85   |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27468                        | 50-45-872.00                               | 163.28                                            | 0.00              | 163.28   |
|              | 27482                        | 50-45-872.00                               | 81.57                                             | 0.00              | 81.57    |
|              |                              |                                            | Check Amount                                      | 244.85            |          |
| 22110        | 12/09/2024                   | KELLEY<br>Printed                          | KELLEY CREATE<br>Xerox Charges                    | 416.52<br>0.00    | 416.52   |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27478                        | 45-33-750.00                               | 138.84                                            | 0.00              | 138.84   |
|              | 27478                        | 40-30-750.00                               | 138.84                                            | 0.00              | 138.84   |
|              | 27478                        | 10-25-750.00                               | 138.84                                            | 0.00              | 138.84   |
|              |                              |                                            | Check Amount                                      | 416.52            |          |
| 22111        | 12/09/2024                   | KK<br>Printed                              | KIEP-ER KLEEN<br>Cleaning Services                | 117.00<br>0.00    | 117.00   |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27488                        | 10-25-760.00                               | 90.00                                             | 0.00              | 90.00    |
|              | 27488                        | City Hall<br>10-40-760.00<br>PD            | 27.00                                             | 0.00              | 27.00    |
|              |                              |                                            | Check Amount                                      | 117.00            |          |
| 22112        | 12/09/2024                   | MERCIER<br>Printed                         | LAW OFFICE OF DARRIN MERCIER<br>Certified Postage | 10.72<br>0.00     | 10.72    |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27493                        | 10-25-780.00                               | 10.72                                             | 0.00              | 10.72    |
|              |                              |                                            | Check Amount                                      | 10.72             |          |
| 22113        | 12/09/2024                   | LA<br>Printed                              | LIFE ASSIST<br>Medical Supplies                   | 108.67<br>0.00    | 108.67   |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                             | Discount          | Amount   |
|              | 27464                        | 50-45-872.00                               | 108.67                                            | 0.00              | 108.67   |

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City of Etna

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| Check Number | Check Date<br>Void/Stop Date  | Reconcile Date<br>Vendor#<br>Status | Vendor Name<br>Check Description             | Gross<br>Discount | Amount   |          |
|--------------|-------------------------------|-------------------------------------|----------------------------------------------|-------------------|----------|----------|
|              |                               |                                     |                                              | Check Amount      | 108.67   |          |
| 22114        | 12/09/2024                    | MISSY<br>Printed                    | MISSY MARTIN<br>Reim: Training               | 172.50            | 172.50   |          |
|              |                               |                                     |                                              | 0.00              |          |          |
|              |                               |                                     |                                              |                   |          |          |
| Ref#         | GL Number                     |                                     |                                              | Gross             | Discount | Amount   |
|              | Line Distribution Description |                                     |                                              |                   |          |          |
| 27496        | 10-42-735.00                  |                                     |                                              | 172.50            | 0.00     | 172.50   |
|              |                               |                                     |                                              | Check Amount      | 172.50   |          |
| 22115        | 12/09/2024                    | PACE ANALY<br>Printed               | PACE ANALYTICAL<br>Drinking Water Monitoring | 145.40            | 145.40   |          |
|              |                               |                                     |                                              | 0.00              |          |          |
|              |                               |                                     |                                              |                   |          |          |
| Ref#         | GL Number                     |                                     |                                              | Gross             | Discount | Amount   |
|              | Line Distribution Description |                                     |                                              |                   |          |          |
| 27479        | 40-30-795.00                  |                                     |                                              | 145.40            | 0.00     | 145.40   |
|              |                               |                                     |                                              | Check Amount      | 145.40   |          |
| 22116        | 12/09/2024                    | PP<br>Printed                       | PACIFIC POWER<br>401 Howell Pool             | 3,530.10          | 3,530.10 |          |
|              |                               |                                     |                                              | 0.00              |          |          |
|              |                               |                                     |                                              |                   |          |          |
| Ref#         | GL Number                     |                                     |                                              | Gross             | Discount | Amount   |
|              | Line Distribution Description |                                     |                                              |                   |          |          |
| 27469        | 40-30-840.10                  |                                     |                                              | 51.51             | 0.00     | 51.51    |
| 27469        | 45-33-840.10                  |                                     |                                              | 51.48             | 0.00     | 51.48    |
| 27469        | 10-60-840.10                  |                                     |                                              | 51.48             | 0.00     | 51.48    |
| 27469        | 50-45-840.10                  |                                     |                                              | 308.92            | 0.00     | 308.92   |
| 27470        | 10-55-840.10                  |                                     |                                              | 338.19            | 0.00     | 338.19   |
| 27471        | 10-60-840.10                  |                                     |                                              | 59.29             | 0.00     | 59.29    |
| 27472        | 40-30-840.10                  |                                     |                                              | 312.62            | 0.00     | 312.62   |
| 27473        | 53-40-840.10                  |                                     |                                              | 131.02            | 0.00     | 131.02   |
| 27473        | 10-40-840.10                  |                                     |                                              | 131.01            | 0.00     | 131.01   |
| 27474        | 10-55-840.10                  |                                     |                                              | 169.56            | 0.00     | 169.56   |
| 27477        | 45-33-840.10                  |                                     |                                              | 362.48            | 0.00     | 362.48   |
| 27489        | 10-60-867.00                  |                                     |                                              | 1,251.30          | 0.00     | 1,251.30 |
| 27505        | 23-70-840.10                  |                                     |                                              | 311.24            | 0.00     | 311.24   |
|              |                               |                                     |                                              | Check Amount      | 3,530.10 |          |
| 22117        | 12/09/2024                    | PEAST<br>Printed                    | PAMELA EASTLICK<br>Reim: Office Supplies     | 172.80            | 172.80   |          |
|              |                               |                                     |                                              | 0.00              |          |          |
|              |                               |                                     |                                              |                   |          |          |
| Ref#         | GL Number                     |                                     |                                              | Gross             | Discount | Amount   |
|              | Line Distribution Description |                                     |                                              |                   |          |          |
| 27459        | 10-25-870.00                  |                                     |                                              | 172.80            | 0.00     | 172.80   |
|              |                               |                                     |                                              | Check Amount      | 172.80   |          |

