



NOTE TIME CHANGE

AGENDA

Regular Meeting

City Hall 11960 East St. Fort Jones

MONDAY January 10, 2022 – 6:00 P.M.

The Fort Jones City Hall will be open to the public for this meeting and it will also be available to attendees via Zoom for those that want to participate remotely

VIRTUAL MEETING

Due to the COVID-19 Virus, and the State of Emergency issued by the State of California and Siskiyou County, with authorization from the Governor's Executive Order allowing local governments to hold meetings via teleconference and to make meetings accessible electronically, this meeting will be held remotely through the web platform [zoom.com](https://zoom.us). The Call-in number for anybody without access to a computer and internet is:

1-669-900-9128

Log on to [Zoom.com](https://zoom.us) in order to access the meeting via computer.

Meeting Name: Fort Jones Town Council Meeting

URL: <https://us02web.zoom.us/j/82303682355>

Meeting ID: 823 0368 2355

No Password Needed

Contact Karl Drexel at karl@kdmanagement.us (707) 318-7369 with any questions or problems.

CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: DeCausmaker _____ Members: Garcia _____ Banks _____
Beckwith _____ Vacant _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS ON CLOSED SESSION: (This is the time for community members to bring up items they wish to discuss regarding the closed session item only)

ADJOURN TO CLOSED SESSION: 6:00 PM

CLOSED SESSION:

- A. The Council will meet pursuant to significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9 : (4 possible cases)

RETURN TO OPEN SESSION: 7:00 PM

REPORT ON CLOSED SESSION:

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones; however, any matter that requires action may be referred to staff and/or Committee for a report and recommendation for possible action at a subsequent Council meeting. There is a five (5) minute limit per topic.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Code Enforcement
- D. Public Works Monthly Report
- E. Administrator's Reports

CONSENT CALENDAR:

Items listed on the consent agenda are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the Council or the Public.

- 1. a) Approval of Minutes: Regular Meeting December 13, 2021
- b) Ratification of Disbursements: December 1 through December 31, 2021
- c) Approve Payables for January 2022
- d) Receive and Review December P&L
- e) Receive and Review YTD P&L

PUBLIC HEARING: ORDINANCES AND RESOLUTIONS

- 2. Review and Approve Introduction of Ordinance 2022-1 re FOG Program
- 3. Review and Approve Introduction of Ordinance 2022-2 re Opting into the Siskiyou County Integrated Solid Waste Management Regional Agency's Edible Food Recovery Ordinance.

DISCUSSION / REPORTS: ACTION ITEMS:

- 4. Form 700 reminder. Also, reminder of Ethics and Harassment courses.
- 5. Boundary Line Adjustment Douglas St – Hullquist.

STAFF COMMENTS:COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on February 14, 2022, at 7:00 p.m.

Ft. Jones Police Chief's Monthly Report

December 2021

Happy new everyone! It has been another exiting year with many accomplishments under our belts as we look forward to another year with the same success. I wanted to again thank everyone In our beautiful little town in assisting us with making this past year such a positive experience. Without everyone willingness to get involved and help there is no way we could accomplish our tasks at hand and in turn be successful at them. It means a lot to the police department all the support we receive on a daily basis. We are proud to serve and protect the town of Ft. Jones and look forward to the future as we continue to preserve our history while growing in the direction of the towns wishes making it the best and safest place in the world to live.

Next months letter shall consist of an end of year report on the final numbers of calls for service and well as the total number of reports and citations. Within next month's report I will put in detail the successes we had, an update on current ongoing reports, and some of the plans we have in store.

Traffic- With the onset of severe weather we saw an additional impact on traffic related issues. One in point the increase of traffic collisions due to driving to fast for the conditions and inattention. One traffic collision was into a house. Fortunately, no one was home at the time and no injuries resulted. While we did have several traffic related issues a big thank you go's out to Ft. Jones public works on the continual upkeep of our town's streets. I have no doubt it prevented further collisions. We also worked with the Lions club on the safe execution of another amazing Christmas parade.

Schools- We continue to work with our valley's schools in assisting with creating a safe environment for our community's youth. While these last couple years have been met with adversity, I am proud of our school district and officer's in making it a safe stable environment. We aren't back to normal with covid related issues, but we have been able to make it as normal as possible for our youth to learn.

Animal Control- Several dog at large issues were handled during the month of December including dog at large and dog barking calls. Each of the situations were handled by verbal and written warnings. The warnings have seemed to remedy the problem at this time. If the issues arise again the implementation of citations will occur. Most of the dog at large problems continue to have been consisting of dogs living out of town. This makes the situation a bit more difficult but our relationship with county animal control now helps us in gaining a conclusion. It is my understanding Celest at city hall has been making great progress in bringing city hall up to current levels which also includes revamping the dog licensing process and accountability to those who don't follow ordinances. Thank you Celest for all your hard work. It is much appreciated.

Reports/Cases- As mentioned above next month's report will consist of an end of year report with the statistics of the past year. As of this date we have approximately 100 written cases for the year. Again these cases reflect an actual written case with them being sent to other departments such as the District Attorney's Office. This does not reflect calls for service. These cases also include abatement cases. Several of these ordinance cases have been active and we will be hopefully closing out shortly.

Calls for Service- Calls for service continue to be high as we add additional weather and holiday activities. Many of these calls for service are positive and one of the aspects we enjoy about our jobs. It gives us

the ability to feel like part of the community and gives a chance to the public to see we are everyday citizens in the same boat as them.

Ordinance Enforcement- Several of our more serious cases have gone to the district attorney as well as out city attorney. Kelly has been in communication with each of the above as well as Karl in the attempts to come to a conclusion to each. It has been a long journey with these significant cases and taken many working together to be successful. Thank you all who had input and involvement as we couldn't have done it without you. I would really like to thank Councilwoman Garcia as she was instrumental in restructuring and the adoption of local ordinances giving the validity, we needed to effectively enforce laws which protect us all. Without this difficult task being taken on by her and her constant attention to detail there is no way we would have been productive and met our goals.

PAL- This year we were able to get back to the holiday season and meet it with our 20th annual PAL holiday gathering. It was an amazing experience to witness our community back together again and enjoying the festivities. Several hundred youth and adults participated this year and were able to take advantage of a Santa Clause visit and receive free food and toys for all. We will be starting our basketball season shortly followed up by wrestling and our local swim team. We hope to get back to in person hunters' safety soon as we have been unable to since the inception of covid.

Another exiting opportunity has presented itself to pal as we have had a local property owner donate a piece of property to us. We currently have several ideas for the parcel with a committee being established to bring us the construction of a skate/bike park. We are currently working with several foundations including Tony Hawk in finding grant monies to build the park. Once successful we hope to bring a PAL facility for our youth to experience which they never had before.

Training- Each of our officers continue to receive advanced officer training to remain in compliance with POST as well as provide each officer with the skills they need to be productive and safe while working. Each of these trainings makes us better officers which carries over to the public we serve. It is our mission to make sure we are the best officers we can be as we owe it to our community that relies on us.

Once again thank you everyone for another great year!

REPORTS & CORRESPONDANCE

Public Works Report

December 2021

The static water level at the Towns well is at 21 feet on December 3rd. We have been working on keeping the roads safe by cindering the ice patches and plowing when it snows. We have been working to clear the roads of obstructions from trees on Main Street, Don Street and at the Big Ball Park. Some of the drop lines coming from the power lines were being grown over at the Big Ball Park so we are working on getting those cut back. Everett has been studying to take his wastewater examination. We have been shoveling the snow around City Hall. We have been deicing the walkways around City Hall. We fixed a leaky water meter on Marble view Drive.



Fort Jones Fire Department

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 46 calls for service in the month of December. Members participated in 12 hours of scheduled training and numerous hours of online training. The Fire department has responded to 454 calls year to date.

December 2021 Calls

Call Type	City Limits	Out of City
MEDICAL AID	14	19
PUBLIC ASST.	5	0
VEG. FIRE	0	0
STU. FIRE	0	2
TRAFFIC ACCIDENT	0	4
FIRE ALARM	0	0
POWER POLE FIRE	0	0
VEHICLE FIRE	0	0
FLU FIRE	0	2
DEBRIS FIRE	0	0
Total	19	27

Our pancake breakfast was a wonderful success. We'd like to thank everyone for their support!

Our new engine 1310 is almost done in Medford. It was delayed due to a parts mix up between the shop and a supplier and then the holidays. If all goes according to plan and weather permitting it should be back at the station by the 7th of Jan. We've been ordering equipment for it, and it should be fully in service by the end of the month.

We promoted officers at our officer's meeting. My current officers are Captain Breanna Buker, Captain Brad Leiferman, and Lieutenant Samantha Hess. These individuals bring with them many years of fire and EMS experience and I'm glad to have them assisting in leading the department.



KD Management Services LLC

517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/4/2021	REPORT 12-4

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
11/30/2021	City Administrator S...	Meet with Celeste re business for the week, review and revise payables, work on financials, meet with council member, review water curtailment letter, work on streets and roads report, meet with Molly re CDBG and HCDF, review HCDF minutes, review and revise financial postings	7		0.00
12/1/2021	City Administrator S...	Work on financials, work on Roads report, contact Margaret re code violations and Kelly re DDA questions, contact Sisqtel re contact update, review IT proposals, staying with Quad B, review and submit documentation for Arrearages program, review smoke test report, complete and submit road report, submit Per Capita Grant Scope and funding form for Etna pool and splash pad, review request for documents on LTC audit,	8.5		0.00
12/2/2021	City Administrator S...	Meet with Kelly, Margaret and Ben Ramsey re properties turned over to DA and outline procedure, Margaret is going to contact DDA and resolve issues with proceeding with criminal charges as well as civil charges, Work on letter to vacant properties and notice fines, review water usage records for last year, review and submit to State MOU with Etna for Prop 68 funds, work on weekly reports, work on arrearages report, review water diversion levels,	8		0.00
12/3/2021	City Administrator S...	Review Siskiyou TAC agenda, review and revise RTIP project list, moved fort Jones up on list with \$87,000 road project, work on 20 year plan with Jose, review IT proposals, confer with Aaron re lodging workshops, contact Jim Cook re sewer project reimbursements, work on Per Capita projects,	7		0.00
			Total		

Phone #	Fax #	E-mail	Web Site
707-318-7369	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us



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517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/4/2021	REPORT 12-4

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
		TOTAL HOURS 30.5			
				Total	\$0.00

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KD Management Services LLC

517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/11/2021	REPORT12-11

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
12/6/2021	City Administrator S...	Work on CWIQS no spill report, review FOG Control program, work on meeting agenda, review Strategic Action Plan for ROCE virtual workshops, attend Cal Cities Webinar re Electric Car Stations, work on TDA audit, work on Road report, work on flow meter and monitoring system,	8		0.00
12/7/2021	City Administrator S...	Complete and submit TDA audit docs, attend LTC TAC meeting via Zoom, contact Cal Trans re parking signs on Highway 3, review information re line break on Main St, review Banks' submissions for Agenda re Admin Job posting and interviews, review updated lab results for drinking water, showed clear, completed and submitted the final Invoice for the sidewalk STIP project, Converse with CA Parks re our award of \$485,000 park grant,	7		0.00
12/8/2021	City Administrator S...	Contact DOT re community meeting in January, review Hach products for new Flow meter, work on Per Capita Grant projects, work on SAFER reimbursements, work on annual Street Report, work on Council packet and Agenda,	9		0.00
12/9/2021	City Administrator S...	Work on Council Packet, work on Housing Element RFP, review media postings about Ft Jones, contact Margaret re Ordinance, continue to work on Flow meters with Hach Rep, review and approve time sheets and payables, respond to comments about nepotism, research alternate Health Insurance options for Everett,	8		0.00
12/10/2021	City Administrator S...	Review and revise TDA Audit with Charles Pillon, review RFP for Hosing Element, contact State HUD and Placeworks,	2		0.00
12/11/2021	City Administrator S...	Attend Christmas Parade	0		0.00
			Total		

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517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/11/2021	REPORT12-11

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
		TOTAL HOURS 34			
				Total	\$0.00

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707-318-7369	707-575-4306	karl@kdmanagement.us	www.kdmanagement.us



KD Management Services LLC

517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/18/2021	REPORT12-18

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
12/12/2021	City Administrator S...	Review fire house pictures sent by Sherfy, contact mayor and Garcia, contact PW re snow plowing and de-icing around City Hall	2		0.00
12/13/2021	City Administrator S...	Contact Margaret re meeting, changed to zoom for her and I due to weather, work on fines letter to Silva, work with Pace Engineering re Planning Grant for water system, work with Hach on new flow meter, review and approve newsletter, received Sherfy resignation, reviewed with Mayor and Counsel, review park grants with project manager, work on new Audit proposal, prepare for Council Meeting, attend council meeting,	11		0.00
12/14/2021	City Administrator S...	Confer with Kevin Hulquist re lot line adjustment for Douglas St property, work with Celeste on Handbook changes, contact Wayne re mic and speakers in council chamber, work on formulas for CDBG loan spreadsheets, LTC Meeting,	6		0.00
12/15/2021	City Administrator S...	Work on amendment request for sewer project, work on new budget, continue research for butcher shop waste water, confer with Jim Cook re application files, contact Bill Choy re Park Grant approval, work on audio system for council meetings,	7		0.00
12/16/2021	City Administrator S...	Work on newspaper press release re City Park, work on sewer Construction grant with CRWA, work on Treasury requirements for ARP funds, contact Pace Engineering re Planning project, work on CDBG reporting, attend lodging workshop	8		0.00
12/17/2021	City Administrator S...	Work on CDBG, work on Per Capita Grant and Etna request, continue to work on audio system, update the TDA audit, CRWA storm damage report, TOTAL HOURS 39 HRS	5		0.00
				Total	\$0.00

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KD Management Services LLC

517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
12/25/2021	REPORT12-25

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
12/20/2021	City Administrator S...	Work on Amendment for Sewer Project, contact RCAC re audits, grant assistance, rate study and housing element, complete and submit Roads Report, confer with Tara Shuttleworth re City Administrator job description,	5		0.00
12/21/2021	City Administrator S...	Conference Call with Steve Palmer, RCAC re TA, respond to Margaret re Sherfy harassment of Mayor, work with Rachel re WW fees arrearages program, work with Celeste on Drinking water notices, work on QB posting,	6		0.00
12/22/2021	City Administrator S...	Work on Per Capita Applications for two projects plus Etna pool, review and approve time cards, review another PRA request from Leroy, work with Celeste on Water Inspection report, confer with parties to the Scott Valley Fire and Rescue meetings,	5.5		0.00
12/23/2021	City Administrator S...	Submit Management Letter to Charles Pillon re TDA Audit, contact Everett and Kevin re snow plowing, TOTAL HOURS 17.5 HRS	1		0.00
				Total	\$0.00

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KD Management Services LLC

517 W Jessie St
Mt Shasta CA 96067

Time Card

Date	Invoice #
1/1/2022	REPORT 1-1

Bill To

Town of Ft. Jones
11960 East St
Fort Jones, CA 96032

Terms

Due on receipt

Serviced	Item	Description	Quantity	Rate	Amount
12/27/2021	City Administrator S...	Review and revise FJCC Meeting minutes, work on Water Planning grant with Julia Martinez, work on water meter construction grant, review and file letter to LaMalfa from the Council, work on audit proposal, review HCDF minutes with Molly, contact City of Tehema re Planning companies,	8		0.00
12/28/2021	City Administrator S...	Meet with Lydia Willett re Per Capita grant and LWCF grant, confer with LaMalfa office re support letters, contact State Parks re Disadvantaged Community, submit final Rate study and Prop 218 hearing results to State,	6.5		0.00
12/29/2021	City Administrator S...	Work on Sherfy payoff amount, confer with Molly re CDBG classes for staff, research SCORE bill for old Workers Comp bill, talk to Kevin re BLA and County mapping,	4		0.00
12/30/2021	City Administrator S...	Zoom meeting with State re Sewer Project, work on Sherfy payoff, review State direct deposits and set up posting in QB, submitted Resolution for Etna donation, confer with Mercedes re dog kennels and MOU,	4.5		0.00
12/31/2021	City Administrator S...	Contact Dick Aldrich re donation letter, had a zoom meeting with Kelly and Ben Ramsey re delinquent code violations and DDA Lewis non action, TOTAL HOURS 26 HRS	3		0.00
			Total		
			\$0.00		

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CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
December 13, 2021

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the December 13, 2021 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Scott Valley Family Resource Center, Outside Frontier Hardware and on the City's website www.fortjonesca.org on December 10, 2021.

