AGENDA
REGULAR MEETING OF THE ETNA CITY COUNCIL
Monday, April 6, 2020 – 6:30 PM
BEREAN CHURCH, 134 CHURCH ST

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 442 Main St, Etna CA 96027 at the same time that the public records are distributed or made available to the members of the legislative body. All supporting documentation is available for public review in the office of the City Clerk, located in the Etna City Hall 442 Main St., Etna CA 96027 during regular business hours, 8:00a.m. - 5:00 p.m., Monday through Thursday and 8:00a.m -3:00p.m Friday.

CALL TO ORDER
FLAG SALUTE
ROLL CALL

ORAL COMMENTS FROM THE PUBLIC ON NON-AGENDA ITEMS

This is the time set-aside for citizens to address the City Council on matters NOT on the agenda or that are on the consent agenda. Comments should be limited to matters within the jurisdiction of the City Council. If your comments concern an item noted on the agenda, please address the Council after that item is open for public comment. By law, the City Council cannot take action on matters that are not on the agenda. The Mayor reserves the right to limit the duration of each speaker to three minutes. Speakers may not cede their time

CONSENT CALENDAR

- Financial Reports
- Resolution 2020-005 Residential Water Service Termination Policy
- Resolution 2020-006 Acceptance of 2019 General Plan Progress Report

DEPARTMENT REPORTS

Public Utility/Works Dept. Report
Law Enforcement Report (included in packet)
Fire Dept. Report
Ambulance Dept. Report
City Clerk Report

BUDGET ITEMS

CURRENT BUSINESS

- **Ali Cloutman**
  - Discuss/Approve waiving owner responsibility of unpaid water/sewer bill balances
- **Roseanne Ritchison**
  - Negotiate Past Due Water Bill
- **Jaime Tarne**
  - Discuss/Approve Action for Out of County Visitors
- **Lori Fleck**
  - Isolation Outreach Program
- **Charnna Gilmore**
  - Drought Preparation Plan 2020
- **Kris Hargrove**
  - Discuss/Approve accepting Siskiyou County Library MOU
  - Discuss/Approve Summer Event Requests
  - Discuss/Approve SB988 Water Discontinuation Policy
  - Discuss/Approve accepting the 2019 General Plan Annual Progress Report

CORRESPONDENCE

CITY COUNCIL STATEMENTS AND REQUEST

ADJOURNMENT

Parties with a disability as provided by the American Disabilities Act who require special accommodations or aides in order to participate in the public meeting should make the request to the City Clerk at least 48 hours prior to the meeting.

Check Register Report

City of Etna — BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19496	03/05/2020		A Printed	AMERIGAS Propane	861.52 0.00	861.52

Ref#	GL Number	Gross	Discount	Amount
23049	10-60-840.20	215.51	0.00	215.51
23049	40-30-840.20	215.50	0.00	215.50
23049	45-33-840.20	215.50	0.00	215.50
23050	10-60-840.20	71.67	0.00	71.67
23050	40-30-840.20	71.67	0.00	71.67
23050	45-33-840.20	71.67	0.00	71.67
			Check Amount	861.52

19497	03/05/2020		PP Printed	PACIFIC POWER Power	1,618.07 0.00	1,618.07

Ref#	GL Number	Gross	Discount	Amount
23052	10-50-840.10	55.65	0.00	55.65
23052	10-55-840.10	482.27	0.00	482.27
23052	45-33-840.10	296.54	0.00	296.54
23052	40-30-840.10	191.74	0.00	191.74
23052	10-60-840.10	31.89	0.00	31.89
23052	10-45-840.10	510.22	0.00	510.22
23052	10-60-840.10	49.76	0.00	49.76
			Check Amount	1,618.07

19498	03/05/2020		VW Printed	VERIZON WIRELESS Jan - Feb Cell Service	848.14 0.00	848.14

Ref#	GL Number	Gross	Discount	Amount
23051	10-45-830.30	108.03	0.00	108.03
23051	10-50-830.30	0.16	0.00	0.16
23051	10-25-830.30	40.01	0.00	40.01
23051	45-33-830.30	57.77	0.00	57.77
23051	40-30-830.30	56.06	0.00	56.06
23051	10-60-830.30	56.07	0.00	56.07
23051	53-40-830.30	176.68	0.00	176.68
23051	10-80-830.30	176.68	0.00	176.68
23051	10-40-830.30	176.68	0.00	176.68
			Check Amount	848.14

19499	03/05/2020		CIVIL Printed	SISKIYOU COUNTY SHERIFF Withholdings	1,209.54 0.00	1,209.54

Ref#	GL Number	Gross	Discount	Amount
23053	10-40-762.00	1,209.54	0.00	1,209.54
			Check Amount	1,209.54

19500	03/25/2020		AMAZON Printed	AMAZON.COM Debit IT	70.75 0.00	70.75

Ref#	GL Number	Gross	Discount	Amount
23074	10-41-870.00	70.75	0.00	70.75
			Check Amount	70.75

19501	03/25/2020		BRAY Printed	BRAY AND ASSOCIATES Retainer	8,325.50 0.00	8,325.50

Ref#	GL Number	Gross	Discount	Amount
23066	10-25-782.00	201.50	0.00	201.50

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
	23067	70-35-760.00		5,000.00	0.00	5,000.00
	23068	70-35-760.00		2,624.00	0.00	2,624.00
	23069	10-25-782.00		500.00	0.00	500.00
					Check Amount	8,325.50
19502	03/25/2020		GNC	GREAT NORTHERN SERVICES	1,726.72	1,726.72
			Printed	Jan Billing	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23065	70-35-760.00		1,726.72	0.00	1,726.72
					Check Amount	1,726.72
19503	03/25/2020		KK	KIEP-ER KLEEN	112.38	112.38
			Printed	Feb Billing	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23071	10-25-760.00		112.38	0.00	112.38
					Check Amount	112.38
19504	03/25/2020		LA	LIFE ASSIST	18.83	18.83
			Printed	Supplies	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23058	10-45-872.00		18.83	0.00	18.83
					Check Amount	18.83
19505	03/25/2020		LNC	LN CURTIS & SONS	987.03	987.03
			Printed	Uniform Badges	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23062	10-50-850.00		987.03	0.00	987.03
					Check Amount	987.03
19506	03/25/2020		MT. SHASTA	MT. SHASTA AMBULANCE SERVICE	100.00	100.00
			Printed	20-398	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23070	10-45-760.00		100.00	0.00	100.00
					Check Amount	100.00
19507	03/25/2020		PP	PACIFIC POWER	1,146.94	1,146.94
			Printed		0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23054	10-60-840.10		1,014.49	0.00	1,014.49
	23054	23-70-840.10		132.45	0.00	132.45
					Check Amount	1,146.94
19508	03/25/2020		PORAC LDF	PEACE OFFICERS LEGAL DEFENSE	216.00	216.00
			Printed	Qtr Police LDF	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23073	10-40-750.00		216.00	0.00	216.00
					Check Amount	216.00
19509	03/25/2020		PORAC	PEACE OFFICERS RESEARCH ASSOC.	281.00	281.00
			Printed	Dues	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23057	10-40-750.00		273.00	0.00	273.00

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
	23059	10-40-750.00		8.00	0.00	8.00
					Check Amount	281.00
19510	03/25/2020		PRENTICE	PRENTICE, LONG, & EPPERSON	297.00	297.00
			Printed	Feb Billing	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23064	10-45-780.00		197.00	0.00	197.00
	23064	10-25-780.00		100.00	0.00	100.00
					Check Amount	297.00
19511	03/25/2020		SVAP	SCOTT VALLEY AUTO PARTS	347.38	347.38
			Printed	Police Vehicle Maint	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23056	10-40-860.00		194.77	0.00	194.77
	23063	10-41-860.00		152.61	0.00	152.61
					Check Amount	347.38
19512	03/25/2020		SVD	SCOTT VALLEY DISPOSAL	348.00	348.00
			Printed	Feb Trash Disposal	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23061	10-55-840.30		116.00	0.00	116.00
	23061	10-60-840.30		116.00	0.00	116.00
	23061	40-30-840.30		116.00	0.00	116.00
					Check Amount	348.00
19513	03/25/2020		SHASTA	SHASTA VALLEY PEST CONTROL	80.00	80.00
			Printed	Pest Control	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23060	10-40-760.00		80.00	0.00	80.00
					Check Amount	80.00
19514	03/25/2020		SCLAFCO	SISKIYOU COUNTY LOCAL AGENCY	299.19	299.19
			Printed	LAFCO Dues	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23055	10-20-750.00		299.19	0.00	299.19
					Check Amount	299.19
19515	03/25/2020		SIS TECH	SISKIYOU TECHNICAL SERVICES	1,380.00	1,380.00
			Printed	IT Services	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23075	10-25-760.00		1,380.00	0.00	1,380.00
					Check Amount	1,380.00
19516	03/25/2020		WE	WITTMAN ENTERPRISES, LLC	928.21	928.21
			Printed	January Billing	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23072	10-45-760.00		928.21	0.00	928.21
					Check Amount	928.21
19555	03/26/2020		1&1	1&1	38.68	38.68
			Printed	March - June 2020	0.00	
	Ref#	GL Number		Gross	Discount	Amount

City of Etna

BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
	23087	10-25-760.00		38.68	0.00	38.68
					Check Amount	38.68
19556	03/26/2020		AMERDIESEL	AMERICAN DIESEL AND AUTO	196.77	196.77
			Printed	Amb Maint	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23076	10-45-860.00		196.77	0.00	196.77
					Check Amount	196.77
19557	03/26/2020		AXON	AXON	1,792.15	1,792.15
			Printed	Debit FJ Taser	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23079	10-41-875.00		1,792.15	0.00	1,792.15
					Check Amount	1,792.15
19558	03/26/2020		CT	CLIFF'S TROPHIES	18.52	18.52
			Printed	name plate	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23091	10-25-875.00		18.52	0.00	18.52
					Check Amount	18.52
19559	03/26/2020		CUREUV	CUREUV	593.00	593.00
			Printed	Debit Amb Sanitation	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23078	10-45-875.00		593.00	0.00	593.00
					Check Amount	593.00
19560	03/26/2020		DEPT. OF H	DEPARTMENT OF HEALTH CARE	1,917.48	1,917.48
			Printed	Debit Amb Q1 2018 PD	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23077	10-45-780.00		1,917.48	0.00	1,917.48
					Check Amount	1,917.48
19561	03/26/2020		DDC	DUANE'S DRAIN CLEANING	150.00	150.00
			Printed	Island Road	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23090	45-33-760.00		150.00	0.00	150.00
					Check Amount	150.00
19562	03/26/2020		GOTOM	GO TO MEETING	197.00	197.00
			Printed	Debit Teleconference Service	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23088	10-25-760.00		197.00	0.00	197.00
					Check Amount	197.00
19563	03/26/2020		KELYORK	KELLY YORK	351.60	351.60
			Printed	Class Reimbursement	0.00	
	Ref#	GL Number		Gross	Discount	Amount
	23080	10-41-735.00		351.60	0.00	351.60
					Check Amount	351.60

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date	Vendor# / Status	Vendor Name / Check Description	Gross / Discount	Amount
19564	03/26/2020		LA Printed	LIFE ASSIST Amb Supplies	608.99 0.00	608.99

Ref#	GL Number	Gross	Discount	Amount
23081	10-45-872.00	19.49	0.00	19.49
23082	10-45-872.00	119.57	0.00	119.57
23094	10-45-872.00	189.30	0.00	189.30
23095	10-45-872.00	280.63	0.00	280.63
			Check Amount	608.99

19565	03/26/2020		MT. SHASTA Printed	MT. SHASTA AMBULANCE SERVICE Run 20-440	350.00 0.00	350.00

Ref#	GL Number	Gross	Discount	Amount
23083	10-45-760.00	350.00	0.00	350.00
			Check Amount	350.00

19566	03/26/2020		PITNEY BOW Printed	PITNEY BOWES Postage Meter	189.35 0.00	189.35

Ref#	GL Number	Gross	Discount	Amount
23093	10-25-870.00	189.35	0.00	189.35
			Check Amount	189.35

19567	03/26/2020		SIS TECH Printed	SISKIYOU TECHNICAL SERVICES Jan Services	1,358.75 0.00	1,358.75

Ref#	GL Number	Gross	Discount	Amount
23086	10-40-760.00	1,358.75	0.00	1,358.75
			Check Amount	1,358.75

19568	03/26/2020		ST Printed	SISKIYOU TELEPHONE Telephone	710.90 0.00	710.90

Ref#	GL Number	Gross	Discount	Amount
23084	10-45-830.00	103.49	0.00	103.49
23084	10-50-830.00	94.57	0.00	94.57
23084	10-25-830.00	251.96	0.00	251.96
23084	40-30-830.00	18.13	0.00	18.13
23084	45-33-830.00	18.13	0.00	18.13
23084	10-70-830.00	36.27	0.00	36.27
23084	10-60-830.00	18.13	0.00	18.13
23084	53-40-830.00	56.74	0.00	56.74
23084	10-80-830.00	56.74	0.00	56.74
23084	10-40-830.00	56.74	0.00	56.74
			Check Amount	710.90