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City of Etna

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| Check Number                                                                                                                                                                                                                                                                                                                                                                                               | Check Date<br>Void/Stop Date               | Reconcile Date<br>Status | Vendor#<br>Vendor Name<br>Check Description                     | Gross<br>Discount | Amount |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|-----------------------------------------------------------------|-------------------|--------|------|--------------------------------------------|-------|----------|--------|-------|--------------|--------|------|--------|-------|--------------|--------|------|--------|-------|--------------|--------|------|--------|
| 22118                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | PORAC LDF<br>Printed     | PEACE OFFICERS LEGAL DEFENSE<br>Etna Reserves                   | 432.00<br>0.00    | 432.00 |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27494</td><td>99-00-217.00</td><td>384.00</td><td>0.00</td><td>384.00</td></tr><tr><td>27495</td><td>10-40-750.00</td><td>48.00</td><td>0.00</td><td>48.00</td></tr></table>                                                                                        |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27494 | 99-00-217.00 | 384.00 | 0.00 | 384.00 | 27495 | 10-40-750.00 | 48.00  | 0.00 | 48.00  |       |              |        |      |        |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27494                                                                                                                                                                                                                                                                                                                                                                                                      | 99-00-217.00                               | 384.00                   | 0.00                                                            | 384.00            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27495                                                                                                                                                                                                                                                                                                                                                                                                      | 10-40-750.00                               | 48.00                    | 0.00                                                            | 48.00             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                          |                                                                 | 432.00            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 22119                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | PORAC<br>Printed         | PEACE OFFICERS RESEARCH ASSOC.<br>Etna POA                      | 172.00<br>0.00    | 172.00 |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27486</td><td>99-00-217.00</td><td>24.00</td><td>0.00</td><td>24.00</td></tr><tr><td>27487</td><td>99-00-217.00</td><td>148.00</td><td>0.00</td><td>148.00</td></tr></table>                                                                                        |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27486 | 99-00-217.00 | 24.00  | 0.00 | 24.00  | 27487 | 99-00-217.00 | 148.00 | 0.00 | 148.00 |       |              |        |      |        |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27486                                                                                                                                                                                                                                                                                                                                                                                                      | 99-00-217.00                               | 24.00                    | 0.00                                                            | 24.00             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27487                                                                                                                                                                                                                                                                                                                                                                                                      | 99-00-217.00                               | 148.00                   | 0.00                                                            | 148.00            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                          |                                                                 | 172.00            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 22120                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | PITNEYBOWE<br>Printed    | PITNEY BOWES GLOBAL FINANCIAL<br>Qtrly Lease Invoice 9.30-12.29 | 175.38<br>0.00    | 175.38 |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27465</td><td>10-25-870.00</td><td>175.38</td><td>0.00</td><td>175.38</td></tr></table>                                                                                                                                                                             |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27465 | 10-25-870.00 | 175.38 | 0.00 | 175.38 |       |              |        |      |        |       |              |        |      |        |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27465                                                                                                                                                                                                                                                                                                                                                                                                      | 10-25-870.00                               | 175.38                   | 0.00                                                            | 175.38            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                          |                                                                 | 175.38            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 22121                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | PS<br>Printed            | PRINTING SYSTEMS<br>Envelopes                                   | 421.31<br>0.00    | 421.31 |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27457</td><td>10-25-870.00</td><td>83.97</td><td>0.00</td><td>83.97</td></tr><tr><td>27457</td><td>45-33-870.00</td><td>168.67</td><td>0.00</td><td>168.67</td></tr><tr><td>27457</td><td>40-30-870.00</td><td>168.67</td><td>0.00</td><td>168.67</td></tr></table> |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27457 | 10-25-870.00 | 83.97  | 0.00 | 83.97  | 27457 | 45-33-870.00 | 168.67 | 0.00 | 168.67 | 27457 | 40-30-870.00 | 168.67 | 0.00 | 168.67 |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27457                                                                                                                                                                                                                                                                                                                                                                                                      | 10-25-870.00                               | 83.97                    | 0.00                                                            | 83.97             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27457                                                                                                                                                                                                                                                                                                                                                                                                      | 45-33-870.00                               | 168.67                   | 0.00                                                            | 168.67            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27457                                                                                                                                                                                                                                                                                                                                                                                                      | 40-30-870.00                               | 168.67                   | 0.00                                                            | 168.67            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                          |                                                                 | 421.31            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 22122                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | PURCHASE P<br>Printed    | PURCHASE POWER<br>Postage                                       | 200.09<br>0.00    | 200.09 |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27462</td><td>45-33-820.00</td><td>66.71</td><td>0.00</td><td>66.71</td></tr><tr><td>27462</td><td>40-30-820.00</td><td>66.69</td><td>0.00</td><td>66.69</td></tr><tr><td>27462</td><td>10-25-820.00</td><td>66.69</td><td>0.00</td><td>66.69</td></tr></table>     |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27462 | 45-33-820.00 | 66.71  | 0.00 | 66.71  | 27462 | 40-30-820.00 | 66.69  | 0.00 | 66.69  | 27462 | 10-25-820.00 | 66.69  | 0.00 | 66.69  |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27462                                                                                                                                                                                                                                                                                                                                                                                                      | 45-33-820.00                               | 66.71                    | 0.00                                                            | 66.71             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27462                                                                                                                                                                                                                                                                                                                                                                                                      | 40-30-820.00                               | 66.69                    | 0.00                                                            | 66.69             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 27462                                                                                                                                                                                                                                                                                                                                                                                                      | 10-25-820.00                               | 66.69                    | 0.00                                                            | 66.69             |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Check Amount                                                                                                                                                                                                                                                                                                                                                                                               |                                            |                          |                                                                 | 200.09            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| 22123                                                                                                                                                                                                                                                                                                                                                                                                      | 12/09/2024                                 | SVAP<br>Printed          | SCOTT VALLEY AUTO PARTS<br>Windshield Washer Fluid              | 70.66<br>0.00     | 70.66  |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr></table>                                                                                                                                                                                                                                                                    |                                            |                          |                                                                 |                   |        | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                       | GL Number<br>Line Distribution Description | Gross                    | Discount                                                        | Amount            |        |      |                                            |       |          |        |       |              |        |      |        |       |              |        |      |        |       |              |        |      |        |

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| Check Number | Check Date<br>Void/Stop Date | Reconcile Date<br>Status                   | Vendor#<br>Check Description                   | Vendor Name | Gross<br>Discount | Amount   |
|--------------|------------------------------|--------------------------------------------|------------------------------------------------|-------------|-------------------|----------|
|              | 27483                        | 40-30-860.00                               | 17.67                                          | 0.00        | 17.67             |          |
|              | 27483                        | 10-40-860.00                               | 52.99                                          | 0.00        | 52.99             |          |
|              | Check Amount                 |                                            |                                                |             | 70.66             |          |
| 22124        | 12/09/2024                   | SVD<br>Printed                             | SCOTT VALLEY DISPOSAL<br>Monthly Trash Service |             | 270.00<br>0.00    | 270.00   |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                          | Discount    | Amount            |          |
|              | 27492                        | 10-60-840.30                               | 90.00                                          | 0.00        | 90.00             |          |
|              | 27492                        | 10-55-840.30                               | 90.00                                          | 0.00        | 90.00             |          |
|              | 27492                        | 10-70-840.30                               | 90.00                                          | 0.00        | 90.00             |          |
|              | Check Amount                 |                                            |                                                |             | 270.00            |          |
| 22126        | 12/09/2024                   | SCEDC<br>Printed                           | SISKIYOU COUNTY EDC<br>TBID 3rd QTR 2024       |             | 3,473.13<br>0.00  | 3,473.13 |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                          | Discount    | Amount            |          |
|              | 27484                        | 10-00-270.00                               | 1,918.54                                       | 0.00        | 1,918.54          |          |
|              | 27485                        | 10-00-270.00                               | 1,554.59                                       | 0.00        | 1,554.59          |          |
|              | Check Amount                 |                                            |                                                |             | 3,473.13          |          |
| 22127        | 12/09/2024                   | ST<br>Printed                              | SISKIYOU TELEPHONE<br>3217 City Hall Fax       |             | 1,127.91<br>0.00  | 1,127.91 |
|              | Ref#                         | GL Number<br>Line Distribution Description | Gross                                          | Discount    | Amount            |          |
|              | 27497                        | 53-40-830.00                               | 26.03                                          | 0.00        | 26.03             |          |
|              | 27497                        | 10-40-830.00                               | 26.02                                          | 0.00        | 26.02             |          |
|              | 27498                        | 10-25-830.00                               | 205.11                                         | 0.00        | 205.11            |          |
|              | 27499                        | 23-70-830.00                               | 130.47                                         | 0.00        | 130.47            |          |
|              | 27500                        | 10-60-830.00                               | 32.35                                          | 0.00        | 32.35             |          |
|              | 27500                        | 40-30-830.00                               | 32.35                                          | 0.00        | 32.35             |          |
|              | 27500                        | 45-33-830.00                               | 32.35                                          | 0.00        | 32.35             |          |
|              | 27500                        | 10-70-830.00                               | 79.95                                          | 0.00        | 79.95             |          |
|              | 27501                        | 10-40-830.00                               | 126.94                                         | 0.00        | 126.94            |          |
|              | 27501                        | 53-40-830.00                               | 126.93                                         | 0.00        | 126.93            |          |
|              | 27502                        | 50-45-830.00                               | 174.68                                         | 0.00        | 174.68            |          |
|              | 27503                        | 10-50-830.00                               | 82.48                                          | 0.00        | 82.48             |          |
|              | 27504                        | 10-25-830.00                               | 52.25                                          | 0.00        | 52.25             |          |
|              | Check Amount                 |                                            |                                                |             | 1,127.91          |          |

