



**NOTE TIME AND DATE  
CHANGE**

## **AGENDA**

Regular Meeting

City Hall 11960 East St. Fort Jones

**Monday March 14, 2022 – 6:00 PM.**

### CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: DeCausmaker\_\_\_\_\_ Members: Garcia\_\_\_\_\_ Banks\_\_\_\_\_  
Beckwith\_\_\_\_\_ Gepford\_\_\_\_\_

### PLEDGE OF ALLEGIANCE:

### 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.*

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: 1 case

### **RETURN TO OPEN SESSION: 7:00 PM**

### REPORT ON CLOSED SESSION:

### 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 February 15, 2022
- b) Ratification of Disbursements: February 1 through February 28, 2022
- c) Approve Payables for March 2022
- d) Receive and Review YTD P&L

### PUBLIC HEARING: ORDINANCES AND RESOLUTIONS

2. Review and Approve Second Reading of Ordinance 2022-3 re Creating a Public Nuisance Ordinance

3. Review and Approve Second Reading of Ordinance 2022-4 re Abandoned or Wrecked Vehicle Ordinance
4. Review and Approve Second Reading of Ordinance 2022-5 an Amendment to Chapter 8 Health and Safety Ordinance

DISCUSSION / REPORTS: ACTION ITEMS:

5. First Five – adopt the Siskiyou Child Abuse Prevention Council Collaborative Proclamation endorsing April 2022 as Child Abuse Prevention and Sexual Assault Awareness Month—as well as April 2 -8th, 2022 as Week of the Young Child.
6. Discussion and Possible action on helping Lions Club on Community Cleanup Day
7. Little League Park and Big Ball Park MOU- Rental Agreements – Kathye Banks
8. Update on LLP and BBP renovations and maintenance
9. Abatement Process on Motel update
10. Lien Process on Gwin Property and Silva Property Update
11. Add Celeste to Safe Deposit Box Authorized Users List
12. Fort Jones Branding sessions
13. Review and discuss the Audit Proposals for a Financial audit for the years 2019-2021

STAFF COMMENTS:

14. Update on WWTP Planning Grant
15. Update on Drinking Water planning Grant
16. Update on Meter installation Grant

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on April 11, 2022, at 7:00 p.m.

## REPORTS & CORRESPONDANCE

# Fort Jones Police Department Monthly Report

## February 2022

Happy February everyone! As we already began to see the winter months melt away I realized it's been over two years since the partnership was created between Etna and Fort Jones in bringing law enforcement services to our towns. Officer Buell just enjoyed his two year anniversary as a Fort Jones Police Officer and Covid seems to be coming to an end. So much has happened in these two short years it's hard to fathom what we have all endured. While there have been struggles I can't imagine going through them anywhere else and without that partnership. We are lucky to have such a great department and look forward to the progress we make in the upcoming years. Thank you to everyone who has helped and been willing to contribute in making it a success.

**Traffic-** The department continues to show presence throughout the day and night in the attempt to remind drivers to obey traffic laws especially in critical areas like our schools and neighborhoods. After a spike in traffic related issues we have seen a decline in moving violations and collisions over the past month. With this decrease we still remain diligent in the enforcement of non-moving violations such as driving without a license or driving while suspended. Numerous verbal and written warnings were issued in the attempt to remind drivers of their duties while several written citations were issued to those whose violations continued or warranted such accountability.

**Schools-** The School district will be easing covid related mandates as of March 12<sup>th</sup> which will hopefully pave the way to normalcy. We at the department and Etna PAL are excited to get back within the schools and start implementing our proactive approach to help prevent future problems before they begin. We have been recently working with the school district in forming additional programs to be available to the valley's youth very soon and hopefully began programs that will become a staple to our community's needs.

**Animal Control-** In the past two months we have been concentrating on several reoccurring issues related to animal control. While these issues are being resolved it is a process and takes time. The decline of reoccurring issues over the past two years has shown the process does work as long as we stay diligent and focused. We are also excited to see new ordinances and procedures taking place to assist in the educations and enforcement of such laws.

**Reports/Cases-** Each town has already accumulated over twenty written cases for the year. This is an increase in activity but has come to be expected as covid mandates become less restrictive. Many of our cases have been drug and alcohol related which unfortunately has become the norm. Again one of the benefits of merging law enforcement services to each town is the relation we have in common with those we serve. Most of our cases result in issues to each town and therefore the fix is also common. This has proven to be a very positive aspect of our investigations and enforcement allowing us to solve and find closure to many cases that would have normally not been solved. As mentioned above several traffic citations were issued last month and are separate from the written cases that are forwarded to the District Attorney for prosecution.

**Calls for Service/Mutual Aid-** As always calls for service continue to be at a high volume but with a steady increase in positive interactions. Calls for service comprise most of our time and usually don't result in a written case or citation. However these calls are the most vital aspect of our duties as these are the everyday contacts we have with most of our constituents. It is also the time we enjoy the most as the interactions we have are very positive and help us feel as part of the community and we are making a positive impact.

**Ordinance Enforcement-** As we are all aware the continued fight with code enforcement violations is a long and strenuous one. Kelly has continued to follow up on older cases making sure they don't become issues again while also issuing letters to homeowners advising them of potential issues. We have had some very positive progress in several new cases by having a quick response before it manifests into a larger problem. Again the implementation of new ordinances has proven to be a great help in bringing closure to new complaints.

**PAL-** The Pal Program has successfully completed another basketball season with attendance being very high. We also have seen progress in our mentoring program bringing new programs to our schools and youth that hasn't been available before. We were also very fortunate enough to recently have land donated to our nonprofit which we are now pursuing the development and construction of a skate/bike park. This area will provide new and exciting outdoor activities to our community's families. The Etna Pal Clay Birds will be starting soon as well followed by swim team.

**Patrol Hours-** In the month of February the Town of Fort Jones continued to receive the equivalent of more than 650 hours of police services. Many of these hours are comprised of proactive efforts to ensure crimes are reduced or eliminated in many capacities. Again that consistent presence of law enforcement has shown to be very productive in the reduction of criminal activity with the increase of positive law enforcement interaction and service to our community. Thank you for being our eyes and ears out there and we look forward to hearing from you in the future. Another exciting factor within our progress of criminal activity is the prosecution that has taken place. Sometimes the wheels of Justice move slow but in the end after a lot of patience we have seen those responsible for committing violations against our community held accountable. As a reminder If anyone would like to come out on a ride along with an officer please let me know so we can arrange a time. I believe there is no better way to learn about your community, the issues we face, and come to a better understanding of how our town works.



# 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 34 calls for service in the month of February. Members participated in 12 hours of scheduled training, numerous hours of online training and over 100 hours of training out of the area. The Fire department has responded to 87 calls year to date.

## February 2022 Calls

| Call Type        | City Limits | Out of City |
|------------------|-------------|-------------|
| MEDICAL AID      | 6           | 16          |
| PUBLIC ASST.     | 1           | 2           |
| VEG. FIRE        | 0           | 1           |
| STU. FIRE        | 0           | 1           |
| TRAFFIC ACCIDENT | 0           | 1           |
| FIRE ALARM       | 0           | 0           |
| HAZMAT           | 1           | 0           |
| FALSE ALARM      | 1           | 1           |
| FLU FIRE         | 1           | 0           |
| CANCELLED        | 1           | 2           |
| Total            | 11          | 23          |

Fort Jones Fire Department hosted the California Office of Emergency Services along with Cal-fire, the Forest Service, and other Scott Valley agencies for a review of the ZoneHaven evacuation plan.

We experienced a burst water pipe in the ceiling of the station due to the intense cold. Many thanks to Public Works for their help in getting the needed repairs done.

E-1311 is back from its annual maintenance at the Medford shop. There were some concerns about a possible head gasket issue that turned out to a couple loose connections that were an easy and cheap fix.

# Public Works Report

February 2022

The static water level at the Town's main well is 18 feet. The month of January we worked on figuring out all of the vin numbers on all of the equipment for the vehicle insurance. We installed lights on the picnic pavilion. We detailed a map of the Towns fire hydrant system to show what size hydrant is in each location for the engineer. Everett attended multiple webinars on a variety of topics such as contractual risk transfer, taking a lead service line inventory and water operator math. We installed a new valve on the Fire Departments plumbing system. We fixed a broken pipe in the Fire Station. We started mowing the parks. We swept up the gutters along Main Street. We painted the curb in front of the fire hydrant by the Junior High School red. We pressure washed Walker Field grandstands in preparation to paint them. We poisoned the gofers at Walker Fields. We painted the car stops at City Hall white. We removed a dead deer from the road. We met with the mayor and Karl about future projects for the Little League Park. We talked with Basic Fencing about replacing and repairing some fences at the Little League Park. We are working on the main street sewer project along with RB Aldrich construction. We monitored the Towns well and water storage tanks. We read all the meters and took out all the trash. Everett started a new waste water class: Secondary Treatment, after passing the first course; Lagoon Systems.

# City Administrator Report

February 2022

- Contact new owners of vacant lot next to post office. Explained the permitting process for their food truck building. Have not heard back from them.
- Contacted Siskiyou County Transportation Commission regarding a new planner to work on our Roads projects, zoning ordinances and General plan.
- Continued to work with Molly, Celeste, and Rachel to update all of the CDBG Loans and our Housing account loans for updated balances and payment records.
- Continue to work with Julia Martinez, (CRWA), Engineer Paul Reuter, (PACE) and two people from the SWRCB Department of Financial Assistance (DFA) to review Scope of Work and updating the Drinking Water System Improvement Planning Grant. Held site visit for Scope of Work.
- Continue to work with Julia, Morgan Eastlick and the folks with DFA on updating the Construction Grant for new updated Smart Water meters.
- Working with Dan La Fontaine regarding Construction Application for Sewer project.
- Participate in ROCE workshops with Aaron Reimler (RCAC) on economic development. Next steps are meeting for developing as Fort Jones Brand
- Met with Crystal Stiles, Executive Director of North Siskiyou Chamber of Commerce re Fort Jones Chamber and efforts to expand economic development
- Work with Kathye, Michelle and representatives from Little League, Senior League and Bev White for improvements to ball parks and picnic grounds.
- Reviewed Audit Responses and compiled a comparison. Prices ranged from \$36,000 to \$200,000 for 3 year audit.
- Worked with staff to complete Boundary Line Adjustment for Hullquist property on Douglas Street. Also worked with Siskiyou Escrow Services, Siskiyou Land Surveying, and Cal Trans to clarify the easement for the drainage ditch.
- Met with Rachel Halfaker, Dan Carol, and Michelle Brito with the Milliken Institute and a Partner with RCAC regarding predevelopment assistance for upcoming projects. They provide free assistance with applications and funding development.
- Work with Basic Labs on our Drinking Water Consumer Confidence Report
- Work with Mercedes on dog kennel MOU and Insurance coverage.
- Worked with Celeste on another frivolous Public Records Act request
- Contacted RCAC senior Loan Officer regarding refinancing our USDA loan for the water company from the 1990's. Loan is at 5% now and we are talking about refinancing it to today's rates.

# CONSENT CALENDAR

Fort Jones City Council  
Regular Meeting  
February 15, 2022

**CERTIFICATION OF POSTING AGENDA**

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the February 15, 2022 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](http://www.fortjonesca.org) on February 11, 2022.

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

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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 7:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathy Banks, Mercedes Garcia, and Bill Beckwith.

Also present: City Clerk Celeste McFall and City Administrator Karl Drexel

Mayor Michelle DeCausmaker led the flag salute.

**Public Comment:** Pauline Kramer thanked the Town for getting the noon whistle going again, she appreciates the effort. She mentioned she had heard something about a 150-year Centennial. Celeste McFall, Library Manager, explained about Creative Writing Contest's Theme, sparked by the 150<sup>th</sup> year of the Town's Incorporation. The Town had already celebrated its 150<sup>th</sup> anniversary several years ago.

**City Council Vacant Seat Applications-Vote for replacement:**

Candidate Everett Hullquist withdraws his application.

Alex LaRiviere and Leroy Nelson are not in attendance. Mark Gepford is present.

Mark Gepford is ultimately elected after three secret votes on a 3-1 majority.

**Discussion/Reports: Non-Action Items:**

**A) Police Department Monthly Report**

Police Chief Josh Short provided an oral report on January's activities. Busy with Code Enforcement. Quite a few DUI, created special details to curb that activity.

**B) Fire Department Monthly Report**

Fire Chief Joseph Hess provided a report and stats for the month of January in the council packet. The Department has had a busy month with 53 calls, he is hoping that rate declines. New Engine 1310 is back in town, yet not in service, as some more equipment is needed. Engine 1311

is in Medford for annual maintenance. He has been working on grants, the State Reimbursed the Town for the Dixie Fire. The Movie Night at the Fire house was well-attended. They are looking at potentially having another Movie Night this fall.

### **C) Code Enforcement Report**

Code Enforcement Officer Kelly York was not present. Josh Short was present and noted that she has been working on the old as well as new cases.

### **D) Public Works Monthly Report**

Everett Hullquist provided a report in the council packet for the month of January and was present. He is also currently studying wastewater courses for his upcoming exams.

### **E) City Administrators Report**

City Administrator Karl Drexel provided a report for the month of January in the council packet. The City Administrator reported that the attorneys working on the Motel abatement process are finishing the paperwork and documentation and will be filing it with the Siskiyou County Superior Court soon.