19569	03/26/2020		SPORTSMENS Printed	SPORTSMEN'S DEN Amb Uniforms	319.26 0.00	319.26

Ref#	GL Number	Gross	Discount	Amount
23085	10-45-705.00	319.26	0.00	319.26
			Check Amount	319.26

19570	03/26/2020		STATE DIS Printed	STATE DISBURSEMENT UNIT Debit Withholding	600.00 0.00	600.00

Ref#	GL Number	Gross	Discount	Amount
23089	10-00-235.00	600.00	0.00	600.00

City of Etna BANK: SCOTT VALLEY BANK

Check Number	Check Date / Void/Stop Date	Reconcile Date / Status	Vendor# / Vendor Name / Check Description		Gross / Discount	Amount
				Check Amount	600.00	
19571	03/26/2020		XEROX XEROX CORPORATION		87.97	87.97
			Printed Copier		0.00	

Ref#	GL Number	Gross	Discount	Amount
23092	10-25-870.00	87.97	0.00	87.97

Check Amount 87.97

Total Checks:	**38**	**Bank Total(excluding void checks):**	**30,682.62**
Total Checks:	**38**	**Grand Total(excluding void checks):**	**30,682.62**

City of Etna

RESOLUTION NO. 2020-005

A RESOLUTION OF THE CITY OF ETNA WATER DISTRICT

ADOPTING PROPOSED RESIDENTIAL WATER SERVICE TERMINATION POLICY; AND 2) AMENDING SECTION 1308 OF THE MUNICIPAL CODE REGARDING WATER SERVICE

WHEREAS, in September 2018, Senate Bill 998 was enacted and added the Water Shutoff Protection Act as California Health and Safety Code sections 116900 et seq. The Water Shutoff Protection Act establishes additional safeguards related to the termination of residential water service for non-payment to the procedural requirements already established in existing laws.

WHEREAS, the Water Shutoff Protection Act requires that the City of Etna adopt a written policy regarding the termination of residential water service due to non-payment.

WHEREAS, the City desires to adopt a policy that complies with the requirements of the Water Shutoff Protection Act and the requirements of existing laws, and also includes the City's procedures and practices in connection with the collection of delinquent accounts, including notifications, and the termination of water service.

NOW, THEREFORE, BE IT RESOLVED by the City of Etna that the Water Billing Policy: Discontinuation of Residential Service for Nonpayment, as documented in Exhibit A, attached hereto and incorporated herein as though fully set forth, is hereby approved.

BE IT FURTHER RESOLVED by the City of Etna directs staff to amend Section 13.08 – Water Regulations in the Municipal Code as documented in Exhibit B, attached hereto and incorporated herein as though fully set forth, is hereby approved.

PASSED AND ADOPTED THIS 16th day of March, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Jaime Tarne
Mayor

Kristina Hargrove
City Clerk

City of Etna

RESOLUTION 2020-006

A RESOLUTION OF THE CITY OF ETNA CITY COUNCIL
ACCEPTING THE 2019 GENERAL PLAN ANNUAL PROGRESS REPORT
AND APPROVING THE TRANSMITTAL OF THE REPORT TO
THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND
THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Section 65400 requires that all cities and counties annually report to their decision-making bodies regarding the status of the general plan and the progress in its implementation; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the progress in meeting the jurisdiction's share of regional housing needs determined pursuant to Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3); and

WHEREAS, California Government Code Section 65400 further requires that the housing element portion of the annual report be prepared through the use of standards, forms, and definitions adopted by the California Department of Housing and Community Development; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the degree to which the general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by Government Code Section 65583(c)(1) and Section 65584.09, as well as any additional sites that may have been required to be identified by Government Code Section 6586; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of applications submitted pursuant to Government Code Section 65913.4(a), the location and the total number of developments approved pursuant to Government Code Section 65913.4(b), the total number of building permits issued pursuant to Government Code Section 65913.4(b), and the total number of units including both rental housing and for-sale housing by area median income category constructed using the process provided for in Government Code Section 65913.4(b); and

WHEREAS, the City Council of the City of Etna has received and reviewed such a plan for 2019 that was prepared by City staff; and

WHEREAS, the report must be accepted by the City Council prior to submission to the Governor's Office of Planning and Research and the California Department of Housing and Community Development on or before April 1 of each year; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the 2019 General Plan Annual Progress Report and approves the transmittal of the report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2020-006 was duly adopted on a motion by Councilor_____ and seconded by Councilor _____ at a regular meeting of the Etna City Council held on the 16th day of March 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

_____

Jaime Tarne, Mayor

WITNESS, my hand and seal this 16th day of March 2020

_____

Kristina Hargrove, City Clerk

City of Etna

AGENDA REQUEST – PUBLIC SERVICES

Date of Meeting: 3/16/2020

Speaker: Jill Cleveland

Brief Description of item for discussion and action:

Waiver of owners responsibility of unpaid balances for water for K. Hoover
R. Robinson

Clerk's Office	
Total Amount Due:	
	Days Past Due as of:
Date of Warning Letter:	
Date of Shut-Off Letter:	
Date Scheduled for Shut-Off:	

NOTE: City Council Meetings are the 1st and 3rd Monday of each month at 6:30 p.m. at City Hall. Agenda requests must be received no less than **three working days before** the date of the meeting. Return Agenda and support material to the address below:

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

City of Etna

3/5/2020

Catherine Wood Trust c/o Prime Country Real Estate
1248 S. Main Street
Yreka, CA 96097

Location: 339 Collier Way
Tenant: Kevin Hoover

Dear Catherine Wood Trust,

We are giving notice that we have been unable to collect your tenant's water and sewer bill, which is now $2,137.58 past due. Pursuant to Etna City Code 13.08.140, the property owner is responsible for unpaid balances and may have the water turned off until such payment is made. The City also has a right to place a lien against the property:

13.08.140 Lien against property.

A. In addition to any other remedy provided in this chapter for the enforcement and collection of any water rate, charge or account, all rates, fees, and charges provided for in this chapter shall be charged against the property on which it is furnished and against the owner thereof, and shall be a lien against the premises to which any water may be supplied, and a charge against the owner thereof and the occupant thereof using the water, and if for any cause any sums owing therefor become delinquent, the water shall be cut off, and in no case shall it be turned on to the same property until all such delinquencies shall have been paid in full and such property owner and occupant shall be severally responsible to the city in an action brought by the city in any court of competent jurisdiction for the amount of all such money as may be due and unpaid, together with all penalties provided herein and costs. No change of ownership or occupation shall affect the application of this section.

B. No such water rate, charge, account or fee shall become or be such lien, unless such water service user, such occupant and such owner shall have been afforded notice, and in the event of appeal, the hearing and ruling provided by this section, or any corresponding chapter of any municipal code of which this chapter shall or may become a part. (Ord. 142, 1983; Ord. 59 § 13, 1965)

In addition, pursuant to Etna City Code 12.08.090, notice is required when renters give notice to vacate the property, to ensure billing is received at the new address.

13.08.090 Landlords.

All landlords who have residences, multiple dwelling units or apartment houses for rent shall notify the city clerk immediately of vacancies, or they will be charged the full rate as set forth in EMC 13.08.040. (Ord. 59 § 8, 1965)

If you have any questions or concerns, please contact the City Clerk's Office.

Sincerely,

K Hargrove

Kristina Hargrove
City Clerk

1st notice 3/10/20

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

4:13

Water Sewer Ag...

City of Etna

AGENDA REQUEST – PUBLIC SERVICES

Date of Meeting: 4/7/20

Speaker: Ritchison, R

Brief Description of item for discussion and action:

Water Bill current and past balance negotiation.

335 Collier Way

Clerk's Office

Total Amount Due:	
	Days Past Due as of:
Date of Warning Letter:	
Date of Shut-Off Letter:	
Date Scheduled for Shut-Off:	

NOTE: City Council Meetings are the 1st and 3rd Monday of each month at 6:30 p.m. at Cit Hall. Agenda requests must be received no less than **three working days before** the dat of the meeting. Return Agenda and support material to the address below:

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

City of Etna

Turn Off Notice

Landlord Copy

3/5/2020

335 Collier Way

Roseann Ritchison
PO Box 583
Etna, CA 96027

Dear Roseann,

Please be advised that your water and sewer account is delinquent in the amount of $752.27 and is scheduled for shut-off on 3/30/2020.*

Payment in full must be received in this office by 3:00 pm on **3/27/2020** or your service will be shut off and your account will be charged a $10.00 reconnect fee.

Please contact our office if you need to make payment arrangements. Public Works staff will not be able to accept payments at time of shut-off. A notice has been sent to your landlord, Catherine Wood Trust c/o Prime Country Real Estate as well.

Yours respectfully,

Kristina Hargrove
City Clerk

Cc: Catherine Wood Trust c/o Prime Country Real Estate
1248 S. Main Street
Yreka, CA 96097

*This number includes the current amount due.

1st notice 3/10/2020

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 04/6/2020

SPOKESPERSON: Jaime Tarne

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - Out of County Visitors

(Must be a brief general description - approximately 20 words)

Discuss/Approve Health Advisory & Order from Siskiyou County regarding visitors self-quarantining during the COVID-19 outbreak.

Proposed Motion:

Financial Impact? Yes ☐ **Please describe impact, indicate funding source & amount budgeted.** No ☒ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ☒

Fund/Acct _____ Comment: _____

_____

_____
Signed by

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Return Agenda and support material to City Clerk, PO Box 460 442 Main Street Etna, CA 96027
etnacity@sisqtel.net 530 467-5256

SISKIYOU COUNTY

Health and Human Services Agency

SARAH COLLARD, PH.D.
Director of Health and Human Services Agency
AARON STUTZ M.D.
Interim Public Health Officer
SHELLY DAVIS, MN BSN PHN CCHP
Director of Public Health Division
Director of Nursing/Inmate Medical

HEALTH OFFICER ADVISORY and ORDER

FOR IMMEDIATE RELEASE
Date: March 31, 2020
Contact: Shelly Davis MN BSN-RN PHN CCHP, Director of Public Health

SISKIYOU COUNTY, CA – With the continuing spread around the world of coronavirus (COVID-19) and the increased spread here in California; residents of Siskiyou County are increasingly concerned about COVID-19 being brought into our county by travelers that may be infected who vacation here or own homes but do not reside here year round. In light of this consideration, anyone choosing to reside in their second home or utilize an Airbnb or VRBO or any other means for vacationing within Siskiyou County shall self-quarantine for a period of no less than 14 days upon arrival. During this quarantine period they can leave the home for essential services such as food, purchasing gas, going to their healthcare provider or pharmacy. All non-residents of Siskiyou County are being asked to stay out of the county at this time as ordered by the Governor of California. This is an effort to prevent unintentional spread of COVID-19 to residents who would otherwise be at a reduced risk for exposure. As with any pandemic, our primary concern is keeping our residents safe; also people need to understand that Siskiyou County has limited resources and medical services and our medical system could be quickly overwhelmed should the precautions not be heeded. While Siskiyou County Sheriff's Office has the authority to enforce this Health Officers order, State and local mandates; we are seeking voluntary compliance with non-residents to this county. Your cooperation in this matter is greatly appreciated as we continue to navigate through this pandemic.

By Order of the Public Health Officer of Siskiyou County

Aaron Stutz, MD Public Health Officer for Siskiyou County is mandating that individuals that come into Siskiyou County to use a second home, need to stay quarantined in that home for (14) days and to minimize contacts with others and visits to essential services to the most extent possible. If they become ill with a fever, cough, shortness of breath, or flu-like symptoms, they should call their medical provider or Siskiyou County Public Health for guidance. Always call the hospital or medical clinic prior to visit for advice, do not just drive to there. This mandate takes effect immediately.

Aaron Stutz, MD
Siskiyou County Interim Public Health Officer

If there are any questions concerning this Public Health Officer Order, please contact your Public Health Department at 530-841-2134 or the Siskiyou County Office of Emergency Services at 530-841-2155.

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: April 6, 2020

SPOKESPERSON: Lori Fleck, Council Member

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request – Update on Isolation Outreach Program
(Must be a brief general description - approximately 20 words)

Review notes from Meeting held on March 25, 2020. Identify any next steps to take to facilitate support of those residents in the high-risk category who may still needs assistance. Notes attached.

Proposed Motion: Click here to enter text.

Financial Impact? **Yes** ☐ **Please describe impact, indicate funding source & amount budgeted.** **No** ☐ **Please explain why there is no financial impact.**

Amount: TBD Included in Budget? Yes ☐ No ☒

Fund/Acct Click here to enter text. Comment: Any support will be from grant funds or outside donations.

Click here to enter text.