I declare under the penalty of perjury that the foregoing is true and correct.

Celeste McFall, City Clerk

The regular meeting of the Fort Jones City Council was called to order in person and via Zoom by Mayor Michelle DeCausmaker at 6:02 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathye Banks, Mercedes Garcia, and Bill Beckwith.

Also present: City Clerk Celeste McFall. Present Via Zoom were City Administrator Karl Drexel and City Attorney Margaret Long

Before Mayor Michelle DeCausmaker led the flag salute, she announced that Council Member Christian Sherfy had resigned his position on the Council effective immediately.

Public Comment on Closed Session:

No comments

Adjourn to Closed Session:

Mayor Michelle DeCausmaker called to adjourn to Closed Session at 6:04 p.m.

Return to Open Session:

Mayor Michelle DeCausmaker called to return to Open Session at 7:29 p.m.

Report on Closed Session:

Staff was directed to post the vacant Council seat immediately and that the succession plan for the City Administrator position would commence in April of 2022.

Public Comment:

Sarah Springfield from Youth Empowerment Siskiyou reported to the Council that the Yreka City Council had not gotten the application for the Housing and Homeless grant, but have

committed to applying in 2022. She said that she will return in May of 2022 and ask for Fort Jones support at that time.

Ken Smith spoke regarding the proposed Nuisance Order, which he finds to be too broad and oppressive and urges the Council to table it indefinitely.

Discussion/Reports: Non-Action Items:

A) Police Department Monthly Report

Policeman Brandon Buell attended the meeting. Police Chief Josh Short provided a full report for the month of November in the council packet.

B) Fire Department Monthly Report

Fire Chief Joseph Hess provided a report and stats for the month of November in the council packet and was present.

C) Code Enforcement Report

Code Enforcement Officer Kelly York was not present. A full report for the month of November was provided in the council packet.

D) Public Works Monthly Report

Everett Hullquist provided a report in the council packet for the month of November and was present.

E) City Administrators Report

City Administrator Karl Drexel provided a report for the month of November in the council packet and was present via Zoom.

Consent Calendar:

Bill Beckwith motioned to approve the Consent Calendar. Mercedes Garcia seconded the motion. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

Public Hearing: Ordinances and Resolutions

2.Review and Approve Introduction of Ordinance 2021-6 Title 8.24 re Public Nuisance

After discussion, Mercedes Garcia motioned to table the Nuisance Ordinance until after further review. Bill Beckwith seconded the motion. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

3. Review and Approve Resolution 2001-Setting Fees for Nuisance Ordinance

Mercedes Garcia motioned to table Resolution 2001-Setting Fees for Nuisance Ordinance. Kathye Banks seconded the motion. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

4. Review and Approve Introduction of Ordinance 2021-7 re FOG Program

Kathye Banks motioned to have the FOG program with fees and City Administrator Karl Drexel's input on the Council's agenda for approval when ready. Mercedes Garcia seconded the motion. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

Discussion/Reports: Action Items:

5. Request for part of Fort Jones Prop 68 Per Capita funds for Etna Pool Improvements. Review and Approve MOU.

Mercedes Garcia motioned to approve the MOU with Etna for \$20,000 of Fort Jones Prop. 68 Per Capita funds. Kathy Banks seconded the motion. The motion passed with one vacant seat. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

6. Review and Approve Posting and Hiring Process of Town Administrator Position

Kathy Banks motioned to table Agenda Item #6. Bill Beckwith seconded the motion AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

7. Review and Approve American Rescue Plan Funding plan

Bill Beckwith motioned to approve the American Rescue Plan as proposed for \$165,542.00. Mercedes Garcia seconded the motion. AYES: DeCausmaker, Banks, Beckwith, Garcia; One Seat Vacant. Motion passed.

STAFF COMMENTS:

Fire Chief Joseph Hess reports there had been an incident involving a person taking inappropriate photos at the fire station. This person is not a member of the Fire Department. Chief Hess is implementing new protocols to ensure this type of incident doesn't happen again.

He also reports that the Fire Department is interested in hosting "Movie Night" in the Firehouse during the winter months. He will work on this project with Kathy Banks.

COUNCIL MEMBER COMMENTS:

Kathy Banks reads a letter, prepared by the California Rural Water Association regarding the funding the Town of Fort Jones recently utilized for the Sewer Smoke Test and assistance in the proper operation of the water treatment plant and how to reduce the amount of infiltration and inflow. Council approved the wording and authorized Kathy Banks to sign and mail the letter to Doug La Malfa.

Meeting adjourned 8:34 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Michelle DeCausmaker

Town of Fort Jones
December Disbursements

Date	Name	Memo	Amount
12/06/2021	KD Management Services LLC	City Admin Services November 2021	-8,715.00
12/06/2021	QuickBooks Payroll Service	Created by Direct Deposit Service on 12/03/2021	-1.75
12/10/2021	Agron, Rachel		-1,126.72
12/10/2021	Aston, Molly J		-858.14
12/10/2021	Hullquist*, Kevin		-827.90
12/10/2021	Hullquist, Everett		-1,385.87
12/10/2021	McFall, Celeste J		-1,653.98
12/10/2021	Nobles, Suzanne		-163.23
12/10/2021	DeCausmaker, Michelle*		-83.12
12/10/2021	Whitworth, Barbara A		-138.52
12/10/2021	QuickBooks Payroll Service	Created by Payroll Service on 12/09/2021	-2,262.67
12/14/2021	A-Plumber	Repair leak on copper pipe at restroom on Walker Field	-80.00
12/14/2021	Basic Laboratory	Invoice 2111181-28; 2111683-28	-583.60
12/14/2021	C & K Market	1738186	-20.16
12/14/2021	California Dept of Tax and Fee admin	Acct # WR STF94-009780	-392.49
12/14/2021	California Tax and Fee Administration	Acct: WR STF 094-009780	-356.03
12/14/2021	City of Etna*	Law Enforcement billing	-41,826.50
12/14/2021	City of Medford Finance Department	Fire Dept- Fleet Services-October	-3,695.12
12/14/2021	Cliff's Trophies	Inv# 8756- name tags	-16.97
12/14/2021	Cross Petroleum	CL 14830, 15202	-640.00
12/14/2021	Curtis Tools for Heroes	PPE Grant invoices from October 2021	-750.54
12/14/2021	Dawn Schott	cleaning supplies for Fire Station	-22.39
12/14/2021	FailSafe Testing	Inv #11877	-723.90
12/14/2021	Fort Jones Ace Hardware	November billing	-198.44
12/14/2021	Fort Jones Lumber	November invoices 233500, 232685, 232901, 234445,	-249.79
12/14/2021	Golden State Risk Management Authority		-2,064.00
12/14/2021	Hoffco	Invoice 62929 reflective shields	-152.50
12/14/2021	Joe Hess	Fuel	-131.75
12/14/2021	Kenny's Lock Shop	Deadlatch, 14 keys	-140.62
12/14/2021	Marble Mt. Machinery	Service Backhoe for Public Works	-150.00
12/14/2021	Mean Gene's Gas	FJ Museum- Kerosene	-268.98
12/14/2021	Mt. Shasta Spring Water	Invoice #376691	-90.97
12/14/2021	Pacific Power	November billing	-3,505.43
12/14/2021	Prentice Long	late September, October and current November billing	-3,792.50
12/14/2021	Quad-B Systems	remainder of October invoice which included November	-1,616.00
12/14/2021	Scott Valley Auto Parts	Invoice 345383	-204.57
12/14/2021	Scott Valley Disposal	November billing Acct. 350	-323.00
12/14/2021	Sign Dude	Decals for new fire engine	-656.60
12/14/2021	Siskiyou County Economic Council	Invoice - December MOU	-416.67
12/14/2021	Siskiyou Telephone	November billing	-803.17
12/14/2021	Softline Data, Inc.	Invoice #12682	-510.00
12/14/2021	Suburban Propane	November bill for City Hall heating fuel	-1,178.37
12/14/2021	US Bank Equipment Finance	Invoice number 458839057	-206.44
12/14/2021	Valley Auto Repair	Brake repair for Public Works Truck	-992.95

Town of Fort Jones
December Disbursements

12/14/2021	Valley Tire	Invoice numbers 46684, 47060, 6325	-4,455.84
12/15/2021	Us Bank Corporate Payment Systems	statement date 11.15.2021	-1,969.86
12/24/2021	Agron, Rachel		-1,057.93
12/24/2021	Aston, Molly J		-858.15
12/24/2021	Hess, Joseph E		-458.75
12/24/2021	Hullquist*, Kevin		-741.22
12/24/2021	Hullquist, Everett		-1,039.30
12/24/2021	McFall, Celeste J		-1,438.46
12/24/2021	Nobles, Suzanne		-212.64
12/24/2021	DeCausmaker, Michelle*		-83.11
12/24/2021	Whitworth, Barbara A		-138.53
12/24/2021	QuickBooks Payroll Service	Created by Payroll Service on 12/22/2021	-2,084.53
12/24/2021	USPS	Postage Meter	-300.00
12/27/2021	KD Management Services LLC	Reimbursement for staff gift cards	-855.60
12/27/2021	Joe Hess	one half reimbursement for thermal cameras	-5,062.59
12/28/2021	County of Siskiyou	Sports Complex and Picnic Pavillion Project	-50.00
			-104,783.86
			-104,783.86

Town of Fort Jones

January Payables

Town of Fort Jones January Payables			
Vendor Name		Account	Amount
City of Medford		02-810025 - GF	-7,261.81
Duane's Drain Cleaning		02-810025 - GF	-390.00
Cross Petroleum		02-810025 - GF	-859.41
Fort Jones Hardware/Scarborough Lumber		02-810025 - GF	-172.89
Fort Jones Lumber Yard		02-810025 - GF	-18.39
Golden State Risk Management		02-810025 - GF	-2,132.00
KD Management Services (5 weeks)		02-810025 - GF	-10,290.00
Mean Gene's		02-810025 - GF	-505.88
Pacific Power		02-810025 - GF	-3,773.88
Quadient		02-810025 - GF	-53.63
Scott Valley Disposal		02-810025 - GF	-298.00
SHN Consulting Engineers		02-810025 - GF	-1,101.25
California Rural Water Association		02-810025 - GF	-572.00
Suburban Propane		02-810025 - GF	-2,987.00
State Water Resources Control Board		02-810025 - GF	-28,087.36
Uline		02-810025 - GF	-124.88
Sisqtel		02-810025 - GF	-806.97
US Bank Corporate Payment Systems		02-810025 - GF	-1,618.61
Valley Tire & Tackle		02-810025 - GF	-1,086.54
		02-810025 - GF	
		02-810025 - GF	
		02-810025 - GF	

-62,140.50

Town of Fort Jones

Profit & Loss

December 2021

	<u>Dec 21</u>
5210- Clerk Payroll	300.00
5220- Supp\USPO\Petty	407.72
5400 - Professional Fees	
5403 - Consulting Fees	8,715.00
5400 - Professional Fees - Other	<u>588.90</u>
Total 5400 - Professional Fees	9,303.90
5500- Planning	
5501 - Economic Development	<u>416.67</u>
Total 5500- Planning	416.67
5550- Library Payroll	620.00
5555 - Admin Payroll	5,444.00
9150-City Hall Expenses	
1-012 - City Hall Power	437.40
133000- City Hall water	90.97
9151- City Hall Maintenance	215.92
9154 - Disposal 2 yd Bin	323.00
9155 - Equipment Finance	<u>206.44</u>
Total 9150-City Hall Expenses	<u>1,273.73</u>
Total 1E- General Government Expense	19,706.93
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7125 - Law Enforcement Services	37,264.00
7135- Police Maintenance	2,000.00
7145- Dispatch	2,562.50
7181 - Law Enforcement Phones	<u>181.09</u>
Total 2EA- Law Enforcement Expense	42,007.59
2EB- Fire Department Expense	
7510- Fire Dept Payroll	500.00
7520- Fire Dept Supl & Mtnce	4,602.41
7525- Pub Safety Fuel & Oil	489.03
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	268.37
2261- Fire Dept. Phone	<u>102.55</u>
Total 7540- Fire Dept. Utilities	<u>370.92</u>
Total 2EB- Fire Department Expense	5,962.36
2EC - Strike Team Expenses	
7514 Fleet Maintenance - Strike	<u>13,133.50</u>
Total 2EC - Strike Team Expenses	13,133.50
2ED SAFER Grant	
7532 - FF Training	<u>0.00</u>
Total 2ED SAFER Grant	<u>0.00</u>
Total 2E- Public Safety Expense	61,103.45
3E- Public Works Expense	
3EA- Streets	

Town of Fort Jones

Profit & Loss

December 2021

	<u>Dec 21</u>
1-000 - Street Lights	
02 HPSV Lights	46.42
02 HPSV Metal Lights	22.12
10 HPSV Wood Lights	301.70
11 HPSV Lights	121.63
72 HPSV Lights	991.18
Total 1-000 - Street Lights	<u>1,483.05</u>
8120- Street Mtnce/Utilities	
1-005 - Barn Power	138.21
1-007 - Phone Bill	95.70
8121- Street Maintenance	200.19
Total 8120- Street Mtnce/Utilities	<u>434.10</u>
8130- Equipment Maintenance	
8133- Parts & Supplies	204.57
Total 8130- Equipment Maintenance	<u>204.57</u>
8199- Road Payroll	2,669.00
Total 3EA- Streets	<u>4,790.72</u>
3E- Public Works Expense - Other	19.02
Total 3E- Public Works Expense	<u>4,809.74</u>
3EB- Sewer Expense	
8510- Sewer Payroll	583.50
8520- Sewer Expenses	
1-015 - Sewer Power bill	23.27
1-019 bbp sewer	15.83
Total 8520- Sewer Expenses	<u>39.10</u>
8522 - Waste Water Monitoring	330.40
8540- State Fees	27,109.00
Sewer Testing	1,101.25
Total 3EB- Sewer Expense	<u>29,163.25</u>
3EC- Water Expense	
8609- Water Training	138.53
8610- Water Parts & Supplies	5.15
8612- Water Office & Postage	300.00
8615- Water Payroll	1,091.40
8627 - Fuel-Oil	150.97
8630- Water Fees & Testing	1,573.72
8640- Water Utilities	
1-000 - Water Power	
New Pump	759.30
Old pump	59.97
Total 1-000 - Water Power	<u>819.27</u>
1-001 - Water Phones	
468-2598	248.63
468-5864	79.18