### **Consent Calendar:**

- 1 a). Approval of Minutes: Regular Meeting January 10, 2022
- b). Ratification of Disbursements: January 1 through January 31, 2022
- c). Approve Payables for February 2022
- d). Receive and Review YTD P&L

Bill Beckwith makes a motion to accept the Consent Calendar, Mercedes Garcia seconds the motion: DeCausmaker, Banks, Beckwith and Garcia ayes, Gepford absent, motion passes.

### **Public Hearing: Ordinances and Resolutions**

2. Review and Approve Second Reading and adoption of Ordinance 2022-1 re FOG Program

Kathye Banks makes a motion to accept the second reading of Ordinance 2022-1 re Fat Oils and Grease Program, Bill Beckwith seconds the motion,

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

3. Review and Approve Second Reading and adoption of Ordinance 2022-2 re Opting into the Siskiyou County Integrated Solid Waste Management Regional Agency's Edible Food Recovery Ordinance

Kathye Banks makes a motion to accept the second reading of Ordinance 2022-2 re Opting into the Siskiyou County Integrated Solid Waste Management Regional Agency's Edible Food Recovery Ordinance, Mercedes Garcia seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

4. Review and Approve First Reading of Ordinance 2022-3 Creating a Public Nuisance Ordinance.

Mercedes Garcia makes a motion to introduce by title Ordinance 2022-3 creating a Public Nuisance Ordinance. Bill Beckwith seconds the motion

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith.

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

Mercedes Garcia makes a motion to adopt Ordinance 2022-3 creating the Public Nuisance Ordinance for the Town of Fort Jones, Kathye Banks seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

5. Review and Approve Resolution 1101 Establishing Certain Fees for Nuisance violations.

Mercedes Garcia makes a motion to adopt Resolution 1101 Fees for Nuisance Violations. Kathye Banks seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

6. Review and Approve First Reading of Ordinance 2022-4 re Abandoned or Wrecked Vehicle Ordinance. One comment regarding if the reference to Sacramento County should actually read "Siskiyou County" Mercedes Garcia to confirm.

Mercedes Garcia makes a motion to waive the reading of Ordinance 2022-4 amending the Abandoned Vehicle Ordinance. and introduce the same by title only. Bill Beckwith seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

Mercedes Garcia makes a motion to adopt Ordinance 2022-4, Bill Beckwith seconds the motion,

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

7. Review and Approve Resolution 1102 Establishing Certain Fees for Vehicle violations

Mercedes Garcia makes a motion to adopt Resolution 1102 Establishing Certain Fees for Vehicle violates, Bill Beckwith seconds the motion,

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

8. Review and Approve First Reading of Ordinance 2022-5 an Amendment to Chapter 8 Health and Safety Ordinance.

Mercedes Garcia makes a motion to introduce Ordinance 2022-5 by title only and waive the first reading, Bill Beckwith seconds the motion,

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

Mercedes Garcia makes a motion to adopt Ordinance 2022-5 Chapter 8 Health and Safety Ordinance. Bill Beckwith seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, B. Beckwith

NOES: None

ABSTAIN: None

ABSENT: Mark Gepford

Motion passes

### **Discussion/Reports: Action Items:**

9. Review and discuss using the Housing and Community Development's Permanent Local Housing Allocation (PLHA) for Youth Shelter. City of Yreka is pursuing the grant for the County. Y.E.S. Director Sarah Springfield will return at the May meeting for confirmation of Town of Fort Jones PLHA funds.

10. City Administrator Karl Drexel provided an update on the Marble Mountain Motel Abatement process. All parties involved continue to process the abatement for the property, it is hoped that a conclusion will be brought about in the near future.

11. Lien Process on Gwin Property and Silva Property Update. Both attorneys are processing the liens on the fines the City has have levied on the properties, and Counsel will be filing with County Recorder's office in order to continue the abatement process.

12. Bev White Tournament Correspondence. The group wrote to note they have contributed volunteer hours to prepare and repair the Little League fields. Karl Drexel noted that the applied-for grants are to address the concerns raised by Tournament organizers. He notes that the City and Tournament organizers will meet shortly to create the list of improvements to be covered by grant funds.

13. Seasonal Firefighter Proposal for 2022. Fire Chief Joseph Hess presents the Seasonal Firefighter Proposal for 2022. Mercedes Garcia makes a motion to approve, Bill Beckwith seconds the motion, DeCausmaker, Banks, Beckwith, Garcia all ayes, Mark Gepford absent.

14. Kevin Hullquist Use Permit for Storage Units. Mercedes Garcia makes a motion to approve the conforming use permit for the 64 units proposed by the developer, Bill Beckwith seconds the motion, DeCausmaker, Banks, Beckwith, Garcia all ayes, Mark Gepford, absent, motion passes.

15. Review and Approve Resolution 1103 Opposing the State Initiative Cal Cities is opposing. Mercedes Garcia moves to adopt Resolution 1103 Opposing the State Initiative, Kathye Banks seconds the motion, Ayes: DeCausmaker, Garcia, Abstains: Bill Beckwith Kathye Banks, Absent: Mark Gepford, motion fails.

16. Discussion regarding replacement of root-bound sewer line next to Cal Fire. City Administrator Karl Drexel explains that California Rural Water Association (CRWA) brought in a company from England that did sonar on the sewer pipe which should that section of pipe needs to be removed and replaced because it is clogged with root system and tree. The roots go under the house next to the Cal Fire station. After conferring with multiple experts, the best concept is to move the pipe closer to Cal Fire to avoid the root, unless Cal Fire is willing to cut down the tree, and negate the roots on their property. Cost would be \$10,000 to move around roots and replace pipe. Members Garcia and Banks have been in contact with CalFire and are under the understanding that CalFire is having the tree and its roots removed. Contractor will determine the best option for replacing the pipe.

**STAFF COMMENTS:**

No comments

**COUNCIL MEMBER COMMENTS:**

Kathye Banks has been in contact with Mrs. Kramer regarding her brother Tim Garrison's plaque and she has placed an order for its creation.

Mercedes Garcia reported the MountaineerIT fixed the remote to the satellite to the scoreboard at the Little League field.

Meeting adjourned 9:10 p.m.

Attest:

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Celeste McFall, City Clerk

Approved:

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Mayor Michelle DeCausmaker

Town of Fort Jones  
February Disbursements

| Date       | Name                                  | Memo                                             | Amount      |
|------------|---------------------------------------|--------------------------------------------------|-------------|
| 02/01/2022 | County of Siskiyou                    | Scout Hall NOE                                   | -50.00      |
| 02/03/2022 | KD Management Services LLC            | City Admin Services January 2022                 | -7,583.00   |
| 02/03/2022 | QuickBooks Payroll Service            | Created by Direct Deposit Service on 02/02/2022  | -1.75       |
| 02/03/2022 | Beltran, Jaime                        | Strike Team Payroll                              | -7,203.06   |
| 02/03/2022 | Hess, Joseph E                        | Strike Team Payroll                              | -9,644.02   |
| 02/03/2022 | Varga, William A                      | Strike Team Payroll                              | -7,703.92   |
| 02/03/2022 | Wolfe, Zachary R                      | Strike Team Payroll                              | -7,128.69   |
| 02/03/2022 | QuickBooks Payroll Service            | Created by Payroll Service on 02/02/2022         | -28,495.82  |
| 02/04/2022 | Agron, Rachel                         | Admin Payroll                                    | -1,055.30   |
| 02/04/2022 | Hess, Joseph E                        | Chief Stipend                                    | -461.75     |
| 02/04/2022 | Hullquist*, Kevin                     | P/W Payroll                                      | -643.62     |
| 02/04/2022 | Hullquist, Everett                    | P/W Payroll                                      | -1,370.28   |
| 02/04/2022 | McFall, Celeste J                     | Admin Payroll                                    | -1,666.60   |
| 02/04/2022 | Whitworth, Barbara A                  | Library Payroll                                  | -138.53     |
| 02/04/2022 | DeCausmaker, Michelle*                | Mayor Payroll                                    | -83.11      |
| 02/04/2022 | Nobles, Suzanne                       | Admin Payroll                                    | -131.60     |
| 02/04/2022 | QuickBooks Payroll Service            | Created by Payroll Service on 02/03/2022         | -3,352.88   |
| 02/04/2022 | Celeste McFall                        | Health insurance reimbursement January 2022      | -78.73      |
| 02/04/2022 | Everett Hulquist *                    | Health Insurance 3 mos                           | -1,325.80   |
| 02/17/2022 | C & K Market                          | historic payments                                | -113.19     |
| 02/17/2022 | City of Medford Finance Department    | Fire Dept- Fleet Services-December               | -4,661.82   |
| 02/17/2022 | Cross Petroleum                       | CL 16238                                         | -2,025.19   |
| 02/17/2022 | Duane's Drain Cleaning                | Inv #7046 and remainder of previous bill         | -292.50     |
| 02/17/2022 | Fort Jones Ace Hardware               | January billing                                  | -63.00      |
| 02/17/2022 | Fort Jones Lumber                     | January Invoices-237482, 238329,23852            | -82.49      |
| 02/17/2022 | League of California Cities           | Annual Dues                                      | -540.00     |
| 02/17/2022 | Mean Gene's Gas                       | FJ Museum- Kerosene                              | -342.88     |
| 02/17/2022 | PACE Engineering                      | 41097 Project 2935.01 Engineering Assistance     | -225.00     |
| 02/17/2022 | Pacific Power                         | January 2022 billing                             | -4,253.29   |
| 02/17/2022 | Park Warehouse                        | Inv. #15005148                                   | -8,393.78   |
| 02/17/2022 | Prentice Long                         | January 2022 Invoices                            | -2,765.00   |
| 02/17/2022 | Quad-B Systems                        | microsoft office renewal reimbursement system up | -1,665.52   |
| 02/17/2022 | Scott Valley Auto Parts               | Invoices 347986,348079,348319                    | -176.33     |
| 02/17/2022 | Scott Valley Disposal                 | January billing Acct. 350                        | -298.00     |
| 02/17/2022 | SHN Consulting Engineers & Geologists | Inv 111891                                       | -1,597.22   |
| 02/17/2022 | Siskiyou County Economic Council      | Invoice - February 2022 MOU                      | -416.67     |
| 02/17/2022 | Siskiyou Fire Equipment               | Annual Fire Extinguisher Service                 | -354.70     |
| 02/17/2022 | Siskiyou Telephone                    | December billing                                 | -805.96     |
| 02/17/2022 | Suburban Propane                      | January bill for City Hall heating fuel          | -2,250.29   |
| 02/17/2022 | Us Bank Corporate Payment Systems     | statement date 1-17-2022                         | -2,580.70   |
| 02/17/2022 | US Bank Equipment Finance             | Invoice number 463724252                         | -214.74     |
| 02/18/2022 | Agron, Rachel                         | Admin Payroll                                    | -1,055.31   |
| 02/18/2022 | Hess, Joseph E                        | Chief Stipend                                    | -461.75     |
| 02/18/2022 | Hullquist*, Kevin                     | P/W Payroll                                      | -636.96     |
| 02/18/2022 | Hullquist, Everett                    | P/W Payroll                                      | -1,370.28   |
| 02/18/2022 | McFall, Celeste J                     | Admin Payroll                                    | -1,354.82   |
| 02/18/2022 | Nobles, Suzanne                       | Admin Payroll                                    | -145.45     |
| 02/18/2022 | DeCausmaker, Michelle*                | Mayor Payroll                                    | -83.12      |
| 02/18/2022 | Whitworth, Barbara A                  | Library Payroll                                  | -138.52     |
| 02/18/2022 | QuickBooks Payroll Service            | Created by Payroll Service on 02/17/2022         | -3,020.28   |
|            |                                       |                                                  | -120,503.22 |
|            |                                       |                                                  | -120,503.22 |

| Town of Fort Jones March Payables   |  |                |            |
|-------------------------------------|--|----------------|------------|
| Vendor Name                         |  | Account        | Amount     |
| City of Etna                        |  | 02-810025 - GF | -41,826.50 |
| Basic Laboratory/Pace Analytical    |  | 02-810025 - GF | -88.40     |
| City of Medford                     |  | 02-810025 - GF | -4,377.10  |
| Duane's Drain Cleaning              |  | 02-810025 - GF | -1,080.00  |
| Cross Petroleum                     |  | 02-810025 - GF | -809.39    |
| Mt. Shasta Spring Water             |  | 02-810025 - GF | -78.36     |
| Fort Jones Lumber Yard              |  | 02-810025 - GF | -140.31    |
| Golden State Risk Management        |  | 02-810025 - GF | -711.00    |
| Joseph Hess (reimbursement)         |  | 02-810025 - GF | -817.40    |
| KD Management                       |  | 02-810025 - GF | -7,583.00  |
| Mean Gene's                         |  | 02-810025 - GF | -2,004.23  |
| Moore's Gravel                      |  | 02-810025 - GF | -412.60    |
| Pacific Power                       |  | 02-810025 - GF | -3,915.72  |
| Quad B Systems                      |  | 02-810025 - GF | -1,673.28  |
| Scott Valley Auto Parts             |  | 02-810025 - GF | -103.42    |
| Scott Valley Disposal               |  | 02-810025 - GF | -373.00    |
| SCEDC                               |  | 02-810025 - GF | -417.67    |
| SHN Consulting Engineers            |  | 02-810025 - GF | -2,020.00  |
| Express Employment Professionals    |  | 02-810025 - GF | -255.23    |
| Suburban Propane                    |  | 02-810025 - GF | -2,987.00  |
| State Water Resources Control Board |  | 02-810025 - GF | -764.72    |
| Uline                               |  | 02-810025 - GF | -124.88    |
| Sisqtel                             |  | 02-810025 - GF | -729.62    |
| US Bank Corporate Payment Systems   |  | 02-810025 - GF | -570.90    |
| US Bank Equipment Finance           |  | 02-810025 - GF | -214.74    |
| US Blue Book                        |  | 02-810025 - GF | -1,196.61  |
| Active 911                          |  | 02-810025 - GF | -260.00    |
| RB Aldrich Construction             |  | 02-810025 - GF | -10,200.00 |
| Fire Rescue Equipment               |  | 02-810025 - GF | -1,562.48  |
|                                     |  |                |            |