Lori Fleck
Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

Return Agenda and support material to City Clerk, PO Box 460 442 Main Street Etna, CA 96027
etnacity@sisqtel.net 530 467-5256

City of Etna
Isolation Outreach Program Workshop
March 25, 2020
4:00pm

Meeting Agenda

Introduction – Mayor Jamie Tarne introduced herself and talk about the logistics of the meeting. (Please mute phones, when speaking, please state name and organization, email City contact information, meeting notes will be sent out after meeting)

Mayor Tarne introduced Shelley Davis from Siskiyou County Public Health Department

Shelley Davis, Director of Public Health and staff, gave a current update – 55 tested – 3 confirmed cases, 30 negative, 22 pending results, 0 deaths;

- Why County does not disclose locations
- National wide shortage of testing
- Multiple meetings daily with hospital, other agencies and first responders
- Performing a lot of community outreach activities
- Trying to support PPE to needed resource
- Testing at primary care or at hospital

Shelley will drop off informational material to Lori Fleck and Lori will deliver to City of Etna, Scott Valley Family Resource Center, City of Etna Library, and QVIR. Emailed version will be sent to Lori.

Debbie Behm, owner of Paystreak Brewery, would like to know the date when business will be able to open to regular business? No date is known at this time.

Marie Caldwell wanted to know about use of school for OSU needs (Not sure if the acronym is correct?) Not at this time for Siskiyou County.

Should masks be worn in public? No, not for the general public. However, if you are having symptoms then you can, but better to stay at home.

A question was posed regarding a recent post on Facebook stating Fairchild Medical Center needs masks and would it be acceptable to make masks and deliver them to the hospital? Jaime Tarne is following up with this. She spoke to Fairchild and they do want the masks. Jaime will send out a message through Facebook and other communications, and can be the collector of masks. Drop them off on front porch of Jaime's house, 805 Howell Avenue in Etna.

Discussion around the following Evaluate Community Risks and Resources:

Residential

Current meals being provided to Scott Valley Community.

Scott Valley Unified School District (SVUSD):
Lunch available to all SVUSD students
Monday through Friday – Fort Jones Elementary School, Etna High School. Quartz Valley Indian Reservation, and Callahan downtown.
11:30am-12:30pm (*Except in Callahan 11:30am -12:00pm)
Meals will continue until April 9th, and then scheduled spring break will be taken off.
If closure of schools continues after April 20th, volunteers may be needed to help deliver meals to drop off locations.

Scott Valley Food Bank (SVFB):
Food is available to people in need
Wednesday - 3:30-5:00pm
Saturday – 10:00am -12:00pm
Located behind the Fort Jones Community Church
Families can pick up food 8 times per month. Also, food can be picked up by a neighbor to take to at-risk community members.

Scott Valley Family Resource Center (SVFRC):
A sack Lunch is provided to people in need
Friday 12:00-1:00pm

Loaves and Fishes (L&F):
Meals are delivered to known people in need
Friday mid-day

Tuesday Lunch Program (United Methodist Church)
Supported by Loaves and Fishes (L&F) during COVID-19 Shelter in Place:
Meals are delivered to known people in need
Tuesday mid-day

Scott Valley Berean Church (SVBC)
Temporarily on hold. Leaders will have meeting the first week of April to determine viability of the program's return. If the program returns, it will provide meals to deliver to known people in need
Thursday mid-day.

Current meals being provided some members of the Scott Valley Community							
	M	T	W	T	F	S	S
SVUSD	x	x	x	x	x		
SVFB			x			x	
SVFRC					x		
L&F					x		
EUMC (L&F)			x				

One of the issues that needs to be addressed is the lack of kitchens that now can be used. Catholic Church Hall (Fort Jones) has a commercial kitchen that can be used with the stipulation of no more than 4 people in area at a time.

Business

There are Small Business Administration loans are available; however, reports are that the entire system to initiate loans is down and not functioning properly.

Freda Bennett is working on all the paperwork that is necessary so food can be transported and delivered to those community members in need.

There are issues around food delivery verses food pick up as it relates to food temperatures. Siskiyou County Public/Environmental Health needs to provide clarification on meal delivery criteria.

Actions that can support community action plan:

Organize Volunteers

Lori Fleck, Scott Valley Rotary and City of Etna Council Member, has agreed to compile a list of people in need/at-risk AND a list of potential volunteers that can be mobilized to help execute action plans such as meal or food delivery, grocery shopping, trips to the post office or picking up meds, and/or deliver community outreach material.

Communication Plan

Utilization of a variety of ways to reach the most community members as possible:

- Flyers that have all the pertinent information;
- Radio station in Yreka;
- Siskiyou Daily News – Notices need to be by Friday for the following week edition;
- Direct mailing;
- Neighbor to neighbor communication

Constant Messaging

1. Wash your hands
2. Maintain social distancing
3. Stay home
4. Call your neighbor

How to identify those that have needs in our community whether it be hot meals, groceries delivered, prescriptions filled and delivered or basic welfare checks. One of the best ways is for all of us to call our neighbors, ask how they are doing, if they need anything, and just have that one on one contact even if it's only by phone.

I want to apologize for the confusion with the call, with not having a roll call, and not being able to identify speakers. We are working on a better system and have it worked out by next time.

We are considering having a follow up conference call to see where we are with all of this, what is the next step, what is working, what is not. We will send out an email once that date and time has been determined. Thanks for everyone who joined us on this first step in helping keep our community be strong and safe.

Jaime Tarne j.tarne@cityofetna.org

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: April 6, 2020

SPOKESPERSON: Charnna Gilmore

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - City of Etna Drought Preparation Plan 2020

(Must be a brief general description - approximately 20 words)

Scott Valley is heading towards one of the driest years on record and it would be prudent for the City of Etna to develop strategies that provides provisions necessary to ensure water for all city residents through the coming months. Establishing a comprehensive plan to address all the areas where water intersects with our community needs should be developed as soon as possible so that proactive measures can minimize reactive actions. Additionally, City should examine declaring a state of emergency related to drought to help provide financial support if needed.

Charnna Gilmore, City Council Member and Executive Director for the Scott River Watershed Council, will provide data that illustrates the need for said actions.

Proposed Motion:

Financial Impact? **Yes** ☐ **Please describe impact, indicate funding source & amount budgeted.** **No** ☒ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ☒

Fund/Acct _____ Comment: _____

Signed by

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CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 04/6/2020

SPOKESPERSON: Kristina Hargrove

DISCUSSION: ☒ **OR** **ACTION:** ☒

Subject/Request - MOU City Library

(Must be a brief general description - approximately 20 words)

Updated MOU for County libraries.

Proposed Motion: Review and accept MOU for Etna City Library

Financial Impact? Yes ☐ **Please describe impact, indicate funding source & amount budgeted.** No ☒ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ☒

Fund/Acct _____ Comment: _____

_____

_____
Signed by

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etnacity@sisqtel.net 530 467-5256

MEMORANDUM OF UNDERSTANDING REGARDING
COUNTY LIBRARIES AND LOCAL COMMUNITIES

This Memorandum of Understanding is entered into by the Board of Supervisors of Siskiyou County, California, hereafter referred to as "the County," and Etna (name of municipality or service district), California, hereafter referred to as "the Community," on this ___ day of _____, 20__.

WHEREAS, County and the Community wish to continue the provision of Library services in communities; and

WHEREAS, due to financial limitations, a new Library structure to provide such services is needed.

NOW THEREFORE, the parties to this Memorandum of Understanding agree as follows:

1) Items identified as fixed assets of the County will remain as County property until donated, identified as surplus or otherwise approved for disposal as agreed, by County in writing.

2) The County will make provision to provide:
   - Technology backbone, which includes:
     - Communications network connecting all library sites (including telephone and Internet)
     - Centralized circulation system, including circulation parameters
     - Catalog of shared library materials, available from any internet-connected computer
     - Online materials requests
     - Centralized file of user records, protected by firewall
     - Updates to the technology backbone, handled centrally
     - Staff to manage the technology backbone
     - Routers and other networking communications equipment
     - Installation of any equipment connected to the network in the community facilities
     - Book repair
     - Library specific materials, such as library cards

- Distribution center for books and other library materials to be shared by all library locations, which includes:
    - Print and non-print library materials to be shared freely throughout the county
    - Rotating collections
    - Preservation of historical collections
    - New and gift materials cataloging and processing (as described in Appendix 1, attached hereto)
    - Centralized purchasing
    - Negotiation of discounts from book suppliers
    - Staff for the distribution center
    - Volunteers for the distribution center
    - All operating costs for the distribution center
- Delivery service between the distribution center and community library facilities
- Siskiyou County Library website
- Design and provision of training in County Library procedures for community staff and volunteers at a central location and at times such training can be offered as determined by County.
- Coordination and management of programs and grants that are applicable countywide.

3) The Community will make provision to provide, at no cost to the County:
    - Code-compliant local library space, open to the public, with hours of operation to be determined by the local community
    - The Community is responsible for:
        - Additional furniture
        - Utilities
        - Maintenance
        - Cleaning and restroom supplies
        - Janitorial service
        - Trash removal
        - Insurance
    - Staffing
        - Local customer service volunteers
        - Background checks for volunteers
        - Local paid or contract staff
        - Shelving and re-shelving of circulating materials
        - Volunteers and paid or contract staff will participate in training provided by the County

- Local magazine subscriptions
- Technology to use the backbone provided by the County:
    - Optional self-service checkout machine
    - At least one Internet-compatible local computers for public access
    - Maintenance, and supplies for this equipment
    - Purchase, maintenance, and replacement of any other non-networked local hardware – including additional computers, copiers, fax machines, supplies, software, and upgrades are the responsibility of the community
- Collection of overdue fines and other library service fees, such as printing and copying, are to be kept for local use (as described in the Fees Schedule in Appendix 4, attached hereto)

4) The Community agrees to share the materials held in its location with the users of other community libraries in Siskiyou County, using the County-provided circulation and delivery systems.

   Policies for sharing are subject to discussion by the Siskiyou County Library Coordination Committee (described in Appendix 2, attached hereto).

5) In case of technology failure:

   The County is responsible for:
   - The countywide online checkout, catalog, and patron record system
   - Problems covered under the self-check warranty agreement
   - Routers and other networking communications equipment
   - The County Library website
   - County software

   The Community is responsible for:
   - Replacing the self-checkout machines
   - Laptop and desktop computers not managed by County IT
   - Copiers
   - Printers
   - Local software

6) Basic procedures for reporting technology failures and other service and support requests to the County Library Distribution Center (described in Appendix 3, attached hereto).

7) The County and the Community agree to participate in the County Library Coordination Committee (described in Appendix 2, attached hereto).

8) The County can accept funds from either the Community or its Friends of the Library group to help coordinate purchases of library materials and supplies.

9) The County Librarian will work with the Library Council to formulate cooperative library policies on countywide services. Access to the catalog's circulation database to perform library service functions will be granted to County and Community staff and volunteers that follow these policies.

10) In the event of a catastrophic event, the County's insurance will cover materials identified in the County's Insurance policy.

    Items not covered by County insurance will be the responsibility of the Community.

11) The term of this agreement shall be from July 1, 2018 and be extended in writing by both parties every four (4) years. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF the parties hereto have executed this Memorandum of Understanding the day and year first above written.

Siskiyou County Library

By: _____

Name of Service District

By: _____

COUNTY OF SISKIYOU

By _____
Terry Barber
County Administrator

j:\siskiyou county library\mous\community and county mou - library services framework\july 1, 2018 - june 30, 2022\mou county library and local communities - july 1, 2018 - june 30, 2022 (final).docx

Appendix 1

CATALOGING AND PROCESSING FOR NEW AND GIFT MATERIALS

Acquisition and Processing

- Notify central processing of pending orders to facilitate the scheduling of processing workload
- Large orders may need to be processed in coordination with new materials purchased by other locations
- Processing turn-around time will vary based on the availability of staff and volunteers
- Limits on the volume of materials submitted for processing will be necessary if backlogs develop

Materials will be processed based on these priorities:

1. Materials – Purchased centrally with budgeted funds
2. Materials – Purchased with local funds
3. Materials – Donated/gift materials that meet the evaluation guidelines

Collection Development guidance will be available to the communities that request assistance.

If the local community decides to keep local materials for local circulation only, those materials will not be serviced by the backbone.

Appendix 2

SISKIYOU COUNTY LIBRARY COORDINATION COMMITTEE

A Siskiyou County Library Coordination Committee will be established. This Committee will be a forum for discussing local community needs and priorities with respect to:

- Customer service practices, such as checkout lengths and fine rates, so that such practices will be consistent
- Communications across the County
- Communications with County government officials
- Countywide programs and events such as Summer Reading Program
- Countywide grant opportunities
- Technological upgrades
- Issues arising under this Memorandum
- Any future menu of optional contract services, such as children's programming or reference services, from which the Communities may select and fund, if so desired

It is understood that in order to receive the benefits of the library system, some countywide customer service rules will need to be defined. The Coordination Committee will coordinate the implementation of such rules.