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| Check Number                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Check Date<br>Void/Stop Date               | Reconcile Date<br>Status | Vendor#<br>Status | Vendor Name<br>Check Description                       | Gross<br>Discount | Amount   |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------|--------------------------|-------------------|--------------------------------------------------------|-------------------|----------|------|--------------------------------------------|-------|----------|--------|-------|--------------|----------|------|----------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|-------|--------------|-------|------|-------|
| 22128                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | SWRCB<br>Printed  | SWRCB ACCOUNTING OFFICE<br>Annual Permit Fee 1SSO10025 | 3,945.00<br>0.00  | 3,945.00 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27506</td><td>40-30-790.00</td><td>3,945.00</td><td>0.00</td><td>3,945.00</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |                          |                   |                                                        |                   |          | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27506 | 40-30-790.00 | 3,945.00 | 0.00 | 3,945.00 |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL Number<br>Line Distribution Description | Gross                    | Discount          | Amount                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27506                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 40-30-790.00                               | 3,945.00                 | 0.00              | 3,945.00                                               |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                          |                   |                                                        | Check Amount      | 3,945.00 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 22129                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | VTHS<br>Printed   | VALLEY TIRE & TACKLE INC.<br>Ambulance Repairs         | 120.00<br>0.00    | 120.00   |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27460</td><td>50-45-860.00</td><td>120.00</td><td>0.00</td><td>120.00</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                            |                          |                   |                                                        |                   |          | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27460 | 50-45-860.00 | 120.00   | 0.00 | 120.00   |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL Number<br>Line Distribution Description | Gross                    | Discount          | Amount                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27460                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50-45-860.00                               | 120.00                   | 0.00              | 120.00                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                          |                   |                                                        | Check Amount      | 120.00   |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 22130                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | VW<br>Printed     | VERIZON WIRELESS<br>Monthly Cellular                   | 509.85<br>0.00    | 509.85   |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27481</td><td>10-60-830.30</td><td>50.53</td><td>0.00</td><td>50.53</td></tr><tr><td>27481</td><td>45-33-830.30</td><td>50.52</td><td>0.00</td><td>50.52</td></tr><tr><td>27481</td><td>40-30-830.30</td><td>50.52</td><td>0.00</td><td>50.52</td></tr><tr><td>27481</td><td>50-45-830.30</td><td>46.57</td><td>0.00</td><td>46.57</td></tr><tr><td>27481</td><td>10-42-830.30</td><td>46.57</td><td>0.00</td><td>46.57</td></tr><tr><td>27481</td><td>10-41-830.30</td><td>88.38</td><td>0.00</td><td>88.38</td></tr><tr><td>27481</td><td>53-40-830.30</td><td>88.38</td><td>0.00</td><td>88.38</td></tr><tr><td>27481</td><td>10-40-830.30</td><td>88.38</td><td>0.00</td><td>88.38</td></tr></table> |                                            |                          |                   |                                                        |                   |          | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27481 | 10-60-830.30 | 50.53    | 0.00 | 50.53    | 27481 | 45-33-830.30 | 50.52 | 0.00 | 50.52 | 27481 | 40-30-830.30 | 50.52 | 0.00 | 50.52 | 27481 | 50-45-830.30 | 46.57 | 0.00 | 46.57 | 27481 | 10-42-830.30 | 46.57 | 0.00 | 46.57 | 27481 | 10-41-830.30 | 88.38 | 0.00 | 88.38 | 27481 | 53-40-830.30 | 88.38 | 0.00 | 88.38 | 27481 | 10-40-830.30 | 88.38 | 0.00 | 88.38 |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL Number<br>Line Distribution Description | Gross                    | Discount          | Amount                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10-60-830.30                               | 50.53                    | 0.00              | 50.53                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 45-33-830.30                               | 50.52                    | 0.00              | 50.52                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 40-30-830.30                               | 50.52                    | 0.00              | 50.52                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50-45-830.30                               | 46.57                    | 0.00              | 46.57                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10-42-830.30                               | 46.57                    | 0.00              | 46.57                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10-41-830.30                               | 88.38                    | 0.00              | 88.38                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 53-40-830.30                               | 88.38                    | 0.00              | 88.38                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27481                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10-40-830.30                               | 88.38                    | 0.00              | 88.38                                                  |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                          |                   |                                                        | Check Amount      | 509.85   |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 22131                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | WHITE<br>Printed  | WHITEHAWK CONSTRUCTION<br>Misc. Fees                   | 1,514.41<br>0.00  | 1,514.41 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27463</td><td>40-30-880.00</td><td>1,514.41</td><td>0.00</td><td>1,514.41</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |                          |                   |                                                        |                   |          | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27463 | 40-30-880.00 | 1,514.41 | 0.00 | 1,514.41 |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL Number<br>Line Distribution Description | Gross                    | Discount          | Amount                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27463                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 40-30-880.00                               | 1,514.41                 | 0.00              | 1,514.41                                               |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                          |                   |                                                        | Check Amount      | 1,514.41 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 22132                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | WE<br>Printed     | WITTMAN ENTERPRISES, LLC<br>Ambulance Billing          | 2,120.27<br>0.00  | 2,120.27 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| <table><tr><th>Ref#</th><th>GL Number<br/>Line Distribution Description</th><th>Gross</th><th>Discount</th><th>Amount</th></tr><tr><td>27475</td><td>50-45-760.00</td><td>2,120.27</td><td>0.00</td><td>2,120.27</td></tr></table>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                            |                          |                   |                                                        |                   |          | Ref# | GL Number<br>Line Distribution Description | Gross | Discount | Amount | 27475 | 50-45-760.00 | 2,120.27 | 0.00 | 2,120.27 |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| Ref#                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | GL Number<br>Line Distribution Description | Gross                    | Discount          | Amount                                                 |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 27475                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 50-45-760.00                               | 2,120.27                 | 0.00              | 2,120.27                                               |                   |          |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                            |                          |                   |                                                        | Check Amount      | 2,120.27 |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |
| 22133                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 12/09/2024                                 |                          | XEROX<br>Printed  | XEROX CORPORATION<br>Print Charges                     | 53.02<br>0.00     | 53.02    |      |                                            |       |          |        |       |              |          |      |          |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |       |              |       |      |       |

## Check Register Report

Date: 12/13/2024

Time: 2:52 pm

Page: 7

City of Etna

BANK: MECHANICS BANK

[illegible]

# Check Register Report

Date: 12/13/2024  
Time: 2:52 pm  
Page: 8

City of Etna

BANK: MECHANICS BANK

| Check Number | Check Date     | Reconcile Date | Vendor# | Vendor Name       | Gross    | Amount |
|--------------|----------------|----------------|---------|-------------------|----------|--------|
|              | Void/Stop Date |                | Status  | Check Description | Discount |        |

|       |              |          |      |          |  |
|-------|--------------|----------|------|----------|--|
| 27511 | 10-20-760.00 | 3,230.00 | 0.00 | 3,230.00 |  |
|-------|--------------|----------|------|----------|--|

Check Amount 6,460.00

|       |            |                       |                                               |                   |           |
|-------|------------|-----------------------|-----------------------------------------------|-------------------|-----------|
| 22138 | 12/13/2024 | RICHARD TI<br>Printed | RICHARD TINSMAN<br>Planning Services Oct 2024 | 27,811.25<br>0.00 | 27,811.25 |
|-------|------------|-----------------------|-----------------------------------------------|-------------------|-----------|

| Ref#  | GL Number                     | Gross    | Discount | Amount   |
|-------|-------------------------------|----------|----------|----------|
|       | Line Distribution Description |          |          |          |
| 27516 | 10-25-783.00                  | 237.50   | 0.00     | 237.50   |
| 27516 | 15-76-783.00                  | 1,828.75 | 0.00     | 1,828.75 |
| 27516 | SB 2                          |          |          |          |
| 27516 | 15-76-783.00                  | 2,802.50 | 0.00     | 2,802.50 |
| 27517 | LEAP                          |          |          |          |
| 27517 | 10-25-783.00                  | 498.73   | 0.00     | 498.73   |
| 27517 | 15-76-783.00                  | 47.50    | 0.00     | 47.50    |
| 27517 | SB 2                          |          |          |          |
| 27517 | 15-76-783.00                  | 3,871.27 | 0.00     | 3,871.27 |
| 27518 | LEAP                          |          |          |          |
| 27518 | 10-25-783.00                  | 3,016.25 | 0.00     | 3,016.25 |
| 27518 | 15-76-783.00                  | 4,583.75 | 0.00     | 4,583.75 |
| 27519 | LEAP                          |          |          |          |
| 27519 | 10-25-783.00                  | 1,686.25 | 0.00     | 1,686.25 |
| 27519 | 15-76-783.00                  | 4,417.50 | 0.00     | 4,417.50 |
| 27520 | LEAP                          |          |          |          |
| 27520 | 10-25-783.00                  | 451.25   | 0.00     | 451.25   |
| 27520 | 15-76-783.00                  | 4,370.00 | 0.00     | 4,370.00 |
| 27520 | LEAP                          |          |          |          |

Check Amount 27,811.25

|       |            |                  |                                               |                |        |
|-------|------------|------------------|-----------------------------------------------|----------------|--------|
| 22139 | 12/13/2024 | SCCDD<br>Printed | SISKIYOU COUNTY COMMUNITY<br>City Shop Permit | 478.00<br>0.00 | 478.00 |
|-------|------------|------------------|-----------------------------------------------|----------------|--------|

| Ref#  | GL Number                     | Gross  | Discount | Amount |
|-------|-------------------------------|--------|----------|--------|
|       | Line Distribution Description |        |          |        |
| 27523 | 40-30-790.00                  | 204.00 | 0.00     | 204.00 |
| 27524 | 10-60-790.00                  | 91.32  | 0.00     | 91.32  |
| 27524 | 40-30-790.00                  | 91.34  | 0.00     | 91.34  |
| 27524 | 45-33-790.00                  | 91.34  | 0.00     | 91.34  |

Check Amount 478.00

|       |            |                  |                                   |                |        |
|-------|------------|------------------|-----------------------------------|----------------|--------|
| 22140 | 12/13/2024 | SCEDC<br>Printed | SISKIYOU COUNTY EDC<br>MOU Dec 24 | 500.00<br>0.00 | 500.00 |
|-------|------------|------------------|-----------------------------------|----------------|--------|

| Ref#  | GL Number                     | Gross  | Discount | Amount |
|-------|-------------------------------|--------|----------|--------|
|       | Line Distribution Description |        |          |        |
| 27525 | 10-20-760.00                  | 500.00 | 0.00     | 500.00 |

Check Amount 500.00

|       |            |                  |                                                  |                   |           |
|-------|------------|------------------|--------------------------------------------------|-------------------|-----------|
| 22141 | 12/13/2024 | SWRCB<br>Printed | SWRCB ACCOUNTING OFFICE<br>Annual Fee Wastewater | 28,205.00<br>0.00 | 28,205.00 |
|-------|------------|------------------|--------------------------------------------------|-------------------|-----------|

| Ref# | GL Number                     | Gross | Discount | Amount |
|------|-------------------------------|-------|----------|--------|
|      | Line Distribution Description |       |          |        |