Town of Fort Jones

Profit & Loss

December 2021

	<u>Dec 21</u>
Total 1-001 - Water Phones	<u>327.81</u>
Total 8640- Water Utilities	<u>1,147.08</u>
Total 3EC- Water Expense	4,406.85
4E- Parks & Recreation Expense	
9109- Parks Payroll	426.00
9110 - Park Expense	56.42
9130- Ball Park Expenses	
1-002 - LLP Snack	31.38
1-013 - BBP lights	135.35
1-014 - LLP lights	9.88
1-017 - BBP pump	<u>17.99</u>
Total 9130- Ball Park Expenses	194.60
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	<u>40.71</u>
Total 9140- Scout Hall Expenses	40.71
9160- Museum Expenses	
1-004 - Museum Electricity	84.72
5568- Museum Phone	<u>96.02</u>
Total 9160- Museum Expenses	<u>180.74</u>
Total 4E- Parks & Recreation Expense	898.47
6500- Payroll Expenses	
6503- Retirement Company	<u>14.83</u>
Total 6500- Payroll Expenses	14.83
6504- Payroll Taxes	
6506- FICA	964.90
6508- Medicare	225.66
6512- SUI	183.02
6516 - ETT	<u>0.00</u>
Total 6504- Payroll Taxes	1,373.58
9700- CBDG Const Housing	
Gen Adm & Program Delivery	<u>1,472.05</u>
Total 9700- CBDG Const Housing	1,472.05
Payroll Expenses	<u>2,421.71</u>
Total Expense	<u>125,370.86</u>
Income	<u><u>53,803.13</u></u>

Town of Fort Jones
Profit & Loss
 July through December 2021

Jul - Dec 21

Income

1I - General Government Income

4099 - Property Taxes

4100 - Secured Current	56,892.91
4101 - Unsecured Current	3,993.15
4102 - Unsecured Delinquent	14.56
4106- Supp Int	3.36
4108- Supp Del	25.85
4512 - Off Highway Vehicle Tax	1,115.49
4514- Unsec Interest	4.33
4516- Sup Current	331.77
4518 - CA Fish& Game PILT	81.16

Total 4099 - Property Taxes	62,462.58
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4111 - Sales Tax	205,602.17
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4215 - Parks Grants	5,000.00
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4218 - Business License	5,802.12
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4301- Fees Booking	1.38
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4302- Fees Collection Cost	-32.54
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4303 - Vehicle Fees	106.18
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4304-Fees Other	957.39
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4400 - Rent	3,100.00
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1I - General Government Income - Other	57,993.00
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Total 1I - General Government Income	340,992.28
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2I - Public Safety Income

2a - Law Enforcement

4111- Growth Alloc	1,571.20
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4112 - COPS Allocation	95,928.95
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4116 - Prop172	354.97
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Animal Control

4230 - Dog Licenses	15.00
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Total Animal Control	15.00
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Total 2a - Law Enforcement	97,870.12
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2b - Fire Protection

4740 - Fire Dept.	900.00
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4741 - Tax Allocation - Fire	200.00
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4750 - Strike Team Income	182,693.38
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Total 2b - Fire Protection	183,793.38
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2I - Public Safety Income - Other	595.92
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Total 2I - Public Safety Income	282,259.42
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3I - Public Works Income

3a - Streets Income

4499 - Gas Tax 2103	2,845.62
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4500 - Gas Tax 2106	3,371.80
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4501 - Gas Tax 2107	1,790.49
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4502 - Gas Tax 2107.5	1,000.00
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Town of Fort Jones
Profit & Loss
 July through December 2021

	<u>Jul - Dec 21</u>
4503 - Gas Tax 2105	1,761.45
4537 - STIP	39,309.68
4540 - Tax Allocation - Roads	12,196.08
SB1	1,283.07
Total 3a - Streets Income	<u>63,558.19</u>
3b - Sewer Income	
4212 - Sewer Revenue	28,738.14
3b - Sewer Income - Other	255.00
Total 3b - Sewer Income	<u>28,993.14</u>
3c - Water Income	
4810 - Water Revenue	66,673.04
4815 - Tax Allocation - Water	4,775.68
Total 3c - Water Income	<u>71,448.72</u>
Total 3I - Public Works Income	<u>164,000.05</u>
4900 - CBDG Interest	
89-92LF Interest	19.29
4900 - CBDG Interest - Other	112.66
Total 4900 - CBDG Interest	<u>131.95</u>
4902 - CBDG Reimbursement	25,841.43
4903 - Library Reimbursement	5,579.71
4905- Siskiyou Tel Reimbursment	10,483.90
4911 Coronavirus Relief Fund	82,771.00
6000 - BPF	
6001 - Donations	175.00
6004 - Ball Park Rent	50.00
Total 6000 - BPF	<u>225.00</u>
Total Income	<u>912,284.74</u>
Gross Profit	<u>912,284.74</u>
Expense	
1E- General Government Expense	
2285 - IT Services	6,330.66
5100- Council/Election	1,527.64
5110- Mayor Payroll	1,260.00
5210- Clerk Payroll	900.00
5220- SupplUSPO\Petty	3,182.43
5400 - Professional Fees	
5401 - Legal Fees	15,010.00
5402 - Accounting Fees	2,082.97
5403 - Consulting Fees	46,166.00
5405 - Reimbursed Expenses	400.00
5400 - Professional Fees - Other	888.90
Total 5400 - Professional Fees	<u>64,547.87</u>
5500- Planning	
5501 - Economic Development	4,000.02
Total 5500- Planning	<u>4,000.02</u>

Town of Fort Jones
Profit & Loss
 July through December 2021

	<u>Jul - Dec 21</u>
5550- Library Payroll	3,825.00
5555 - Admin Payroll	30,257.56
5600- Misc.	260.62
5700- Publication	227.50
5705 - Dues and Subscriptions	55.00
6205- Health Insurance	3,945.07
6300- Insurance	
6204- Workers Compensation	4,816.04
6303- Liability Insurance	1,828.44
6304 -Property Insurance	958.48
6305 - Crime Insurance	66.50
6308- Pollution	0.00
6310 -Finance Charge	0.00
Total 6300- Insurance	<u>7,669.46</u>
6400- Property Tax	1,600.36
9150-City Hall Expenses	
1-012 - City Hall Power	2,192.62
133000- City Hall water	117.09
9151- City Hall Maintenance	1,946.56
9154 - Disposal 2 yd Bin	1,768.50
9155 - Equipment Finance	1,686.43
Janitorial Payroll	247.50
9150-City Hall Expenses - Other	370.67
Total 9150-City Hall Expenses	<u>8,329.37</u>
9152- Propane	1,178.37
1E- General Government Expense - Other	<u>5,682.57</u>
Total 1E- General Government Expense	<u>144,779.50</u>
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7125 - Law Enforcement Services	111,792.00
7135- Police Maintenance	6,000.00
7145- Dispatch	7,687.50
7181 - Law Enforcement Phones	1,736.99
Animal Control	
7930- Animal Control	362.37
Total Animal Control	<u>362.37</u>
Total 2EA- Law Enforcement Expense	<u>127,578.86</u>
2EB- Fire Department Expense	
6310- Property Insurance	701.32
7505 - Liability Insurance	0.00
7506 - Work Comp Insurance	123.01
7507 - Auto Insurance	7,780.80
7510- Fire Dept Payroll	20,974.20
7513 - Calls & Meetings	5,089.50
7520- Fire Dept Supl & Mtnce	14,131.51

Town of Fort Jones
Profit & Loss
 July through December 2021

	<u>Jul - Dec 21</u>
7525- Pub Safety Fuel & Oil	5,290.06
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	1,441.52
2261- Fire Dept. Phone	907.89
7541- Propane	738.01
Total 7540- Fire Dept. Utilities	3,087.42
2EB- Fire Department Expense - Other	1,284.50
Total 2EB- Fire Department Expense	58,462.32
2EC - Strike Team Expenses	
6311 - Property Insurance	93.52
7502 - Auto Insurance	2,777.80
7505b - Liability Insurance	2,742.66
7506b - Workers Comp Ins	4,899.06
7514 Fleet Maintenance - Strike	36,915.38
7515 - Strike Team Payroll	168,198.06
Total 2EC - Strike Team Expenses	215,626.48
2ED SAFER Grant	
7529 - SAFER Grant Payroll	6,154.24
7529.5 - Workers Comp	1,633.02
7529.6 - Safer Liability Ins	914.22
7530 - Uniforms and Safety Gear	22,114.50
7531 - Media Marketing	1,384.40
7532 - FF Training	906.50
Total 2ED SAFER Grant	33,106.88
2E- Public Safety Expense - Other	52.56
Total 2E- Public Safety Expense	434,827.10
3E- Public Works Expense	
3EA- Streets	
1-000 - Street Lights	
02 HPSV Lights	276.58
02 HPSV Metal Lights	131.14
10 HPSV Wood Lights	1,797.80
11 HPSV Lights	721.18
72 HPSV Lights	5,896.93
Total 1-000 - Street Lights	8,823.63
6306- Property Insurance	187.02
8120- Street Mtnce/Utilities	
1-005 - Barn Power	467.92
1-007 - Phone Bill	863.77
8121- Street Maintenance	
8126- LTC	71.66
8121- Street Maintenance - Other	237.08
Total 8121- Street Maintenance	308.74
Total 8120- Street Mtnce/Utilities	1,640.43
8130- Equipment Maintenance	

Town of Fort Jones
Profit & Loss
 July through December 2021

	<u>Jul - Dec 21</u>
8131- Fuel & Oil	349.16
8132- Repairs	1,142.95
8133- Parts & Supplies	417.60
Total 8130- Equipment Maintenance	1,909.71
8136 -Auto Insurance	326.80
8137- Mobile Equip	0.00
8199- Road Payroll	4,476.50
8509 - Liability Insurance	380.92
8511 - Work Comp Insurance	680.42
Total 3EA- Streets	18,425.43
3E- Public Works Expense - Other	22.02
Total 3E- Public Works Expense	18,447.45
3EB- Sewer Expense	
6308-Property Insurance	327.28
8510- Sewer Payroll	1,338.50
8520- Sewer Expenses	
1-015 - Sewer Power bill	113.87
1-019 bbp sewer	92.27
8527 Fuel-Oil	129.68
8553- Auro Insurance	326.80
Total 8520- Sewer Expenses	662.62
8522 - Waste Water Monitoring	330.40
8530- Sewer Supplies	915.74
8540- State Fees	27,109.00
8549- Mobile Equip.	43.80
8550 - Liability Insurance	380.92
8551 - Work Comp Insurance	680.42
8552 - Training	4,373.00
Sewer Testing	4,005.47
Total 3EB- Sewer Expense	40,167.15
3EC- Water Expense	
6307-Property Insurance	1,323.16
8609- Water Training	428.33
8610- Water Parts & Supplies	27.71
8612- Water Office & Postage	2,406.00
8615- Water Payroll	5,093.90
8620- Water Repairs & Mtnce	3.51
8623- Mobile Equip.	0.00
8624 - Auto Insurance	326.80
8625- Water Liability Ins	380.92
8626 - Work Comp	680.42
8627 - Fuel-Oil	530.05
8630- Water Fees & Testing	3,419.52
8640- Water Utilities	
1-000 - Water Power	

Town of Fort Jones
Profit & Loss
 July through December 2021

	<u>Jul - Dec 21</u>
New Pump	8,498.03
Old pump	356.64
Total 1-000 - Water Power	<u>8,854.67</u>
1-001 - Water Phones	
468-2598	1,427.86
468-5864	574.05
530-917-6004	0.00
Total 1-001 - Water Phones	<u>2,001.91</u>
Total 8640- Water Utilities	10,856.58
8650- Water Eng./Legal	731.25
3EC- Water Expense - Other	2,960.00
Total 3EC- Water Expense	<u>29,168.15</u>
4E- Parks & Recreation Expense	
6305- Property Ins Parks	
9104- Mobile Equip.	297.50
6305- Property Ins Parks - Other	1,084.72
Total 6305- Property Ins Parks	<u>1,382.22</u>
9105- Auto Insurance	0.00
9106 - Work Comp Parks	1,769.10
9107 - Liability Ins Parks	990.44
9109- Parks Payroll	2,244.50
9110 - Park Expense	1,715.72
9130- Ball Park Expenses	
1-002 - LLP Snack	220.34
1-013 - BBP lights	1,701.63
1-014 - LLP lights	115.31
1-017 - BBP pump	103.82
9131- Maintenance & Supplies	2,890.81
Total 9130- Ball Park Expenses	<u>5,031.91</u>
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	139.85
Total 9140- Scout Hall Expenses	<u>139.85</u>
9160- Museum Expenses	
1-004 - Museum Electricity	488.24
1-XXX - Museum Monitor Fuel	268.98
5568- Museum Phone	866.73
Total 9160- Museum Expenses	<u>1,623.95</u>
4E- Parks & Recreation Expense - Other	3,196.53
Total 4E- Parks & Recreation Expense	<u>18,094.22</u>
6500- Payroll Expenses	
6503- Retirement Company	318.87
Total 6500- Payroll Expenses	<u>318.87</u>
6504- Payroll Taxes	
6506- FICA	16,720.41
6508- Medicare	3,910.42

Town of Fort Jones
Profit & Loss
July through December 2021

	<u>Jul - Dec 21</u>
6512- SUI	4,500.17
6516 - ETT	0.00
6504- Payroll Taxes - Other	352.87
Total 6504- Payroll Taxes	<u>25,483.87</u>
6600- Medical Insurance	
6603- Medical Ins Reimb	2,327.68
Total 6600- Medical Insurance	<u>2,327.68</u>
9700- CBDG Const Housing	
Gen Adm & Program Delivery	9,156.85
Housing Loans	
Gomez	2,050.07
Total Housing Loans	<u>2,050.07</u>
Total 9700- CBDG Const Housing	<u>11,206.92</u>
Payroll Expenses	16,733.84
Total Expense	<u>741,554.75</u>
Net Income	<u><u>170,729.99</u></u>

PUBLIC HEARING

ORDINANCES & RESOLUTIONS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 10, 2021

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: INTRODUCTION OF ORDINANCE 2022-1 IMPLEMENTING A
FATS, OILS AND GREASE (FOG) PROGRAM**

BACKGROUND:

The Environmental Protection Agency (EPA) has promulgated General Pretreatment Regulations that require the establishment of State and local pretreatment programs to control pollutants which pass through or interfere with Publicly Owned Treatment Works (POTW) treatment processes or may contaminate POTW sewage sludge. Meeting these requirements may require elimination of interference caused by the discharge to POTW of Fats, Oils, and Grease (FOG) from Food Service Establishments (FSE). More specifically, the Pretreatment Program regulations at 40 CFR 403.5(b)(3) prohibit “solid or viscous pollutants in amounts which will cause obstruction” in the POTW and its collection system.

Council Member Banks contacted the California Rural Water Association for a generally accepted FOG program and is submitting it here for Council approval. I have reviewed and made some slight revisions, but it is ready for adoption as presented. In addition to the EPA, the Towns Sanitary Sewer Management Plan requires a FOG program that has never been formally approved.

RECOMMENDATION:

Staff recommends the Council review the Ordinance and approve the First reading as introduced and discuss and revise as necessary for a Second Reading at the next Council meeting.