The Coordination Committee will consist of the County Librarian and one representative designated by each Community participating in the County Library system.

Appendix 3

SERVICE AND SUPPORT REQUESTS

- Service and support requests may be submitted by authorized personnel only. Authorized personnel include any paid staff or volunteer who has completed County-provided training in library circulation and reporting processes.
- At the completion of the training of authorized personnel, the process for submitting service and support requests will be provided, including: email address, telephone numbers, and a web site link, and the coverage schedule for support staff.
- Service and support requests will be answered by the following business day.

Appendix 4

FEES SCHEDULE

Overdue Fees	
Reference material	$0.50 per day ($3.00 maximum)
Interlibrary loans	$0.50 per day ($3.00 maximum) (Plus applicable charges from lending library, if any)
All other item (i.e., books, magazines, etc.)	$0.20 per day ($3.00 Maximum)

Replacement Fees	
Cataloged items	Retail price (as indicated in the library database)
If retail price is not listed in library database, then as follows:	
Books: Adult	$20.00
Books: Young Adult and Children	$15.00
Magazines	$5.00
Board books	$7.00
Audiobooks	$30.00
DVDs	$30.00
Reference materials	Cost of replacement
Interlibrary Loan materials	Charge set by lending library
Processing fee to replace item	$5.00 per item

Additional Fees	
Computer Printouts and Copies	Determined by local branch (Suggested $0.20 per page)
Microfilm Research	$10.00 per hour (1 hr. min.)
Returned Check Fees (Non-Sufficient Funds)	$20.00 per check
Room Use	$10.00 per hour for non-library events (subject to availability)
Library card replacement fee	$1.00
Replace broken Audiobook cases	$4.00
Replace broken DVD cases	$2.00

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 04/6/2020

SPOKESPERSON: Kristina Hargrove

DISCUSSION: ■ **OR** **ACTION:** ■

Subject/Request - Summer Events

(Must be a brief general description - approximately 20 words)

Is there anything at this time we want to change about Spring/Summer Event applications for the City?

Proposed Motion: Discuss Event Mangement

Financial Impact? **Yes** ☐ **Please describe impact, indicate funding source & amount budgeted.** **No** ■ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ■

Fund/Acct _____ Comment: _____

_____

_____
Signed by

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etnacity@sisqtel.net 530 467-5256

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 04/6/2020

SPOKESPERSON: Kristina Hargrove

DISCUSSION: ■ **OR** **ACTION:** ■

Subject/Request - SB 998 Water Disconnection Policy

(Must be a brief general description - approximately 20 words)

Due to SB 998, the City of Etna was required to make changes to our Water Disconnection Policy and have it posted for the public on our website.

Proposed Motion: Approve SB 998 Water Disconnection Policy

Financial Impact? **Yes** ☐ **Please describe impact, indicate funding source & amount budgeted.** **No** ■ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ■

Fund/Acct _____ Comment: _____

_____

_____
Signed by

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City of Etna

Water Billing Policy: Discontinuation of Residential Service for Nonpayment

1. Purpose:
This policy has been established to comply with Senate Bill 998, known as the "Water Shutoff Protection Act" and approved by the Governor on September 28, 2018 (California Health and Safety Code Sections 116900, et seq.). This Policy shall be made available on the City of Etna website. The City's Utility Billing office can be contacted by phone at 530-467-5256 to discuss options for averting termination of residential water service for nonpayment under the terms of this policy. This policy does not apply to non-residential water service.

2. Effective Date:
This policy shall be effective on April 1, 2020.

3. Published Languages:
This policy and written notices required in this policy shall be available and published in English, and any other language spoken by at least 10 percent of the people residing in the City's water service area.

4. Requirements Precedent to Discontinuing Residential Water Service

A. The City shall not discontinue residential water service for nonpayment until a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential water service for nonpayment, the City shall contact the customer named on the account by telephone or written notice.

B. When the City contacts the customer named on the account by telephone pursuant to subparagraph (A), staff shall offer to provide this policy in writing to the customer. City staff shall offer to discuss options to avert discontinuation of water service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

C. When the City contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer at their mailing address of record. If the customer's address is not the address of the property to which residential water service is provided, the notice shall also be delivered to the address of the property to which residential water service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

1) The customer's name and address.
2) The amount of the delinquency.
3) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential water service, which shall be 60 days from the date that the bill became delinquent.
4) A description of the process to apply for an extension of time to pay the delinquent charges.
5) A description of the procedure to petition for bill review and appeal.
6) A description of the procedure by which the customer may request an alternative payment schedule, including an amortization of the delinquent residential water service charges.
7) The City's phone number and a web link to the City's written policy.

5. Good Faith Noticing Requirements

A. If the City is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the City shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential water service for nonpayment and the City's policy for discontinuation of residential water service for nonpayment.

B. If the customer seeks review or appeal of their bill, the customer shall contact the City before the payment due date and the City will investigate. If the investigation does not result in a resolution acceptable to the customer, the customer may seek review by the City Clerk and subsequently may appeal to the City Council. The City shall not discontinue residential water service while the appeal is pending.

6. Prohibition Against Discontinuing Residential Water Service

A. The City shall not discontinue residential water service for nonpayment if all of the following conditions are met:

1) The customer, or a tenant of the customer, submits to the City the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential water service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential water service is provided.

2) The customer demonstrates that he or she is financially unable to pay for residential water service within the City's normal billing cycle. The customer shall be deemed financially unable to pay for residential water service within the City's normal billing cycle if the household's annual income is less than 200 percent of the federal poverty level.

3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred payment with respect to all delinquent charges.

B. If the conditions listed above in subsection A. are all met, the City shall offer the customer one or more of the following options at City's choice:

1) Amortization of the unpaid balance.

2) Participation in an alternative payment schedule.

3) Temporary deferral of payment.

C. The City Clerk's Office is authorized to determine which of the payment options described in paragraph 6.B the customer undertakes and may set the parameters of that payment option provided that the repayment of any remaining outstanding balance occurs within 12 months.

D. Residential water service may be discontinued no sooner than 5 business days after the City posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

1) The customer fails to comply with an alternative payment schedule, or a deferral in payment plan for delinquent
charges for 60 days or more.

2) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential water service charges for 60 days or more.

7. Restoration of Water Service

A. If the City discontinues residential water service for nonpayment, it shall provide the customer with information on how to restore residential water service. For a residential customer who demonstrates to the City that the household income is below 200 percent of the federal poverty line, the City shall do the following:

1) Set a reconnection of service fee for reconnection during normal operating hours in an amount that does not exceed fifty dollars ($50), or the actual cost of reconnection if it is less. For the reconnection of residential water service during nonoperational hours, the City shall set a reconnection of service fee that does not exceed one hundred fifty dollars ($150), or the actual cost of reconnection during nonoperational hours if it is less. The maximum amount of $50 for reconnection during operational hours and $150 during nonoperational hours shall be subject to an annual adjustment for changes in the Consumer Price Index.

B. The City shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

8. Services involving Landlord-Tenant Relationships

A. If the City furnishes individually metered residential water service to residential occupants of a detached single-family dwelling, a multiunit residential structure, and mobile home and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the City shall make a good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account, if they have no outstanding balance from a previous water account and complete an application along with the connection fee.

B. The City shall not make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the City's ordinances, resolutions, rules and regulations.

9. Reporting Requirements

The City shall annually report the number of discontinuations of residential service for inability to pay on the City's website and to the State Water Resources Control Board.

10.Limitations of this Policy

Nothing in this policy restricts, limits or otherwise impairs the City's ability to terminate service to a customer for reasons other than those explicitly stated in this policy, including, but not limited to, unauthorized actions of the customer.

City of Etna

Turn Off Notice

3/24/2020

«Location»

«First_» «Last»
«Mailing»
«City», «State» «Zip»

Dear «First_»,

Please be advised that your water and sewer account is at least 60 days delinquent in the amount of $«PD_Balance» and is scheduled for shut-off on «Turnoff_Date».*

Payment in full must be received in this office by 3:00 pm on **«Due_Date»** or your service will be shut off and your account will be charged a $10.00 reconnect fee.

Please contact our office if you need to make payment arrangements. A copy of the City of Etna Water Billing Policy: Discontinuation of Residential Service for Non-Payment has been attached to this letter. Public Works staff will not be able to accept payments at time of shut-off.

Yours respectfully,

Kristina Hargrove
City Clerk

Cc: «Landlord_First» «Landlord_Last»

*This number includes the current amount due.

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

City of Etna

ARREARS REPAYMENT AGREEMENT

To be eligible for an Arrears Repayment Agreement, applicant must demonstrate that they are below 200% of Federal Poverty Level and a note from a Primary Care Provider as shown on the back of this form.

Date_____

Name_____ Address_____

Amount of Arrears $_____

I, _____ agree that I will take the following steps to resolve my debt:

1. I will pay $_____ today, upon signing this agreement.

2. I will pay my water bill in full by the 20th of each month.

3. In addition to my full monthly payment, I agree to pay $_____ each month until all arrears are paid in full, no more than 90 days.

I understand that if my payments are not made in a timely fashion in accordance with Etna Municipal Code, my water/sewer connection will be shut off after 7 business days of delivered notice and the remaining balance will be subject to collection.

_____ _____

Signature of Responsible Party Date

_____ _____

City Clerk Date

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

SB-998 Discontinuation of residential water service: urban and community water systems. (2017-2018)

SHARE THIS:

Date Published: 09/28/2018 09:00 PM

Senate Bill No. 998

CHAPTER 891

An act to add Chapter 6 (commencing with Section 116900) to Part 12 of Division 104 of the Health and Safety Code, relating to water.

[Approved by Governor September 28, 2018. Filed with Secretary of State September 28, 2018.]

LEGISLATIVE COUNSEL'S DIGEST

SB 998, Dodd. Discontinuation of residential water service: urban and community water systems.

Existing law, the California Safe Drinking Water Act, requires the State Water Resources Control Board to administer provisions relating to the regulation of drinking water to protect public health. Existing law declares it to be the established policy of the state that every human being has the right to safe, clean, affordable, and accessible water adequate for human consumption, cooking, and sanitary purposes.

Under existing law, the Public Utilities Commission has regulatory authority over public utilities, including water corporations. Existing law requires certain notice to be given before a water corporation, public utility district, municipal utility district, or a municipally owned or operated public utility furnishing water may terminate residential service for nonpayment of a delinquent account, as prescribed.

This bill would require an urban and community water system, defined as a public water system that supplies water to more than 200 service connections, to have a written policy on discontinuation of water service to certain types of residences for nonpayment available in prescribed languages. The bill would require the policy to include certain components, be available on the system's Internet Web site, and be provided to customers in writing, upon request. The bill would provide for enforcement of these provisions, including making a violation of these provisions punishable by a civil penalty issued by the board in an amount not to exceed $1,000 for each day in which the violation occurs, and would require the enforcement moneys collected by the board to be deposited in the Safe Drinking Water Account. The bill would prohibit an urban and community water system from discontinuing residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. The bill would require an urban and community water system to contact the customer named on the account and provide the customer with the urban and community water system's policy on discontinuation of residential service for nonpayment no less than 7 business days before discontinuation of residential service, as prescribed.

This bill would prohibit residential service from being discontinued under specified circumstances. The bill would require an urban and community water system that discontinues residential service to provide the customer with information on how to restore service. The bill would require an urban and community water system to waive interest charges on delinquent bills for, and would limit the amount of a reconnection of service fee imposed on, a residential customer who demonstrates, as prescribed, to the urban and community water system household

income below 200% of the federal poverty line. The bill would require an urban and community water system that furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit structure, mobilehome park, or permanent residential structure in a labor camp, and that the owner, manager, or operator of the dwelling, structure, or park is the customer of record, to make every good faith effort to inform the residential occupants by written notice that service will be terminated and that the residential occupants have the right to become customers, as specified. The bill would require an urban and community water system to report the number of annual discontinuations of residential service for inability to pay on its Internet Web site and to the board, and the bill would require the board to post on its Internet Web site the information reported. The bill would require an urban water supplier, as defined, or an urban and community water system regulated by the commission, to comply with the bill's provisions on and after February 1, 2020, and any other urban and community water system to comply with the bill's provisions on and after April 1, 2020. The bill would provide that the provisions of the bill are in addition to the provisions in existing law duplicative of the bill and that where the provisions are inconsistent, the provisions described in the bill apply.

Vote: majority Appropriation: no Fiscal Committee: yes Local Program: no

THE PEOPLE OF THE STATE OF CALIFORNIA DO ENACT AS FOLLOWS:

SECTION 1. The Legislature finds and declares as follows:

(a) All Californians have the right to safe, accessible, and affordable water as declared by Section 106.3 of the Water Code.

(b) It is the intent of the Legislature to minimize the number of Californians who lose access to water service due to inability to pay.

(c) Water service discontinuations threaten human health and well-being, and have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.