# Check Register Report

Date: 12/13/2024  
Time: 2:52 pm  
Page: 9

City of Etna

BANK: MECHANICS BANK

| Check Number  | Check Date     | Reconcile Date                | Vendor# | Vendor Name                    | Gross                               | Amount     |
|---------------|----------------|-------------------------------|---------|--------------------------------|-------------------------------------|------------|
|               | Void/Stop Date |                               | Status  | Check Description              | Discount                            |            |
|               | 27513          | 45-33-790.00                  |         | 28,205.00                      | 0.00                                | 28,205.00  |
|               |                |                               |         | Check Amount                   | 28,205.00                           |            |
| 22142         | 12/13/2024     |                               | WHITE   | WHITEHAWK CONSTRUCTION         | 65,572.48                           | 65,572.48  |
|               |                |                               | Printed | 2024 Water System Imp. Project | 0.00                                |            |
|               | Ref#           | GL Number                     |         | Gross                          | Discount                            | Amount     |
|               |                | Line Distribution Description |         |                                |                                     |            |
|               | 27512          | 20-30-881.20                  |         | 65,572.48                      | 0.00                                | 65,572.48  |
|               |                |                               |         | Check Amount                   | 65,572.48                           |            |
| Total Checks: |                |                               |         | 39                             | Bank Total(excluding void checks):  | 174,992.80 |
| Total Checks: |                |                               |         | 39                             | Grand Total(excluding void checks): | 174,992.80 |

## Recap by Fund

| Department # | Department Name        | Dist. Amount |
|--------------|------------------------|--------------|
| 00           | General                | 4,029.13     |
| 20           | City Council           | 3,941.50     |
| 25           | City Clerk             | 8,157.21     |
| 30           | Water                  | 84,421.44    |
| 33           | Sewer                  | 29,554.99    |
| 35           | Community Development  | 5,626.45     |
| 40           | Law Enforcement        | 3,033.70     |
| 41           | Police - FJ Station    | 88.38        |
| 42           | DOJ GRANT              | 219.07       |
| 45           | Ambulance Services     | 3,663.16     |
| 50           | Fire Prevention        | 537.85       |
| 55           | Governmental Buildings | 616.96       |
| 60           | Highways & Streets     | 8,386.48     |
| 70           | Parks & Recreation     | 745.21       |
| 76           | SB Grant               | 21,971.27    |
| Grand Total: |                        | 174,992.80   |



## STAFF REPORT ETNA CITY COUNCIL

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**To:** Mayor and City Council Members  
**From:** Andrew L. Jared, City Attorney  
**Date:** January 6, 2025  
**Subject:** **Second Reading and Adoption of an Ordinance Establishing a Procedures for Fees, Charges, and Assessments; Finding Such Action Exempt from CEQA**  
**Attachments:** A. [Draft] Ordinance No. 227

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### RECOMMENDATION:

Motion to

1. Waive the full reading and adopt ordinance establishing procedure for adoption of fees, charges, and assessments.

### SUMMARY:

The Etna Municipal Code does not have a procedure for requiring notice for new fees, charges, and assessments on real property pursuant to Proposition 218 (Cal. Const., Art. XIII D) , or to establish procedure to defend against challenges to fees, charges, and assessments adopted under Proposition 218. Proposition 218 and other provisions of state law establish certain parameters for hearings, notice and protest procedures. Recently, Government Code sections 53759.1 and 53759.2 were adopted to allow cities to address legal challenges to fees, charges and assessments if the procedures for consideration of objections by a ratepayer or assessed party were not raised before the close of the hearing.

On October 28, 2024, the City Council voted unanimously to introduce and waive the full reading of the attached ordinance addressing adopting a procedure for requiring notice of new fees, charges, and assessments, and adopt a procedure for challenges to such fees. The Council also found such action exempt from the California Environmental Quality Act (CEQA).

The ordinance requires that the City provide notice for the hearing at least 45 days prior to the hearing, that the notice provide in legible print certain required language about the objection procedure, and that anyone not raising an issue with the City Council regarding the fee, charge or assessment may be precluded from challenging the issue if not raised prior to the close of the hearing.

The California Constitution grants the City additional authority to enforce any local, police, sanitary, or other ordinance not in conflict with general laws, and to establish and operate public works upon conditions and under regulations that the City may prescribe. (Cal. Const., Art. XI, §§ 7, 9.) Based on this authority, state law allows the ordinance to require objections to challenge fees or charges

adopted under Article XIII C of the California Constitution, any assessment on real property, be timely submitted in writing prior to the hearing for adoption. This ordinance establishes the process to limit challenges in this way.

This ordinance establishes the process required by the for adopting a fee, charge, or assessment on real property. It requires that the City:

1. Make the proposed fee, charge, or assessment publicly available at least 45 days before the deadline for submitting written objections;
2. Post a written basis for the proposed fee, charge, or assessment on the City's website and include a link to that website on public hearing notices regarding the proposed adoption of the proposed fee, charge, or assessment;
3. Mail the written basis for the proposed fee, charge, or assessment to ratepayers or property owners upon request;
4. Provide at least 45 days for ratepayers or property owners to submit written objections to the fee, charge, or assessment;
5. Respond in writing to any timely submitted objections with an explanation for keeping or changing the proposed fee, charge, or assessment;
6. Present any timely submitted objections and responses thereto to the City Council for its consideration, either before or during the public hearing on the proposed fee, charge, or assessment;
7. Include on its public hearing notices a statement in bold-faced type of 12 points or larger:
  - a. That all written objections must be submitted to the City Clerk by the end of public comment period at the hearing, that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court, and that any such action will be limited to issues identified in such objections; and
  - b. All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment.

#### **FINANCIAL IMPACT:**

Minimal impact of staff effort to place notices on city website, or provide written materials by mail upon request. Potential savings of litigation against challenges to Council actions for implementing revenue measures.

#### **ENVIRONMENTAL:**

The adoption of this ordinance is not subject to the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines sections 21065 and 15061(b)(3) as the establishment of an administrative remedies procedure will not result in a reasonably foreseeable direct or indirect physical change in the environment.

#### **ATTACHMENT:**

1. [Draft] Ordinance No. 227 Adding Chapter 3.34 "Procedures for Fees, Charges, and Assessments to Real Property" to the Etna Municipal Code.



## ORDINANCE NO. 227

### AN ORDINANCE OF THE CITY OF ETNA ADOPTING AN ADMINISTRATIVE REMEDIES PROCEDURE FOR CHALLENGES TO FEES, CHARGES, AND ASSESSMENTS

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Be it ordained by the Council of the City of Etna:

Section 1. AUTHORITY. This Ordinance is authorized by the City's authority under California Constitution, article XI, sections 7 (police power) and 9 (utility power) as well as Government Code section 53759.1.

Section 2. CODE AMENDMENT. Chapter 3.34 of Title 2 of the Etna Municipal Code is hereby added to read as follows:

**Section 3.34.010 — Exhaustion of administrative remedies for challenges to fees, charges, and assessments on real property.**

A. Scope. The duty to exhaust administrative remedies imposed by this section extends to:

- a. any fee or charge subject to articles XIII C or XIII D of the California Constitution,
- b. any assessment on real property levied by the City, and
- c. the methodology used to develop and levy such a fee, charge, or assessment.

B. "Hearing" as used in this section means the hearing referenced in paragraph 4 of subsection D of this section.

C. Duty to Exhaust Issues. No person may bring a judicial action or proceeding alleging noncompliance with the California Constitution or other applicable law for any new, increased, or extended fee, charge, or assessment levied by the City, unless that person submitted to the City Clerk a timely, written objection to that fee, charge, or assessment specifying the grounds for alleging noncompliance. The issues raised in any such action or proceeding shall be limited to those raised in such an objection unless a court finds the issue could not have been raised in such an objection by those exercising reasonable diligence.

D. Procedures. The City shall:

(1) Make available to the public any proposed fee, charge, or assessment to which this section is to apply no less than 45 days before the deadline for a ratepayer or assessed property owner to submit an objection pursuant to paragraph 4 of this subsection D.

(2) Post on its internet website a written basis for the fee, charge, or assessment, such as a cost of service analysis or an engineer's report, and include a link to the internet website in the written notice of the Hearing, including, but not limited to, a notice pursuant to subdivision (c) of Section 4 or paragraph (1) of subdivision (a) of Section 6 of Article XIII D of the California Constitution.

(3) Mail the written basis described in paragraph 2 of this subsection D to a ratepayer or property owner on request.

(4) Provide at least 45 days for a ratepayer or assessed property owner to review the proposed fee or assessment and to timely submit to the City Clerk a written objection to that fee, charge, or assessment that specifies the grounds for alleging noncompliance. Any objection shall be submitted before the end of the public comment portion of a Hearing on the rate, charge or assessment.

(5) Include in a written notice of the Hearing, a statement in bold-faced type of 12 points or larger:

(A) That all written objections must be submitted to the City Clerk by the end of public comment period at the Hearing and that a failure to timely object in writing bars any right to challenge that fee, charge, or assessment in court and that any such action will be limited to issues identified in such objections.

(B) All substantive and procedural requirements for submitting an objection to the proposed fee, charge, or assessment such as those specified for a property-related fee under California Constitution, article XIII D, section 6(a) or for an assessment on real property under California Constitution, article XIII D, section 4(e).