Town of Fort Jones
Public Works Department

Fats, Oils, and Grease (FOG) Control Program

Town of Fort Jones
11960 East St.
Fort Jones, CA 96032
Ph: (530) 468-2281
Fax: (530) 468-2598



1.0 FOG CONTROL PROGRAM

1.1 PURPOSE

The purpose of the Town's fats, oils and grease (FOG) Control Program is to prevent FOG from entering the Town's sewer collection and treatment system through the establishment of regulations for the discharge of FOG and other insoluble waste from food service establishments (FSE). The purpose of this ordinance is to further implement procedures for recovering costs associated with FOG discharges and blockages, to establish administrative requirements for FSEs, and to establish enforcement procedures for these regulations.

1.2 DEFINITIONS

For purposes of this document, the following definitions shall apply:

- a) **Best Management Practices (BMPs)**. Activities, prohibitions, maintenance procedures and other management practices to prevent or reduce the direct or indirect introduction of fats, oils and grease (FOG) into the public sewer.
- b) **Town**. The Town of Fort Jones, a municipal corporation, of the State of California.
- c) **Fats, Oils and Grease (FOG)** shall mean and include any waste containing quantities or concentrations of dispersed biodegradable fats, oils and greases.
- d) **Food Service Establishment (FSE)** shall mean any entity utilizing the Town's sewer collection system for operation in a permanently constructed structure, maintained and used or operated for the purpose of storing, preparing, serving, or manufacturing, packaging, or otherwise handling food for consumption by the public or for sale to other entities, its members, or employees.
- e) **Food Grinder** or garbage grinder or garbage disposal shall mean any device installed in the plumbing or sanitary sewage system for the purpose of grinding food waste or food preparation byproducts for the purpose of disposing into the City sewer system.
- f) **FOG Discharge Permit** shall mean the permit issued by the Town to a FSE for utilizing the Town sewer system in compliance with the terms, conditions, and criteria of the FOG Control Program set forth in this document.
- g) **Grease Control Device (GCD)** shall mean any Grease Interceptor, Grease Trap, or other mechanism, device, or process, which is attached to, or is applied to, wastewater plumbing fixtures and lines, the purpose of which is to trap or collect or treat FOG-laden wastewater prior to its discharge into the Town sewer system. "Grease Control Device" also includes any other Town approved method to reduce FOG. Grease control devices must be sized in accordance with the California Plumbing Code.
- h) **Grease Interceptor** shall mean a Town approved multi-compartment device that is required to be located, as according to the California Plumbing Code, between a FSE and the connection to the Town sewer system. These devices primarily use gravity to separate FOG from the wastewater as it moves from one compartment to the next. Grease



interceptors must be cleaned, maintained and have the FOG and solids removed and disposed of in accordance with the terms and conditions of the City's FOG Discharge Permit. Grease Interceptor includes a gravity grease interceptor.

- i) **Grease Trap** shall mean a Town approved grease control device that is used to serve individual fixtures. Grease traps must be cleaned, maintained, and have the FOG and solids removed and disposed. A Grease trap is also referred to as a hydro-mechanical grease interceptor.
- j) **Remodeling** shall mean a physical change or operational change that increases the amount of FOG discharged to the Town sewer system by the FSE in an amount that alone or collectively causes or creates a potential for blockages or sanitary sewer overflows (SSO) to occur.
- k) **Responsible Person.** A person who the Town determines is responsible for causing, permitting, or maintaining a public nuisance or a violation of the Municipal Code, Uniform Plumbing Code, applicable state codes, any National Pollutant Discharge Elimination System ("NPDES") permit or any wastewater discharge permit. The term "responsible person" includes, but is not limited to, a property owner, tenant, person with a legal interest in the property, person in possession of the property or person that exercises custody and control over the property.
- l) **Waste Hauler** shall mean any person or entity that collects the contents of a grease control device for the purpose of transporting it to a recycling or disposal facility. A Waste Hauler may also provide grease control device maintenance services.

1.3 PROHIBITIONS

1. General FOG Discharge Prohibitions.

No Food Service Establishment shall discharge or cause to be discharged into the sewer system FOG that may accumulate and/ or cause or contribute to blockages in the sewer system or at the sewer lateral which connects the Food Service Establishment to the sewer system.

2. Specific FOG Prohibitions.

The following specific prohibitions shall apply to all Food Service Establishments:

- a) Discharge of any FOG-containing wastewater that is not connected to a grease control device is prohibited, unless a waiver has been granted in accordance with Section 1.7.2 or 1.7.3 below.
- b) Non-grease laden sources such as, but not limited to, hand-wash sinks, toilets, urinals, and stormwater, shall not be connected to a grease control device.
- c) No dishwasher shall be connected to a grease trap or interceptor.
- d) Discharge of wastewater with temperatures in excess of 1400°F (600°C) into any grease control device is prohibited.



- e) Garbage disposals (food grinders) shall be prohibited at all New Food Service Establishments. Existing Food Service Establishments shall remove all garbage disposals when they remodel or within one hundred eighty (180) days from receiving a notice from the Town to remove its garbage disposal(s) based on the Town's finding that the FSE at any time caused or contributed to an SSO.
- f) Direct disposal of any waste cooking oil into any drain or cleanout that is connected to the sewer system is prohibited.
- g) Introduction of any additive into a grease control device or directly into the sewer system for the purpose of emulsifying FOG, biologically/ chemically treating FOG for grease remediation, or as a supplement to any grease control device maintenance is prohibited, unless specifically authorized in writing by the Town.
- h) Discharge of any waste which has been removed from a grease control device into the sewer system is prohibited.

1.4 FOG DISCHARGE PERMIT REQUIREMENT

1. Food Service Establishment (FSE)

No FSE shall discharge into the Town's sewer system without obtaining a FOG Discharge Permit from the Town. The FOG Discharge Permit is a legally-binding agreement issued to a FSE to utilize the Town sewer system setting forth the terms, conditions, and criteria of the FOG Control Program. The FOG Discharge Permit is prepared and maintained by the Town, and its provisions may be modified periodically as required to ensure each FSE's compliance with the terms and conditions of this chapter, as they may be amended from time to time. Failure to comply with the FOG Discharge Permit conditions will constitute a violation of this chapter. In addition to the FOG Discharge Permit, the Town may also issue specific permit conditions to any FSE. In the event that the Town issues specific permit conditions to an FSE, the basis for those specific permit conditions shall be disclosed to the FSE in writing and appended to the FOG Discharge Permit. Failure to comply with the individual permit conditions will constitute a violation of this document.

2. Responsible Persons

Responsible persons of commercial properties or their designee(s) identified on the FOG Discharge Permit shall be responsible for the installation and maintenance of a Grease Interceptor serving multiple FSE that are located on a single parcel. The responsible person of the parcel containing a common use Grease Interceptor shall submit an application for and be the Permittee under a FOG Discharge Permit.

3. FSE/Responsible Person Notification Regarding Planned Changes

Any existing FSE or Responsible Person which substantially changes its menu, operation, or remodels shall submit in writing a detailed description of the proposed changes. The applicability of an existing FOG Discharge Permit, waiver, stay or variance from the requirement to install, operate and maintain a Grease Control Device will be assessed by the Town based on the



information contained in the description and the Permit, waiver, stay or variance may be revoked and replaced or amended as the changed circumstances warrant.

4. Permit Application

- a) Each existing FSE/Responsible Person shall submit an FOG Discharge Permit Application to the Town within forty-five (45) days following the effective date of this document.
- b) All newly constructed FSEs and FSEs which change ownership, shall submit a FOG Discharge Permit Application at least sixty (60) days prior to startup. Any FSE which fails to submit the required FOG Discharge Permit application in a timely manner may be prohibited from discharging to the Town sewer system.

5. Permit Renewal

Annually, each FOG Discharge Permittee shall renew its FOG Discharge Permit by the expiration date indicated on the Permit.

6. Reporting Requirements

Each FOG Discharge Permittee shall report to the Town any spills of FOG and/or sewage and any unauthorized discharges into the Town sewer system within the time period following the occurrence of the event as specified in and according to the requirements set forth in the FOG Discharge Permit.

7. Right to Enter and Inspect

The Town shall have the right to enter and inspect each FSE premises or Responsible Person's common use Grease Interceptor for announced or unannounced inspections. The Town shall have access to all facilities and records necessary for determining compliance with this document. An inspection may include a review of all logs and documentation of the FOG Control Program, inspection of all kitchen facilities, and inspection of any and all Grease Control Devices and appurtenant plumbing on the premises.

1.5 BEST MANAGEMENT PRACTICES REQUIRED

All Food Service Establishments shall implement Best Management Practices (BMPs) to minimize the discharge of FOG to the sewer system, including, but not limited to, the following, as applicable:

1. Installation of Drain Screens. Drain screens shall be installed on all drainage pipes in food preparation areas.
2. Segregation and Collection of Waste Cooking Oil. All waste cooking oil shall be collected and stored properly in recycling receptacles such as barrels or drums. Such recycling receptacles shall be maintained properly to ensure that they do not leak. Licensed waste haulers or an approved recycling facility must be used to dispose of waste cooking oil.
3. Disposal of Food Waste. All food waste should be disposed of directly into the trash or garbage and not into sinks and shall be disposed of in a manner that will ensure against leakage in the trash container or anywhere else.



4. Employee Training. Employees of the Food Service Establishment shall be trained by ownership/ management periodically as specified in the FOG wastewater discharge permit on the following subjects:
 - a) Dry-wiping pots, pans, dish ware and work areas before washing to remove grease.
 - b) Properly disposing food waste and solids in plastic bags prior to disposal in trash bins or containers to prevent leaking and odors.
 - c) The location and use of absorption products to clean under fryer baskets and other locations where grease may be spilled or dripped.
 - d) Properly disposing grease or oils from cooking equipment into a proper grease receptacle without spilling.
5. Maintenance of Mechanical Exhaust Ventilation Filters. Filters shall be cleaned as frequently as necessary to be maintained in good operating condition. The wastewater generated from cleaning exhaust filters shall be disposed of properly.
6. Kitchen Signage. Best management and waste minimization practices shall be posted conspicuously in the food preparation and dishwashing areas at all times.

1.6 FOOD GRINDERS

The use of a Food Grinder, which discharges food wastes from an FSE into the Town sewer system, is prohibited.

1.7 PRETREATMENT REQUIREMENTS

1. Pretreatment Required

All FSEs are required to install, operate and properly maintain approved types and adequately sized Grease Control Devices. Grease Control Devices shall separate and remove FOG contained in wastewater discharges from FSEs prior to discharge of the wastewater to the Town sewer system. All fixtures, equipment and drain lines located in the food preparation and clean up areas of the FSE that are potential sources of FOG discharge shall be connected to a Grease Control Device. Detailed requirements for device maintenance shall be specified in the FOG Discharge Permit.

- a) Existing FSE - All existing FSEs are required to have and to properly operate and maintain a Grease Control Device according to the requirements set forth in the FOG Discharge Permit, unless the FSE has obtained a waiver as described in Section 1.7.2 and 1.7.3 below, and shall be required to follow all requirements of the FOG control program of this document.
- b) New FSE, FSE Which Change Ownership, and FSE Which Undergo Remodeling - As of the effective date of this document, all newly constructed FSEs, FSEs which change ownership, and FSEs which undergo remodeling shall be required to install a Grease Control Device, according to requirements of the FOG Discharge Permit, unless a waiver



is granted under Section 1.7 and 1.7.3 below, and shall be required to follow all requirements of the grease control program of this document.

2. Waiver for Alternative Pretreatment

A waiver from the FOG pretreatment requirements to allow alternative pretreatment technology that is at least equally effective in controlling the FOG discharge, in lieu of installing and operating a Grease Control Device, may be granted to a FSE demonstrating that it is impossible or impracticable to install, operate or maintain a Grease Control Device. The applicant shall bear the burden of demonstrating that the alternative method is at least equally effective. The Town's determination to grant a waiver will be based upon, but not limited to, evaluation of the following conditions:

- a) Town determination there is no adequate location for installation and/or maintenance of a Grease Control Device.
- b) Town determination there is no adequate slope for gravity flow between kitchen plumbing fixtures and the Grease Control Device and/or between the Grease Control Device and the private collection lines or the Town sewer system.
- c) Town determination that alternative pretreatment technology is equivalent to or better than a Grease Control Device in controlling its FOG discharge. In addition, the FSE must be able to demonstrate, after installation of the proposed alternative pretreatment, its effectiveness to control FOG discharge through downstream visual monitoring of the sewer system at its own expense.

3. Waiver from Pretreatment Requirements

A waiver from installation of a Grease Control Device may be granted to a FSE that has been determined to have negligible FOG discharge and insignificant impact to the Town sewer system. The Town's determination to grant or revoke a waiver shall be based upon, but not limited to, evaluation of the following conditions:

- a) Town determination that quantity of FOG discharge as measured or as indicated by the size of the FSE based on seating capacity, number of meals served, menu, water usage, amount of on-site consumption of prepared food and other conditions that show contribution to FOG discharges;
- b) Town determination that adequacy of implementation of BMPs and compliance history are sufficient;
- c) Town determination that sewer size, slope, condition based on visual information, FOG deposition in the sewer by the FSE, and history of maintenance and sewage spills in the receiving sewer system;
- d) Town determines that the changes in operations that significantly impact FOG discharge;
- e) Any other condition the Town deems reasonably related to the generation of FOG Discharges.



4. Operations and Maintenance Requirements

All Grease Control Device shall be maintained in efficient operation at all times by the FOG Discharge Permittee at the Permittee's expense. Details of required maintenance shall be specified in the FOG Discharge Permit.

1.8 FEES

1. Each FOG Discharge Permit requires an application fee of \$100.00. Following a change of ownership, a substantial change in operation, remodeling, or an increase in flow or waste generation of FOG, a revised application must be submitted with payment of an application fee of \$100.00. The application fee must be paid when the FOG Discharge Permit application is submitted to the Town. The initial permit has a one-year term and is renewable annually.
2. Each FOG Discharge Permit requires an annual renewal fee of \$50.00, which shall be submitted with the annual permit renewal application.
3. The Town Council will set the application fee and annual renewal fee in accordance with applicable law and may amend these fees from time to time as permitted by law.

1.9 ENFORCEMENT

Failure to comply with the Town's FOG Control Program as provided in this document, all generally applicable provisions of the Town's municipal code, and the FOG Discharge Permit or any individual permit conditions will result in enforcement action against the FSE. All fines are defined in this Section and may be amended from time to time.

1. The first violation of the FOG Control Program will result in a warning issued by the Town. For each warning, the Town will make one attempt to contact the FSE's responsible party (permittee) as listed on the permit and follow-up any such verbal warning with written confirmation of the violation. If such attempt at direct contact is unsuccessful, the Town will mail written notice of the violation to the permittee. The permittee will have seven (7) days from the date of the notice to respond and correct the violation. If the permittee does not correct the violation within this time, a second violation will be issued.
2. Upon the occurrence of two or more violations, the Town will notify the permittee in writing by mail of the violation and a fine of \$100.00 will be assessed and collected on the next service bill. The permittee will have seven (7) days from the date of the notice to respond and correct the violation. If the permittee does not respond and correct the violation within the seven (7) days, a per day fine of \$50.00, up to a maximum of 12 days and \$600.00 will be imposed and charged on permittee's next service bill. The fee, up to its maximum, will be assessed until the violation is corrected or the Town declares the permittee to be non-compliant and discontinues sewer service to the permittee.
3. When three or more violations of the FOG program have been committed and remain uncorrected, the Town may disconnect sewer service to the non-compliant permittee.

Managing FATS, OILS, and GREASE

DON'T...



1
DO NOT pour cooking residue directly into the drain.



2
DO NOT dispose of food waste into the garbage disposal.



3
DO NOT pour waste oil directly into the drain.



4
DO NOT wash floor mats where water will run off directly into the storm drain.

DO...