(d) When there is a delinquent bill, all Californians, regardless of whether they pay a water bill directly, should be treated fairly, and fair treatment includes the ability to contest a bill, seek alternative payment schedules, and demonstrate medical need and severe economic hardship.

(e) The loss of water service causes tremendous hardship and undue stress, including increased health risks to vulnerable populations.

(f) It is the intent of the Legislature that this act provide additional procedural protections and expand upon the procedural safeguards contained in the Public Utilities Code and Government Code as of January 1, 2018, relating to utility service disconnections.

SEC. 2. Chapter 6 (commencing with Section 116900) is added to Part 12 of Division 104 of the Health and Safety Code, to read:

CHAPTER 6. Discontinuation of Residential Water Service

116900. This chapter shall be known, and may be cited, as the Water Shutoff Protection Act.

116902. For the purposes of this chapter, the following definitions apply:

(a) "Board" means the State Water Resources Control Board.

(b) "Public water system" has the same meaning as defined in Section 116275.

(c) "Residential service" means water service to a residential connection that includes single-family residences, multifamily residences, mobilehomes, including, but not limited to, mobilehomes in mobilehome parks, or farmworker housing.

(d) "Urban and community water system" means a public water system that supplies water to more than 200 service connections.

(e) "Urban water supplier" has the same meaning as defined in Section 10617 of the Water Code.

116904. (a) An urban water supplier not regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020.

(b) An urban and community water system regulated by the Public Utilities Commission shall comply with this chapter on and after February 1, 2020. The urban and community water system regulated by the Public Utilities Commission shall file advice letters with the commission to conform with this chapter.

(c) An urban and community water system not described in subdivision (a) or (b) shall comply with this chapter on and after April 1, 2020.

116906. (a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking Water Account established pursuant to Section 116590.

116908. (a) (1) (A) An urban and community water system shall not discontinue residential service for nonpayment until a payment by a customer has been delinquent for at least 60 days. No less than seven business days before discontinuation of residential service for nonpayment, an urban and community water system shall contact the customer named on the account by telephone or written notice.

(B) When the urban and community water system contacts the customer named on the account by telephone pursuant to subparagraph (A), it shall offer to provide in writing to the customer the urban and community water system's policy on discontinuation of residential service for nonpayment. An urban and community water system shall offer to discuss options to avert discontinuation of residential service for nonpayment, including, but not limited to, alternative payment schedules, deferred payments, minimum payments, procedures for requesting amortization of the unpaid balance, and petition for bill review and appeal.

(C) When the urban and community water system contacts the customer named on the account by written notice pursuant to subparagraph (A), the written notice of payment delinquency and impending discontinuation shall be mailed to the customer of the residence to which the residential service is provided. If the customer's address is not the address of the property to which residential service is provided, the notice also shall be sent to the address of the property to which residential service is provided, addressed to "Occupant." The notice shall include, but is not limited to, all of the following information in a clear and legible format:

(i) The customer's name and address.

(ii) The amount of the delinquency.

(iii) The date by which payment or arrangement for payment is required in order to avoid discontinuation of residential service.

(iv) A description of the process to apply for an extension of time to pay the delinquent charges.

(v) A description of the procedure to petition for bill review and appeal.

(vi) A description of the procedure by which the customer may request a deferred, reduced, or alternative payment schedule, including an amortization of the delinquent residential service charges, consistent with the written policies provided pursuant to subdivision (a) of Section 116906.

(2) If the urban and community water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned through the mail as undeliverable, the urban and community water system shall make a good faith effort to visit the residence and leave, or make other arrangements for placement in a conspicuous place of, a notice of imminent discontinuation of residential service for nonpayment and the urban and community water system's policy for discontinuation of residential service for nonpayment.

(b) If an adult at the residence appeals the water bill to the urban and community water system or any other administrative or legal body to which such an appeal may be lawfully taken, the urban and community water system shall not discontinue residential service while the appeal is pending.

116910. (a) An urban and community water system shall not discontinue residential service for nonpayment if all of the following conditions are met:

(1) The customer, or a tenant of the customer, submits to the urban and community water system the certification of a primary care provider, as that term is defined in subparagraph (A) of paragraph (1) of subdivision (b) of Section 14088 of the Welfare and Institutions Code, that discontinuation of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.

(2) The customer demonstrates that he or she is financially unable to pay for residential service within the urban and community water system's normal billing cycle. The customer shall be deemed financially unable to pay for residential service within the urban and community water system's normal billing cycle if any member of the customer's household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

(3) The customer is willing to enter into an amortization agreement, alternative payment schedule, or a plan for deferred or reduced payment, consistent with the written policies provided pursuant to subdivision (a) of Section 116906, with respect to all delinquent charges.

(b) (1) If the conditions listed in subdivision (a) are met, the urban and community water system shall offer the customer one or more of the following options:

(A) Amortization of the unpaid balance.

(B) Participation in an alternative payment schedule.

(C) A partial or full reduction of the unpaid balance financed without additional charges to other ratepayers.

(D) Temporary deferral of payment.

(2) The urban and community water system may choose which of the payment options described in paragraph (1) the customer undertakes and may set the parameters of that payment option. Ordinarily, the repayment option offered should result in repayment of any remaining outstanding balance within 12 months. An urban and community water system may grant a longer repayment period if it finds the longer period is necessary to avoid undue hardship to the customer based on the circumstances of the individual case.

(3) Residential service may be discontinued no sooner than 5 business days after the urban and community water system posts a final notice of intent to disconnect service in a prominent and conspicuous location at the property under either of the following circumstances:

(A) The customer fails to comply with an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges for 60 days or more.

(B) While undertaking an amortization agreement, an alternative payment schedule, or a deferral or reduction in payment plan for delinquent charges, the customer does not pay his or her current residential service charges for 60 days or more.

116912. An urban and community water system that discontinues residential service for nonpayment shall provide the customer with information on how to restore residential service.

116914. (a) For a residential customer who demonstrates to an urban and community water system household income below 200 percent of the federal poverty line, the urban and community water system shall do both of the following:

(1) Set a reconnection of service fee for reconnection during normal operating hours at fifty dollars ($50), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021. For the reconnection of residential service during nonoperational hours, an urban and community water system shall set a reconnection of service fee at one hundred fifty dollars ($150), but not to exceed the actual cost of reconnection if it is less. Reconnection fees shall be subject to an annual adjustment for changes in the Consumer Price Index beginning January 1, 2021.

(2) Waive interest charges on delinquent bills once every 12 months.

(b) An urban and community water system shall deem a residential customer to have a household income below 200 percent of the federal poverty line if any member of the household is a current recipient of CalWORKs, CalFresh, general assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the household's annual income is less than 200 percent of the federal poverty level.

116916. (a) This section applies if there is a landlord-tenant relationship between the residential occupants and the owner, manager, or operator of the dwelling.

(b) If an urban and community water system furnishes individually metered residential service to residential occupants of a detached single-family dwelling, a multiunit residential structure, mobilehome park, or permanent residential structure in a labor camp as defined in Section 17008, and the owner, manager, or operator of the dwelling, structure, or park is the customer of record, the urban and community water system shall make every good faith effort to inform the residential occupants, by means of written notice, when the account is in arrears that service will be terminated at least 10 days prior to the termination. The written notice shall further inform the residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.

(c) The urban and community water system is not required to make service available to the residential occupants unless each residential occupant agrees to the terms and conditions of service and meets the requirements of law and the urban and community water system's rules and tariffs. However, if one or more of the residential occupants are willing and able to assume responsibility for the subsequent charges to the account to the satisfaction of the urban and community water system, or if there is a physical means legally available to the urban and community water system of selectively terminating service to those residential occupants who have not met the requirements of the urban and community water system's rules and tariffs, the urban and community water system shall make service available to those residential occupants who have met those requirements.

(d) If prior service for a period of time is a condition for establishing credit with the urban and community water system, residence and proof of prompt payment of rent or other credit obligation acceptable to the urban and community water system for that period of time is a satisfactory equivalent.

(e) Any residential occupant who becomes a customer of the urban and community water system pursuant to this section whose periodic payments, such as rental payments, include charges for residential water service, where those charges are not separately stated, may deduct from the periodic payment each payment period all reasonable charges paid to the urban and community water system for those services during the preceding payment period.

(f) In the case of a detached single-family dwelling, the urban and community water system may do any of the following:

(1) Give notice of termination at least seven days prior to the proposed termination.

(2) In order for the amount due on the delinquent account to be waived, require an occupant who becomes a customer to verify that the delinquent account customer of record is or was the landlord, manager, or agent of the dwelling. Verification may include, but is not limited to, a lease or rental agreement, rent receipts, a

government document indicating that the occupant is renting the property, or information disclosed pursuant to Section 1962 of the Civil Code.

116918. An urban and community water system shall report the number of annual discontinuations of residential service for inability to pay on the urban and community water system's Internet Web site, if an Internet Web site exists, and to the board. The board shall post on its Internet Web site the information reported.

116920. (a) The Attorney General, at the request of the board or upon his or her own motion, may bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice declared in this chapter to be unlawful.

(b) For an urban and community water system regulated by the Public Utilities Commission, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

116922. All written notices required under this chapter shall be provided in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by 10 percent or more of the customers in the urban and community water system's service area.

116924. Where provisions of existing law are duplicative of this chapter, compliance with one shall be deemed compliance with the other. Where those provisions are inconsistent, the provisions of this chapter shall apply. Nothing in this chapter shall be construed to limit or restrict the procedural safeguards against the disconnection of residential water service existing as of December 31, 2018.

116926. This chapter does not apply to the termination of a service connection by an urban and community water system due to an unauthorized action of a customer.

CITY OF ETNA
AGENDA REQUEST

DATE OF MEETING: 04/6/2020

SPOKESPERSON: Kristina Hargrove

DISCUSSION: ■ **OR** **ACTION:** ■

Subject/Request - General Plan Annual Progress

(Must be a brief general description - approximately 20 words)

- Discuss/Approve accepting the 2019 General Plan Annual Progress Report and authorize staff to transmit the report to Office of Planning and Research, and the Department of Housing and Community Development

Proposed Motion:

Financial Impact? Yes ☐ **Please describe impact, indicate funding source & amount budgeted.** No ■ **Please explain why there is no financial impact.**

Amount: _____ Included in Budget? Yes ☐ No ■

Fund/Acct _____ Comment: _____

_____

_____
Signed by

NOTE: Agenda requests must be received no less than **three working days before** the date of the meeting.

Return Agenda and support material to City Clerk, PO Box 460 442 Main Street Etna, CA 96027
etnacity@sisqtel.net 530 467-5256

CITY OF ETNA
STAFF REPORT TO CITY COUNCIL

March 16, 2020

2019 GENERAL PLAN ANNUAL PROGRESS REPORT

Introduction

Pursuant to California Government Code Section 65400, this report has been prepared as an update to the City of Etna City Council regarding:

- The status of the General Plan and the progress in its implementation;
- The progress in meeting the City's share of regional housing needs determined by the California Department of Housing and Community Development and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing;
- The number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year;
- The degree to which the General Plan complies with the State of California General Plan Guidelines and the date of the last revision to the General Plan;
- A listing of sites rezoned to accommodate that portion of the City's share of the regional housing need for each income level that could not be accommodated in the City's Vacant Land Inventory;
- The number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and
- The number of applications submitted pursuant to Government Code Sec. 65913.4(a), the location and the total number of developments approved pursuant to Government Code Sec. 65913.4(b), the total number of building permits issued pursuant to Government Code Sec. 65913.4(b), and the total number of units including both rental housing and for sale housing by area median income category constructed using the process provided for in subdivision (b) of Section 65913.4.

Please note that the housing element component of this report consists of specific forms prescribed by HCD. However, because the forms require an understanding of the instructions used to complete them, a summary of the results are included herein.

Purpose of the General Plan

The City of Etna General Plan, simply described, is the City's "constitution" for development. It represents the efforts the City has undertaken to consider and address the needs and expectations of its residents relative to development in the City and to enshrine these needs and expectations in a

the time of adoption and is based on knowledge of existing potentials and limitations concerning the City of Etna at that time. The General Plan was developed through establishing basic goals, policies, and programs to resolve and/or direct significant community issues.

In addition to the City referring to this document when dealing with matters affecting the physical, economic, and social development of the community, the General Plan is also referred to by individuals or businesses contemplating potential development activity within the City. Goals in the General Plan also assist the City in seeking grants and other funding to address local issues and needs.