-87,297.56

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

Jul '21 - Feb 22

**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     |
| 4508 - VLF Net                 | 32,773.55 |
| 4512 - Off Highway Vehicle Tax | 2,284.20  |
| 4514- Unsec Interest           | 4.33      |
| 4516- Sup Current              | 331.77    |
| 4518 - CA Fish& Game PILT      | 81.16     |

|                                    |           |
|------------------------------------|-----------|
| <b>Total 4099 - Property Taxes</b> | 96,404.84 |
|------------------------------------|-----------|

|                  |            |
|------------------|------------|
| 4111 - Sales Tax | 232,383.79 |
|------------------|------------|

|                 |        |
|-----------------|--------|
| 4214 - Land Use | 125.00 |
|-----------------|--------|

|                     |          |
|---------------------|----------|
| 4215 - Parks Grants | 5,000.00 |
|---------------------|----------|

|                   |          |
|-------------------|----------|
| 4216 - Franchises | 7,967.14 |
|-------------------|----------|

|                         |          |
|-------------------------|----------|
| 4218 - Business License | 6,146.12 |
|-------------------------|----------|

|                    |      |
|--------------------|------|
| 4301- Fees Booking | 1.38 |
|--------------------|------|

|                            |        |
|----------------------------|--------|
| 4302- Fees Collection Cost | 770.58 |
|----------------------------|--------|

|                     |        |
|---------------------|--------|
| 4303 - Vehicle Fees | 136.06 |
|---------------------|--------|

|                 |          |
|-----------------|----------|
| 4304-Fees Other | 1,128.09 |
|-----------------|----------|

|             |          |
|-------------|----------|
| 4400 - Rent | 4,150.00 |
|-------------|----------|

|                                             |            |
|---------------------------------------------|------------|
| <b>Total 1I - General Government Income</b> | 354,213.00 |
|---------------------------------------------|------------|

**2I - Public Safety Income**

**2a - Law Enforcement**

|                    |          |
|--------------------|----------|
| 4111- Growth Alloc | 1,944.36 |
|--------------------|----------|

|                        |            |
|------------------------|------------|
| 4112 - COPS Allocation | 121,302.02 |
|------------------------|------------|

|                |        |
|----------------|--------|
| 4116 - Prop172 | 354.97 |
|----------------|--------|

|                                 |        |
|---------------------------------|--------|
| 4117 - Tax Allocation - Law Enf | 372.48 |
|---------------------------------|--------|

**Animal Control**

|                     |       |
|---------------------|-------|
| 4230 - Dog Licenses | 52.50 |
|---------------------|-------|

|                             |       |
|-----------------------------|-------|
| <b>Total Animal Control</b> | 52.50 |
|-----------------------------|-------|

|                                   |            |
|-----------------------------------|------------|
| <b>Total 2a - Law Enforcement</b> | 124,026.33 |
|-----------------------------------|------------|

**2b - Fire Protection**

|                   |        |
|-------------------|--------|
| 4740 - Fire Dept. | 900.00 |
|-------------------|--------|

|                              |        |
|------------------------------|--------|
| 4741 - Tax Allocation - Fire | 400.00 |
|------------------------------|--------|

|                           |            |
|---------------------------|------------|
| 4750 - Strike Team Income | 296,293.53 |
|---------------------------|------------|

|                                   |            |
|-----------------------------------|------------|
| <b>Total 2b - Fire Protection</b> | 297,593.53 |
|-----------------------------------|------------|

|                                          |        |
|------------------------------------------|--------|
| <b>2I - Public Safety Income - Other</b> | 595.92 |
|------------------------------------------|--------|

|                                        |            |
|----------------------------------------|------------|
| <b>Total 2I - Public Safety Income</b> | 422,215.78 |
|----------------------------------------|------------|

**3I - Public Works Income**

**3a - Streets Income**

|                     |          |
|---------------------|----------|
| 4499 - Gas Tax 2103 | 3,531.35 |
|---------------------|----------|

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                       | <u>Jul '21 - Feb 22</u> |
|---------------------------------------|-------------------------|
| 4500 - Gas Tax 2106                   | 4,636.54                |
| 4501 - Gas Tax 2107                   | 2,641.65                |
| 4502 - Gas Tax 2107.5                 | 1,000.00                |
| 4503 - Gas Tax 2105                   | 2,378.83                |
| 4530 - Local Transportation           | 1,100.65                |
| 4537 - STIP                           | 39,309.68               |
| 4540 - Tax Allocation - Roads         | 12,196.08               |
| SB1                                   | 1,283.07                |
| <b>Total 3a - Streets Income</b>      | <b>68,077.85</b>        |
| <b>3b - Sewer Income</b>              |                         |
| 4212 - Sewer Revenue                  | 41,523.54               |
| 3b - Sewer Income - Other             | 255.00                  |
| <b>Total 3b - Sewer Income</b>        | <b>41,778.54</b>        |
| <b>3c - Water Income</b>              |                         |
| 4810 - Water Revenue                  | 84,406.34               |
| 4815 - Tax Allocation - Water         | 4,775.68                |
| 4860 State Arrearages                 | 22,625.93               |
| <b>Total 3c - Water Income</b>        | <b>111,807.95</b>       |
| <b>Total 3I - Public Works Income</b> | <b>221,664.34</b>       |
| <b>4900 - CBDG Interest</b>           |                         |
| 89-92LF Interest                      | 19.29                   |
| 4900 - CBDG Interest - Other          | 10,998.44               |
| <b>Total 4900 - CBDG Interest</b>     | <b>11,017.73</b>        |
| 4902 - CBDG Reimbursement             | 25,841.43               |
| 4903 - Library Reimbursement          | 5,579.71                |
| 4905- Siskiyou Tel Reimbursment       | 10,483.90               |
| 4910- SAFER Grant                     | 57,993.00               |
| 4911 Coronavirus Relief Fund          | 82,771.00               |
| <b>6000 - BPF</b>                     |                         |
| 6001 - Donations                      | 175.00                  |
| 6004 - Ball Park Rent                 | 50.00                   |
| <b>Total 6000 - BPF</b>               | <b>225.00</b>           |
| <b>Housing Interest</b>               | <b>16,735.60</b>        |
| <b>Total Income</b>                   | <b>1,208,740.49</b>     |
| <b>Gross Profit</b>                   | <b>1,208,740.49</b>     |
| <b>Expense</b>                        |                         |
| <b>1E- General Government Expense</b> |                         |
| 2285 - IT Services                    | 9,556.12                |
| 5100- Council/Election                | 2,994.31                |
| 5110- Mayor Payroll                   | 1,620.00                |
| 5210- Clerk Payroll                   | 1,500.00                |
| 5220- Suppl\USPO\Petty                | 3,679.16                |
| <b>5400 - Professional Fees</b>       |                         |
| 5401 - Legal Fees                     | 27,775.00               |
| 5402 - Accounting Fees                | 2,082.97                |

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                        | <u>Jul '21 - Feb 22</u> |
|----------------------------------------|-------------------------|
| 5403 - Consulting Fees                 | 64,039.00               |
| 5405 - Reimbursed Expenses             | 400.00                  |
| 5400 - Professional Fees - Other       | 1,138.90                |
| Total 5400 - Professional Fees         | <u>95,435.87</u>        |
| 5500- Planning                         |                         |
| 5501 - Economic Development            | 4,833.36                |
| Total 5500- Planning                   | <u>4,833.36</u>         |
| 5550- Library Payroll                  | 5,235.00                |
| 5555 - Admin Payroll                   | 39,018.06               |
| 5600- Misc.                            | 260.62                  |
| 5700- Publication                      | 227.50                  |
| 5705 - Dues and Subscriptions          | 595.00                  |
| 6205- Health Insurance                 | 8,142.07                |
| 6300- Insurance                        |                         |
| 6204- Workers Compensation             | 8,654.75                |
| 6303- Liability Insurance              | 2,742.66                |
| 6304 -Property Insurance               | 1,437.72                |
| 6305 - Crime Insurance                 | 99.75                   |
| 6308- Pollution                        | 0.00                    |
| 6310 -Finance Charge                   | 0.00                    |
| 6300- Insurance - Other                | 78.73                   |
| Total 6300- Insurance                  | <u>13,013.61</u>        |
| 6301- Insurance Expense                | 1,246.08                |
| 6400- Property Tax                     | 1,600.36                |
| 9150-City Hall Expenses                |                         |
| 1-012 - City Hall Power                | 3,088.85                |
| 133000- City Hall water                | 117.09                  |
| 9151- City Hall Maintenance            | 2,680.45                |
| 9154 - Disposal 2 yd Bin               | 2,066.50                |
| 9155 - Equipment Finance               | 2,275.05                |
| Janitorial Payroll                     | 247.50                  |
| 9150-City Hall Expenses - Other        | 370.67                  |
| Total 9150-City Hall Expenses          | <u>10,846.11</u>        |
| 9152- Propane                          | 8,498.76                |
| 1E- General Government Expense - Other | 5,682.57                |
| Total 1E- General Government Expense   | <u>213,984.56</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          | 2,098.51                |
| Animal Control                         |                         |
| 7930- Animal Control                   | 362.37                  |
| Total Animal Control                   | <u>362.37</u>           |

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                             | <u>Jul '21 - Feb 22</u> |
|---------------------------------------------|-------------------------|
| <b>Total 2EA- Law Enforcement Expense</b>   | 127,940.38              |
| <b>2EB- Fire Department Expense</b>         |                         |
| 6310- Property Insurance                    | 1,051.98                |
| 7505 - Liability Insurance                  | 0.00                    |
| 7506 - Work Comp Insurance                  | 797.44                  |
| 7507 - Auto Insurance                       | 9,169.70                |
| 7510- Fire Dept Payroll                     | 20,551.00               |
| 7513 - Calls & Meetings                     | 6,272.50                |
| 7520- Fire Dept Supl & Mtnce                | 26,500.49               |
| 7525- Pub Safety Fuel & Oil                 | 7,405.87                |
| 7540- Fire Dept. Utilities                  |                         |
| 1-001- Fire Dept. Power Bill                | 2,165.04                |
| 2261- Fire Dept. Phone                      | 1,111.45                |
| 2262 - Disposal                             | 298.00                  |
| 7541- Propane                               | 738.01                  |
| <b>Total 7540- Fire Dept. Utilities</b>     | <b>4,312.50</b>         |
| <b>2EB- Fire Department Expense - Other</b> | <b>1,284.50</b>         |
| <b>Total 2EB- Fire Department Expense</b>   | <b>77,345.98</b>        |
| <b>2EC - Strike Team Expenses</b>           |                         |
| 6311 - Property Insurance                   | 140.28                  |
| 7502 - Auto Insurance                       | 4,166.70                |
| 7505b - Liability Insurance                 | 4,113.99                |
| 7506b - Workers Comp Ins                    | 14,241.37               |
| 7514 Fleet Maintenance - Strike             | 39,453.70               |
| 7515 - Strike Team Payroll                  | 222,326.73              |
| <b>Total 2EC - Strike Team Expenses</b>     | <b>284,442.77</b>       |
| <b>2ED SAFER Grant</b>                      |                         |
| 7529 - SAFER Grant Payroll                  | 8,077.44                |
| 7529.5 - Workers Comp                       | 4,034.87                |
| 7529.6 - Safer Liability Ins                | 1,204.95                |
| 7530 - Uniforms and Safety Gear             | 22,114.50               |
| 7531 - Media Marketing                      | 1,384.40                |
| 7532 - FF Training                          | 725.00                  |
| 7533 - Leadership Training                  | 325.00                  |
| <b>Total 2ED SAFER Grant</b>                | <b>37,866.16</b>        |
| <b>2E- Public Safety Expense - Other</b>    | <b>52.56</b>            |
| <b>Total 2E- Public Safety Expense</b>      | <b>527,647.85</b>       |
| <b>3E- Public Works Expense</b>             |                         |
| <b>3EA- Streets</b>                         |                         |
| 1-000 - Street Lights                       |                         |
| 02 HPSV Lights                              | 367.70                  |
| 02 HPSV Metal Lights                        | 174.82                  |
| 10 HPSV Wood Lights                         | 2,390.07                |
| 11 HPSV Lights                              | 961.39                  |
| 72 HPSV Lights                              | 7,847.11                |