E. Council Consideration; City Responses. Before or during the Hearing, the City Council shall consider and the City shall respond in writing to, any timely written objections. The City Council may adjourn the Hearing to another date if necessary to respond to comments received after the agenda is posted for the meeting at which the Hearing occurs. The City's responses shall explain the substantive basis for retaining or altering the proposed fee, charge, or assessment

in response to written objections, including any reasons to reject requested amendments.

F. City Council Determinations. The City Council, in exercising its legislative discretion, shall determine whether:

(1) The written objections and the City's response warrant clarifications to the proposed fee, charge, or assessment.

(2) To reduce the proposed fee, charge or assessment.

(3) To further review the proposed fee, charge, or assessment before determining whether clarification or reduction is needed.

(4) To proceed with the Hearing, to continue it, or to abandon the proposal.

SECTION 3. CEQA FINDINGS. The City Council finds that adoption of this Ordinance is exempt from CEQA because: (i) it is not a project within the meaning of Public Resources Code, section 21065 because it has no potential to alter the physical environment; (ii) and pursuant to CEQA Guidelines section 15061(b)(3), the so-called "common sense" exemption, for this same reason.

SECTION 4. SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance or its application to any person or circumstance is 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 or its application to other persons and circumstances. The City Council declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase or portion thereof despite the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 5. EFFECTIVE DATE. This Ordinance shall be in full force and effect 30 days after its adoption pursuant to Government Code section 36937.

SECTION 6. PUBLICATION. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published pursuant to Government Code section 36933.

INTRODUCED and first read at a regular meeting of the City Council on the 28th day of October 2024.

FINAL PASSAGE AND ADOPTION by the City Council of the City of Etna was at a meeting held on the 6<sup>th</sup> day of January 2025, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINING:

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Cliff Munson, Mayor

APPROVED AS TO FORM:

ATTEST:

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Andrew L. Jared, City Attorney

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Pamela Eastlick, City Clerk



## RESOLUTION CCR-24-001

**A RESOLUTION OF THE CITY COUNCIL  
OF THE CITY OF ETNA  
RECITING THE FACTS OF THE GENERAL ELECTION  
HELD ON TUESDAY, NOVEMBER 5, 2024 AND  
ACCEPTING THE CERTIFIED CANVASS  
AND STATEMENT OF RESULTS OF THE ELECTION  
FROM THE REGISTRAR OF VOTERS**

**WHEREAS**, the City Council of the City of Etna unanimously adopted Resolution CCR- 24-XX authorizing the consolidation of the City's local Election matters with the Statewide General Election held on Tuesday, November 5, 2024; and

**WHEREAS**, Notice of the Election was given in time, form and manner as provided by Law. Voting precincts were properly established; election officers appointed, and in all respects the election was held and conducted and votes were cast, received, canvassed, and the returns made and declared in time, form, and manner as required by the provisions of the Elections Code of the State of California for holding elections in general law cities; and

**WHEREAS**, on November 5, 2024, voters went to the polls to cast their ballots at the Statewide General Election to elect three City Council Members to fill vacancies on the Etna City Council; and

**WHEREAS**, the Siskiyou County Registrar of Voters canvassed the returns of the election and certified the results to the City of Etna; and

**WHEREAS**, the certified results for the City of Etna from the Siskiyou County Registrar of Voters are attached hereto as "Exhibit A".

**NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Etna, CA:**

1. That Cliff Munson, Charnna Gilmore and John Stacher are appointed to the Etna City Council to fill terms expiring November 2028 based on their having received a plurality of the votes cast at the November 5, 2024 General Election.
2. That the Certified Canvass and Statement of Results of the Statewide General Election from the Registrar of Voters is accepted and is attached hereto and made a part hereof as Exhibit "A".

**The foregoing resolution was passed and adopted on this 6<sup>th</sup> day of January 2025 by the following vote:**

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

\_\_\_\_\_  
Pamela Eastlick, City Clerk

CITY OF ETNA, CA

\_\_\_\_\_  
Cliff Munson, Mayor



## STAFF REPORT ETNA CITY COUNCIL

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**To:** Mayor and City Council Members  
**From:** Jeff Mitchem, City Administrator  
**Date:** December 2, 2024  
**Subject:** Creation of Recreation and Culture Manager Position  
**Attachment:** A. Resolution CCR 25-02  
Exhibit A. Recreation and Culture Manager Job Description

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### RECOMMENDATION:

Adopt the attached resolution (Attachment A) establishing a Recreation and Culture Manager position.

### BACKGROUND:

On December 2, 2024, City Council directed Staff to expand the Pool Manager Staff Position creating a new position – Recreation and Culture Manager. The Job Description (Attachment A, Exhibit A) includes duties, roles and responsibilities necessary to continue managing the pool and execute a plan of action developed by the City Administrator/Manager to invest the same amount of annual revenue targeted at a broader segment of Etna's market.

**Job Description.** *The Recreation and Culture Manager is responsible for overseeing the community pool, recreation, arts and cultural programs, special events, and cultural community partnerships. This position reports to the City Administrator/Manager and assists them in the development of policies, procedures, goals, objectives, strategies and liaises with community organizations, businesses and individuals to foster the development of new recreation, arts and cultural programs and events.*

### FINANCIAL IMPACT:

No immediate impact on General Fund budget for Pool Manager, a seasonal position April–August funded by General Fund revenue of approximately \$36K partially offset by pool revenue. Potential longer-term impact to both General Fund revenue and expense related to expanded programs and corresponding increased salary. Leading opportunities for grant revenue that can be explored are: CA Dept of Parks and Recreation, CA State Parks, National Recreation and Park Assn, CA Arts Council, National Endowment for the Arts, Sierra Nevada Conservancy, etc.



## RESOLUTION NO. 2025-02

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ETNA CREATING A RECREATION & CULTURE MANAGER

WHEREAS, the City Council of the City of Etna (hereinafter "City") believe that the recreation and culture functions of municipal government can be performed to better serve City residents and visitors by creating a new position entitled Recreation and Culture Manager; and

WHEREAS, the City wishes to create a position entitled "Recreation and Culture Manager" with the responsibilities and duties outlined in the Job Description, attached hereto as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Etna as follows:

SECTION 1: The City Council of the City of Etna hereby creates a position entitled "Recreation and Culture Manager" with the responsibilities and duties outlined in the Job Description, Exhibit A.

SECTION 2: The recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

SECTION 3: This Resolution shall be in effect immediately from and after its passage and approval.

**PASSED AND ADOPTED** by the City of Etna City Council at a regular meeting duly held on the 6<sup>th</sup> day of January 2025.

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Cliff Munson, Mayor  
City of Etna

ATTEST:

APPROVED AS TO FORM:

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Pamela Eastlick, City Clerk

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Andrew L. Jared, City Attorney

**EXHIBIT A****JOB DESCRIPTION**

**TITLE:** MANAGER, RECREATION & CULTURE

**DEPARTMENT:** City Administrator/Manager

**Position Last Evaluated:** N/A

**Job Desc Last Updated:** N/A

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**GENERAL ACCOUNTABILITY**

Reporting to the City Administrator/Manager, the Recreation and Culture Manager is responsible for overseeing the pool, recreation, arts and cultural programs, special events, citywide activities and cultural community partnerships. This position assists and advises the City Manager in the development of policies, procedures, goals, objectives, strategies and liaises with community organizations, businesses and individuals to foster the development of new arts and cultural programs and events.

The incumbent exercises considerable independent judgment and action in their daily work and only complex matters or those of major impact on policy are referred to the City Manager.

**NATURE AND SCOPE OF WORK**

**Pool.** Under general supervision, perform a variety management and supervisory duties related to the overall operations of a swimming pool/aquatics facility, and its assigned temporary employees; plan, organize, coordinate, develop, implement, promote, and evaluate aquatic activities and programs for all ages.

**Recreation.** Formulates recommendations to City Administrator/Manager regarding expanded recreation and culture services. Upon approval by City Council, plans, organizes and supervises resulting programs and activities. Maintains inventory of City cultural resources and assets, including space for programming and special events.

**Arts & Culture.** Provides community education, awareness and promotion regarding the arts and culture sector focusing on education, demonstration and creative expression.

**Special Events.** Organizes, directs and controls the activities of personnel engaged in the planning, organizing, promoting, facilitating and coordinating of culture and special events. Establishes, manages and participates in cultural and special event committees and working

groups.

**Staff Coordination.** Confers with department staff and their representatives to ensure public health and safety and resolve complaints and grievances. Provides advice and guidance to senior management and subordinate staff with administrative and technical problems and in the planning of long- and short-term objectives.

**Community Stakeholders.** Creates and maintains collaborative relationships with the community stakeholders and government agencies in the provision of culture and special event services. Oversees the development of cultural and special event grant programs and application of grants from other public and private agencies, including coordination with internal City departments and external agencies.