Status of the General Plan

The City of Etna General Plan is comprised of seven state-mandated elements and one optional element that individually address specific topics of community importance. The seven state-mandated elements are Land Use, Circulation, Open Space, Conservation, Noise, Safety, and Housing, with the City opting to include a Public Facilities element as well. Aside from the Housing Element, which was most recently updated in August 2016, the City of Etna General Plan was adopted in September 2005. At the time seven of the eight elements were adopted in 2005 and at the time the Housing Element was updated in 2016, the General Plan was found to be consistent with State General Plan Guidelines. However, since that time, the State has continued to pass new laws governing general plans and has updated its General Plan Guidelines, which now offers over 400 pages of guidance to cities and counties. As a result, a number of revisions to the General Plan have been identified as being needed to comply with the new Guidelines, particularly as it relates to needed changes to the Safety Element to address potential flood, fire, and climate change hazards. In general, the amendments needed to comply are relatively minor and appear to be focused largely on safeguarding the community from natural hazards. (See **Attachment A** for a discussion of state-mandated revisions.)

According to the General Plan, it "addresses planning for Etna through the year 2024." It is worth noting that there have been no significant changes in the City since adoption of the various elements of the General Plan that would make a comprehensive revision to the Plan necessary. Nevertheless, the City may periodically receive development requests that require a minor amendment to the General Plan. However, aside from the Housing Element Update in 2016, there were no other general plan amendments proposed during the prior calendar year or earlier in the planning period.

Implementation of the General Plan

It is neither the purpose nor intent of this annual progress report to provide an in-depth analysis of every goal, policy, and program contained in the City's General Plan. Nevertheless, it is useful to periodically reflect upon the goals, policies, and programs contained in the General Plan to better assess where the City has been successful in meeting its objectives, where it could possibly do better, and if applicable, where changes to either the General Plan or direction of the City should occur. As such, the following table identifies the various goals, objectives, policies, and programs (i.e., implementation measures) contained in each element of the City of Etna General Plan and is followed by a summary of City's successes in implementing these measures. (Housing Element policies and programs are detailed separately in **Attachment B.**)

Table 1
General Plan Goals, Objectives, Policies, and Programs

Land Use Element

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Safety Element

GOAL SF-6 - Protect the residents and visitors to the City of Etna from the loss of life and property.

Objective: The manner in which lands are developed can greatly influence the level of fire risk that could occur. It is the objective of this goal to reduce the likelihood of a fire loss through preventative measures in project development.

Program 6-A: Ensure that all proposed developments are reviewed for fire safety standards by the Fire Chief, including adequate fire flow supply and access.

Program 6-B: Coordinate project reviews with the California Department of Forestry on all projects located near a potential wildfire source.

Program 6-C: Encourage continued use of educational programs in schools and service clubs by the fire protection personnel to foster public awareness.

Program 6-D: Prepare a long term capital needs budget for the fire, ambulance, water supply and storage, based on projected growth.

GOAL SF-7 - Protect lives and property of the residents of Etna from the risk of flooding.

Objective: The location and relative risk from flooding has been identified, and loss from flooding can be significantly minimized through preventative measures.

Program 7-A: Permit only low density and intensity of development in identified flood plains. The density in the Etna Creek flood plain should not exceed 1 unit per 5 acres to reduce the quantity of structures ultimately affected by flooding, and to reduce the cumulative effect on the flood elevation caused by placing structures in the flood plain on land fills.

Program 7-B: Continue to work closely with FEMA and the U.S. Corps of Engineers to define and seek remedies for flooding problems and periodically update the flood ordinance.

Program 7-C: Prohibit fill or encroachments within the designated Floodplain that would impair its ability to carry and discharge the waters resulting from a 100-year flood, except where the effect on flood heights is fully offset by stream improvements.

GOAL SF-8 - Reduce the possibility of injury, loss of life, and property damage as a result of volcanic activity.

Objective: Etna is located near enough to Mount Shasta to feel effects of earth movement should the mountain experience significant volcanic activity. It is the objective of this goal be prepared should such an event ever occur.

Program 8-A: To participate with Siskiyou County in the development or review of an Emergency Services Plan which integrates responses to natural disasters.

Program 8-B: Participate in planning issues for the development of an emergency plan for the possible eruption of Mount Shasta. Inform the residents of the plan's content and implications.

GOAL SF-9: - Reduce the loss of life, injuries, damage to property, and social and economic dislocation resulting from seismic activity or other catastrophic event.

Program 9-A: All emergency personnel and facilities should develop the capability to function when utility services are interrupted.

Program 9-B: The domestic water system should have a method for retaining stored treated water for emergency use.

Program 9-C: Maintain enforcement of safety standards for new construction contained in the California Building Code for seismic zone 3.

Public Facilities Element

GOAL PF-10 - To make urban services available to those lands, which under the Land Use Element, are proposed for development in the foreseeable future.

Objective: To ensure there are adequate public services (sewer, water, fire, police and recreation) available to accommodate development as it occurs.

Program 10-A: The City will develop fees and procedures to maintain a reasonable level of services based on projected demand, and ensure that new development does not place an undue burden upon existing public services.

Program 10-B: The City may modify, phase or deny projects to prevent overdevelopment of public facilities and systems in advance of demand to ensure that no inequitable financial burden is imposed on current users.

Program 10-C: Consider programs to reduce impacts on public facilities from new development. This could include off-site improvements, over sizing of water and sewer lines, impact fees and connection fees, and reimbursement agreements for extending facilities beyond the project (or over sizing).

Program 10-D: Prepare a Capital Improvement Plan, which identifies the needed improvements based on growth projections.

Program 10-E: The City should explore opportunities for development of a neighborhood park of 1-3 acres in the eastern section of the community to serve existing and future development in that area.

Program 10-F: City Hall should be remodeled to more effectively accommodate the needs of administrative staff and to make the building handicapped accessible.

Conservation Element

Goal CO-11 - To ensure a balanced environment where physical development can occur with minimal adverse effect on the natural resources of the area.

Objective: Etna contains natural creeks, drainage ways, wetlands and floodplains within the City and timber and agricultural uses immediately adjacent to City. It is the objective of this goal to recognize the need to protect and enhance these resources as development proposals are reviewed.

Program 11-A: Encourage development in areas of least environmental sensitivity, and the use of environmentally innovative techniques in any new development.

Program 11-B: Require measures to mitigate erosion and water pollution on earth disturbing activities. Best management practices shall be incorporated into all development approvals.

Program 11-C: To protect agricultural or timber uses adjacent and outside of the City from urban impacts, projects located adjacent to such lands shall provide adequate fencing between the urban and agricultural use to discourage trespass. Additionally, a "right to farm" notice shall be recorded with any property created adjacent to agricultural and timber uses to advise future owners of the potential impacts that may occur from the adjacent use.

Goal CO-12 - Protect the high quality of air and water resources consistent with adopted state and federal standards.

Objective: The objective of this goal is to work with development to ensure that their contribution to air quality, particularly dust, is kept as low as possible.

Program 12-A: Through the project review process, minimize adverse effects on the community of odor and emissions generated by industrial uses and grading activities.

Program 12-B: Work with Siskiyou County Air Quality Management District in efforts to maintain air quality standards and to minimize air quality impacts associated with new development.

Program 12-C: Where practical, during the rehabilitation of houses under the Community Development Block Grant program, require the replacement of wood stoves as the main heat source with a heating source that will have less impact on the PM10 standard.

Goal CO-13 - Preserve all outstanding areas of natural vegetation and fish or wildlife habitat.

Objective: Only a few areas exist within the City with natural habitat for fish and wildlife. However, those few wetlands, creeks, and drainage areas should be protected when practical. It is the objective of this goal to consider fish and wildlife habitat during project reviews, and when practical accommodate these features into the project.

Program 13-A: Provide for protection of all identified rare or endangered species in the area through project review.

Program 13-B: During project review retain all stream influence areas in their natural condition, including riparian vegetation.

Open Space Element

Goal OS-14 - To preserve and enhance open space lands, maintaining the natural character of the City of Etna.

Objective: Even though open space in a small community is not as critical as it may be in a larger urban area, even small open spaces scattered throughout the City benefit the community, adding to its character and livability. It is the objective of this goal to maintain open space where possible to maintain and enhance the small community environment.

Program 14-A: Encourage both public and private ownership and maintenance of open space land.

Program 14-B: Support state or local property tax incentives that would allow property owners to preserve their land as open space.

Program 14-C: Protect productive agricultural and timberland through buffers from sensitive uses as a means to prolong the economic use of this open space.

Program 14-D: Protect natural areas along creeks and drainages by creating setbacks from riparian environments and incorporating the creek into project design.

Goal OS-15 - Continue to improve the beauty of the City.

Objective: Etna is an attractive community with well-maintained homes and yards. This feature is attractive to new residents and makes the community more enjoyable and pleasant for existing residents. It is the objective of this goal to continue to improve the appearance of the City.

Program 15-A: Work to develop scenic and/ or landscape greenbelt corridors along State Highway 3.

Program 15-B: Utilize code enforcement as a means to eliminate property deterioration, and accumulation of trash and junk that negatively impacts adjacent property and beauty of Etna.

Program 15-C: Modify the Zoning Ordinance to require landscaping in commercial and industrial parking lots.

Program 15-D: Require street trees to be provided in new development, and encourage citizens to provide street trees on those streets where street trees do not exist.

Program 15-E: Maintain sign standards in the Zoning Ordinance which will keep signs in scale with a small community, and whenever possible, compliment the City's historic theme.

Transportation Element

Goal TR-16 - To maintain a transportation system that provides for the social, economic and environmental well being of the residents of the plan area.

Objective: Transportation facilities in Etna are provided by the State, County and the City, and are vita l to the development of the community. While significant changes to the existing system are not expected during the life this Plan, it is the objective of this goal to ensure that new development will not result in a decline in the effectiveness of the existing system.

Program 16-A: Support long range plans for improvement of major roads by Siskiyou County and California Department of Transportation.

Program 16-B: Existing roads should be maintained at a level which ensures that they are safe, efficient and economical.

Program 16-C: New streets to serve developing areas should be adequate in size and design to support the new construction, as well as future development.

Program 16-D: New development projects shall dedicate adequate rights-of-way to allow for construction of roadways and utilities as follows: *(Note: Table 32 is not included in the General Plan Annual Progress Report.)*

Program 16-E: Existing Local Collector streets may eventually be fully improved with curb, gutter, sidewalk and a minimum paving width of 36-40 feet.

Program 16-F: Require curb and gutter on any existing development where significant improvements to the property and structures are made. The exception may occur when the project is located in a block, which is entirely developed and no other curbs exists, and further, the likelihood of ever having a full curb and gutter system in the affected block is unlikely.

Program 16-G: Control access points to Highway 3, and require turning lanes at access points as a means to maintain safety and road capacity.

Program 16-H: As resources permit, the City shall work to enhance the visual appearance of both pedestrian and vehicular routes.

Program 16-I: The City may establish fees, assessment districts, reimbursement agreements or other mechanisms to either pay for or reimburse construction of roadways and roadway improvements and parking.

Program 16-J: New development shall provide adequate off-street parking spaces to accommodate parking demands generated by the use.

Program 16-K: When practical, parking lot and service drives of adjacent commercial uses shall be designed to connect and allow traffic to travel from one commercial use to an adjacent one without using public streets.

Program 16-L: During development of the preliminary City budget each year, the street superintendent shall present an improvement program for City streets.

Goal TR-17 - Provide safe, convenient and attractive routes for pedestrian and bicyclists of all ages throughout Etna.

Objective: Pedestrians and bicyclists are an important part of the City circulation system. Walking and bicycling are important activities for the youth and old alike as they travel about the community as a means to improve their health, or as a means to easily get around the community without the use of an auto. The objective of this goal is to encourage this activity in a safe and effective manner.

Program 17-A: Require new development to include sidewalks, trails, paths, or other pedestrian routes, connecting to existing or proposed City improvements.

Program 17-B: The City may seek grants for pedestrian and bicycle improvements in established areas. These improvements shall be prioritized in the following order:

a. Projects which increase safety for children traveling to and from school.

b. Projects which remove barriers to handicapped individuals.
c. Projects which increase overall convenience and safety for pedestrians and bicyclists.
d. Projects which are primarily designed for recreation purposes.

Program 17-C: The City may require development projects to dedicate right of way and/or to construct pedestrian and bicycle facilities when such action is consistent with an adopted trail or bike plan.

GOAL TR-18 - Encourage and enhance public transit to and within Etna.

Objective: Public transit provides an opportunity for efficient use of roods, allows an affordable alternative to car ownership, and reduces air quality impacts. The objective of this goal is to expand public transit services such as provided by STAGE to citizens of Etna.

Program 18-A: The City shall encourage the use of public transportation and will promote the expansion of such services within the community.

Program 18-B: When appropriate, the City shall incorporate transit facilities such as bus turnouts and shelters into new and reconstructed roadways and private development.