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                    | <u>Jul '21 - Feb 22</u> |
|------------------------------------|-------------------------|
| Total 1-000 - Street Lights        | 11,741.09               |
| 6306- Property Insurance           | 280.53                  |
| 8120- Street Mtnce/Utilities       |                         |
| 1-005 - Barn Power                 | 920.60                  |
| 1-007 - Phone Bill                 | 1,054.35                |
| 8121- Street Maintenance           |                         |
| 8126- LTC                          | 71.66                   |
| 8121- Street Maintenance - Other   | 270.86                  |
| Total 8121- Street Maintenance     | <u>342.52</u>           |
| Total 8120- Street Mtnce/Utilities | 2,317.47                |
| 8130- Equipment Maintenance        |                         |
| 8131- Fuel & Oil                   | 349.16                  |
| 8132- Repairs                      | 1,142.95                |
| 8133- Parts & Supplies             | 558.94                  |
| Total 8130- Equipment Maintenance  | <u>2,051.05</u>         |
| 8136 -Auto Insurance               | 490.20                  |
| 8137- Mobile Equip                 | 0.00                    |
| 8199- Road Payroll                 | 6,752.50                |
| 8509 - Liability Insurance         | 571.38                  |
| 8511 - Work Comp Insurance         | 1,434.20                |
| Total 3EA- Streets                 | <u>25,638.42</u>        |
| 3E- Public Works Expense - Other   | 70.21                   |
| Total 3E- Public Works Expense     | <u>25,708.63</u>        |
| 3EB- Sewer Expense                 |                         |
| 6308-Property Insurance            | 490.92                  |
| 8510- Sewer Payroll                | 3,161.22                |
| 8520- Sewer Expenses               |                         |
| 1-015 - Sewer Power bill           | 162.26                  |
| 1-019 bbp sewer                    | 123.77                  |
| 8521- Sewer Rep & Mtnce            | 682.50                  |
| 8527 Fuel-Oil                      | 129.68                  |
| 8553- Auro Insurance               | 490.20                  |
| Total 8520- Sewer Expenses         | <u>1,588.41</u>         |
| 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         | 571.38                  |
| 8551 - Work Comp Insurance         | 1,490.65                |
| 8552 - Training                    | 4,373.00                |
| Sewer Testing                      | 5,602.69                |
| Total 3EB- Sewer Expense           | <u>45,677.21</u>        |
| 3EC- Water Expense                 |                         |
| 6307-Property Insurance            | 1,984.74                |
| 8609- Water Training               | 453.33                  |

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                      | <u>Jul '21 - Feb 22</u> |
|--------------------------------------|-------------------------|
| 8610- Water Parts & Supplies         | 39.04                   |
| 8612- Water Office & Postage         | 2,406.00                |
| 8615- Water Payroll                  | 7,899.90                |
| 8620- Water Repairs & Mtnce          | 3.51                    |
| 8623- Mobile Equip.                  | 0.00                    |
| 8624 - Auto Insurance                | 490.20                  |
| 8625- Water Liability Ins            | 571.38                  |
| 8626 - Work Comp                     | 2,192.40                |
| 8627 - Fuel-Oil                      | 1,820.64                |
| 8630- Water Fees & Testing           | 4,876.08                |
| 8640- Water Utilities                |                         |
| 1-000 - Water Power                  |                         |
| New Pump                             | 10,571.25               |
| Old pump                             | 479.24                  |
| Total 1-000 - Water Power            | 11,050.49               |
| 1-001 - Water Phones                 |                         |
| 468-2598                             | 1,941.40                |
| 468-5864                             | 731.81                  |
| 530-917-6004                         | 0.00                    |
| Total 1-001 - Water Phones           | 2,673.21                |
| Total 8640- Water Utilities          | 13,723.70               |
| 8650- Water Engineering              | 1,371.00                |
| 3EC- Water Expense - Other           | 3,350.00                |
| Total 3EC- Water Expense             | 41,181.92               |
| 4E- Parks & Recreation Expense       |                         |
| 03 Parks & Recreation Grants         |                         |
| 2002 PerCapita                       |                         |
| Community Center Improvements        | 100.00                  |
| Little League 2002 grant             | 8,393.78                |
| Total 2002 PerCapita                 | 8,493.78                |
| 03 Parks & Recreation Grants - Other | 55.77                   |
| Total 03 Parks & Recreation Grants   | 8,549.55                |
| 6305- Property Ins Parks             |                         |
| 9104- Mobile Equip.                  | 446.25                  |
| 6305- Property Ins Parks - Other     | 1,627.08                |
| Total 6305- Property Ins Parks       | 2,073.33                |
| 9105- Auto Insurance                 | 0.00                    |
| 9106 - Work Comp Parks               | 3,274.00                |
| 9107 - Liability Ins Parks           | 1,485.66                |
| 9109- Parks Payroll                  | 3,721.50                |
| 9110 - Park Expense                  | 1,718.39                |
| 9130- Ball Park Expenses             |                         |
| 1-002 - LLP Snack                    | 282.85                  |
| 1-013 - BBP lights                   | 1,974.33                |
| 1-014 - LLP lights                   | 142.16                  |

**Town of Fort Jones**  
**Profit & Loss**  
 July 2021 through February 2022

|                                        | <u>Jul '21 - Feb 22</u>  |
|----------------------------------------|--------------------------|
| 1-017 - BBP pump                       | 139.86                   |
| 9131- Maintenance & Supplies           | 2,890.81                 |
| Total 9130- Ball Park Expenses         | 5,430.01                 |
| 9140- Scout Hall Expenses              |                          |
| 1-006 - Scout Hall Power               | 328.56                   |
| Total 9140- Scout Hall Expenses        | 328.56                   |
| 9160- Museum Expenses                  |                          |
| 1-004 - Museum Electricity             | 663.00                   |
| 1-XXX - Museum Monitor Fuel            | 1,942.22                 |
| 5568- Museum Phone                     | 1,057.98                 |
| Total 9160- Museum Expenses            | 3,663.20                 |
| 4E- Parks & Recreation Expense - Other | 3,196.53                 |
| Total 4E- Parks & Recreation Expense   | 33,440.73                |
| 6500- Payroll Expenses                 |                          |
| 6503- Retirement Company               | 500.22                   |
| Total 6500- Payroll Expenses           | 500.22                   |
| 6504- Payroll Taxes                    |                          |
| 6506- FICA                             | 21,967.42                |
| 6508- Medicare                         | 5,137.54                 |
| 6512- SUI                              | 7,973.10                 |
| 6516 - ETT                             | 0.00                     |
| 6504- Payroll Taxes - Other            | 352.87                   |
| Total 6504- Payroll Taxes              | 35,430.93                |
| 6600- Medical Insurance                |                          |
| 6603- Medical Ins Reimb                | 3,522.64                 |
| Total 6600- Medical Insurance          | 3,522.64                 |
| 9700- CBDG Const Housing               |                          |
| Gen Adm & Program Delivery             | 11,951.25                |
| Housing Loans                          |                          |
| Gomez                                  | 2,050.07                 |
| Total Housing Loans                    | 2,050.07                 |
| Total 9700- CBDG Const Housing         | 14,001.32                |
| Payroll Expenses                       | 24,081.42                |
| Total Expense                          | 965,177.43               |
| Net Income                             | <u><u>243,563.06</u></u> |

PUBLIC HEARING

ORDINANCES & RESOLUTIONS

ORDINANCE NO. 2022-3

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES  
CREATING PUBLIC NUISANCE ORDINANCE

The Town Council of the Town of Fort Jones does ordain as follows:

Section 1: The Town hereby amends its code by adding the following as sections, attached hereto as Exhibit A:

Chapter 8.24 Public Nuisance

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 15<sup>th</sup> day of February, 2022, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 14th day of March, 2022.

APPROVED: \_\_\_\_\_  
Michelle DeCausmaker, Mayor

ATTEST: \_\_\_\_\_  
Celeste McFall, City Clerk

The foregoing Ordinance No. 2022-3 was adopted at a regular meeting of the Town Council of the Town of Fort Jones, held on the 14th day of March, 2022 by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

\_\_\_\_\_  
Celeste McFall, City Clerk

APPROVED AS TO FORM and LEGAL CONTENT: \_\_\_\_\_  
Margaret Long, City Attorney

## **Exhibit A**

### **Chapter 8.24**

#### **PUBLIC NUISANCE**

##### **Sections:**

|                 |                                                                  |
|-----------------|------------------------------------------------------------------|
| <u>8.24.010</u> | <u>Intent and purpose</u>                                        |
| <u>8.24.020</u> | <u>Definitions</u>                                               |
| <u>8.24.030</u> | <u>General provisions</u>                                        |
| <u>8.24.040</u> | <u>Enforcement authority</u>                                     |
| <u>8.24.050</u> | <u>Inspections</u>                                               |
| <u>8.24.060</u> | <u>Acts constituting nuisance</u>                                |
| <u>8.24.070</u> | <u>Public nuisance defined</u>                                   |
| <u>8.24.080</u> | <u>Notice of public nuisance and order to abate – procedures</u> |
| <u>8.24.090</u> | <u>Summary abatement - procedures</u>                            |
| <u>8.24.100</u> | <u>Failure to abate nuisance - penalties</u>                     |
| <u>8.24.110</u> | <u>Failure to abate nuisance - Notice to show cause</u>          |
| <u>8.24.120</u> | <u>Council hearing - abatement</u>                               |
| <u>8.24.130</u> | <u>Right to abate</u>                                            |
| <u>8.24.140</u> | <u>Abatement costs - procedures</u>                              |
| <u>8.24.150</u> | <u>Abatement cost report – appeals process</u>                   |
| <u>8.24.160</u> | <u>Abatement cost report – appeals hearing process</u>           |
| <u>8.24.170</u> | <u>Abatement cost report – collection of costs</u>               |
| <u>8.24.180</u> | <u>Other remedies</u>                                            |

##### **8.24.010 Intent and Purpose**

A. The purpose of this chapter is to provide a just, equitable and practicable method for preventing, discouraging and/or abating certain conditions which endanger the life, limb, health, property, safety or welfare of the general public and to provide town staff with enforcement regulations that can be effectively applied and administered in a fair, expedient, and cost-efficient manner. The town may direct a property owner to remove a nuisance on the property and, if the owner fails to do so, remove the nuisance at the owner's expense.

B. The procedure set forth in this chapter for the abatement of a nuisance and the making of the cost of abatement a special assessment against that parcel is adopted under Government Code Section

38773.5. The procedure set forth in this chapter for abatement applies to any nuisance which the town declares is a nuisance either under this code or by another ordinance which the town may adopt.

C. The procedure set forth in this chapter is not exclusive and is in addition to the procedure for abatement which is conferred upon the town by Civil Code Section 3494, Code of Civil Procedure Section 731, Government Code Section 38773, or other lawful authority.

## **8.24.020 Definitions**

The following words and phrases when used in this chapter shall, for the purposes of this chapter, have the meanings ascribed to them in this section:

“Abandoned,” applied to a building, means a building that is unoccupied and is in such a state of neglect that a reasonable person would believe that the building has not been used for its intended, lawful purpose and/or has not been lawfully occupied for an extended period of time.

“Abandoned,” applied to real property, means real property that is vacant and undeveloped, and/or real property that has not been lawfully developed and/or improved and which is more than two years delinquent in payment of the assessed real property taxes owing upon such property.

“Abandoned,” applied to a vehicle, means the status of a vehicle or part thereof when the vehicle owner has ceased to assert or exercise any interest, right or title therein without intent to resume or reassert such interest, right or title.

“Abate” means to repair, replace, remove, destroy or otherwise remedy the condition in question by such means, manner and extent as to the code/law enforcement or authorized agent. in their judgment, shall determine what is necessary in the interest of the general health, safety and welfare of the community

“Abatement” means the removal of a certain condition or conditions which are detrimental to, or endanger the life, limb, health, property, safety or welfare of, the general public.

“Assessment” means the special assessment which may be assessed against a parcel of land as authorized by Section 38773.5 of the Government Code to recover the town’s cost of abatement of a public nuisance.

“Building official” means the individual designated by the county of Siskiyou as the person authorized to serve as the town’s building official for the purposes of administering various uniform codes, including, but not limited to, the building, administrative, plumbing, mechanical, electrical, abatement of dangerous buildings, sign and swimming pool, spa and hot tub codes.

"Camping" includes, but is not limited to the use of camping facilities, such as tents, tarpaulins, or other temporary shelters, cots, beds, sleeping bags, hammocks, and other equipment for the purpose of living outdoors, maintaining a campfire, and occupying the property in such fashion for more than six (6) hours.

"City" means the Town of Fort Jones.

"Town or City Attorney" means the duly appointed town attorney of the Town of Fort Jones, or his or her assistant or deputy.

"Town or City Clerk" means the duly elected or appointed town clerk of the Town of Fort Jones, or his or her assistant or deputy.

"Town or City Council" means the town council of the Town of Fort Jones.

"Code" means the Fort Jones Municipal Code.

"Day" means a calendar day, but if the time to perform an act expires on a day on which the town offices are closed, the act, if performed the next day on which such offices are open, shall be deemed timely.

"Graffiti" means, but not limited to, any authored inscription, word, figure, mark, or design that is written, marked, etched, scratched, drawn, or painted on any real or personal property; representations of any gang-type group; projected threats; insults to any race, creed or religion; or expressions of profanity.

"Municipal Code" means the Fort Jones Municipal Code.

"Notice and order" means a formal notice informing a party about the existence of a certain condition or situation which constitutes an infraction or misdemeanor violation of the Etna Municipal Code, a public nuisance, or a violation of any applicable statute, rule, code or regulation.

"State" means the State of California.

"Waste Matter" shall include but not be limited to broken crockery, broken bottles, metal vessels, trimmings from lawns, trees and flower gardens, ashes, cardboard boxes, berry boxes, rags, paper, straw, mattresses, packing material, shavings, boxes, sawdust, brick, stones, piled dirt, wire, other combustible and non-combustible and flammable waste material.

#### **8.24.30 General Provisions**

##### **A. Computation of time:**

The time in which any act provided by this chapter is to be done is computed by including the first and the last day. If the last day for the performance of any act set forth in this chapter is a holiday, then the time in which to perform the act is extended to and includes the next day which is not a holiday. If the last day for the performance of any act provided by this chapter is Saturday or Sunday, then the time in which to perform the act is extended to and including the next Monday.