1
Wipe pots, pans, and work areas prior to washing.



2
Dispose of food waste directly into the trash.



3
Collect waste oil and store for recycling.



4
Clean mats inside over a utility sink.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 10, 2021

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: INTRODUCTION OF ORDINANCE 2022-2 OPTING IN TO THE
SISKIYOU COUNTY INTEGRATED SOLID WASTE
MANAGEMENT REGIONAL AGENCY'S EDIBLE FOOD
RECOVERY ORDINANCE**

BACKGROUND:

The State Legislature passed into law Senate Bill 1383 (Statutes of 2016) set forth in the California Code of Regulations (the "SB 1383 Regulations" creating a regulation that all cities and Counties collect edible food wastes within their jurisdictions. Several rural Counties and cities are ill equipped to enforce such a restrictive law and are requesting an exemption to the law for these rural communities. As a member of the Siskiyou County Integrated Solid Waste Management Agency, we are asked to join in the Opting out Ordinance the Agency passed yesterday. This Ordinance 2022-2 provides for that.

RECOMMENDATION:

Staff recommends the Council review the Ordinance and approve the First reading as introduced and discuss and revise as necessary for a Second Reading at the next Council meeting.



ORDINANCE # 2022-2

ORDINANCE OF THE TOWN OF FORT JONES OPTING IN TO THE SISKIYOU COUNTY INTEGRATED SOLID WASTE MANAGEMENT REGIONAL AGENCY'S EDIBLE FOOD RECOVERY ORDINANCE

The Town Council of the Town of Fort Jones hereby ordains as follows:

Section 1. Purpose and Findings.

- (a) **Whereas**, the purpose of this Ordinance is to comply with certain state laws requiring cities, counties, and special districts providing solid waste collection services to adopt ordinances and take other measures to reduce the amount of organic materials deposited in landfills, more specifically the Short-Lived Climate Pollutants Organic Waste Reduction regulations adopted pursuant to Senate Bill 1383 (Statutes of 2016) set forth in the California Code of Regulations (the "SB 1383 Regulations"); and
- (b) **Whereas**, the Town of Fort Jones is a member of the Siskiyou County Integrated Solid Waste Management Regional Agency ("SCWMA"). The SCWMA is a joint powers agency comprised of all the Cities in Siskiyou County and the County; and
- (c) **Whereas**, the SB 1383 Regulations require cities, counties, and special districts providing solid waste collection services to adopt and enforce an ordinance or other enforceable mechanism requiring residents and businesses generating solid waste to participate in an organics collection program provided by the jurisdiction and requiring commercial edible food generators to participate in an edible food recovery program; and
- (d) **Whereas**, the Town of Fort Jones finds that as a rural community it needs an exemption from the organic collection and organic waste collection program requirements of SB 1383 which would be extremely difficult to implement in this rural community; and
- (e) **Whereas**, the Town of Fort Jones is authorizing the SCWMA to apply for a rural exemption, on its behalf, from the organic waste collection program requirements of SB 1383 until at least December 31, 2026; and
- (f) **Whereas**, all jurisdictions, however, must develop an edible food recovery program. In response to this mandate, the SCWMA is adopting an ordinance to establish a uniform and comprehensive countywide system to establish the local regulations required by the SB 1383 Regulations concerning regulation of commercial edible food generators, food recovery services and food recovery organizations, including enforcement mechanisms and administrative civil penalties for violations; and

- (g) **Whereas**, On January 6th, 2022 the Siskiyou County Integrated Solid Waste Management Agency adopted the Edible Food Recovery Ordinance (“EFRO”), Ordinance SWJPA-2022-01, attached hereto as Exhibit A. In order for the EFRO to apply in the Town of Fort Jones’ name the Town of Fort Jones must adopt an ordinance declaring that it will apply within the Town of Fort Jones; and
- (h) **Whereas**, The Town of Fort Jones wishes the EFRO to apply in the Town of Fort Jones’ name; and
- (i) **Whereas**, The EFRO provides jurisdictions with the option to grant enforcement authority over various of its provisions to agencies specified in the EFRO. The Town of Fort Jones is making designations by approving a modification to the JPA agreement giving the County of Siskiyou the authority to act as the Designated Enforcement Agency for the SCWMA member agencies for SB 1383 compliance and enforcement and AB 341 compliance reporting; and
- (j) **Whereas** the Town of Fort Jones understands that even though it is delegating SB 1383 enforcement to the County on behalf of the SCWMA member agencies, the City itself is the responsible entity for compliance and if CalRecycle enforces for jurisdictional non-compliance, they will enforce on the jurisdiction and not the County or the Agency operating on behalf of the jurisdiction. The exception to this is County specific requirements which the County, as its own jurisdiction, shall meet.

Section 2. Adoption.

Now, therefore, the Town of Fort Jones hereby declares that the Edible Food Recovery Ordinance as set forth in Exhibit A to be effective in the Town of Fort Jones beginning on January 1, 2022.

Section 3. Enforcement Agency Authorization.

- (a) The Siskiyou County Integrated Solid Waste Management Regional Agency and the County are authorized and designated to carry out the responsibilities specified in the Edible Food Recovery Ordinance effective January 1, 2022.
- (b) The authorization and designation above does not limit the City’s authority to independently carry out some or all of the responsibilities designated above. The City retains full authority to implement and enforce the Edible Food Recovery Ordinance.
- (c) The City Council may authorize and designate other entities to carry out responsibilities under this ordinance and no amendment of this ordinance shall be required.

Section 4. Severance Clause.

The Town Council declares that each section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this ordinance is severable and independent of every other section, sub-section, paragraph, sub-paragraph, sentence, clause and phrase of this ordinance. If any section, sub-section, paragraph, sub-paragraph, sentence, clause or phrase of this ordinance is held invalid, the [name of jurisdiction’s governing body] declares that it would have adopted the remaining provisions of this ordinance irrespective of the portion held invalid, and further declares its express intent that the remaining portions of this ordinance should remain in effect after the invalid portion has been eliminated.

Section 5. California Environmental Quality Act

This Ordinance is adopted pursuant to CalRecycle’s SB 1383 Regulations. The SB 1383 Regulations were the subject of a program environmental impact report (EIR) prepared by CalRecycle, and the activities to be carried out under this Ordinance are entirely within the scope of the SB 1383 Regulations and that EIR. No mitigation measures identified in the EIR are applicable to the Town of Fort Jones’ enactment of this Ordinance. Moreover, none of the conditions requiring a subsequent or supplemental EIR, as described in Public Resources Code Section 21166 and California Environmental Quality Act (CEQA) Guidelines Sections 15162 and 15163, have occurred. The EIR therefore adequately analyzes any potential environmental effects of the Ordinance, and no additional environmental review is required.

Section 6. Publication.

A summary of this ordinance shall be posted in town and published in a newspaper of general circulation of the Town of Fort Jones within fifteen days after its adoption.

The foregoing ordinance was introduced at the regular meeting of the Town Council of the Town of Fort Jones held on January 10, 2022 and was adopted on February 14, 2022, by the following vote.

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED: _____
Michelle DeCausmaker, Mayor

ATTEST: _____
Celeste McFall, City Clerk

ORDINANCE SWJPA-2022-01: EDIBLE FOOD RECOVERY ORDINANCE

The Board of the Siskiyou County Integrated Waste Management Regional Agency ("SCWMA") hereby ordains as follows:

SECTION 1. PURPOSE AND FINDINGS

- (a) The purpose of this Ordinance is to comply with SB 1383 requirements related to rural jurisdictions and reduce the amount of edible food going to landfill.
- (b) The Agency has the power to enact this Ordinance pursuant to the Joint Exercise of Powers Agreement for Waste Management ("JPA"). The JPA agreement, modified on January 6th 2022 grants the SCWMA the power to adopt ordinances necessary to carry out the purposes of the JPA including compliance with SB 1383 regulations.
- (c) State recycling law, Assembly Bill 939 of 1989, the California Integrated Waste Management Act of 1989 (approved by the Governor of the State of California on September 29, 1989, which among other things, added Division 30 (Section 40000, et seq.) to the Public Resources Code, as amended, supplemented, superseded, and replaced from time to time), requires cities and counties to reduce, reuse, and recycle (including composting) Solid Waste generated in their jurisdictions to the maximum extent feasible before any incineration or landfill disposal of waste, to conserve water, energy, and other natural resources, and to protect the environment.
- (d) State recycling law, Assembly Bill 341 of 2011 (approved by the Governor of the State of California on October 5, 2011, which amended Sections 41730, 41731, 41734, 41735, 41736, 41800, 42926, 44004, and 50001 of, and added Sections 40004, 41734.5, and 41780.01 and Chapter 12.8 (commencing with Section 42649) to Part 3 of Division 30 of, and added and repealed Section 41780.02 of, the Public Resources Code, as amended, supplemented, superseded and replaced from time to time), places requirements on businesses and multi-family property owners that generate a specified threshold amount of Solid Waste to arrange for recycling service and requires jurisdictions to implement a Mandatory Commercial Recycling program.
- (e) State organics recycling law, Assembly Bill 1826 of 2014 (approved by the Governor of the State of California on September 28, 2014, which added Chapter 12.9 (commencing with Section 42649.8) to Part 3 of Division 30 of the Public Resources Code, relating to Solid Waste, as amended, supplemented, superseded, and replaced from time to time), requires businesses and multi-family

property owners that generate a specified threshold amount of Solid Waste, recycling, and Organic Waste per week to arrange for recycling service for those materials, requires counties and cities to implement a recycling program to divert Organic Waste from businesses subject to the law, and to implement a Mandatory Commercial Organics Recycling program. The SCWMA members have a rural exemption from this until 2026.

- (f) State organics recycling law, Senate Bill 1383 of 2016, the Short-lived Climate Pollutant Reduction Act of 2016 (approved by the Governor of the State of California on September 19, 2016), took effect on January 1, 2017 and sets Statewide Organic Waste disposal reduction targets of 50 percent by 2020 and 75 percent by 2025, and requires CalRecycle to develop regulations to reduce organics in landfills as a source of methane. The SB 1383 Regulations place requirements on multiple entities, including counties, cities, residential households, Commercial Businesses (including Multi-Family Residential Dwellings), Commercial Edible Food Generators, haulers, Self-Haulers, Food Recovery Organizations, and Food Recovery Services to support achievement of statewide Organic Waste disposal reduction targets with compliance required beginning January 1, 2022.
- (g) The SCWMA and its member agencies are eligible for, have applied for and expect to receive, a rural waiver from CalRecycle for the organic waste collection requirements and the organic waste product procurement requirements. The member agencies will still be responsible for meeting the Edible Food Recovery Program requirements as specified in 14 CCR, Section 18991.1.
- (h) By January 1, 2022, the SB 1383 Regulations require jurisdictions to adopt and enforce an ordinance or other enforceable mechanism to implement relevant provisions of SB 1383.
- (i) It is in the public interest for participants in the SCWMA to work together to advance the goals in the state legislation noted above.
- (j) This Edible Food Recovery Ordinance is adopted pursuant to CalRecycle's SB 1383 Regulations. The SB 1383 Regulations were the subject of a program environmental impact report (EIR) prepared by CalRecycle, and the activities to be carried out under this Ordinance are entirely within the scope of the SB 1383 Regulations and that EIR. No mitigation measures identified in the EIR are applicable to the SCWMA's member agencies' enactment of this Ordinance. The EIR therefore adequately analyzes any potential environmental effects of the Ordinance and no additional environmental review is required. On a separate and independent basis, the Ordinance is exempt from CEQA pursuant to Section 15308, Class 8 of the CEQA Guidelines as an action that will not have a significant impact on the environment and as an action taken by a regulatory agency for the protection of the environment, specifically, for the protection of the climate. There are no unusual circumstances that would cause this Ordinance to have a significant effect on the environment.

SECTION 2. TITLE OF ORDINANCE

This Ordinance is titled "Edible Food Recovery Ordinance".

SECTION 3. DEFINITIONS

The following definitions govern the use of terms in this Ordinance:

"CalRecycle" means California's Department of Resources Recycling and Recovery, which is the state agency designated with responsibility for developing, implementing, and enforcing the SB 1383 Regulations.

"California Code of Regulations" or "CCR" means the State of California Code of Regulations. CCR references in this Ordinance are preceded with a number that refers to the relevant Title of the CCR (e.g., "14 CCR" refers to Title 14 of CCR).

"Commercial Edible Food Generator" includes a Tier One or a Tier Two Commercial Edible Food Generator as defined herein or as otherwise defined in 14 CCR Section 18982(a)(73) and (a)(74). For the purposes of this definition, Food Recovery Organizations and Food Recovery Services are not Commercial Edible Food Generators pursuant to 14 CCR Section 18982(a)(7).

"Compliance Review" means a review of records by the Enforcement Agency to evaluate compliance with this Ordinance.

"Designee" means an entity that the SCWMA or a Member Agency contracts with or otherwise arranges to carry out or assist with any of the SCWMA's or Member Agency's responsibilities for compliance with the SB 1383 Regulations or administration or enforcement of this Ordinance. A Designee may be a government entity, a private entity, or a combination of those entities.

"Edible Food" means food intended for human consumption, or as otherwise defined in 14 CCR Section 18982(a)(18). For the purposes of this Ordinance or as otherwise defined in 14 CCR Section 18982(a)(18), "Edible Food" is not Solid Waste if it is recovered and not discarded. Nothing in this Ordinance or in 14 CCR, Division 7, Chapter 12 requires or authorizes the Recovery of Edible Food that does not meet the food safety requirements of the California Retail Food Code, as codified in the Health and Safety Code Section 113700, et seq.

"Enforcement Action" means an action of the relevant Enforcement Agency to address non-compliance with this Ordinance including, but not limited to, issuing administrative citations, fines, penalties, or using other remedies.

"Enforcement Agency" means an entity with the authority to enforce part or all of this Ordinance as specified herein. Employees and agents of an Enforcement Agency may carry out inspections and enforcement activities pursuant to this Ordinance. Nothing in this Ordinance authorizing an entity to enforce its terms shall require that entity to

undertake such enforcement except as agreed to by that entity. The County of Siskiyou, and the SCWMA are Enforcement Agencies for all Sections of this Ordinance for those member agencies that opt-into this Ordinance. The SCWMA member agencies that opt-into this Ordinance are also Enforcement Agencies for all Sections of this Ordinance.

“Food Distributor” means a company that distributes food to entities including, but not limited to, Supermarkets and Grocery Stores, or as otherwise defined in 14 CCR Section 18982(a)(22).

“Food Facility” has the same meaning as in Section 113789 of the Health and Safety Code.

“Food Recovery” means actions to collect and distribute food for human consumption that otherwise would be disposed, or as otherwise defined in 14 CCR Section 18982(a)(24).

“Food Recovery Organization” means an entity that engages in the collection or receipt of Edible Food from Commercial Edible Food Generators and distributes that Edible Food to the public for Food Recovery either directly or through other entities or as otherwise defined in 14 CCR Section 18982(a)(25), including, but not limited to:

- (1) A food bank as defined in Section 113783 of the Health and Safety Code;
- (2) A nonprofit charitable organization as defined in Section 113841 of the Health and Safety code; and,
- (3) A nonprofit charitable temporary food facility as defined in Section 113842 of the Health and Safety Code.

A Food Recovery Organization is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7). If the definition in 14 CCR Section 18982(a)(25) for Food Recovery Organization differs from this definition, the definition in 14 CCR Section 18982(a)(25) shall apply to this Ordinance.