Noise Element

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

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

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

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

Program 19-D: New noise sensitive uses and new noise generating uses have the responsibility of meeting the standards in Table 34 below. *(Note: Table 34 is not included in the General Plan Annual Progress Report.)*

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

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

Because it has been almost 15 years since adoption of the General Plan, the City has made good progress in addressing many of the programs listed above. A few examples include: remodeling City Hall to make the building handicapped accessible (Program 10-F); working with the Siskiyou Local Transportation Commission to incorporate planned roadway improvements into the Regional Transportation Plan and Caltrans to identify needed improvements to SR 3 (Program 16-A); and participating with the County in development of the current emergency services plan (Program 8-A). Furthermore, many of the General Plan programs are implemented on an ongoing basis in the daily operations of the City, such as Program 16-B, which provides for roads to be maintained at a level where the roads are safe, efficient and economical and Program 6-A, which requires that all proposed developments be reviewed for fire safety standards by the Fire Chief. In addition, with this being an annual report, it is worth noting at least a few of the activities undertaken by the City in 2019 in furtherance of the General Plan: (1) the City evaluated funding opportunities for street and water main improvements (Programs 5-B and 16-B); and (2) the City authorized the City Engineer to initiate work on a Prop 218 Rate Study (Program 10-A).

Regional Housing Needs Summary

Pursuant to Government Code Section 65584, HCD developed a Regional Housing Needs Plan (RHNP) for Siskiyou County. At the time the last RHNP was developed, HCD identified a need to accommodate 10 new residential units in the City of Etna over a 5-year period (January 1, 2014 to June 30, 2019), or two new residential units per year. Since that time, however, the City's planning period has been extended from five years to eight and the next Housing Element is now due in December 2021. Regardless of the change in timing, in an attempt to ensure sufficient housing opportunities for all

income levels in the City, HCD further divided these 10 units amongst the various economic groups identified in **Table 2** below.

Table 2
Summary of the City's Regional Housing Needs: 2014-2019

Economic Group	New Construction	Rehabilitation
Extremely Low Income	1	0
Very Low Income	2	2
Low Income	2	3
Moderate Income	2	0
Above Moderate Income	3	0
TOTAL:	10	5

Notes: The City has not established an objective for the preservation of affordable housing, as there are no units at risk of conversion during the current planning period.

It is important to note that dwelling units need not be constructed to satisfy the City's share of regional housing needs, however, the City must have sufficient properly zoned land to accommodate its share of housing needs should development be proposed. If the City did not have sufficient vacant land to accommodate its share of regional housing needs at the time the Housing Element was most recently updated, the City would likely have been required to adopt a program to rezone sufficient land to meet the projected shortfall in order to have a state-certified housing element. The City, having adequate vacant land to meet its regional housing needs, was not required to adopt such a program and, therefore, no parcels have been rezoned to accommodate regional housing needs as a result.

For the purpose of assessing the progress that has been made to satisfy projected housing needs for each economic group identified in **Table 2**, new housing opportunities are evaluated annually based upon an analysis of the number of dwellings entitled, building permits issued, and building permits finaled during the prior calendar year. In addition, in order to determine which economic groups potentially benefit from the construction of new housing, it is necessary to define the various economic groups based upon State Income Limits and to establish a maximum housing affordability for each group based upon these limits (see **Table 3** below). Further, to determine the number of new housing units that are affordable to each income level, the estimated value of each dwelling combined with its corresponding land value is compared with the maximum affordable purchase prices shown in **Table 3** below, or in the case of rentals, the cost of rent is compared to the maximum monthly housing affordability.

Table 3
2019 State Income Limits and Home Affordability for the Various Economic Groups

Economic Group	Maximum Annual Income [1,2]	Maximum Monthly Housing Affordability [3,4]	Maximum Affordable Purchase Price [5]
Extremely Low Income	$25,750	$193	$75,643
Very Low Income	$32,400	$405	$99,834
Low Income	$51,850	$907	$167,813
Moderate Income	$77,750	$2,494	$258,335

[1] Median Income = $64,800 per HCD
Extremely Low Income = 30% of Median Income
Very Low Income = 50% of Median Income
Low Income = 80% of Median Income
Moderate Income = 120% of Median Income

[2] Adjusted per HUD's FY 2019 income limits briefing materials

[3] Extremely Low Income = $25,750 X 0.30 X 0.30/12
Very Low Income = $32,400 X 0.3 X 0.50/12
Low Income = $51,850 X 0.3 X 0.7/12
Moderate Income = $77,750 X 0.35 X 1.1/12

[4] The formulas used to ascertain the maximum monthly housing affordability were determined using the criteria outlined in Sections 50052.5 and 50093 of the California Health and Safety Code.

[5] The maximum affordable purchase price was determined using the maximum monthly housing affordability and the assumption that individuals could qualify for a 30-year, 3.85 percent fixed-rate mortgage with a 3.5% down payment. This is consistent with the assumptions used in the affordability calculator published by the Department of Housing and Community Development.

During the current planning period (i.e., since January 1, 2014), there have been three new housing units added to the City's housing stock. One was issued a building permit in 2014, another in 2017, and one in 2019. Based on the data and formulas in **Table 3** above, two of the new housing units would be considered affordable to individuals with moderate household incomes and one unit would be considered affordable to individuals with low household incomes.

There were no other applications for housing development received in the prior year, nor have there been any other units that have been issued a completed entitlement, building permit, or a certificate of occupancy during the current housing element cycle. In addition, no dwelling units have been conserved through the City's housing rehabilitation program during the current planning period.

Conclusion

The City makes progress toward implementing the General Plan in the regular administration of City business, on a project-by-project basis, and in the decisions of the Council. Further, on an ongoing basis since September 2014 when the Housing Element was updated, the City has made progress toward implementing a number of programs contained within the Housing Element and the City has seen the addition of three new dwelling units. The three dwelling units added since 2014 represent 100% of the City's goal for moderate-income housing and 50% of the City's goal for low-income housing. Details of needed updates to the General Plan are provided in **Attachment A** and the City's progress towards implementing the Housing Element programs are provided in **Attachment B**.

Recommended Motion

I move that we adopt Resolution 2020-006 accepting the 2019 General Plan Annual Progress Report with attachments and approving transmittal of the Report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

Attachments

A. General Plan Update Needs
B. Housing Element Annual Progress Report – HCD Form
C. Draft Resolution 2020-006, A Resolution of the City of Etna City Council Accepting the 2019 General Plan Annual Progress Report and Approving the Transmittal of the Report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development

ATTACHMENT A – GENERAL PLAN UPDATE NEEDS

Task 1: Amend Conservation and Safety Elements to Address Flooding Pursuant to Government Code § 65302(d)(3) and 65302(g)(2)

To comply with state law, the Conservation Element must be reviewed and updated as needed to identify rivers, creeks, streams, flood corridors, riparian habitats, and land that can accommodate floodwater for purposes of groundwater recharge and stormwater management. In addition, the Safety Element must be updated pursuant to Government Code Sec. 65302(g)(2) to identify information regarding flood hazards, including:

- Flood hazard zones;
- NFIP maps published by FEMA;
- Information about flood hazards available from USACE;
- Designated floodway maps;
- Dam failure inundation maps;
- Floodplain Mapping Program maps and 200-year flood plain maps from DWR, if available;
- Maps of levee protection zones;
- Areas subject to inundation in the event of the failure of levees or floodwalls;
- Historical data on flooding, including locally prepared maps of areas that are subject to flooding, areas that are vulnerable to flooding after wildfires, and sites that have been repeatedly damaged by flooding;
- Existing and planned development in flood hazard zones, including structures, roads, utilities, and essential public facilities; and
- Local, state, and federal agencies with responsibility for flood protection, including special districts and local offices of emergency services.

Based on the information identified above, the goals, policies, objectives, and implementation measures of the Safety Element will need to be updated to protect the community from unreasonable risks of flooding and accomplish the following:

1. Avoid or minimize the risks of flooding to new development;
2. Evaluate whether new development should be located in flood hazard zones and identify construction methods or other methods to minimize damage if new development is located in flood hazard zones;
3. Maintain the structural and operational integrity of essential public facilities during flooding;
4. Locate, when feasible, new essential public facilities outside of flood hazard zones; and
5. Establish cooperative working relationships among public agencies with responsibility for flood protection.

While some of these items are presently included in the Safety Element, most are not and will need to be incorporated into the General Plan accordingly.

Task 2: Amend Safety Element to Address Fire Hazards Pursuant to Government Code § 65302(g)(3)

To comply with state law, the Safety Element will need to be reviewed and updated as necessary

to address fire risks associated with lands designated as State Responsibility Areas and Very High Fire Hazard Severity Zones. As required by state law, this review will need to consider advice included in the Office of Planning and Research's "Fire Hazard Planning, General Plan Technical Advice Series" as well as the following information:

- Fire hazard severity zone maps available from Cal Fire;
- Historical data on wildfires available from local agencies or a reference to where the data can be found;
- Information about wildfire hazard areas from the United States Geological Survey;
- General location and distribution of existing and planned uses of land in very high fire hazard severity zones and in state responsibility areas, including structures, roads, utilities, and essential public facilities; and
- Local, state, and federal agencies with responsibility for fire protection, including special districts and local offices of emergency services.

Based on the information identified above, the Safety Element will need to be reviewed and updated as appropriate with goals, policies, objectives, and implementation measures for the protection of the community from the unreasonable risks of wildfire and to accomplish the following:

1. Avoid or minimize the wildfire hazards associated with new uses of land;
2. Locate, when feasible, new essential public facilities outside of high fire risk areas or identify construction methods or other methods to minimize damage if these facilities are located in a state responsibility area or very high fire hazard severity zone;
3. Design adequate infrastructure if a new development is located in a state responsibility area or in a very high fire hazard severity zone, including safe access for emergency response vehicles, visible street signs, and water supplies for structural fire suppression; and
4. Work cooperatively with public agencies with responsibility for fire protection.

Again, similar to flooding, some of these items are presently included in the Safety Element, however, most are not and will need to be incorporated accordingly.

Task 3: Amend Safety Element to Address Fire Hazards Pursuant to Government Code § 65302(g)(1)

To comply with state law, the Safety Element will also need to be reviewed and updated as necessary to address:

- Evacuation routes;
- Peak load water supply requirements; and
- Minimum road widths and clearances around structures as those items relate to identified fire and geological hazards.

All of these items are currently lacking from the Safety Element and will need to be incorporated accordingly.

Task 4: Amend Land Use Element to Address Disadvantaged Unincorporated Communities Pursuant to Government Code § 65302.1

To comply with state law, the Land Use Element must be reviewed and updated as necessary to address any disadvantaged unincorporated communities (DUCs) located within or adjacent to city limits. DUCs are defined as "an area of inhabited territory located within an unincorporated area of a County in which the annual median household income is less than 80 percent of the statewide median household income." State law considers an area with 12 or more registered voters to be an inhabited territory. The effect of DUCs on the city is of importance when amending the Sphere of Influence and when annexing territory into the City. Without an analysis of income data, it's unknown whether there is a DUC adjacent to the City that must be addressed.

Task 5: Amend Safety Element to Address Climate Adaptation and Resiliency Pursuant to Government Code § 65302(g)(4)

State law requires that upon the next revision of the local hazard mitigation plan, which staff is currently in the process of preparing for incorporation into the General Plan Safety Element, the City is required to review and update the Safety Element as necessary to address climate adaptation and resiliency strategies applicable to the City. This includes developing a vulnerability assessment that identifies the risks that climate change poses to the City and the geographic areas at risk from climate change impacts. While there is no effort at present to amend the Safety Element pursuant to Government Code § 65302(g)(4), another grant opportunity has presented itself that may allow the City to update the Safety Element as required by State law. In addition, staff has experience updating climate change planning documents in the region and the information for amending the Safety Element is readily available.

Task 6: Amend Various Elements of the General Plan to Address Environmental Justice Considerations Pursuant to Government Code § 65302(h)(2)

Because the City needs to amend multiple elements of the General Plan in order to bring the General Plan into conformity with state law, it would reason that the various required revisions would occur concurrently. When amending multiple elements concurrently, state law requires that the City adopt an environmental justice element or integrate environmental justice goals, policies, objectives, and implementation measures in other elements of the General Plan to accomplish the following:

- Reduce the unique or compounded health risks in disadvantaged communities by means that include the reduction of pollution exposure and improvement of air quality and that promote public facilities, food access, safe and sanitary homes, and physical activity;
- Promote civil engagement in the public decision-making process; and
- Prioritize improvements and programs that address the needs of disadvantaged communities.