**City Council and City Administrator/Manager Support.** Prepares reports and makes recommendations to the City Manager on topics relating to culture and special events. Provides presentations to City Council as assigned by City Administrator/Manager and develops, monitors and reports metrics on progress towards achieving cultural and special event goals. Submits provisional, annual, and revised budget cost estimates, forecasts and details as required for area of responsibility; approves and processes all purchases and invoices for materials, supplies and services.

#### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Ability to establish and maintain effective working relationships with community members of diverse backgrounds, public and private organizations, City committees and staff.

Solid understanding of the role of culture and special events in fostering community well-being particularly for vulnerable community members.

Strong leadership skills with the ability to influence, facilitate and negotiate.

Ability to plan, organize, manage and direct personnel engaged in diverse activities to maximize performance.

Excellent verbal and written communication skills, ability to use diplomacy when recommending, clarifying or negotiating issues.

Ability to prepare concise presentations, reports and correspondence.

Sound knowledge of the philosophy and objectives of Parks, Recreation and Culture Services.

Ability to plan, prioritize and have strong organizational skills.

Ability to exercise solid judgment and have strong problem-solving skills.

This position requires the incumbent to work varied hours outside of the regular workday, which includes a rotating, after hours, on call schedule.

**MINIMUM EDUCATION AND EXPERIENCE REQUIRED**

High School Diploma or GED

College level studies preferred

Demonstrated success in a related discipline (e.g. Arts Administration, Art History, Fine Arts, or Cultural Planning) and 5 years related experience, including 3 years in a management supervisory role.

An equivalent combination of education and experience may be considered.

**REQUIRED LICENCES, CERTIFICATES AND REGISTRATIONS**

Satisfactory Criminal Record Check.

Possession of a valid California Driver's License.

**GENERAL STANDARDS**

All employees shall take reasonable care to protect their health and safety, and the health and safety of other persons by becoming familiar with the Occupational Health and Safety (OHS) Program, following established safe work procedures, using protective equipment, and asking for training if unfamiliar with work requested to perform.

Contributes in maintaining a respectful, safe and supportive work environment that embraces diversity and where everyone is treated with courtesy, dignity and fairness.

Adheres to City policies and objectives.