“Food Recovery Service” means a person or entity that collects and transports Edible Food from a Commercial Edible Food Generator to a Food Recovery Organization or other entities for Food Recovery, or as otherwise defined in 14 CCR Section 18982(a)(26). A Food Recovery Service is not a Commercial Edible Food Generator for the purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12 pursuant to 14 CCR Section 18982(a)(7).

“Food Scraps” means all edible or inedible food such as, but not limited to, fruits, vegetables, meat, poultry, seafood, shellfish, bones, rice, beans, pasta, bread, cheese, coffee grounds, and eggshells. Food Scraps excludes fats, oils, and grease when such materials are Source Separated from other Food Scraps.

“Food Service Provider” means an entity primarily engaged in providing food services to institutional, governmental, Commercial, or industrial locations of others based on

contractual arrangements with these types of organizations, or as otherwise defined in 14 CCR Section 18982(a)(27).

“Grocery Store” means a store primarily engaged in the retail sale of canned food; dry goods; fresh fruits and vegetables; fresh meats, fish, and poultry; and any area that is not separately owned within the store where the food is prepared and served, including a bakery, deli, and meat and seafood departments, or as otherwise defined in 14 CCR Section 18982(a)(30).

“Health Facility” has the same meaning as in Section 1250 of the Health and Safety Code.

“Hotel” has the same meaning as in Section 17210 of the Business and Professions Code.

“Inspection” means an Enforcement Agency’s electronic or on-site review of records, containers, and an entity’s collection, handling, recycling, or landfill disposal of Organic Waste or Edible Food handling to determine if the entity is complying with requirements set forth in this Ordinance, or as otherwise defined in 14 CCR Section 18982(a)(35).

“Large Event” means an event, including, but not limited to, a sporting event or a flea market, that charges an admission price, or is operated by a local agency, and serves an average of more than 2,000 individuals per day of operation of the event, at a location that includes, but is not limited to, a public, nonprofit, or privately owned park, parking lot, golf course, street system, or other open space when being used for an event. If the definition in 14 CCR Section 18982(a)(38) differs from this definition, the definition in 14 CCR Section 18982(a)(38) shall apply to this Ordinance. For the purposes of this definition of Large Event, “local agency” means all public agencies except those that are not subject to the regulatory authority of the Member Agency.

“Large Venue” means a permanent venue facility that annually seats or serves an average of more than 2,000 individuals within the grounds of the facility per day of operation. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a venue facility includes, but is not limited to, a public, nonprofit, or privately owned or operated stadium, amphitheater, arena, hall, amusement park, conference or civic center, zoo, aquarium, airport, racetrack, horse track, performing arts center, fairground, museum, theater, or other public attraction facility. For purposes of this Ordinance and implementation of 14 CCR, Division 7, Chapter 12, a site under common ownership or control that includes more than one Large Venue that is contiguous with other Large Venues in the site, is a single Large Venue. If the definition in 14 CCR Section 18982(a)(39) differs from this definition, the definition in 14 CCR Section 18982(a)(39) shall apply to this Ordinance.

“Member Agency” means a party to the SCWMA. Current member agencies are the County of Siskiyou, the Cities of Dunsmuir, Mt. Shasta, Weed, Yreka, Montague, Fort Jones Etna, Dorris and Tulelake. A reference to a Member Agency means the Member Agency within whose boundaries the regulated Organic Waste Generator, Self-Hauler,

Regulated Hauler, Commercial Edible Food Generator, Food Recovery Organization, Food Recovery Service, or other entity resides or operates.

“Notice of Violation” means a notice that a violation has occurred that includes a compliance date to avoid an action to seek penalties, or as otherwise defined in 14 CCR Section 18982(a)(45) or further explained in 14 CCR Section 18995.4.

“Restaurant” means an establishment primarily engaged in the retail sale of food and drinks for on-premises or immediate consumption, or as otherwise defined in 14 CCR Section 18982(a)(64).

“SB 1383” means Senate Bill 1383 of 2016, the Short-lived Climate Pollutant Reduction Act of 2016.

“SB 1383 Regulations” means or refers to, for the purposes of this Ordinance, the Short-Lived Climate Pollutants: Organic Waste Reduction regulations developed by CalRecycle and adopted in 2020 that created 14 CCR, Division 7, Chapter 12 and amended portions of regulations of 14 CCR and 27 CCR.

“Supermarket” means a full-line, self-service retail store with gross annual sales of two million dollars (\$2,000,000), or more, and which sells a line of dry grocery, canned goods, or nonfood items and some perishable items, or as otherwise defined in 14 CCR Section 18982(a)(71).

“Tier One Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Supermarket.
- (2) Grocery Store with a total facility size equal to or greater than 10,000 square feet.
- (3) Food Service Provider.
- (4) Food Distributor.
- (5) Wholesale Food Vendor.

If the definition in 14 CCR Section 18982(a)(73) of Tier One Commercial Edible Food Generator differs from this definition, the definition in 14 CCR Section 18982(a)(73) shall apply to this Ordinance.

“Tier Two Commercial Edible Food Generator” means a Commercial Edible Food Generator that is one of the following:

- (1) Restaurant with 250 or more seats, or a total facility size equal to or greater than 5,000 square feet.

- (2) Hotel with an on-site Food Facility and 200 or more rooms.
- (3) Health facility with an on-site Food Facility and 100 or more beds.
- (4) Large Venue.
- (5) Large Event.

If the definition in 14 CCR Section 18982(a)(74) of Tier Two Commercial Edible Food Generator differs from this definition as to entities subject to the regulatory authority of a Member Agency, the definition in 14 CCR Section 18982(a)(74) shall apply to this Ordinance.

“Wholesale Food Vendor” means a business or establishment engaged in the merchant wholesale distribution of food, where food (including fruits and vegetables) is received, shipped, stored, prepared for distribution to a retailer, warehouse, distributor, or other destination, or as otherwise defined in 14 CCR Section 189852(a)(76).

“Agency” means the Siskiyou County Integrated Waste Management Regional Agency.

SECTION 4. REQUIREMENTS FOR COMMERCIAL EDIBLE FOOD GENERATORS

- (a) Tier One Commercial Edible Food Generators must comply with the requirements of this Section commencing January 1, 2022, and Tier Two Commercial Edible Food Generators must comply commencing January 1, 2024, pursuant to 14 CCR Section 18991.3 or such later deadline established by State law or regulations.
- (b) Large Venue or Large Event operators not providing food services, but allowing for food to be provided by others, shall require Food Facilities operating at the Large Venue or Large Event to comply with the requirements of this Section, commencing January 1, 2024 or such later deadline established by State law or regulations.
- (c) Commercial Edible Food Generators shall comply with the following requirements:
 - (1) Arrange to safely recover for human consumption the maximum amount of Edible Food that would otherwise be disposed.
 - (2) Enter into a contract or other written agreement with Food Recovery Organizations or Food Recovery Services for: (i) the collection for Food Recovery of Edible Food that would otherwise be disposed; or, (ii) acceptance of Edible Food that would otherwise be disposed that the Commercial Edible Food Generator self-hauls to the Food Recovery Organization for Food Recovery.

- (3) Use best efforts to abide by all contractual or written agreement requirements specified by the Food Recovery Organization or Food Recovery Service on how Edible Food should be prepared, packaged, labeled, handled, stored, distributed or transported to the Food Recovery Organization or Service.
- (4) Not intentionally donate food that has not been prepared, packaged, handled, stored and/or transported in accordance with the safety requirements of the California Retail Food Code.
- (5) Not intentionally spoil Edible Food that is capable of being recovered by a Food Recovery Organization or a Food Recovery Service.
- (6) Allow the Enforcement Agency to review records upon request, including by providing electronic copies or allowing access to the premises, pursuant to 14 CCR Section 18991.4.
- (7) Keep records that include the following information, or as otherwise specified in 14 CCR Section 18991.4:
 - (A) A list of each Food Recovery Service or Food Recovery Organization that collects or receives its Edible Food pursuant to a contract or written agreement established under 14 CCR Section 18991.3(b).
 - (B) A copy of all contracts and written agreements established under 14 CCR Section 18991.3(b) and/or this Ordinance.
 - (C) A record of the following information for each of those Food Recovery Services or Food Recovery Organizations:
 - (i) The name, address and contact information of the Food Recovery Service or Food Recovery Organization.
 - (ii) The types of food that will be collected by or self-hauled to the Food Recovery Service or Food Recovery Organization.
 - (iii) The established frequency that food will be collected or self-hauled.
 - (iv) The quantity of food, measured in pounds recovered per month, collected or self-hauled to a Food Recovery Service or Food Recovery Organization for Food Recovery.
 - (D) If it has not entered into a contract or written agreement with Food Recovery Organizations or Food Recovery Services pursuant to Section 4(c)(2), a record that describes (i) its direct donation of Edible Food to end recipients (including employees) and/or (ii) its food

waste prevention practices that result in it generating no surplus Edible Food that it can donate.

- (8) Tier One Commercial Edible Food Generators and Tier Two Commercial Edible Food Generators shall provide, upon request, a Food Recovery report to the Enforcement Agency that includes the information in Section 2(c)(7). Entities shall provide the requested information within 60 days of the request.
- (d) Nothing in this Ordinance shall be construed to limit or conflict with (1) the protections provided by the California Good Samaritan Food Donation Act of 2017, the Federal Good Samaritan Act, or share table and school food donation guidance pursuant to Senate Bill 557 of 2017 (approved by the Governor of the State of California on September 25, 2017, which added Article 13 commencing with Section 49580 to Chapter 9 of Part 27 of Division 4 of Title 2 of the Education Code, and to amend Section 114079 of the Health and Safety Code, relating to food safety, as amended, supplemented, superseded and replaced from time to time); or (2) otherwise applicable food safety and handling laws and regulations.
- (e) Nothing in this Ordinance prohibits a Commercial Edible Food Generator from donating Edible Food directly to end recipients for consumption, pursuant to Health and Safety Code Section 114432(a).

SECTION 5. REQUIREMENTS FOR FOOD RECOVERY ORGANIZATIONS AND SERVICES

Nothing in this Ordinance prohibits a Food Recovery Service or Food Recovery Organization from refusing to accept edible food from a Commercial Edible Food Generator, in accordance with 14 CCR Section 18990.2(d).

- (a) Food Recovery Services collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(1):
 - (1) The name, address, and contact information for each Commercial Edible Food Generator from which the service collects Edible Food.
 - (2) The quantity in pounds of Edible Food collected from each Commercial Edible Food Generator per month. This may also include the total quantity in pounds of food collected that was spoiled when received from a Commercial Edible Food Generator or otherwise not able to be used to feed people.
 - (3) The quantity in pounds of Edible Food transported to each Food Recovery Organization per month.

- (4) The name, address, and contact information for each Food Recovery Organization that the Food Recovery Service transports Edible Food to for Food Recovery.
- (b) Food Recovery Organizations collecting or receiving Edible Food directly from Commercial Edible Food Generators, via a contract or written agreement established under 14 CCR Section 18991.3(b), shall maintain the following records, or as otherwise specified by 14 CCR Section 18991.5(a)(2):
 - (1) The name, address, and contact information for each Commercial Edible Food Generator from which the organization receives Edible Food.
 - (2) The quantity in pounds of Edible Food received from each Commercial Edible Food Generator per month. This may also include the total quantity in pounds of food collected that was spoiled when received from a Commercial Edible Food Generator or otherwise not able to be used to feed people.
 - (3) The name, address, and contact information for each Food Recovery Service that the organization receives Edible Food from for Food Recovery.
- (c) Food Recovery Organizations and Food Recovery Services that have their primary address physically located in any part of Siskiyou County and contract with or have written agreements with one or more Commercial Edible Food Generators pursuant to 14 CCR Section 18991.3(b) shall report to the County on behalf of the SCWMA member agencies, the total pounds of Edible Food recovered from the Tier One and Tier Two Commercial Edible Food Generators they have established a contract or written agreement with pursuant to 14 CCR Section 18991.3(b) according to the following schedule: (i) no later than August 15, 2022, submit an initial report covering the period of January 1, 2022 to June 30, 2022; and (ii) no later than March 31, 2023, and no later than every March 31 thereafter, submit a report covering the period of January 1 to December 31 of the previous calendar year.
- (d) In order to support Edible Food Recovery capacity planning assessments and similar studies, Food Recovery Services and Food Recovery Organizations operating in Siskiyou County shall provide, upon request, information and consultation to the Enforcement Agency regarding existing, or proposed new or expanded, Food Recovery capacity in a form that can be provided to or that can be accessed by the SCWMA, Member Agencies, and Commercial Edible Food Generators in Siskiyou County. A Food Recovery Service or Food Recovery Organization contacted by the Enforcement Agency shall respond to such request for information within 60 days, unless a shorter timeframe is otherwise specified by the Enforcement Agency.
- (e) The Enforcement Agency for the provisions of this Section is the County of Siskiyou acting as the Enforcement Agency for the SCWMA and its member

agencies, and the Member Agency and any other Designee of the Member Agency.

SECTION 6. INSPECTIONS AND INVESTIGATIONS

- (a) The Enforcement Agency for the provisions of this Ordinance is the SCWMA and the County of Siskiyou acting as the Enforcement Agency for the SCWMA's member agencies, the Member Agencies and any other Designee of the Member Agency.
- (b) The Enforcement Agency is authorized to conduct Inspections and investigations, at random or otherwise, to confirm compliance with the provisions of this Ordinance for which it has enforcement authority by Commercial Edible Food Generators, Food Recovery Services, and Food Recovery Organizations, subject to applicable laws.
- (c) A Person subject to the requirements of this Ordinance shall provide or arrange for access during all Inspections (and shall cooperate with the Enforcement Agency during such Inspections and investigations). Such Inspections and investigations may include inspection of Edible Food Recovery activities, review of required records, or other verification or Inspection to confirm compliance with any other requirement of this Ordinance. Failure to provide or arrange for: (i) access to the premises; or (ii) access to records for any Inspection or investigation is a violation of this Ordinance and may result in penalties described in Section 8.
- (d) The Enforcement Agency is authorized to conduct any Inspections or other investigations as reasonably necessary to further the goals of this Ordinance, subject to applicable laws.

SECTION 7. ENFORCEMENT

- (a) Violation of any provision of this Ordinance shall constitute grounds for issuance of a Notice of Violation and assessment of a fine by the Enforcement Agency. Enforcement Actions under this Ordinance are issuance of an administrative citation and assessment of a fine. The Enforcement Agency's procedures on imposition of administrative citations and fines as contained within their municipal code shall govern the imposition, enforcement, collection, and review of administrative citations and fines issued to enforce this Ordinance and any rule or regulation adopted pursuant to this Ordinance, except as otherwise indicated in this Ordinance.

The Enforcement Agency may issue a Notice of Violation requiring compliance within 60 days of issuance of the notice.

Absent compliance by the respondent within the deadline set forth in the Notice of Violation, the Enforcement Agency shall commence an action to impose penalties,

via an administrative citation and fine, pursuant to the Enforcement Agency's standard procedures.

(d) **Penalty Amounts for Violations**

The penalty levels are as follows:

- (1) For a first violation, the amount of the penalty shall be \$100 per violation or such higher amount as may be established by the Enforcement Agency.
- (2) For a second violation, the amount of the penalty shall be \$200 per violation or such higher amount as may be established by the Enforcement Agency.
- (3) For a third or subsequent violation, the amount of the penalty shall be \$500 per violation or such higher amount as may be established by the Enforcement Agency.