B. Recovery of costs pursuant to Code of Civil Procedure:

Nothing in this chapter is intended to prohibit or preclude the town from seeking and recovering any costs pursuant to Sections 1032 through 1033.5 of the Code of Civil Procedure.

C. Collection of debts by the town:

The amount of any fine or fee imposed by this chapter shall be deemed a civil debt owing to the town. An action may be commenced in the name of the town in any court of competent jurisdiction for the collection of the amount of any such delinquent or unpaid fine or fee, with any penalties applicable thereto as prescribed by this chapter or other enactment. The remedy prescribed by this section shall be cumulative, and the use of an action to collect such an amount as a debt by civil action shall not bar the use of any other remedy provided by this chapter or as otherwise provided by law.

D. Confidentiality in connection with service requests:

The town shall take all reasonable steps to ensure that the identity of any person making a service request to the town concerning a violation of the ordinance or other applicable laws shall remain confidential. However, no enforcement action shall be taken beyond issuance of a notice of violation unless: (A) the complaining witness agrees to be identified upon request of the responsible party, or (B) the code enforcement officer, chief of police and any other enforcement officer has developed sufficient evidence to take further action.

**8.24.040 Enforcement authority**

The code enforcement officer shall have concurrent enforcement authority with the chief of police regarding any violation of the Fort Jones Municipal Code resulting in a misdemeanor, an infraction or a public nuisance, unless otherwise provided by this chapter, the Fort Jones Municipal Code, applicable statutes, rules, codes and regulations, resolution of the city council, or written agreement by and between the code enforcement officer and the chief of police. Nothing in this chapter shall be construed or interpreted as providing the code enforcement officer with the authority to enforce any provision or any statute that is specifically required to be enforced solely by the city's local law enforcement agency under the authority of the chief of police.

#### **8.24.050 Inspections**

A. Inspections pertaining to storm water management and discharge:

To enforce the provisions of the Fort Jones Municipal Code and/or other applicable statutes, rules or regulations, a public works inspector or other authorized enforcement officer may inspect and/or manage any discharges to the storm water drainage system in the town.

B. Inspections pursuant to applicable statutes, rules, codes, regulations or inspection warrants:

Nothing in this chapter shall prohibit or preclude inspections conducted pursuant to any applicable statute, rule, code, regulation or inspection warrant for purposes of inspections related to the respective statute, rule, code, regulation or inspection or search warrant.

C. Refusal to permit inspection pursuant to court-issued inspection warrants:

Any occupant or tenant who refuses to permit an inspection pursuant to any court-issued inspection warrant may be subject to arrest for a misdemeanor by the code enforcement officer, police officer, or other authorized enforcement officer. Forcible execution of said inspection under such circumstance shall be permitted only if the warrant expressly grants permission for such forcible entry.

#### **8.24.060 Acts constituting nuisance**

Anything which is injurious to a person's health, is indecent, is offensive to the senses, or is an obstruction to the free use of property, so as to interfere with the comfortable enjoyment of life or property or unlawfully obstructs the free passage or use, in the customary manner of any public park, street, alley way, highway, or other public easement is a nuisance.

#### **8.24.070 Public nuisance defined**

A public nuisance is one which affects at the same time an entire community or neighborhood, or any considerable number of persons, although the extent of the annoyance or damage inflicted upon individuals may be unequal. The following are specifically declared to be nuisances and it is not intended by this enumeration to exclude the designation of other conditions as nuisances.

A. Existence of rubbish, tin cans or waste matter of any type upon any sidewalk or alley within the town;

B. Substantial accumulation of rubbish, tin cans or waste matter of any type, including manure of any

kind, offensive to any of the senses on private property within the town;

- C. Automobile motors, transmissions and all other automotive parts or accessories stored anywhere other than within a fully enclosed space, carport, garage (public or private) or an approved automobile wrecking yard or approved repair facility;
- D. Any dead animal or fowl on private property within the town.
- E. Accumulation of wooden pallets, wastepaper, hay, grass, straw, weeds, litter, combustible or flammable waste material, waste petroleum products or rubbish of any kind upon any roof or any courtyard, vacant lot or open space; and all weeds, grass, vines, or other growth, when same endangers property or constitutes a fire hazard.
- F. All combustible rubbish, oily rags or waste material, when kept within a building or adjacent to a building, and not securely stored in metal or metal-lined receptacles equipped with tight-fitting covers or in rooms or vaults constructed of noncombustible materials;
- G. Combustible waste matter beneath trailers or at any other place within an auto and/or trailer camp/park.
- H. Abandoned, damaged, broken, discarded equipment, vehicles, machinery or household items such as furniture, stoves, refrigerators, freezers, cans or containers.
- I. Any device, decoration, design, fence, structure, clothesline or vegetation which is unsightly by reason of its condition or its inappropriate location;
- J. Maintaining property in such manner as to cause a hazard to the public by obscuring visibility of intersections.
- K. Any matter or substance from a private vault, cesspool, septic tank, water closet, privy, vault, urinal, pipe, sewer line or any sewage, effluent, slop water, polluted water or any other filthy water to flow or discharge upon the ground or upon any public sidewalk, street or other public place.
- L. Any repeated disruptive activities including, but not limited to, disturbances of the peace and quiet of the neighborhood which causes discomfort or annoyance to any reasonable person of normal sensitiveness residing in the area, public drunkenness, drinking in public, harassment of passersby, sale of stolen goods, public urination, theft, assaults, battery, acts of vandalism, excessive littering, illegal parking, loud noises, traffic violations, curfew violations, or police detentions and arrests.

#### M. Blighted Property

1. Any property on which there exists any one or more of the following conditions or activities is a blighted property for the purposes of this chapter.
  - a. A building or structure that is not being inhabited, occupied or unsecured when the public can gain unimpeded or undeterred entry without the consent of the owner. This subsection also includes any vacant building, or unit in a vacant building or structure, which is unoccupied, including, without limitation, buildings or structures of any nature intended for human habitation or occupation and includes manufactured housing or mobile homes.

- i.** A building or structure, or unit in a building or structure, is not deemed to be vacant for purposes of this chapter if construction or alteration of the building, structure or unit is in progress pursuant to a valid, unexpired building permit.
- b.** A partially constructed, reconstructed or demolished building or structure upon which work is abandoned.
- c.** Property which is in an unsecured state so as to potentially constitute an attraction to children, a harbor for vagrants, criminals or other unauthorized persons, or so as to enable persons to resort thereto for the purpose of committing a nuisance or unlawful act.
- d.** Exterior wall and/or roof coverings that have become deteriorated and do not provide adequate weather protection, resulting in termite infestation and/or dry rot.
- e.** Broken or missing windows or doors which constitute a hazardous condition or a potential attraction to trespassers.
- f.** Building exteriors, walls, fences, and retaining walls which are broken, deteriorated, or substantially defaced to the extent that the disrepair visually impacts neighboring property or presents an endangerment to public safety; driveways or walkways which are broken, deteriorated, or substantially defaced to the extent that the disrepair presents an endangerment to the public safety. For purposes of this subsection, defacing includes, without limitation, writings, inscriptions, figures, scratches or other markings commonly referred to as "graffiti".
- g.** Building exteriors, walls, fences, or retaining walls on which any painted surface is peeling, disintegrating, or sloughing-off to the extent that the disrepair visually impacts neighboring property or presents an endangerment to public safety.
- h.** Overgrown, diseased, dead or decayed trees, weeds or other vegetation which;
  - i.** Constitutes a fire hazard or a condition considered dangerous to the public health, safety, and general welfare; or
  - ii.** Are likely to harbor rats, vermin and other nuisances; or
  - iii.** Detracts from the property values of the neighboring properties
- i.** Landscaping that is not installed or maintained in accordance with any applicable code or permit.
- j.** Solid waste, which by reason of its location and character either detrimentally impacts the surrounding neighborhood or community, or which is allowed or permitted to be transported by wind or otherwise onto or upon a public street, alley, or sidewalk. For purposes of this subsection, solid waste means any putrescible and non-putrescible solid and semi-solid waste material including without limitation garbage, rubbish, demolition and construction wastes, industrial wastes, reusable or recyclable material, bulky goods, and other discarded solid and semi-solid wastes.
- k.** Substantial accumulation of dirt, litter, or debris in vestibules or doorways of residential, commercial or industrial buildings.

- l.** Any swimming pool, pond or other body of water that is abandoned, unattended, unfiltered, or not otherwise maintained, resulting in the water becoming polluted water. For purposes of this subsection, "polluted water" means water which contains bacterial growth, including algae; remains of rubbish, refuse, debris, papers, and any other foreign matter or material or deleterious substance which, because of its nature or location, constitutes an unhealthy or unsafe conditions or water which is defined as "polluted water" or other similar term under state or federal law.
- m.** A swimming pool which is more than eighteen (18) inches deep (whether empty or filled with water) that is not secured by a fence (with a locked gate when the pool is unattended) of at least five (5) feet in height.
- n.** Land having a topography, geology, or configuration, that, as a result of grading operations or improvements to said land, causes erosion, subsidence, unstable soil conditions, or surface or subsurface drainage problems so as to pose a threat to or be injurious to adjacent properties.
- o.** Any condition or object maintained on private property that obscures the visibility to the public of public streets or public street intersections to such a degree as to constitute a hazard. Such conditions include without limitation vehicles, landscaping, fencing, and signs.
- p.** Conditions that due to their accessibility to the public may prove hazardous or dangerous including without limitation:
  - i.** Unused or broken equipment;
  - ii.** Abandoned wells, shafts, or basements;
  - iii.** Hazardous or unprotected pools, ponds, or excavations;
  - iv.** Structurally unsound fences, walls, or structures;
  - v.** Machinery that is inadequately secured or protected;
  - vi.** Lumber, trash, fences, solid waste, or debris that may prove a hazard for the public. For the purposes of this subsection, solid waste is defined as set forth in subsection **j** of this section;
  - vii.** Storing or keeping any chemicals, gasoline, motor oil, or other substances, in a quantity exceeding typical residential household usage, which may prove a hazard to the public.
- q.** Signs which have not been maintained or are in a state of disrepair for a period of more than thirty (30) days, including without limitation, broken signs, signs with missing parts, panels, letters or light bulbs, signs with exposed wiring, signs out of plumb, signs that are unsafe, dangerous to the public, or a hazard to traffic, defaced signs (for purposes of this subsection, defacing includes without limitation, unauthorized, unrelated or offensive writing, inscriptions, figures, scratches, or other markings commonly known as graffiti).
- r.** Any construction equipment, machinery, vehicles, or material except as follows:
  - i.** Such items may be temporarily kept within or upon the property for and during

the time such equipment, machinery, or materials are required for the construction or installation of improvements or facilities on the property for which all required permits have been obtained and are valid.

- ii.** Such items may be kept in the side yard or rear yard areas if such items are used for the maintenance of the property or facilities on the property and if such items are concealed by a fence, shrubbery, or other similar means.
- s.** Any commercial equipment, machinery, vehicles, or material not authorized by a valid city permit when such items constitute visual blight, reduce the aesthetic appearance of the neighborhood, or are detrimental to nearby property values. Commercial equipment, machinery, vehicles, or material not otherwise authorized by a valid city permit may be kept in the side yard or rear yard areas if such items are used for the maintenance of the property or facilities on the property and if such items are concealed by a fence, shrubbery, or other similar means.
- t.** Any refrigerator, washing machine, clothes dryer, sink, stove, heater, boiler, tank or other household equipment, machinery, furniture, appliance or appliances, or any parts of any of the listed items, for a period of time in excess of seventy-two consecutive hours. For purposes of this subsection, an item is unlawfully kept or stored in any area for a period of time in excess of seventy-two (72) consecutive hours when either the item has not been removed from such area for an intervening period of time in excess of seventy-two (72) consecutive hours or the item has been parked, kept, or stored during the intervening period of time upon any public street. This subsection does not prohibit the following:
  - i.** Machinery installed in the rear setback areas for household or recreational use.
  - ii.** Furniture designed and used for outdoor activities.
  - iii.** Any item stored or kept within and enclosed storage structure or unit. For the purpose of this subsection, a storage unit is a prefabricated enclosure which is not required to have a building permit and is not permanently affixed to the ground, but which is not on wheels or mobile.
- u.** Storing or keeping of packing boxes, lumber, dirt, solid waste, and other debris, except as allowed by this code for the purposes of construction, in any areas visible from public property or neighboring properties for a period of time in excess of seventy-two (72) consecutive hours. For purposes of this subsection, solid waste is defined as set forth in subsection **j** of this section. For purposes of this subsection, an item is unlawfully kept or stored in any area for a period of time in excess of seventy-two (72) consecutive hours when either the item has not been removed from such area for an intervening period of time in excess of seventy-two (72) consecutive hours, or the item has been kept or stored during the intervening period of time upon any public street.
- v.** Wrecking, dismantling, disassembling, manufacturing, fabricating, building, remodeling, assembling, repairing, painting, in any setback area, of any

airplane, aircraft, motor vehicle, boat, trailer, machinery, equipment, appliance or appliances, furniture or other personal property.