| Inc #      | Type   | Date       | Time     | Location          | Place                       | City     | Primary Unit | Case #  | Recd Time | Disp Time | OS Time  | Clear Time |
|------------|--------|------------|----------|-------------------|-----------------------------|----------|--------------|---------|-----------|-----------|----------|------------|
| 241150040  | WI     | 11/15/2024 | 15:16:38 | 15 TELCO HWY      | DOLLAR GENERAL ETNA         | ETNA     | ETNA10       |         | 15:13:57  | 15:21:16  |          | 15:52:19   |
| 241150070  | TH     | 11/15/2024 | 21:37:48 | 12625 MARBLE      |                             | MONTAGUE | ETNA10       |         | 15:21:35  | 21:40:15  |          | 22:01:11   |
| 241160019  | TS     | 11/16/2024 | 10:43:26 | MAIN ST/DOUGLAS   | ETNA10                      | FJONES   | ETNA10       |         | 10:43:06  |           | 10:43:28 | 10:45:08   |
| 241160020  | TRSP   | 11/16/2024 | 11:00:34 | 12555 N MAIN ST   |                             | FJONES   | ETNA10       |         | 10:55:51  | 11:13:32  | 11:21:34 | 11:29:40   |
| 241160022  | TS     | 11/16/2024 | 11:39:58 | N HWY 3/ MARBLE   |                             | FJONES   | ETNA10       |         | 11:38:56  |           | 11:39:58 | 11:59:33   |
| 241170012  | TS     | 11/17/2024 | 10:01:11 | N HWY             |                             | ETNA     | ETNA10       |         | 10:01:00  |           | 10:01:11 | 10:13:30   |
| 241170017  | TS     | 11/17/2024 | 10:50:17 | N HWY 3/MINERAL   |                             | FJONES   | ETNA10       |         | 10:48:44  |           | 10:50:17 | 11:00:41   |
| 241170021  | TS     | 11/17/2024 | 11:31:51 | MAIN ST/DOUGLAS   | CHEVRON STATION             | FJONES   | ETNA10       |         | 11:31:45  |           | 11:31:51 | 11:34:51   |
| 241170023  | TS     | 11/17/2024 | 11:46:25 | 11300 N HWY 3     |                             | FJONES   | ETNA10       |         | 11:46:22  |           | 11:46:25 | 11:53:31   |
| 241170030  | CHAB   | 11/17/2024 | 14:13:49 | 11725 EASTSIDE RD |                             | FJONES   | ETNA10       | 24-0175 | 14:13:27  |           | 14:13:49 | 14:14:15   |
| 241190012  | ASST   | 11/19/2024 | 10:28:07 | 11600 MATHEWS ST  |                             | FJONES   | ETNA6        |         | 10:23:51  | 10:34:18  | 10:34:18 | 12:00:43   |
| 241190054  | ANIMAL | 11/19/2024 | 16:42:43 | 433 CHURCH ST     |                             | ETNA     | ETNA6        |         | 16:41:34  | 16:43:24  | 16:55:18 | 18:04:01   |
| 241200038  | ANIMAL | 11/20/2024 | 15:14:36 | 38 MAIN ST        | SCOTT VALLEY DRUG           | ETNA     | ETNA6        |         | 15:14:13  |           | 15:14:36 | 15:43:20   |
| 241210018  | OWAY   | 11/21/2024 | 14:05:33 | 511 MAIN ST       |                             | ETNA     | ETNA6        |         | 14:05:05  |           | 14:24:14 | 15:36:01   |
| 241210026  | OWAS   | 11/21/2024 | 15:35:36 | 366 CENTER ST     |                             | ETNA     | ETNA6        |         | 15:33:44  |           | 15:35:36 |            |
| 241220010  | ALARM  | 11/22/2024 | 06:53:44 | 12177 MAIN ST     |                             | FJONES   | ETNA10       |         | 06:50:36  | 06:53:09  | 07:34:53 |            |
| 241220029  | FND    | 11/22/2024 | 14:19:58 | 31 NEWTON ST      | FT JONES FIRE DEPARTMENT    | FJONES   | ETNA10       | 24-0176 | 14:19:40  | 14:20:00  | 14:20:02 | 14:20:50   |
| 241220043  | WI     | 11/22/2024 | 18:27:48 | 867 HIGHLAND ST   |                             | ETNA     | ETNA10       | 24-0177 | 18:23:46  | 18:37:16  | 17:12:09 | 18:59:28   |
| 241230043  | FU     | 11/23/2024 | 17:12:09 | 857 HIGHLAND ST   | SCOTT VALLEY DISPOSAL       | ETNA     | ETNA10       |         | 17:11:05  |           | 04:39:13 | 04:47:57   |
| 241250004  | ALARM  | 11/25/2024 | 04:16:18 | 11217 N HWY 3     |                             | FJONES   | ETNA6        | 24-0179 | 04:14:03  | 04:25:28  |          | 12:46:42   |
| 241250045  | SEXO   | 11/25/2024 | 12:46:19 | 38 MAIN ST        | CHEVRON                     | ETNA     | ETNA10       |         | 12:44:53  | 12:46:23  | 11:02:32 | 12:38:04   |
| 241260019  | AT     | 11/26/2024 | 09:43:16 | 11300 N HWY 3     |                             | FJONES   | ETNA6        | 24-0180 | 09:39:00  | 10:06:38  | 16:37:42 | 17:08:50   |
| 241260048  | ANIMAL | 11/26/2024 | 16:25:25 | 134 CHURCH ST     |                             | ETNA     | ETNA6        |         | 16:24:30  | 16:26:42  |          |            |
| 241270008  | TS     | 11/27/2024 | 07:56:49 | HWY 3/GREENVIEW   |                             | ETNA     | ETNA6        |         | 07:55:26  |           | 07:56:49 | 08:12:28   |
| 241280017  | MMIS   | 11/28/2024 | 12:20:14 | 840 BRYAN ST      |                             | ETNA6    | ETNA6        |         | 12:16:53  | 12:21:32  | 12:30:32 | 13:19:52   |
| 241280041  | SUSP   | 11/28/2024 | 17:14:01 | 319 MAIN ST       |                             | FJONES   | ETNA6        |         | 17:08:14  | 17:21:07  | 17:25:56 | 17:26:56   |
| 241290002  | ALARM  | 11/29/2024 | 01:33:19 | 11307 MAIN ST     | RAYS FOOD PLACE             | FJONES   | ETNA10       |         | 01:31:20  | 01:43:18  | 01:56:07 | 02:00:33   |
| 241290020  | WI     | 11/29/2024 | 10:28:32 | 317 COLLIER HWY   | ETNA MOTEL                  | ETNA     | ETNA10       | 24-0181 | 10:25:54  | 10:38:00  | 12:54:16 | 12:54:16   |
| 241290023  | TS     | 11/29/2024 | 13:15:08 | 9000 BLOCK OF     |                             | ETNA     | ETNA10       |         | 13:14:43  | 13:32:28  | 13:32:28 | 13:32:28   |
| 241300022  | DP     | 11/29/2024 | 15:22:56 | 11825 MAIN ST     | FIVE MARVS                  | FJONES   | ETNA10       |         | 15:15:51  | 15:24:27  | 16:21:29 | 17:18:45   |
| 2412010043 | PFTT   | 12/01/2024 | 15:22:52 | 11834 DIGGLES ST  |                             | FJONES   | ETNA10       | 24-0182 | 15:21:16  | 15:27:41  |          | 22:30:15   |
| 2412010056 | DP     | 12/01/2024 | 22:03:59 | 133 CHARLES ST    |                             | ETNA     | ETNA10       | 24-0183 | 22:02:32  | 22:36:52  | 22:36:58 | 23:51:46   |
| 2412010057 | DP     | 12/01/2024 | 22:30:00 | 129 CHARLES ST    |                             | ETNA     | ETNA10       |         | 22:27:02  |           |          |            |
| 2412020020 | CIVIL  | 12/02/2024 | 13:41:48 | 11936 DIGGLES ST  |                             | FJONES   | ETNA6        |         | 13:41:38  |           | 13:41:48 |            |
| 2412020032 | CHAB   | 12/02/2024 | 16:48:50 | 841 WOODLAND ST   |                             | ETNA6    | ETNA6        | 24-0184 | 16:47:32  | 16:48:55  | 17:27:56 | 18:49:27   |
| 2412020032 | WI     | 12/02/2024 | 17:16:57 | 11601 MATHEWS ST  | FT JONES ELEMENTARY SCHOOL  | FJONES   | ETNA6        |         | 17:13:32  | 17:25:31  | 18:47:58 | 19:05:30   |
| 2412020041 | ASST   | 12/02/2024 | 19:33:16 | 11300 N HWY 3     | CHEVRON                     | FJONES   | ETNA6        |         | 19:34:36  | 19:47:53  | 20:23:51 | 20:23:51   |
| 2412030017 | ANIMAL | 12/03/2024 | 09:36:18 | 12300 MAIN ST     |                             | FJONES   | ETNA1        |         | 09:34:37  | 09:37:41  | 10:09:17 | 10:09:17   |
| 2412030019 | SCHOOL | 12/03/2024 | 10:05:30 | 400 HOWELL AVE    | ETNA HIGH SCHOOL            | ETNA     | ETNA6        |         | 10:05:18  |           | 10:05:30 | 10:24:35   |
| 2412030024 | SCHOOL | 12/03/2024 | 14:02:16 | 231 BUTTE ST      | SCOTT VALLEY JR HIGH SCHOOL | FJONES   | ETNA1        |         | 14:01:20  | 14:02:16  | 14:02:16 | 14:30:20   |
| 2412030041 | SCAM   | 12/03/2024 | 15:23:15 | 423 MAIN ST       |                             | ETNA     | ETNA6        | 24-0185 | 15:25:44  |           |          | 16:23:41   |
| 2412030047 | FU     | 12/03/2024 | 17:10:29 | 538 N HWY 3       |                             | FJONES   | ETNA6        |         | 17:10:12  |           | 17:10:29 | 17:54:23   |
| 2412040038 | WI     | 12/04/2024 | 14:24:32 | 28 MAIN ST        |                             | ETNA6    | ETNA6        |         | 14:23:20  |           | 14:24:32 | 14:57:38   |
| 2412040039 | OWAY   | 12/04/2024 | 14:27:57 | 11906 MAIN ST     |                             | FJONES   | ETNA6        | 24-0186 | 14:27:15  |           | 14:27:57 | 15:01:45   |
| 2412050021 | CIVIL  | 12/05/2024 | 11:13:23 | 33 MATHEWS        |                             | FORT JON | ETNA10       |         | 11:11:35  |           | 11:13:23 | 11:27:37   |
| 2412050025 | TS     | 12/05/2024 | 11:32:46 | 9000 N HWY 3      |                             | FJONES   | ETNA10       |         | 11:32:09  |           | 11:53:48 | 12:02:05   |
| 2412050027 | FU     | 12/05/2024 | 12:02:05 | 12348 MAIN ST     |                             | FJONES   | ETNA10       |         | 12:01:21  | 12:09:35  | 12:06:20 | 12:06:20   |
| 2412050028 | OTHER  | 12/05/2024 | 12:03:54 | 11300 HWY 3       | CHEVRON                     | FORT JON | ETNA10       |         | 11:53:14  |           | 17:22:27 | 17:22:27   |
| 2412050052 | SEXO   | 12/05/2024 | 17:00:25 | CALLAHAN ST       |                             | ETNA     | ETNA10       |         | 16:44:51  | 16:44:51  | 18:41:58 | 19:41:58   |
| 2412050065 | DP     | 12/05/2024 | 19:31:36 | 900 CALLAHAN HWY  |                             | ETNA     | ETNA6        |         | 19:30:04  | 19:31:48  | 19:32:19 | 19:41:58   |
| 2412060012 | NCRM   | 12/06/2024 | 09:23:17 | 231 BUTTE ST      | SCOTT VALLEY JR HIGH SCHOOL | FJONES   | ETNA10       | 24-0189 | 09:22:44  | 09:59:03  | 09:23:17 | 09:59:03   |
| 2412060015 | WI     | 12/06/2024 | 09:48:26 | 11924 EAST ST     |                             | FJONES   | ETNA10       |         | 09:44:07  | 09:59:09  | 15:40:56 | 15:40:56   |
| 2412060046 | TS     | 12/06/2024 | 15:53:16 | HIGHWAY           |                             | ETNA     | ETNA10       | 24-0188 | 15:52:07  |           | 16:02:30 | 16:02:30   |
| 2412060003 | WI     | 12/08/2024 | 02:04:20 | COLLIER           |                             | ETNA     | ETNA10       |         | 02:02:11  | 02:15:11  | 02:19:47 | 02:36:23   |
| 2412080020 | TS     | 12/08/2024 | 13:42:38 | HWY 3/MCADAMS     |                             | ETNA     | ETNA10       |         | 13:42:24  |           | 13:42:38 | 13:45:40   |
| 2412090027 | CIVIL  | 12/09/2024 | 11:05:41 | 133 CHARLES ST    |                             | ETNA     | ETNA6        |         | 11:04:59  |           | 11:05:41 | 11:23:55   |
| 2412090029 | ALARM  | 12/09/2024 | 11:30:19 | 8 COMMERCIAL ST   | SCOTT VALLEY RURAL HEALTH   | ETNA     | ETNA6        |         | 11:37:58  | 11:40:58  | 11:44:17 | 11:50:07   |
| 2412090031 | ANIMAL | 12/09/2024 | 12:14:46 | 12071 MAIN ST     |                             | FJONES   | ETNA6        |         | 12:12:50  | 12:26:52  | 12:52:41 | 12:53:33   |
| 2412100023 | TRSP   | 12/10/2024 | 16:24:38 | 12341 MAIN ST     |                             | FJONES   | ETNA6        |         | 16:22:08  | 16:27:21  | 17:00:55 | 17:00:55   |
| 2412110021 | SCHOOL | 12/11/2024 | 08:13:34 | 400 HOWELL AVE    | ETNA HIGH SCHOOL            | ETNA     | ETNA1        |         | 08:13:00  | 08:13:37  | 08:13:41 | 08:21:22   |
| 2412110027 | TS     | 12/11/2024 | 10:34:41 | HIGHWAY2/         |                             | ETNA     | ETNA5        |         | 10:34:16  |           | 10:34:41 | 10:39:11   |
| 2412110031 | SUSP   | 12/11/2024 | 11:48:15 | 7831 S HWY 3      |                             | ETNA     | ETNA5        |         | 11:46:56  | 11:52:48  | 12:01:54 | 12:18:18   |
| 2412110034 | TH     | 12/11/2024 | 13:27:14 | 11307 MAIN ST     | RAYS FOOD PLACE             | FJONES   | ETNA5        |         | 13:19:08  | 13:28:58  | 13:57:37 | 13:57:37   |
| 2412130018 | TS     | 12/13/2024 | 14:04:18 | 10 INDUSTRIAL     | SHELL GAS STATION           | ETNA     | ETNA10       |         | 14:03:49  |           | 14:04:18 | 14:27:16   |
| 2412150016 | ANIMAL | 12/15/2024 | 10:46:18 | 12300 MAIN ST     |                             | FJONES   | ETNA10       |         | 10:45:21  | 10:51:28  | 10:59:41 | 11:11:16   |



| November 2024 Numbers                              |                |          |     |     |               |           |                   |                                                                         |
|----------------------------------------------------|----------------|----------|-----|-----|---------------|-----------|-------------------|-------------------------------------------------------------------------|
| Total: 46                                          | Etna 9         | ALS      | BLS | CXL | Missed calls: | Days w/o  |                   | None:<br>M11 rendezvous requests<br>MSAS rendezvous<br>CCP / BLSD / AMA |
| Billable: 27                                       | FJ 21<br>SV 15 | 15       | 12  | 13  | 7             | calls: 10 |                   |                                                                         |
|                                                    |                |          |     |     |               |           |                   |                                                                         |
|                                                    |                |          |     |     |               |           |                   |                                                                         |
| Nov 2023                                           |                |          |     |     |               |           |                   |                                                                         |
| Total: 38    Billable: 25    Days without calls: 7 |                |          |     |     |               |           |                   |                                                                         |
|                                                    |                |          |     |     |               |           |                   |                                                                         |
|                                                    |                |          |     |     |               |           |                   |                                                                         |
| December 2024 Numbers                              |                |          |     |     |               |           |                   |                                                                         |
| Total: 44                                          | Etna 5         | ALS      | BLS | CXL | Missed calls: | Days w/o  | MSAS rendezvous : | None:<br>M11 rendezvous requests<br>CCP / BLSD                          |
| Billable: 28                                       | FJ 20<br>SV 19 | 16       | 9   | 11  | 4             | calls: 8  | 2                 |                                                                         |
|                                                    |                | AMA<br>4 |     |     |               |           |                   |                                                                         |
|                                                    |                |          |     |     |               |           |                   |                                                                         |
| Dec 2023                                           |                |          |     |     |               |           |                   |                                                                         |
| Total: 49    Billable: 32    Days without calls: 7 |                |          |     |     |               |           |                   |                                                                         |

See attached for full 2024 numbers

**Approximately only 15% of calls run in 2024 were in the city limits of Etna.**

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:

M54: Dan installed a backup camera. I plan to have these in each unit.