The Enforcement Agency for the provisions of this ordinance is the County for the SCWMA member agencies, and may also be the Member Agency and any Designee authorized by the Member Agency to enforce one or more sections of this Ordinance.

SECTION 8. LOCAL REGULATION AND OPT-IN PROVISIONS

- (a) Nothing in this Ordinance shall be construed to prohibit any SCWMA Member Agency from enacting and enforcing ordinances and regulations regarding the collection, transport, storage, processing, and deposit in landfill(s) of Solid Waste within its jurisdiction, including more stringent requirements than those in this Ordinance.
- (b) This Ordinance shall apply only within the boundaries of Member Agencies that have adopted an ordinance declaring that the Member Agency is opting in to this Ordinance and that it shall apply within their jurisdiction. For any Member Agency that opts in, this Ordinance shall apply as to that Member Agency from the date specified in the ordinance adopted by the Member Agency. A Member Agency that has adopted such an ordinance may declare that this Ordinance no longer applies within its boundaries by adopting a subsequent ordinance setting forth the date upon which this Ordinance shall no longer apply.

SECTION 9. SEVERABILITY

If any provision of this Ordinance or the application thereof is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such invalidity shall not affect the remaining provisions or application of the remaining provisions of this Ordinance, which can be given effect without the invalid provisions or application.

SECTION 10. EFFECTIVE DATE

This Ordinance shall be posted at the SCWMA Office after its adoption by the Board for at least thirty (30) days and shall take effect commencing on January 1, 2022.

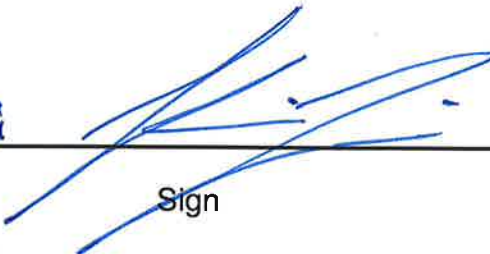
AYES: Siskiyou County, Nancy Ogren; Yreka, Paul Meloy; Dorris, Melissa High; Tulelake, Hank Ehinger
Mt. Shasta, Muriel Terrell; Ft Jones, Kathy Banks; Etha, Jamie Tarne; Weed, Craig Sharp; Dunsmuir, Juliana Lucchesi

NOES: NONE

ABSENT: City of Montague

ABSTAIN: NONE

Juliana Lucchesi



1/6/2022

Print

Sign

Date

Chair of the Siskiyou County Integrated Solid Waste Management Board

Jason Ledbetter



1/6/2022

Print

Sign

Date

Secretary of the Siskiyou County Integrated Solid Waste Management Board

Exhibit B
Enforcement Agency Authorization – Siskiyou County Integrated Waste
Management Regional Agency Authority

The Town of Fort Jones designates the Siskiyou County Integrated Solid Waste Management Regional Agency and the County as an Enforcement Agency for all Sections of the Edible Food Recovery Ordinance. Without limiting the generality of the foregoing, the authority provided by this designation includes the authority to request information or conduct inspections to verify compliance with any of the above sections to support the Agency's or County's enforcement activities.

DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 10, 2021

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND RESPOND TO FORM 700

BACKGROUND:

The Fair Political Practices Commission (FPPC) requires all council members and all staff that have the authority to spend money to complete a Form 700 by April of each year for an annual report, within 30 days of assuming office or staff position for an Assuming Report, and within 30 days of leaving office or employment for a Leaving Office Report. All reports must be submitted online electronically or submitted to the City Clerk in original paper format.

This is also a reminder that all council members and staff are required to complete a 2 hour class on AB1234 – Ethics and AB 1825 – Harassment.

RECOMMENDATION:

Staff recommends all Council members submit their Form 700 before April 2022 and complete the Ethics and Harassment Courses as soon as possible for those that haven't done the courses in the last two years. The only person who is current on their Form 700 is Mercedes and the Required 2 -hour classes are staff Celeste, Rachel and Joseph and Council member Garcia.



2022 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Cities and Counties

*****Don't forget to continue to update FPPC system when filers leave and assume office*****



FPPC Contacts

Cities A- M – Sonia Rangel
Form700@fppc.ca.gov 916-323-6229

Cities N – Z – TBA
Form700@fppc.ca.gov

Counties –TBA
Form700@fppc.ca.gov

Annual Deadline: April 1, 2022

- *Late fine will be imposed if the statement is filed passed the due date.*
- Filers whose statements are forwarded to FPPC will use either their agency's FPPC certified electronic filing system or FPPC's electronic system to file their Form 700s.
- If a filer passes away, please notify your FPPC Contact. This way a notice will not be sent to the family.



Questions:

Electronic Filing Issues:
Please send questions regarding electronic filing to Form700@fppc.ca.gov.

Reporting:
Call: 1-866-275-3772 or
E-mail: advice@fppc.ca.gov

Training Workshops and Webinars:

Watch our on-demand video and sign up for workshops and webinars!

- o [Training](#) video
- o Continue to check for [dates and locations](#)

Gift Limit

The gift limit is \$520. For more information on gift limits and disclosure, review the Gift, Honoraria, Travel & Loans fact sheet on FPPC website.

Advice E-mail: advice@fppc.ca.gov
FPPC Toll-Free Helpline: 866/275-3772
Jan/2022



2022 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Cities and Counties

All Electronic Filings:

Your Checklist for Agencies Using FPPC's E-Filing System

- o Keep filers' information current in the electronic system including assuming and leaving office information. (Regulation 18115, 18115.1 and 18115.2)
- o Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)

For statements retained by your agency:

- o Supply filers disclosure categories and forms or a link to a website where filers can download a form.
- o Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- o Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.

Your Checklist for Agencies Using Their Own E-Filing System

- o Keep filer information current in both your agency's system and the FPPC system (system automatically notifies filers). **Please ensure the information in your system exactly matches FPPC's system. (Regulation 18115, 18115.1 and 18115.2).**
- o Communicate with FPPC regularly about filer status.
- o Provide public access.

For statements retained by your agency:

- o Keep filer information current (system automatically notifies filers).
- o Conduct a facial review on all statements, and a full review on at least 20% of timely filed statements and on all late statements.
- o Follow up on non-filed statements and make enforcement referrals, if necessary. Use the Notification Guidelines on the FPPC website for guidance.
- o Provide public access.



2022 Statement of Economic Interests (SEI) – Form 700 **Filing Officer Informational Fact Sheet** **Cities and Counties**

All Paper Filings:

Forward original Annual Form 700s to the FPPC **by April 7, 2022.**

Send Paper Statements to:

Fair Political Practices Commission
1102 Q Street, Suite 3000
Sacramento, CA 95811

Your Checklist - Paper

For statements that you forward to the FPPC:

- o Keep copies for four years and originals for seven years. (Sec. 81009).
- o Make statements accessible to the public during your regular business hours. Requestors may remain anonymous. (Sec. 81008)
- o Continue to monitor when assuming, leaving, and candidate statements should be filed, and forward these to the FPPC within five days of the filing deadlines.
- o Notify FPPC about 87200 nonfilers so we may follow up with them.
- o Post a list on your agency's website of the filers whose statements are forwarded to the FPPC. Include both their names and position titles. (Sec. 87505)

Please Note:

- **Date stamp all paper filed statements.**
- **Notify filers about the deadline.**
- **Make sure you are giving out the correct year forms and amendments.**
- **Please do not use acronyms when listing agency names.**



2022 Statement of Economic Interests (SEI) – Form 700
Filing Officer Informational Fact Sheet
Cities and Counties

Positions That Must Have Their Statements Forwarded to the FPPC:

Cities

City Council Members

Mayor

Planning Commissioners (including alternates)

City Manager (only one)

City Attorney (only one)

City Treasurer (only forward the Finance Director's statement if your city does not have a treasurer) (only one)

Counties

Supervisors

Chief Administrative Officer (only one)

District Attorney (only one)

County Counsel (only one)

County Treasurer (only forward the Finance Director's statement if your county does not have a treasurer) (only one)

Planning Commissioners (including alternates)

Candidate Statements:

- **City: 87200 Elected Officials – Filed with your City Clerk**
- **County: 87200 Elected Officials – Filed with your County elections official**
- **Constitutional, Assembly, Senate: 87200 Elected Officials - Each candidate must file a Statement of Economic Interests with the county elections official of the candidate's county of residence.**

Do Not Forward Statements For The Following:

- o Filers covered under your agency's conflict of interest code (be sure to always provide a copy of the filer's disclosure category to them when providing the form 700.).
- o Public officials who manage public investments (e.g., retirement board members and investment officers).



2022 Statement of Economic Interests (SEI) – Form 700 Filing Officer Informational Fact Sheet Cities and Counties

Other Forms

Appointments – Form 806

Do your agency members receive \$250 or more to serve on other boards or commissions? Click [here](#) for Form 806 information.

New Positions – Form 804

Regulation 18734 requires an individual hired for a position not yet covered under your agency's conflict of interest code to file Form 700 if the individual serves in a position that makes or participates in making governmental decisions.

Use of the Form 804 helps agencies identify new positions and disclosure requirements for individuals serving in new positions. Form 804 is recommended as it promotes uniform reporting among agencies. Form 804 is retained by your agency and is found [here](#).

Example:

Your agency recently hired an IT Specialist. This is a brand-new position, and thus is not yet included in your agency's conflict of interest code. Because this individual will make decisions on purchasing computer software, the position must be added to the code. In the meantime, this person will file Form 700 under the broadest disclosure category (or limited disclosure if provided for on Form 804) until the code is amended to include this position.

Form 802 – New Rules

FPPC Regulation [18944.1](#) sets out the circumstances under which an agency's distribution of tickets to entertainment events, sporting events, and like occasions would not result in a gift to individuals that attend the function. In general, the agency must adopt a policy which identifies the public purpose served in distributing the admissions. The Form 802 serves to detail each event and the public purpose of each ticket distribution.

The FPPC does not receive Campaign Forms. They are not filed with or forwarded to the FPPC.

- **Form 410 – Filed with the Secretary of State**
- **Form 460/470 – Filed with the City or County**

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Date Initial Filing Received
Filing Official Use Only

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable

Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- ☐ State ☐ Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- ☐ Multi-County ☐ County of
- ☐ City of ☐ Other

3. Type of Statement (Check at least one box)

- ☐ **Annual:** The period covered is January 1, 2020, through December 31, 2020.
- or-** The period covered is / / , through December 31, 2020.
- ☐ **Assuming Office:** Date assumed / /
- ☐ **Leaving Office:** Date Left / / (Check one circle.)
- ☐ The period covered is January 1, 2020, through the date of leaving office.
- or-** ☐ The period covered is / / , through the date of leaving office.
- ☐ **Candidate:** Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

- ☐ **Schedule A-1 - Investments** – schedule attached ☐ **Schedule C - Income, Loans, & Business Positions** – schedule attached
- ☐ **Schedule A-2 - Investments** – schedule attached ☐ **Schedule D - Income – Gifts** – schedule attached
- ☐ **Schedule B - Real Property** – schedule attached ☐ **Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or- ☐ **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)

Print

Clear

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

CALIFORNIA FORM **700**

FAIR POLITICAL PRACTICES COMMISSION

Name

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

► NAME OF BUSINESS ENTITY

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000

NATURE OF INVESTMENT

- ☐ Stock ☐ Other _____ (Describe)
☐ Partnership ☐ Income Received of \$0 - \$499
☐ Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

____/____/20 ____/____/20
ACQUIRED DISPOSED

Comments:

Print

Clear

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION
Name _____

▶ 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one ☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS _____ _____	
FAIR MARKET VALUE ☐ \$0 - \$1,999 ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000 ☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/20 ____/_____/20 ACQUIRED DISPOSED
NATURE OF INVESTMENT ☐ Partnership ☐ Sole Proprietorship ☐ _____ Other	
YOUR BUSINESS POSITION _____	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000	☐ \$10,001 - \$100,000 ☐ OVER \$100,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
☐ None or ☐ Names listed below	

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box: ☐ INVESTMENT ☐ REAL PROPERTY	
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000 ☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/20 ____/_____/20 ACQUIRED DISPOSED
NATURE OF INTEREST ☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership	
☐ Leasehold _____ Yrs. remaining ☐ Other _____	
☐ Check box if additional schedules reporting investments or real property are attached	

▶ 1. BUSINESS ENTITY OR TRUST	
Name _____	
Address (Business Address Acceptable) _____	
Check one ☐ Trust, go to 2 ☐ Business Entity, complete the box, then go to 2	
GENERAL DESCRIPTION OF THIS BUSINESS _____ _____	
FAIR MARKET VALUE ☐ \$0 - \$1,999 ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000 ☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/20 ____/_____/20 ACQUIRED DISPOSED
NATURE OF INVESTMENT ☐ Partnership ☐ Sole Proprietorship ☐ _____ Other	
YOUR BUSINESS POSITION _____	

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)	
☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000	☐ \$10,001 - \$100,000 ☐ OVER \$100,000

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)	
☐ None or ☐ Names listed below	

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST	
Check one box: ☐ INVESTMENT ☐ REAL PROPERTY	
Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____	
Description of Business Activity or City or Other Precise Location of Real Property _____	
FAIR MARKET VALUE ☐ \$2,000 - \$10,000 ☐ \$10,001 - \$100,000 ☐ \$100,001 - \$1,000,000 ☐ Over \$1,000,000	IF APPLICABLE, LIST DATE: _____/_____/20 ____/_____/20 ACQUIRED DISPOSED
NATURE OF INTEREST ☐ Property Ownership/Deed of Trust ☐ Stock ☐ Partnership	
☐ Leasehold _____ Yrs. remaining ☐ Other _____	
☐ Check box if additional schedules reporting investments or real property are attached	

Comments: _____

Print

Clear

SCHEDULE B
Interests in Real Property
(Including Rental Income)

Name _____

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/20 ACQUIRED _____/_____/20 DISPOSED

NATURE OF INTEREST

- ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

- ☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

☐ None

► ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS

CITY _____

FAIR MARKET VALUE

- ☐ \$2,000 - \$10,000
☐ \$10,001 - \$100,000
☐ \$100,001 - \$1,000,000
☐ Over \$1,000,000

IF APPLICABLE, LIST DATE:

_____/_____/20 ACQUIRED _____/_____/20 DISPOSED

NATURE OF INTEREST

- ☐ Ownership/Deed of Trust ☐ Easement
☐ Leasehold _____ Yrs. remaining ☐ _____ Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

- ☐ \$0 - \$499 ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

☐ None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

_____% ☐ None

HIGHEST BALANCE DURING REPORTING PERIOD

- ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000
☐ Guarantor, if applicable

NAME OF LENDER*

ADDRESS (Business Address Acceptable)

BUSINESS ACTIVITY, IF ANY, OF LENDER

INTEREST RATE

TERM (Months/Years)

_____% ☐ None

HIGHEST BALANCE DURING REPORTING PERIOD

- ☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000
☐ Guarantor, if applicable

Comments: _____

Print

Clear

SCHEDULE C
Income, Loans, & Business
Positions
(Other than Gifts and Travel Payments)