- i. This subsection shall not prohibit an owner, lessee, tenant or occupant of the property from engaging in periodic activities incidental to the normal use of a motor vehicle, boat, trailer, or furniture owned by that owner, lessee, tenant or occupant of the property to the extent otherwise permitted by and in conformance with this Municipal Code. Any such activities shall be completed within a consecutive seventy-two (72) hour period.
  - w. The use of any trailer, camper, recreational vehicle or motor vehicle for living or sleeping quarters in any place within the town, outside of a lawfully operating mobile home park or recreational vehicle/travel park, is subject to the following:
    - i. Nothing contained in this subsection shall be deemed to prohibit bona fide guests of a town resident from occupying a trailer, camper or recreational vehicle upon residential premises with the consent of the resident for a period not to exceed fourteen (14) consecutive days when; (a) the trailer, camper or recreational vehicle has not been removed from such area for an intervening period of time in excess of fourteen (14) consecutive days; or (b) the trailer, camper, or recreational vehicle has been parked, kept or stored during the intervening period of time on any public street.
    - ii. Nothing contained in this subsection shall be deemed to permit any violation of the Municipal Code, California, Building Code, California Electrical Code, or California Plumbing Code by any trailer, camper; or recreational vehicle occupied pursuant to subsection (a) of this section, or any use of such trailer, camper, or recreational vehicle, or any connection from such trailer, camper or recreational vehicle to any building.
    - iii. Any trailer, camper, or recreational vehicle so used shall not discharge any waste or sewage into the Town's sewer system except through an approved residential discharge connection of the residential premises on which the trailer, camper or recreational vehicle is parked.
  - x. Any condition which is detrimental to the public health, safety or general welfare or which constitutes a nuisance under any other town ordinance, State law or common law.
  - y. Any condition of deterioration or disrepair that creates substantial detrimental impact on neighboring properties.
  - z. Any dwelling that does not have adequate water, sewer, and electrical service in compliance with applicable codes.
  - aa. Camping on public property, or on private property without the owner's written permission.
2. The acts and conditions specified below, when performed or existing upon any lot or parcel of land within the town, whether improved or unimproved, are declared to constitute blighted

property, are unlawful, and are defined to be public nuisances which are injurious or potentially injurious to the public health, safety, and welfare, which have a tendency to degrade the appearance and property values of surrounding property and/or which cause damage to public rights-of-way. Nothing herein shall be deemed to restrict a public nuisance to the definition provided below.

- a. A building or structure which is designed for human use or occupancy and which is not occupied as a residence or as business premises by human beings for more than ninety (90) days, and is in violation of one or more of the following requirements:
  - i. If the building or structure is the subject of an active building permit for repair or re rehabilitation, that the owner is progressing diligently to complete the repair or rehabilitation;
  - ii. If the building or structure meets all applicable building, habitability, and municipal code provisions, and does not otherwise constitute a public nuisance, it is ready for use or occupancy and is actively being offered for sale, lease, or rent, at reasonable market rates; or
  - iii. The building or structure, including the premises on which it is located, does not otherwise constitute a public nuisance and is not likely to become a public nuisance because it is being actively maintained and monitored.
- b. Active maintenance and monitoring shall include compliance with all of the following:
  - i. Maintenance of landscaping and plant materials in good condition;
  - ii. Maintenance of the exterior of the building or structure, including but limited to, its paint, finishes, and signs, in good condition;
  - iii. Regular removal of all exterior trash, debris, and graffiti;
  - iv. Maintenance, use, and occupancy of the building or structure: in continuing compliance with all applicable codes, regulations, and ordinances; and,
  - v. Prevention of criminal activity on the premises, including but not limited to the use, sale, growing, and distribution of controlled substances, prostitution, trespassing, curfew violations, or other behavior which tends to disturb the peace or the use or enjoyment of neighboring properties.

#### **8.24.80 Notice of public nuisance and order to abate - procedures**

When a code enforcement officer, police officer or other enforcement officer has inspected any real property or premises and has found and determined that conditions at or upon such property or premises constitute a public nuisance pursuant to any provision of the Fort Jones Municipal Code and/or applicable statute, rule, code and regulation, and the town has not commenced an alternative public nuisance abatement procedure prescribed by statute regarding said public nuisance, the code enforcement officer, police officer or enforcement officer may issue or cause the issuance of a notice of public nuisance and order to abate (“notice and order”).

Said notice shall specify that the nuisance must be abated within fifteen (15) days after the date of the delivery or mailing of said notice, or such shorter time as the issuer deems appropriate. If the issuer

deems the nuisance to be an emergency, then he or she shall have the power to order the abatement summarily within twenty-four (24) hours of the giving of the written notice as set forth below.

**A. Contents of notice and order:**

The notice shall be titled “notice and order” and posted, along with any amended or supplemental notice and order, on the property on which the violation occurs and shall include the following information:

1. The name of the property’s record owner, the occupant, if any, and/or the agent, if any, having charge or control of the property;
2. The date of inspection;
3. The date of violation;
4. The street address of a definite description of the location where the violation occurred;
5. The code sections(s) violated
6. A description of the property’s condition which violated the applicable codes;
7. The actions necessary to correct the subject violations;
8. The deadline or specific date by which to correct the violations;
9. A reference to the potential consequences should the property remain in violation after the expiration of the compliance deadline;
10. An order prohibiting the continuation or repeated occurrence of the code violation described in the notice and order;
11. The name and signature of the citing code enforcement officer or other authorized agent.

**B.** Service of a copy of the notice and order shall be made upon such persons that are entitled thereto either personally or by certified mail, postage prepaid, return receipt requested, at their address as it appears on the last equalized assessment roll of the county. Additionally, the notice shall be served on the responsible party by first class certified mail, return receipt requested, sent to the address contained in records of the town of Fort Jones for utility billings, if such address is different than that listed on the last equalized county assessment roll. If an address of any such person does not appear on the last equalized assessment roll or is not otherwise known to the issuing inspector or enforcement officer, then a copy of the notice and order shall be addressed to such person(s) and mailed to the address of the subject premises. The failure of any such person to receive a copy of the notice and order shall not affect the validity of any proceedings or actions taken under this chapter. Service by certified mail in the manner herein provided shall be affixed to the copy of the notice and order and retained by the inspector or enforcement officer.

**C.** Proof of service of the notice and order shall be certified at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to a copy of the notice and order and retained by the code enforcement officer.

**D.** After a notice and order becomes final upon failure to file a timely appeal the code enforcement

officer, or his/her designee, may file a certificate of nuisance in the office of the Siskiyou County clerk-recorder to certify that: (A) the subject property is being maintained in violation of the Fort Jones Municipal Code and/or applicable statute, rule, code and regulation; and (B) the property owner has been so notified.

E. The fee for filing a certificate of nuisance with the office of the Siskiyou County clerk-recorder shall be established by resolution of the town council.

F. Whenever it is determined by the code enforcement officer, chief of police, or other enforcement officer that the corrections ordered by the certificate of nuisance have been completed so that the premises no longer exists in a condition that is in violation of the Fort Jones Municipal Code and/or applicable statute, rule, or code, and all outstanding fees/fines have been paid, a certificate of abatement may be recorded in the office of the Siskiyou County clerk-recorder certifying that all required corrections have been made and that the subject premises is no longer being maintained as a public nuisance.

G. Service of the demand for payment which is personally served shall be deemed completed at the time of such delivery. Service of a notice of public nuisance which is served by mail is deemed completed on the date said notice of public nuisance is deposited in the mail.

H. Proof of service of the demand for payment shall be certified at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to a copy of the demand for payment and retained by the code enforcement officer or other enforcement officer.

I. The prevailing party in any proceeding conducted pursuant to this chapter and associated with the abatement of a public nuisance shall be entitled to recovery of attorneys' fees incurred in any such proceeding.

#### **8.24.090 Summary abatement - procedures**

If, upon the determination of a code enforcement officer, police officer, or other authorized enforcement officer, a particular public nuisance as described in this chapter or any other applicable statute, rule, code or regulation poses an immediate threat to public health and safety, the authorized enforcement officer who made the public nuisance determination may dispense with the notice and hearing requirements of the public nuisance appeals procedures set forth in this chapter and cause town crews or private contractors to take such reasonable actions that are necessary to immediately abate the activity or activities and/or condition or conditions causing the public nuisance as follows:

A. Prior to the town performing any abatement work pursuant to this chapter, the authorized enforcement officer who caused the summary abatement shall, if feasible, cause an inventory to be taken which lists those items which are proposed to be removed from the property and discarded.

B. Prior to ordering summary abatement pursuant to this chapter, the authorized enforcement officer

who caused the summary abatement shall prepare a written report which sets forth in writing the facts and circumstances establishing:

1. Why advance notice of the abatement to the property owner, occupant and/or agent having charge or control is not reasonable or feasible or why prior advance notice was not effective;
  2. Why the subject property constitutes a public nuisance; and
  3. Why immediate abatement of the public nuisance is necessary.
- D. A copy of the summary abatement report shall be served as soon as possible to the owner(s) of record of the parcel of land on which the public nuisance exists by certified mail, postage prepaid, return receipt requested, to each such person at their address as it appears on the last equalized assessment roll of the county or as known to any city officer or other enforcement officer. If no address of any such person so appears or is otherwise known, then a copy of the summary abatement report shall be so mailed, addressed to such person(s), at the address of the subject premises. The failure of any such person(s) to receive a copy of the summary abatement report shall not affect the validity of any proceedings or actions taken under this chapter.
- E. Proof of service of the summary abatement report shall be certified at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to a copy of the summary abatement report and retained by the officer or agent who prepared the summary abatement report.
- F. The prevailing party in any proceeding conducted pursuant to this chapter and associated with the abatement of a public nuisance shall be entitled to recovery of attorneys' fees incurred in any such proceeding.
- G. If the town elects to perform public nuisance abatement work pursuant to this chapter, the owner of record of the property shall be liable for all costs of abatement incurred by the town.

#### **8.24.100 Failure to abate nuisance - penalties**

- A. Any owner, agent, person having charge of, or occupying, any premises on which a nuisance is being committed within the town, or any person creating, causing, committing, or maintaining a nuisance who refuses or neglects to abate the same in pursuance to the request specified in the notice and order within the period specified therein, may be charged with either an infraction or a misdemeanor as specified below. Any such person, owner or agent may be subject to administrative penalties as provided by this code.
- B. Any violation of the Fort Jones Municipal Code by a member of the public that is not exclusively deemed an infraction violation may be deemed a misdemeanor violation and may be prosecuted as such for the purposes of this chapter. The fourth and each subsequent violation that would otherwise be an infraction violation within a 12-month period commencing upon the date of the first violation shall be deemed a misdemeanor violation. A separate offense occurs for each day a misdemeanor violation is continued and/or maintained.

C. Upon conviction of any misdemeanor violation, the convicted violator shall be required to pay all applicable civil fines in addition to any misdemeanor penalties.

D. Nothing in this chapter is intended to prohibit or preclude the town from seeking and recovering restitution in any misdemeanor violation proceeding. The prevailing party in any misdemeanor violation proceeding associated with the abatement of a public nuisance shall be entitled to recovery of attorneys' fees incurred in any such proceeding. This shall be in addition to all other available remedies as hereinafter set forth as provided by law.

E. Failure to comply with a notice of violation may result in the issuance of a field citation or such other action or proceeding pursuant to this chapter or permitted by law.

#### **8.24.110 Failure to abate nuisance - Notice to show cause**

If the owner, agent or person having charge of or occupying any premises on which said nuisance is being committed fails to comply with the notice by completing the abatement within the period prescribed in the notice and order, or by making such other arrangements as may be satisfactory to the authorized enforcement officer who made the public nuisance determination, the enforcement officer or authorized agent shall thereupon deliver a notice, by certified mail, postage prepaid, return receipt requested, to the said persons, and a copy thereof to any lien or mortgage holder as may appear from a title report obtained from a title company, to appear before the town council, to be heard and show cause, if any, why the nuisance should not be abated by the town. The failure of any such person(s) to receive a copy of such notice shall not affect the validity of any proceedings or actions taken under this chapter. The cost of the title report shall be added to the costs chargeable to such persons as hereinafter set forth.

#### **8.24.120 Council hearing - abatement**

At the time fixed in the notice, the town council shall proceed to hear the testimony of said persons to whom such notice has been given or their representatives or other competent persons who may be present and desire to testify respecting the nuisance, the estimated cost of abating the same and any other matter which the town council may deem pertinent thereto. Upon the conclusion of the hearing, the town may by resolution declare its finding, and in the event that it so concludes, it may declare that the nuisance is being committed, and that the owner, agent, or person having charge of or occupying the premises on which the nuisance is being committed, shall commence the abatement of the same within fifteen (15) days after the date of posting on the premises a notice of the adoption of the resolution, and shall complete such abatement within sixty (60) days of such date or such other shorter time as may be deemed necessary by the town council. On or about the day the premises are posted, the code enforcement officer or his/her authorized agent shall deliver copies of the resolution to all said persons as such persons' names and addresses appear on the last equalized assessment roll, or as known to the code enforcement officer, and to each mortgagee or lien holder at their last known address.

#### **8.24.130 Right to abate**

In the event the nuisance is not abated the code enforcement officer shall cause the nuisance to be abated. The town administrator will determine either by use of town employees or by contracting with a licensed contractor for the abatement.

#### **8.24.140 Abatement costs – procedures**

A. If the town elects to perform public nuisance abatement work pursuant to this chapter, the owner of record of the property shall be liable for all costs of abatement incurred by the town, including, but not limited to, administrative costs.

B. Administrative fines are set forth in the schedule of fines adopted by resolution of the town council.

C. Recovery of costs pursuant to this chapter shall be in addition to and shall not limit any prevailing party's right to recover any cost that a prevailing party is entitled to recover by law.

D. Upon completion of any abatement work performed by or under the direction of the town, the issuing code enforcement officer or other enforcement officer shall prepare an abatement cost report in the form prescribed by FJMC 8.24.140 (D) which provides an accounting of the cost, including incidental expenses, incurred as a result of abating any public nuisance on each separate lot or parcel of land where the work is performed by the town.