ATTACHMENT B – HOUSING ELEMENT ANNUAL PROGRESS REPORT - HCD FORM

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	Etna	
Reporting Year	2019	(Jan. 1 - Dec. 31)

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	Objective	Timeframe in H.E	Status of Program Implementation
HE 1.1.1	As developers inquire locally about potential residential development projects, they will be advised of the need for affordable housing in the City, especially in the form of multifamily housing.	2014-2019 – as inquiries are made for potential housing development	The City received only a single inquiry from a developer during the current planning period. This occurred at the end of 2017 and the individual was proposing to develop a pair of duplexes for senior living in close proximity to downtown; however, no application was ever submitted.
HE.1.1.2	The City will encourage the development of affordable housing by maintaining low fee requirements. When fee increases are deemed necessary, lower fees will be maintained, whenever possible, for affordable housing projects.	2014-2019 – as inquiries are made for potential housing development	The City continues to maintain low fee requirements and has not raised its fees for any type of development during the current planning period.
HE.1.1.3	Upon submittal of residential development plans, the City will encourage and support those plans which include lower income housing in areas appropriate to the needs and desires of the population it would serve. "Encourage and support" as used herein means: - Give priority to processing of affordable housing projects, taking them out of submittal sequence if necessary to receive an early hearing date; - Consider spreading development fee costs over a 3-5 year payment period to help reduce initial impact, at time of project review; - Provide density bonus or other concessions in accordance with Government Code § 65915; - Allow phasing of infrastructure whenever possible at time of project review; and - Any other action on the part of the City which will help to keep development costs to a minimum. - Contact affordable housing developers and affordable housing advocates in the area about the potential for housing in Etna.	2014-2019 – Contact housing developers / advocates every two years.	The City supports the development of affordable housing projects, however,there have not been any new development proposals during the current planning period . As such, the City has not had an opportunity to encourage and support the development of affordable housing projects as much as it would like during the current planning period.
HE.1.1.4	Pursuant to Government Code §65589.7, the City will develop specific procedures to grant priority sewer and water service to those residential developments that include units affordable to lower income households. Additionally, the City will continue to maintain adequate sewer and water services, as well as plan for the expansion of these services, as may be necessary to accommodate a growing population.	1/1/2017	Because there has been so little development activity in the City over the past five years, all housing projects receive "priority" service. Nevertheless, pursuant to Government Code Sec. 65589.7, the City will be developing specific procedures to grant priority sewer and water service to those residential developments that include units affordable to lower-income households.
HE.1.1.5	To assist in the development of housing affordable for lower-income persons, the City will annually contact nonprofit housing sponsors and support or pursue funding applications.	Annually	The City is interested in engaging with a developer of affordable housing, however, there are no nonprofit housing sponsors operating in Siskiyou County. The nearest is the Community Housing Improvement Program out of Chico, but their projects are currently limited to Butte, Glenn, Tehama, Shasta, Sutter, Yuba and Colusa counties.

HE.1.2.1	In order to help meet the needs of extremely low-income persons and households, the City will prioritize funding and/or offer financial incentives or regulatory concessions to encourage the development of single-room occupancy units and/or other units affordable to the extremely low-income, such as supportive and multifamily. The City will contact housing advocates for extremely low income household in the area about the potential for developing housing in Etna.	Every two years	No single-room occupancy units or other units affordable to extremely low-income households has been proposed during the current planning period.
HE.1.2.2	In order to help meet the needs of large families, the City will offer financial incentives and/or regulatory concessions for the development of multifamily housing that includes affordable four- and five-bedroom units.	Ongoing	There have not been any multifamily housing projects proposed during the current planning period with which to offer incentives or regulatory concessions for the development of housing for large family households.
HE.1.2.3	In order to meet the need of persons with disabilities, including developmental disabilities, continue to allow Group Care Facilities for six or fewer persons in all residential zones including single-family zones in compliance with Health and Safety Code Sections 1267.8, 1566.3, and 1568.08.	Ongoing	The City continues to allow group care facilities for six or fewer persons in all residential zones including single-family zones in compliance with Health and Safety Code Sections 1267.8, 1566.3, and 1568.08.
HE.1.2.4	The City will contact and work with housing providers to ensure that special housing needs are addressed for seniors, large families, female-headed households, single-parent households with children, persons with disabilities and developmental disabilities, and homeless individuals and families. Seek to meet these special housing needs through a combination of regulatory incentives, zoning standards, new housing construction programs, and supportive services programs. In addition, the City may seek funding under the federal Housing Opportunities for Persons with AIDS, California Child Care Facilities Finance Program, and other state and federal programs designated specifically for special needs groups such as seniors, persons with disabilities, and persons at risk for homelessness.	Every two years	The City supports the development of special needs housing, however,there have not been any new development proposals during the current planning period. As such, the City has not had an opportunity to work with housing providers in support of special needs housing during the current planning period.
HE.1.3.1	Coinciding with the annual General Plan Progress Report, the City will continue update and review the inventory of vacant residential land in the City and amend zoning and land use designations, as necessary, to ensure an adequate supply of vacant land to accommodate the City's share of regional housing needs.	Annually congruent with General Plan Annual Progress Report	With only three new units developed during the current planning period, there have been few changes to the City's inventory of vacant land since adoption of the Housing Element. The City remains capable of accommodating its share of regional housing needs for the 2014-2019 planning period.
HE.2.1.1	Continue to review the effectiveness of the Zoning Ordinance and make revisions if it is found that provisions of the ordinance are creating unusual constraints on the affordability and availability of housing.	Biannually	The Zoning Ordinance was recently reviewed and evaluated by staff with the finding that it does not pose a constraint to the development of affordable housing.
HE.2.1.2	The City will remove the conditional use permit required for proposed multifamily developments to determine whether the process hinders the development of affordable housing.	7/1/2017	The City has not yet removed the conditional use permit requirement for multifamily housing developments; however, the City has received an SB 2 planning grant that will allow the City to do so in 2020.

HE.2.1.3	Persons with disabilities, including developmental disabilities, have been identified by the state as a special needs group and thus actions must be taken to ensure that housing for these persons is not inhibited due to Etna's housing policies and practices. The City will evaluate whether there are constraints on the development, maintenance, and improvement of housing intended for persons with disabilities. The analysis will include a monitoring of existing land use controls, permit and processing procedures, and building codes. If any constraints are found in these areas, the City will initiate actions to address these constraints, including removing the constraints or providing reasonable accommodation for housing intended for persons with disabilities. Upon completion of the evaluation, the City will adopt a reasonable accommodation procedure.	Review Zoning Ordinance for constraints to housing for disabled persons. Adopt a reasonable accommodation ordinance by July 2017.	In 2015, the City adopted Ordinance 216 providing individuals with disabilities reasonable accommodations in the rules, practices, and procedures to ensure that housing for these persons is not inhibited. Further, the City has not identified any potential conflicts with fair housing laws or hardships for persons with disabilities in its building or zoning codes.
HE.3.1.1	Continue to inform residents of their rights under fair housing law by posting and maintaining notices at City Hall, the Police Department, and the Etna Branch Library regarding the availability of a fair housing information and referral contact at City Hall. The notice will include the name and phone number of the contact person within the City of Etna (i.e., the City Clerk) and any other information deemed relevant by the City Council. Refer known incidents of discrimination in the sale or rental of housing and lending practices to the Siskiyou County District Attorney and the Office of Fair Housing and Equal Opportunity at the U.S. Department of Housing and Urban Development for action.	Ongoing	Notices are posted at City Hall, the Police Department, and library, however, there have been no instances of housing discrimination reported to the City during the current planning period.
HE.3.1.2	Zoning Ordinance Section 17.36.040 Action by the Council discusses the requirements for granting a conditional use permit in the City. The City will revise Section 17.36.040 to remove the word "morals" from the findings requirement as this wording is considered to be ambiguous and as such could be discriminatory.	Revise Zoning Ordinance by July 2017	The City has not yet removed the word "morals" from Sec. 17.36.040, however, the City will be actively working toward implementing this program and others over the course of the next few months.
HE.4.1.1	With a goal of assisting five households over the next four years, the City will strive to preserve low- and moderate-income housing through implementation of the Housing Rehabilitation Program. Rehabilitation, energy conservation and weatherization program information for existing housing will be disseminated by publicizing these programs through handouts available at public locations, as well as through the City newsletter.	2015-2019; Posting continuous, newsletter twice per year	Information regarding the housing rehabilitation program is made available at City Hall and the City periodically includes this information in mailings to residents, however, there have been no homes assisted during the current planning period.
HE.4.1.2	As a means of maintaining safe and decent housing, as well as respond to complaints and obvious code violations, the City will develop and implement a code enforcement program as soon as funding becomes available.	As funding becomes available; continuous upon complaint or other evidence of a hazard	The City hired a community service officer in 2016 and, in addition to other law enforcement duties, this individual serves as the code enforcement officer for the City.
HE.4.1.3	The removal of dilapidated housing will be encouraged, using CDBG funds where possible, to off-set the cost of replacement housing.	Ongoing	No dilapidated housing was removed in 2019 with the assistance of CDBG funds.
HE.4.1.4	In order to determine current housing rehabilitation and replacement needs, the City shall apply for CDBG funding and complete a housing conditions survey prior to the next Housing Element update.	Apply for grant funding prior to January 2017 and complete housing conditions survey prior to June 2018	The City has not yet obtained funding for a housing conditions survey.

HE.4.2.1	The City will encourage owners of historic residential structures to nominate their dwelling for inclusion in the National Register of Historic Places, as well as assist in the application procedures for the inclusion of structures on the National Register. Provide annual City recognition of well-done rehabilitated historic dwellings.	Ongoing	No owners of historic properties have nominated their structures for inclusion in the National Register of Historic Places during the current planing period.
HE.4.2.2	The City will encourage the innovative reuse of historical structures through the Conditional Use Permit process, allowing those uses that help to preserve the structure without negatively impacting existing neighborhoods.	Upon submittal of appropriate applications	In 2017, the City approved a use permit for Donny Bar Co. to establish a distillery/eatery in an historic structure (circa 1880) located at 511 Main Street. This business has maintained the historic integrity of the structure and even takes its name from an historic business previously located at that location.
HE.5.1.1	In order to ensure consistency with the City's General Plan and adopted long-term goals, policies and objectives for housing and related development, the City shall coordinate with Siskiyou County to address development being proposed within the City's sphere of influence.	Continuous	There has been no development proposed in the City's Sphere of Influence during the current planning period.
HE.5.1.2	The City will petition owners of property proposing residential subdivisions in the City's sphere of influence, as well as the Siskiyou County Planning Commission, Board of Supervisors and Local Agency Formation Commission, to annex these properties into the City prior to development.	Continuous	There have been no proposed residential subdivisons in the City's Sphere of Influence during the current planning period.

ATTACHMENT C – DRAFT RESOLUTION 2020-006

City of Etna

RESOLUTION 2020-006

A RESOLUTION OF THE CITY OF ETNA CITY COUNCIL ACCEPTING THE 2019 GENERAL PLAN ANNUAL PROGRESS REPORT AND APPROVING THE TRANSMITTAL OF THE REPORT TO THE GOVERNOR'S OFFICE OF PLANNING AND RESEARCH AND THE CALIFORNIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

WHEREAS, California Government Code Section 65400 requires that all cities and counties annually report to their decision-making bodies regarding the status of the general plan and the progress in its implementation; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the progress in meeting the jurisdiction's share of regional housing needs determined pursuant to Government Code Section 65584 and local efforts to remove governmental constraints to the maintenance, improvement, and development of housing pursuant to Government Code Section 65583(c)(3); and

WHEREAS, California Government Code Section 65400 further requires that the housing element portion of the annual report be prepared through the use of standards, forms, and definitions adopted by the California Department of Housing and Community Development; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of housing development applications received in the prior year, the number of units included in all development applications in the prior year, and the number of units approved and disapproved in the prior year; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the degree to which the general plan complies with the guidelines developed and adopted pursuant to Section 65040.2 and the date of the last revision to the general plan; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies a listing of sites rezoned to accommodate that portion of the city's or county's share of the regional housing need for each income level that could not be accommodated on sites identified in the inventory required by Government Code Section 65583(c)(1) and Section 65584.09, as well as any additional sites that may have been required to be identified by Government Code Section 6586; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of net new units of housing, including both rental housing and for-sale housing, that have been issued a completed entitlement, a building permit, or a certificate of occupancy, thus far in the housing element cycle, and the income category, by area median income category, that each unit of housing satisfies; and

WHEREAS, California Government Code Section 65400 further requires that all cities and counties annually report to their decision-making bodies the number of applications submitted pursuant to Government Code Section 65913.4(a), the location and the total number of developments approved pursuant to Government Code Section 65913.4(b), the total number of building permits issued pursuant to Government Code Section 65913.4(b), and the total number of units including both rental housing and for-sale housing by area median income category constructed using the process provided for in Government Code Section 65913.4(b); and

WHEREAS, the City Council of the City of Etna has received and reviewed such a plan for 2019 that was prepared by City staff; and

WHEREAS, the report must be accepted by the City Council prior to submission to the Governor's Office of Planning and Research and the California Department of Housing and Community Development on or before April 1 of each year; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby accepts the 2019 General Plan Annual Progress Report and approves the transmittal of the report to the Governor's Office of Planning and Research and the California Department of Housing and Community Development.

IT IS HEREBY CERTIFIED that the foregoing Resolution 2020-006 was duly adopted on a motion by Councilor_____ and seconded by Councilor _____ at a regular meeting of the Etna City Council held on the 16th day of March 2019, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

CITY OF ETNA CITY COUNCIL

_____

Jaime Tarne, Mayor

WITNESS, my hand and seal this 16th day of March 2020

_____

Kristina Hargrove, City Clerk