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name

▶ 1. INCOME RECEIVED	▶ 1. INCOME RECEIVED
NAME OF SOURCE OF INCOME 	NAME OF SOURCE OF INCOME
ADDRESS (Business Address Acceptable) 	ADDRESS (Business Address Acceptable)
BUSINESS ACTIVITY, IF ANY, OF SOURCE 	BUSINESS ACTIVITY, IF ANY, OF SOURCE
YOUR BUSINESS POSITION 	YOUR BUSINESS POSITION
GROSS INCOME RECEIVED ☐ No Income - Business Position Only	GROSS INCOME RECEIVED ☐ No Income - Business Position Only
☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000	☐ \$500 - \$1,000 ☐ \$1,001 - \$10,000
☐ \$10,001 - \$100,000 ☐ OVER \$100,000	☐ \$10,001 - \$100,000 ☐ OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED	CONSIDERATION FOR WHICH INCOME WAS RECEIVED
☐ Salary ☐ Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)	☐ Salary ☐ Spouse's or registered domestic partner's income (For self-employed use Schedule A-2.)
☐ Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)	☐ Partnership (Less than 10% ownership. For 10% or greater use Schedule A-2.)
☐ Sale of _____ (Real property, car, boat, etc.)	☐ Sale of _____ (Real property, car, boat, etc.)
☐ Loan repayment	☐ Loan repayment
☐ Commission or ☐ Rental Income, list each source of \$10,000 or more (Describe)	☐ Commission or ☐ Rental Income, list each source of \$10,000 or more (Describe)
☐ Other _____ (Describe)	☐ Other _____ (Describe)

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER*	INTEREST RATE	TERM (Months/Years)
_____	_____ % ☐ None	_____
ADDRESS (Business Address Acceptable)		

BUSINESS ACTIVITY, IF ANY, OF LENDER	SECURITY FOR LOAN	
_____	☐ None ☐ Personal residence	
HIGHEST BALANCE DURING REPORTING PERIOD	☐ Real Property _____	Street address
☐ \$500 - \$1,000		_____
☐ \$1,001 - \$10,000		City
☐ \$10,001 - \$100,000	☐ Guarantor _____	
☐ OVER \$100,000	☐ Other _____	(Describe)

Comments: _____

Print

Clear

SCHEDULE D

Income – Gifts

▶ NAME OF SOURCE (Not an Acronym) ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF SOURCE <table> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	▶ NAME OF SOURCE (Not an Acronym) ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF SOURCE <table> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
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DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
▶ NAME OF SOURCE (Not an Acronym) ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF SOURCE <table> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	▶ NAME OF SOURCE (Not an Acronym) ADDRESS (Business Address Acceptable) BUSINESS ACTIVITY, IF ANY, OF SOURCE <table> <tr> <th>DATE (mm/dd/yy)</th> <th>VALUE</th> <th>DESCRIPTION OF GIFT(S)</th> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> <tr> <td>____/____/____</td> <td>\$ _____</td> <td>_____</td> </tr> </table>	DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____	____/____/____	\$ _____	_____
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							
____/____/____	\$ _____	_____																							

Comments:

SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements

CALIFORNIA FORM 700 FAIR POLITICAL PRACTICES COMMISSION
Name _____

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: ☐ Gift -or- ☐ Income
☐ Made a Speech/Participated in a Panel
☐ Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: ☐ Gift -or- ☐ Income
☐ Made a Speech/Participated in a Panel
☐ Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: ☐ Gift -or- ☐ Income
☐ Made a Speech/Participated in a Panel
☐ Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE <i>(Not an Acronym)</i>
ADDRESS <i>(Business Address Acceptable)</i>
CITY AND STATE
☐ 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE
DATE(S): ____/____/____ - ____/____/____ AMT: \$_____ <i>(If gift)</i>
▶ MUST CHECK ONE: ☐ Gift -or- ☐ Income
☐ Made a Speech/Participated in a Panel
☐ Other - Provide Description _____
▶ If Gift, Provide Travel Destination _____

Comments: _____

Print

Clear



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 10, 2021

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: APPROVE BOUNDARY LINE ADJUSTMENT FOR HULLQUIST
PROPERTY ON DOUGLAS ST**

BACKGROUND:

There are three vacant parcels on Douglas St, owned by Kevin Hullquist. The properties are approximately 200' x 100' for one lot and 100' x 100' on each of the other two lots. The proposal is to combine the larger lot with the adjacent smaller lot on the west end of the properties. This would leave a 100 x 100 parcel on the corner of Highway 3 and Douglas St.

It appears the project, zoned C-1 will be the location of storage units on the new 100' x 300' lot, however Mr. Hullquist is not applying for a use permit at this time.

RECOMMENDATION:

Staff recommends the Council review the maps and approve the Boundary Line Adjustment as presented.

Town of Fort Jones

Application for a Use Permit, Variance, Lot Split or Rezoning

To the Planning Commission of the Town of Fort Jones

The undersigned hereby apply for a boundary line adjustment (lot merger) as to the property and for the purpose set forth below. Hereto are attached plans and elevations necessary to show the detail of the proposed use of the land or building.

1. Description of the property:

- a. Assessor's Parcel Number: 055-191-120 and 055-191-130
- b. Owners name if different from applicant: Ukonom Fawn Star LLC
- c. Location: Adjacent to Douglas Street

2. Purpose: Merge Parcel "B" and "C" of Parcel Map Book 9, page 107, Siskiyou County Records into a single distinct parcel by elimination of the common line between them

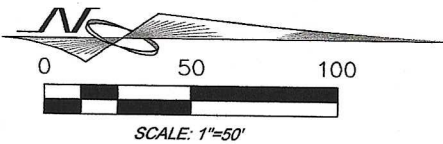
Fee accompanying this application: \$ _____

Date: _____

Signature of Applicant(s)

Kevin Hullquist of Ukonom Fawn Star LLC

Date: _____ Approved subject to the following conditions:



FD #5 REBAR
LS3595 NO RECORD,
BEARS S72°25'38"E
7.90' FROM CORNER

PARCEL "B" AND PARCEL "C" OF PMB 9 PG 107 TO BE
MERGED INTO A SINGLE DISTINCT PARCEL BY
ELIMINATION OF THE COMMON LINE BETWEEN THEM

CAROL SHORT
DOC #2006-0015849

RM=2744.75
INV=2743.11
COMM. VAULT

LEGEND
CULVERT = ———
OVERHEAD POWER = ———
FOUND #5 REBAR LS 3519 PER 9 PMB 107
FOUND #5 REBAR LS 3595 NO RECORD
STORM DRAIN
WATER METER
WATER VALVE
SANITARY SOWER
SIGN
FIRE HYDRANT
UTILITY POLE

NOTES
ELEVATIONS ARE NAVD 88
ZONING = C-1 CENTRAL BUSINESS
FLOOD ZONE = AO
SETBACKS =
NO EASEMENTS RECORDED PER 9 PMB 107
TITLE REPORT NOT PROVIDED, EASEMENTS MAY EXIST
NOT SHOWN HEREON

DAN & LYNN HAYDEN
DOC # 2018-0001332

MCADAMS CK

PARCEL "C"
UKONOM FAWN
STAR LLC
DOC #2021-0009956
0.47 ACRES±
APN 055-191-120

FD #5 REBAR
LS3595 NO RECORD,
BEARS S72°35'03"E
7.88' FROM CORNER

ANDREW BROWN
DOC # 2018-0002798

PARCEL "B"
UKONOM FAWN
STAR LLC
DOC #2021-0009956
0.23 ACRES±
APN 055-191-130

PARCEL "A"
UKONOM FAWN
STAR LLC
DOC #2021-0009956
0.23 ACRES±
APN 055-191-140

APN
055-191-120
055-191-130
055-191-140

EXISTING ACRES	CHANGE	NEW ACRES
0.47	+0.23	0.70
0.23	-0.23	0.00
0.23	=	0.23

DRAFT

SISKIYOU
LAND SURVEYING
SISKIYOU@SISKIYOU.COM

WADE DEOBELLEER L.S. 9458

EXHIBIT FOR: UKONOM FAWN STAR LLC
PARCEL MERGER

A PORTION OF SECTION 2,
T 43 N, R 9 W, M.D.M.,
SISKIYOU COUNTY, CALIFORNIA

REFERENCE MAPS
9 PMB 107
24 RSB 145
1 TMB 143
SCALE: 1" = 50'
FILE: 01521
DATE: JAN 2022
SHEET 1 OF 1

REC. BY MSTC

RECORDING REQUESTED BY:
 Siskiyou Escrow Services, Inc. -----
 Mt. Shasta Title & Escrow Co.
 Order No. 6663625
 Escrow No. 21-6179-SH
 Parcel No. 055-191-120, 055-191-130, 055-191-140
 Mail Tax Statements To:
 AND WHEN RECORDED MAIL TO:

UKONOM FAWN STAR LLC
 P.O. BOX 132
 FORT JONES, CA 96032



Siskiyou County Recorder
Craig S. Kay, Assessor-Recorder
DOC - 2021-0009956

Requested By: Mt. Shasta Title and Escrow
 September 18, 2021 09:37 AM
 Total Paid: \$116.00

Receipt No.: 2021356841
 pjohnson/ASR-126/12

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S) THAT DOCUMENTARY TRANSFER TAX IS \$99.00 ✓

- ☒ computed on full value of property conveyed, or
☐ computed on full value less liens or encumbrances remaining at the time of sale.
☐ unincorporated area: ☒ Fort Jones, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged, Terry A. Wieder and Catherine Grant Wieder, trustees of the Terry A. and Catherine G. Wieder Trust, dated August 12, 1999

hereby GRANT(S) to Ukonom Fawn Star LLC, a California Limited Liability Company

the following described real property in the County of Siskiyou, State of California:
 See Exhibit "A" Attached hereto and made a part hereof

Date September 9, 2021

Terry A. Wieder and Catherine Grant Wieder,
 trustees of the Terry A. and Catherine G. Wieder
 Trust, dated August 12, 1999

[Signature]
 By: Terry A. Wieder, Trustee

[Signature]
 By: Catherine Grant Wieder, Trustee

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

STATE OF California
 COUNTY OF Los Angeles } S.S.

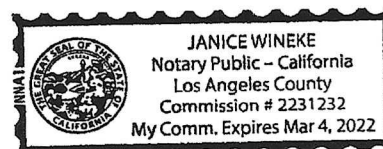
On September 12, 2021, before me, Janice Wineke Notary Public,
 personally appeared Catherine Grant Wieder & Terry A. Wieder, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature]

(Seal)



Mail Tax Statement to: SAME AS ABOVE or Address Noted Below

Exhibit "A"
LEGAL DESCRIPTION

Real property in the City of Ft Jones, County of Siskiyou, State of California, described as follows:

Parcels A, B and C as shown on the Parcel Map for Joe Dale, being a portion of Section 2, Township 43 North, Range 9 West, M.D.M.. filed May 2, 1983 in Parcel Map Book 9, page 107, Siskiyou County.

APN: 055-191-120 and 055-191-130 and 055-191-140

SURVEYOR'S CERTIFICATE

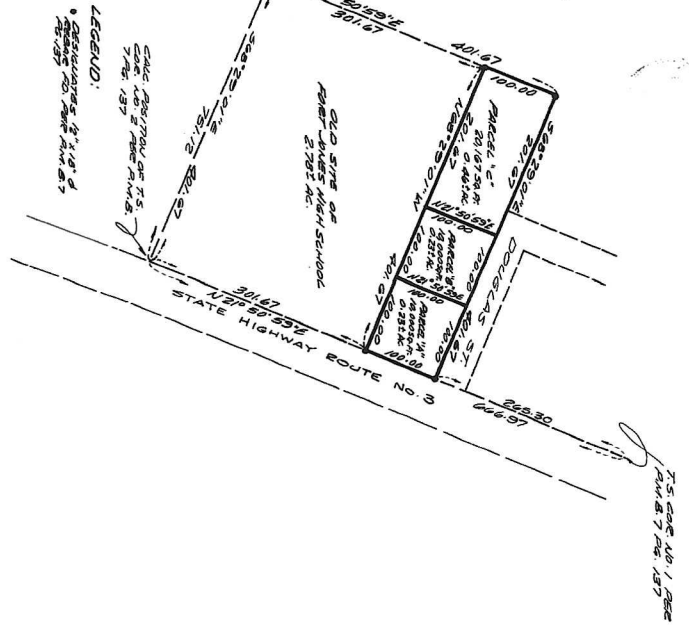
THIS MAP WAS PREPARED BY ME, GEORGE W. JONES, JR., A LICENSED SURVEYOR, AND HAS BEEN COMPILED FROM RECORD DATA IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT OF 1907, CALIFORNIA. I HEREBY CERTIFY THAT THIS MAP SUBSTANTIALLY ACCORDS TO THE APPROVED, OR CONDITIONALLY APPROVED, SURVEYING MAP, IF ANY, I HEREBY CERTIFY THAT ALL MEASUREMENTS ARE OF THE INDICATED KIND AND THAT THEY ARE SUFFICIENT TO SUBSTANTIATE THE SURVEY TO BE APPROVED.

DATED: 4-14-83
 GEO. W. JONES, JR., S.S. 3919

CITY APPROVAL CERTIFICATE

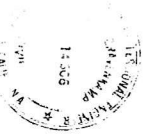
I HEREBY CERTIFY THAT THE CITY OF LOS ANGELES, CALIFORNIA, HAS APPROVED THIS PARCEL MAP AND THAT IT CONFORMS WITH THE REQUIREMENTS OF LOCAL ORDINANCES.

4-16-83
 DATED: 4-16-83
 GEORGE W. JONES, JR., S.S. 3919
 SIGNED: CITY ENGINEER
 OF CITY CLERK



COUNTY SURVEYOR'S CERTIFICATE

THIS MAP CONFORMS WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT.
 DATED: 4-19-83
 COUNTY SURVEYOR



SCALE 1" = 100'
 BASIS OF BEARING FOR THIS MAP WAS FD. REMES CAPED U.S. 3919
 AS SHOWN ON SOUTH BOX OF DOUGLAS ST. (56°23'01"E)
 PER P.M.E. 7 PG. 187

OWNER'S CERTIFICATE

I HEREBY CERTIFY THAT ALL OF THE PARTIES HAVING ANY RECORDED INTEREST IN THE LAND BEING SUBDIVIDED AS SHOWN ON THIS MAP ARE MR. JOE DALE, CONSENT TO THE PREPARATION AND RECORDATION OF THIS PARCEL MAP.
 DATED: 4-14-83
 JOE DALE

ACKNOWLEDGMENT

STATE OF CALIFORNIA) ss.
 COUNTY OF SUTTER) ss.
 ON 4-14-83, BEFORE ME, THE UNDERSIGNED A NOTARY PUBLIC IN AND FOR SAID STATE, AND PERSONALLY APPEARED JAS. R. DALE, AND PERSONS WHOSE NAMES ARE SUBSCRIBED TO THE OWNER'S CERTIFICATE AND ACKNOWLEDGED TO ME THAT THEY EXECUTED THE SAME.
 WITNESS MY HAND AND OFFICIAL SEAL
 Dated: 4-14-83
 JAS. R. DALE
 SIGNED: Notary Public

COUNTY RECORDER'S CERTIFICATE

FILED THIS 2ND DAY OF MAY 1983, AT 11:24 AM IN BOOK 9 OF PARCEL MAPS AT PAGE 107, AT THE REQUEST OF MR. JOE DALE.
 REC'D # 622 PAID
 J. R. Bley
 County Recorder
 Sutter County, California

PARCEL MAP

FOR
 MR. JOE DALE

SURVEY FOR MR. JOE DALE OF THE OLD ROAD JONES HIGH SCHOOL PROPERTY AT THE CORNER OF DOUGLAS ST. AND STATE HIGHWAY ROUTE NO. 8 IN THE COUNTY OF SUTTER, CALIFORNIA, SECTION 2, T43N, R59W, N.D. 14.
 DATED: 4-14-83
 SCALE: 1" = 100'