E. The abatement cost report shall itemize all costs associated with the rehabilitation, demolition or repair of said property, buildings or structures, including any salvage value relating thereto and a total of all such costs. The abatement cost report shall also include the following information:

1. A description of the subject real property;
2. The names and addresses of the persons entitled to receive notice;
3. A description of the work completed;
4. A determination that the amount of the costs set forth in the abatement cost report are accurate and reasonable;
5. Notice of the opportunity to appeal the amount and the reasonableness of the abatement costs; and
6. Notice of the town's intention to make the final and approved abatement costs a special assessment against the property.

F. The filing and recordation of the abatement cost report shall be done by the issuing code enforcement officer or his/her authorized designee, who shall cause the abatement cost report to be filed in the office of the Siskiyou County clerk-recorder.

G. The fee for filing an abatement cost report with the office of the Siskiyou County clerk-recorder shall be established by resolution of the town council.

H. The abatement cost report and any amended or supplemental report shall be served upon the record owner and/or any agent having charge or control of the property. The failure of the code enforcement officer or other enforcement officer to serve any person required herein to be served shall not invalidate any proceedings hereunder as to any other person duly served or relieve any such person from any duty or obligation imposed by the provisions of this chapter.

I. Service of a copy of the abatement cost report shall be made upon all persons entitled thereto pursuant to FJMC 8.24.140 (F) either personally or by certified mail, postage prepaid, return receipt requested, at their address as it appears on the last equalized assessment roll of the county or as otherwise known to the issuing inspector or authorized agent. If an address of any such person does not appear on the last equalized assessment roll or is not otherwise known to the issuing code enforcement officer or other enforcement officer, then a copy of the abatement cost report shall be addressed to such person(s) and mailed to the address of the subject premises. The failure of any such person to receive a copy of the abatement cost report shall not affect the validity of any proceedings or actions taken under this chapter.

J. Proof of service of the abatement cost report shall be certified at the time of service by a written declaration under penalty of perjury executed by the persons effecting service, declaring the date and manner in which service was made. The declaration, together with any receipt card returned in acknowledgment of receipt by certified mail, shall be affixed to a copy of the abatement cost report and retained by the issuing inspector or authorized agent.

K. Service of an abatement cost report which is personally served shall be deemed completed at the time of such delivery. Service of an abatement cost report which is served by mail is deemed completed on the date said abatement cost report is deposited in the mail.

#### **8.24.150 Abatement cost report – appeals process**

A. Any party possessing a legal or equitable interest including but not limited to a leasehold interest in the property that is the subject of an abatement cost report may appeal from the abatement cost report to the Fort Jones town council. Such appeal shall be limited to the following issues:

1. The amount of the abatement costs; and
2. The reasonableness of the abatement performed.

B. All appeals from any abatement cost report shall be in writing and shall contain the following information:

1. Name(s) of each appellant;
2. A brief statement setting forth the legal or equitable interest of each appellant;
3. A brief statement in ordinary and concise language of the specific cost items protested, together with any material facts claimed to support the contentions of the appellant;
4. Brief statement in ordinary and concise language of the relief sought and the reasons why the abatement costs should be modified or otherwise set aside;
5. The signatures of all parties named as appellants and their official mailing addresses.

Any appeal filed that fails to provide all of the information required by this section shall be deemed incomplete as provided by FJMC 8.24.150 (E).

C. A complete and proper appeal of abatement cost report as described in FJMC 8.24.150 (B) shall be filed with the code enforcement officer or his/her authorized designee, at the Fort Jones Police Department, within 10 days from the date service of the abatement cost report is completed pursuant to FJMC 8.24.140 (I). Any appeal not timely filed shall be rejected.

D. Not later than five days from the date the appeal is filed, the code enforcement officer or his/her designee shall determine whether the appeal is complete. If the appeal is determined to be incomplete, the code enforcement officer or his/her designee shall immediately mail to the appellant a notice of incomplete filing which shall provide a written explanation of the reasons why the appeal has been determined to be incomplete. If service of the notice of incomplete filing is completed within five days from the date the appeal is filed, the 10-day time period within which to file a completed appeal of abatement cost report shall not be extended.

E. The code enforcement officer or his/her designee shall present any appeal filed pursuant to this chapter to the town administrator so that he/she can arrange for the appeal to be reviewed by the town council at a regular scheduled meeting or by setting a special meeting.

F. Enforcement of the abatement cost report shall be stayed during the pendency of an appeal therefrom which is properly and timely filed pursuant to this chapter.

G. Failure to timely and properly file an appeal from an abatement cost report shall constitute a waiver of all rights to an appeal of the abatement cost report or any portion thereof. The determination that the amount of the costs set forth in the abatement cost report is accurate and reasonable shall be deemed final on the day that service of the abatement cost report is deemed completed.

#### **8.24.160 Abatement cost report – appeals hearing process**

A. As soon as practicable after determining that a proper and complete appeal has been filed and presented to the town administrator by the determining code enforcement officer or his/her designee, the town administrator or his/her designee shall schedule an appeal hearing before the town council. Such date shall be not less than 10 days from the date the appeal was filed with the town administrator.

B. As soon as feasible after the abatement costs report appeal hearing has been scheduled, the code enforcement officer or his/her designee shall prepare a notice of appeals hearing (“hearing notice”) which shall be in substantially the same form as follows:

You are hereby notified that a hearing will be held before the Fort Jones Town Council at \_\_\_\_\_ on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, at the hour of \_\_\_\_\_, upon the Abatement Cost Report served upon you. You may be present at the hearing. You may be, but need not be, represented by an attorney. You may present any evidence at the hearing which pertains to the costs

of abatement and/or the reasonableness of the abatement performed.

C. The code enforcement officer or his/her designee shall, at least 10 days prior to the date scheduled for the appeal hearing, cause a copy of the hearing notice to be provided to each appellant either by causing a copy of said notice to be delivered to each appellant personally or by causing a copy of said notice to be delivered by certified mail, postage prepaid, return receipt requested, and addressed to each appellant at the address shown on the appeal.

D. The issuing code enforcement officer or his/her designee, shall prepare an abatement cost hearing packet for the Fort Jones town council to review prior to the hearing. The packet shall include a copy of the notice and order, a staff report and any evidence of the violation(s). The staff report should include a written case history, a summary of the different inspections, the status of pending permit applications, a record of conversations or correspondence with the property owner or person otherwise responsible for the violation(s), and recommended corrections and repairs.

E. The Fort Jones town council shall conduct an administrative appeal hearing pursuant to the appeal procedures set forth in this chapter. The town council shall review all evidence, documents, and written testimony submitted at or before the scheduled appeal hearing and shall hear all oral testimony offered at said hearing.

F. Each party appearing at the hearing shall have the following rights:

1. To call and examine witnesses;
2. To introduce documentary and physical evidence;
3. To cross-examine opposing witnesses;
4. To impeach any witness regardless of which party first called the witness to testify;
5. To rebut evidence; and
6. To be represented by anyone who is lawfully permitted to do so.

G. If an appellant fails to attend the scheduled abatement costs appeals hearing, the hearing will proceed without the appellant and he or she will be deemed to have waived his or her rights to be orally heard at the appeals hearing.

H. At the conclusion of the hearing, the administrative appeals officer shall render his/her decisions and findings, which may include a decision to ratify the abatement cost report in its entirety, and/or modify the amount of the abatement costs to be recovered, and/or modify the terms of payment of the abatement costs. If the appellant is present at the hearing, the decision(s) of the town council shall be final at the conclusion of the hearing. If the appellant is not present at the hearing, the code enforcement officer or his/her designee shall mail notice to the appellant of the town council's decision(s); and said decision(s) shall become final at the time said notice is deposited in the mail.

#### **8.24.170 Abatement cost report – collection of costs**

A. The owner of record of the subject property shall pay all costs of abatement no later than 30 days from the date the abatement cost report becomes final pursuant to FJMC 8.24.140 (I). The amount of

the abatement costs for which the owner of record shall be responsible shall be as set forth in the final abatement cost report.

B. If the abatement costs are not paid within 30 days from the date the abatement cost report becomes due pursuant to FJMC 8.24.140 (I), the abatement costs may become a special assessment against that parcel.

C. Notice of the imposition of a special assessment may be sent by certified mail, return receipt requested, to the property owner, if the property owner's identity can be determined from the records of the office of the Siskiyou County assessor or the office of the Siskiyou County clerk-recorder. The notice shall be given at the time of imposing the assessment and shall specify that the property may be sold after three years by the tax collector for unpaid delinquent assessments.

D. The notice of special assessment shall be filed and recorded in the office of the Siskiyou County clerk-recorder.

E. The fee for filing a notice of special assessment with the office of the Siskiyou County clerk-recorder shall be established by resolution of the town council.

E. Subject to the requirements applicable to the sale of property pursuant to Section 3691 of the Revenue and Taxation Code, the town may conduct a sale of vacant residential developed property for which the payment of an assessment is delinquent.

F. Upon entry of a second or subsequent civil or criminal judgment within a two-year period finding that an owner of property is responsible for a condition that may be abated pursuant to this chapter, excepting any conditions abated pursuant to Section 17980 of the California Health and Safety Code, the town is entitled to recover treble the costs of abatement from said owner.

G. The prevailing party in any proceeding conducted pursuant to this chapter and associated with the abatement of a public nuisance shall be entitled to recovery of attorneys' fees incurred in any such proceeding.

## **8.24.180 Other remedies**

### **A. California Unfair Business Practices Act**

The town may seek and obtain any remedies which may also be available to the town pursuant to the California Unfair Business Practices Act as set forth in Sections 17000 through 17208 of the California Business and Professions Code.

### **B. California Drug Abatement Act**

The town may seek and obtain any remedies which may also be available to the town pursuant to the California Drug Abatement Act as set forth in Sections 11570 through 11587 of the California Health and Safety Code.

### **C. California housing law**

The town may seek and obtain any remedies which may also be available to the town pursuant to the California housing law as set forth in Sections 17910 through 17995.5 of the California Health and Safety Code.

### **D. California Red Light Abatement Act**

The town may seek and obtain any remedies which may also be available to the town pursuant to the California Red Light Abatement Act as set forth in Sections 11225 through 11235 of the California Penal Code.

### **E. Recovery of civil penalties**

The code enforcement officer may seek such civil penalties and other relief as may be awarded under the provisions of the unfair competition laws commencing at Section 17200 of the Business and Professions Code.

### **F. Certificates of occupancy suspension and/or revocation**

The building official may seek and order suspension and/or revocation, pursuant to the Uniform Building Code and/or any applicable statute, rule, code or regulation, of any certificate of occupancy for any property which is being maintained in violation of the Fort Jones Municipal Code, and/or any applicable statute, rule, code or regulation.

### **G. Fines – Assessments**

1. If the fines imposed under this chapter are not paid within the time specified, such fines shall be assessed against the parcel of land pursuant to Section 38773.5 of the Government Code, and shall be transmitted to the tax collector for collection and shall be subject to the same penalties and the same procedures and sale in case of delinquency as provided for ad valorem taxes.
2. If, subsequent to service of the notice and order prior to transmittal of the notice of unpaid costs to the tax collector for collection as set forth in subsection (A) of this section, the property subject to the notice and order is sold, or title otherwise transferred to a bona fide purchaser, said costs shall be the responsibility of the owner of record as of the date said notice and order was placed in the United States Postal System or posted on the property.
3. In addition to assessing the unpaid costs as provided in subsection (A) of this section, the tax collector or his designated representative may pursue any remedy provided by law for collection of the unpaid costs.

#### **H. Franchise Tax Board deduction denial**

The code enforcement officer may seek a court order that the owner not claim any deduction with respect to state taxes for interest, taxes, expenses, depreciation or amortization paid in association with the cited dwelling in accordance with provisions of Section 17980.7(b) of the Health and Safety Code and Sections 17274 and 24436.5 of the Revenue and Taxation Code.

#### **I. Injunctive relief**

The town may seek and obtain injunctive relief to enjoin any violation or continuing violation of the Fort Jones Municipal Code and/or any applicable statute, rule, code or regulation.

#### **J. Penalties for maintaining substandard housing**

Penalties for violations of the state housing law, Section 17910 et seq. of the Health and Safety Code, are set forth in Sections 17995 through 17995.5 of the Health and Safety Code.

#### **K. Performance bonds**

As part of any court action, the town is authorized to require any person responsible for causing or maintaining conditions which constitute a public nuisance to post a performance bond to ensure compliance with the Fort Jones Municipal Code and/or any applicable statute, rule, code or regulation.

#### **L. Private nuisance action**

The town may initiate and maintain a private nuisance action against any person or entity responsible for causing or maintaining conditions which constitute a nuisance as against any property of the town.

#### **M. Receivership**

The town may seek and obtain any remedies for an appointment of a receiver which may also be available to the town pursuant to Sections 17980 through 17992 of the California Health and Safety Code.

#### **N. Re-inspection fees**

The fee for any re-inspection shall be established by resolution of the town council.

#### **O. Treble costs**

Pursuant to Section 38773.7 of the Government Code, upon entry of a second or subsequent civil or criminal judgment within a two-year period finding that an owner or person described in Section 38772(d)(3) of the Government Code is responsible for a condition that may be abated pursuant to Section 38773.7 of the Government Code, a court may order that person to pay treble the costs of abatement.

#### **P. Stop work orders**

The building official and any other authorized agent may seek and order stop work orders pursuant to the Uniform Building Code and/or any applicable statute, rule, code or regulation, whenever any work is being done contrary to the provisions of the Fort Jones Municipal Code and/or any applicable statute, rule, code or regulation.