M55: had the hubs replaced at Valley Tire due to normal wear and tear.

M56: went to mechanic, waiting for an estimate. Dan thinks possible injector out.

#### Training/classes/events:

I participated in an active shooter training at Butteville Elementary School in Weed, hosted by CHP.

We will be participating in an Active Event Drill at Fairchild Medical Clinic on January 10<sup>th</sup>.

#### MISC

Solar motion sensor path lights have been placed by front door of the station and for the ambulance garage to cut down on having lights on all the time.

FIRE

| 2024              |         |        |       |       |     |      |        |                   |     |
|-------------------|---------|--------|-------|-------|-----|------|--------|-------------------|-----|
| Total calls       | January | Feb    | March | April | May | June | Totals |                   |     |
| total             | 14      | 16     | 10    | 17    | 15  | 14   | 86     |                   |     |
| Structure Fires   | 2       | 2      | 2     | 1     | 1   | 0    | 8      |                   |     |
| Other Fires       | 1       | 1      | 2     | 3     | 3   | 3    | 13     |                   |     |
| MVC               | 1       | 1      | 0     | 2     | 0   | 0    | 4      |                   |     |
| Medical           | 4       | 2      | 2     | 6     | 4   | 7    | 25     |                   |     |
| Lift Assist       | 3       | 7      | 3     | 1     | 4   | 1    | 19     |                   |     |
| Other Assist      | 0       | 0      | 0     | 0     | 0   | 0    | 0      |                   |     |
| Missed-In town    | 0       | 0      | 1     | 2     | 2   | 2    | 7      | Totals            | 173 |
| Missed Mutual Aid | 3       | 3      | 0     | 2     | 1   | 1    | 10     | Structure Fires   | 8   |
|                   |         |        |       |       |     |      | 0      | Other Fires       | 26  |
| Etna calls        | 6       | 8      | 5     | 8     | 10  | 10   | 47     | MVC               | 12  |
| Out of town Calls | 8       | 8      | 5     | 9     | 5   | 4    | 39     | Medical           | 71  |
|                   |         |        |       |       |     |      |        | Lift Assist       | 27  |
|                   |         |        |       |       |     |      |        | Other Assist      | 2   |
|                   |         |        |       |       |     |      |        | Missed-In town    | 15  |
|                   |         |        |       |       |     |      |        | Missed Mutual Aid | 18  |
|                   |         |        |       |       |     |      |        | Etna calls        | 98  |
| Total calls       | July    | August | Sept  | Oct   | Nov | Dec  | Totals | Out of town Calls | 75  |
| Total             | 19      | 12     | 18    | 15    | 13  | 10   | 87     |                   |     |
| Structure Fires   | 0       | 0      | 0     | 0     | 0   | 0    | 0      |                   |     |
| Other Fires       | 4       | 3      | 2     | 1     | 1   | 2    | 13     |                   |     |
| MVC               | 0       | 2      | 5     | 0     | 1   | 0    | 8      |                   |     |
| Medical           | 11      | 3      | 7     | 11    | 8   | 6    | 46     |                   |     |
| Lift Assist       | 4       | 4      | 5     | 2     | 3   | 1    | 19     |                   |     |
| Other Assist      | 0       | 0      | 0     | 1     | 0   | 1    | 2      |                   |     |
| Missed-In town    | 3       | 0      | 0     | 3     | 2   | 0    | 8      |                   |     |
| Missed Mutual Aid | 4       | 0      | 3     | 1     | 0   | 0    | 8      |                   |     |
|                   |         |        |       |       |     |      | 0      |                   |     |
| Etna calls        | 11      | 4      | 9     | 10    | 12  | 5    | 51     |                   |     |
| Out of town Calls | 8       | 8      | 9     | 5     | 1   | 5    | 36     |                   |     |

# AMBULANCE

| 2024            |         |        |       |       |     |      |        |     |                      |
|-----------------|---------|--------|-------|-------|-----|------|--------|-----|----------------------|
| Total calls     | January | Feb    | March | April | May | June | Totals |     |                      |
| total           |         | 28     | 27    | 24    | 35  | 34   | 43     | 191 |                      |
| ALS             |         | 14     | 11    | 11    | 18  | 14   | 23     | 91  |                      |
| BLSE            |         | 5      | 8     | 3     | 2   | 5    | 6      | 29  |                      |
| BLSD            |         | 0      | 0     | 0     | 0   | 0    | 1      | 1   |                      |
| AMA             |         | 0      | 4     | 1     | 4   | 0    | 1      | 10  |                      |
| CXL             |         | 9      | 4     | 8     | 8   | 11   | 10     | 50  |                      |
| CCP             |         | 0      | 0     | 1     | 1   | 1    | 0      | 3   |                      |
| Missed          |         | 0      | 3     | 0     | 1   | 3    | 2      | 9   | Totals 457           |
| Etna            |         | 3      | 1     | 3     | 7   | 7    | 7      | 28  | ALS 192              |
| FJ              |         | 10     | 6     | 9     | 6   | 9    | 13     | 53  | BLSE 78              |
| SV              |         | 15     | 20    | 12    | 22  | 18   | 23     | 110 | BLSD 3               |
| MSAS rendezvous |         | 1      | 0     | 0     | 1   | 2    | 0      | 4   | AMA 22               |
| M11 rendezvous  |         | 0      | 0     | 0     | 0   | 0    | 0      | 0   | CXL 120              |
| AMA Billable    |         | 0      | 2     | 1     | 2   | 0    | 0      | 5   | CCP 6                |
| Transfer/IFT    |         | 0      | 0     | 0     | 0   | 0    | 0      | 0   | Missed 39            |
| Days w/o calls  |         | 12     | 12    | 16    | 8   | 8    | 6      | 62  | MSAS rend 8          |
|                 |         |        |       |       |     |      |        |     | M11 rende 3          |
|                 |         |        |       |       |     |      |        |     | AMA Billab 10        |
| Total calls     | July    | August | Sept  | Oct   | Nov | Dec  | Totals |     |                      |
| Total           |         | 67     | 33    | 39    | 37  | 46   | 44     | 266 | Transfer/IF 1        |
| ALS             |         | 24     | 20    | 13    | 13  | 15   | 16     | 101 | Days w/o c 116       |
| BLSE            |         | 8      | 5     | 7     | 8   | 12   | 9      | 49  | Etna 68              |
| BLSD            |         | 0      | 0     | 0     | 2   | 0    | 0      | 2   | FJ 127               |
| AMA             |         | 2      | 1     | 2     | 3   | 0    | 4      | 12  | SV 260               |
| CXL             |         | 24     | 4     | 9     | 9   | 13   | 11     | 70  | Yreka (mutual aid)   |
| CCP             |         | 2      | 0     | 1     | 0   | 0    | 0      | 3   |                      |
| Missed          |         | 6      | 3     | 7     | 3   | 7    | 4      | 30  | Total billable calls |
| Etna            |         | 9      | 5     | 6     | 6   | 9    | 5      | 40  | 284                  |
| FJ              |         | 10     | 6     | 8     | 9   | 21   | 20     | 74  |                      |
| SV              |         | 48     | 21    | 25    | 22  | 15   | 19     | 150 |                      |
| MSAS rendezvous |         | 0      | 0     | 2     | 0   | 0    | 2      | 4   |                      |
| M11 rendezvous  |         | 1      | 1     | 1     | 0   | 0    | 0      | 3   |                      |

|                     |   |    |   |   |    |   |    |
|---------------------|---|----|---|---|----|---|----|
| AMA Billable        | 0 | 0  | 1 | 1 | 0  | 3 | 5  |
| Transfer/IFT        | 0 | 0  | 0 | 0 | 1  | 0 | 1  |
| Days w/o calls      | 7 | 14 | 7 | 8 | 10 | 8 | 54 |
| Mutual Aid to Yreka | 0 | 1  | 0 | 0 | 0  | 0 | 1  |