#### **Q. Warrants for abatement and inspection**

Nothing in this chapter shall preclude the town from seeking abatement and/or an inspection warrant at any time and independent from any other remedy provided by the Fort Jones Municipal Code and/or any applicable statute, rule, code or regulation.

#### **R. Cumulative remedies**

The remedies set forth in this chapter shall be cumulative and in addition to any and all other remedies, civil, equitable or criminal, afforded to the town under the law.

ORDINANCE NO. 2022-4

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES  
AMENDING THE ABANDONED VEHICLES ORDINANCE

The Town Council of the Town of Fort Jones does ordain as follows:

Section 1: The Town hereby amends its code by adding the following as sections, attached hereto as Exhibit A:

Chapter: 10.08 Abandon, Wrecked or Dismantled Vehicles

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 15th day of February, 2022, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 14th day of March, 2021.

APPROVED: \_\_\_\_\_  
Michelle DeCausmaker, Mayor

ATTEST: \_\_\_\_\_  
Celeste McFall, City Clerk

The foregoing Ordinance No. 2022-4 was adopted at a regular meeting of the Town Council of the Town of Fort Jones, held on the 14th day of March, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Celeste McFall, City Clerk

APPROVED AS TO FORM and LEGAL CONTENT: \_\_\_\_\_  
Margaret Long, City Attorney

## Exhibit A

### Chapter 10.08

#### ABANDONED, WRECKED OR DISMANTLED VEHICLES

##### Sections:

|                  |                                                                                 |
|------------------|---------------------------------------------------------------------------------|
| <u>10.08.010</u> | <u>General purpose</u>                                                          |
| <u>10.08.020</u> | <u>Definitions</u>                                                              |
| <u>10.08.030</u> | <u>Unlawful to abandon</u>                                                      |
| <u>10.08.040</u> | <u>Chapter application</u>                                                      |
| <u>10.08.050</u> | <u>Chapter application – Exclusions</u>                                         |
| <u>10.08.060</u> | <u>Chapter application – Not to exclude other provisions.</u>                   |
| <u>10.08.070</u> | <u>Enforcement – Responsibility and right of entry</u>                          |
| <u>10.08.080</u> | <u>Public nuisance – Determination and right to abate</u>                       |
| <u>10.08.090</u> | <u>Abatement and removal – Notice</u>                                           |
| <u>10.08.100</u> | <u>Abatement and removal – Notice requirements</u>                              |
| <u>10.08.110</u> | <u>Abatement and removal – Exceptions</u>                                       |
| <u>10.08.120</u> | <u>Abatement and removal - Appeals</u>                                          |
| <u>10.08.130</u> | <u>Vehicle disposition</u>                                                      |
| <u>10.08.140</u> | <u>Vehicle disposition – Notice to DMV</u>                                      |
| <u>10.08.150</u> | <u>Vehicle disposition – Low-valued vehicle</u>                                 |
| <u>10.08.160</u> | <u>Assessment of cost against real property</u>                                 |
| <u>10.08.170</u> | <u>Assessment of cost against real property – Recordation of abatement lien</u> |
| <u>10.08.180</u> | <u>Assessment of cost against real property – Release of abatement lien</u>     |
| <u>10.08.190</u> | <u>Recovery of costs – Abandoned vehicles</u>                                   |

##### **10.08.010 General purpose**

A. This chapter is enacted under the authority granted by the state of California under Sections 22660 and 22710 of the Vehicle Code, for the purpose of establishing procedures for the abatement and removal, as public nuisances, of abandoned, wrecked, dismantled or inoperative vehicles, or parts thereof, from private or public property in the town of Fort Jones, including highways, and for the recovery of the cost of such removal and administration of this chapter.

B. The existence, accumulation, and storage of abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, on private or public property, creates conditions likely to reduce the value of real property in the vicinity, promote blight and deterioration, and invite plundering,

create fire hazards and harborage for rodents and insects, and is injurious to the public peace, health, safety, and general welfare. The presence of abandoned, wrecked, dismantled, or inoperative vehicles, or parts thereof, within the town constitutes a public nuisance, which the town of Fort Jones is empowered to abate and remove in accordance with the provisions of this chapter.

#### **10.08.020 Definitions**

The meanings ascribed to the terms set forth in this section shall govern the interpretation of this chapter:

A. "Abandoned" shall mean the status of a vehicle or part thereof when the vehicle owner has ceased to assert or exercise any interest, right or title therein without intent to resume or reassert such interest, right or title.

B. "Dismantled" shall mean the condition of a vehicle which has been taken apart, or to pieces, and/or stripped, or otherwise deprived of any of its integral parts or equipment.

C. "Highway" shall mean a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. "Highway" includes "street".

D. "Inoperative" shall mean the condition of a vehicle which is physically incapable of working, functioning, or otherwise operating to produce its designed effect.

E. "Motor vehicle" shall mean a vehicle which is self-propelled.

F. "Property owner" shall mean the owner of the land where a vehicle or part thereof subject to regulation pursuant to this chapter is situated, as shown on the last equalized assessment roll of the town.

G. "Public Property" does not include "highway".

H. "Street" shall mean a way or place of whatever nature, publicly maintained and open to the use of the public for purposes of vehicular travel. "Street" includes "highway".

I. "Vehicle" shall mean a device by which any person or property may be propelled, moved, or drawn upon a highway, excepting a device moved exclusively by human power or used exclusively upon stationary rails or tracks. "Vehicle" includes any "motor vehicle".

J. "Vehicle owner" shall mean both the last registered owner, within the meaning of Section 505 of the Vehicle Code, and the last legal owner, within the meaning of Section 370 of the

Vehicle Code, a vehicle or part thereof subject to regulation pursuant to this chapter, as shown in the records of the Department of Motor Vehicles.

K. "Wrecked" shall mean the condition of a vehicle which consists of disordered or broken remains, or which has been brought to a physically impaired or unsound condition or other ruinous state by reason of collision, crash, or other forceful impact.

#### **10.08.030 Unlawful to abandon.**

It shall be unlawful for any person owning a vehicle or vehicle part to allow the vehicle or part to be abandoned, wrecked, inoperative or dismantled on any property, public or private, in the town of Fort Jones, except as authorized by the Fort Jones Municipal Code.

#### **10.08.040 Chapter Application**

Except as otherwise expressly provided by FJMC 10.08.050 and the procedures adopted pursuant to the latter section, this chapter shall apply to abandoned, wrecked, dismantled, or inoperative vehicles, or any part thereof, situated upon any private or public property, including highways, within the Town of Fort Jones.

#### **10.08.050 Chapter application – Exclusions**

This chapter shall not apply to any vehicle or part thereof which is either:

- A. Completely enclosed within a building in a lawful manner where it is not visible from the street or other public or private property.
- B. Stored or parked in a lawful manner on private property in connection with the business of a licensed dismantler, licensed vehicle dealer, or a junkyard; or
- C. Stored upon private property in the manner authorized by the zoning code.
- D. Located behind a solid fence six feet in height or which is not plainly visible from a highway.
- E. The exceptions provided by this section shall not be construed to authorize the maintenance of a public or private nuisance, as such nuisance may be defined under any provisions of law other than Chapter 10 (commencing with Section 22650) of Division 11 of the Vehicle Code.

#### **10.08.060 Chapter application – Not to exclude other provisions.**

This chapter shall not be construed as excluding any other lawful remedies available to the town of Fort Jones for regulation, abatement, and/or removal of abandoned, wrecked, dismantled, or inoperative vehicles situated within the town. The procedures provided by this chapter shall be in addition to any other applicable regulations, statutes, or ordinances heretofore or hereinafter enacted by the state of California, this town, or any other entity having jurisdiction in the matter.

#### **10.08.070 Enforcement – Responsibility and right of entry**

A. The chief of police, code enforcement officer, or designated representative is charged with the responsibility of administering this chapter and exercising the authority conferred thereby and may enter upon private property for purposes of administering and enforcing this chapter, to examine a vehicle or parts thereof, to obtain information as to the identity of the vehicle and to remove or cause to be removed a vehicle or part thereof declared to be a nuisance pursuant to this chapter.

B. Any person, firm or corporation authorized by the town to remove vehicles from property for purposes of enforcement of this chapter may enter upon private property to perform such removal of vehicle or parts thereof declared to be a nuisance pursuant to this chapter.

C. If entry to private property is denied, the chief of police, code enforcement officer, or designated representative, shall obtain any warrant necessary, except in the case of emergency in which case no warrant is required.

#### **10.08.080 Public nuisance – Determination and right to abate.**

If the chief of police, code enforcement, or designated representative, finds that reasonable grounds exist to believe that a vehicle or part thereof is abandoned, wrecked, dismantled or inoperative at any location to which this chapter applies pursuant to FJMC 10.08.040, the determining officer or designated representative, shall declare such vehicle or part to be a public nuisance and thereupon proceed to abate such nuisance in the manner prescribed by this chapter.

#### **10.08.090 Abatement and removal – Notice**

Except as otherwise provided by FJMC 10.08.110, the chief of police, code enforcement, or designated representative, shall issue, not less than 10 days in advance, a written notice of intention to abate and remove any vehicle or part thereof which has determined to be a public nuisance pursuant to FJMC 10.08.080. The determining officer or designated representative

shall mail such notice by first class certified mail, return receipt requested, to the property owner and to the vehicle owner, unless the vehicle is in such condition that identification numbers are not available to determine vehicle ownership. The determining officer or designated representative shall post a copy of the notice upon or at the site of such vehicle or part.

#### **10.08.100 Abatement and removal – Notice requirements**

A. The notice required by FJMC 10.08.090 of intention to abate and remove vehicle shall contain a statement of the hearing rights of the property owner and of the vehicle owner, in accordance with FJMC 10.08.120. Such statement shall include notice to the property owner that he or she may either appear in person at a hearing or submit a sworn written statement denying responsibility for the presence of the vehicle or part thereof on his or her land, with the reasons for such denial, in lieu of appearing.

B. The notice shall specify the address of the real property where such vehicle or part is situated, a description identifying such vehicle or part, and the condition thereof found by the determining officer or designated representative, to constitute a public nuisance, the section(s) of this chapter found by the determining officer or designated representative to have been violated, and state that either voluntary abatement thereof or request for a hearing must be made by the property owner or vehicle owner, in the manner prescribed by FJMC 10.08.120, within 10 days from the date of such notice, and that the failure to so request such a hearing shall constitute waiver of the right thereof. Such notice shall specify that if the abatement is made by the town costs may be assessed against the property owner in accordance with Section 25845 of the Government Code, or, in the case of an abandoned vehicle, against the last registered owner of record, in accordance with Section 22524 of the Vehicle Code.

#### **10.08.110 Abatement and removal – Exceptions**

The chief of police, code enforcement, or designated representative, shall not be required to issue notice pursuant to FJMC 10.08.090 if:

A. The property owner and vehicle owner have each signed a release authorizing removal and waiving further interest in the vehicle or part thereof; or

B. The vehicle or part is:

1. Inoperable due to the absence of a motor, transmission, or wheels; and
2. Is incapable of being towed; and

3. Is valued at less than \$200.00 by a person specified in Section 22855 of the Vehicle Code; and
4. Is determined by the chief of police, code enforcement, or designated representative to be a public nuisance presenting an immediate threat to public health or safety; and
5. Is located on a parcel that is either zoned for agricultural use or not improved with a residential structure containing one or more dwelling units; and
6. The property owner has signed a release authorizing removal and waiving further interest in the vehicle or part.

#### **10.08.120 Abatement and removal - Appeals**

A. Either within 10 days after the date of the notice of intention prescribed by FJMC 10.08.090 is mailed, or at the time of signing a release pursuant to FJMC 10.008.110(A) or (B)(6), the property owner and/or the vehicle owner may appeal the determination that a vehicle or part be abated.

B. If the property owner submits a sworn written statement pursuant to FJMC 10.08.100 denying responsibility for the presence of the vehicle or part on his or her land within the 10-day period prescribed by this section, such statement shall be construed a request for hearing which does not require the presence of the property owner. If no request for hearing is received by the chief of police, code enforcement, or designated representative within the time prescribed by this section, the determining officer or designated representative shall cause the vehicle or part to be removed and disposed of in the manner authorized by this chapter.

#### **10.08.130 Vehicle disposition**

A. The chief of police, code enforcement, or designated representative may dispose of a vehicle or part thereof under this chapter by removal thereof to a licensed scrapyard, automobile dismantler's yard, or other site authorized by Section 22662 of the Vehicle Code.

B. After a vehicle has been removed pursuant to this chapter, such vehicle shall not be reconstructed or made operable unless it is a vehicle which qualifies for either horseless carriage license plates or historical vehicle license plates, pursuant to Section 5004 of the Vehicle Code.

#### **10.08.140 Vehicle disposition – Notice to DMV**

Within five days following the date of removal of a vehicle or part thereof under this chapter, the determining officer or designated representative shall give notice of such removal to the Department of Motor Vehicles, identifying the vehicle or part, together with any evidence of registration obtained by the determining officer or designated representative, including, without limitation, the registration card, certificate of ownership, or license plate.

#### **10.08.150 Vehicle disposition – Low-valued vehicle**

Prior to final disposition of a vehicle described by FJMC 10.08.110(B) for which evidence of registration was recovered, the determining officer or designated representative shall provide the vehicle owner with written notice of intent to dispose of the vehicle or part from a site authorized by Section 22662 of the Vehicle Code. Such notice shall state that if the vehicle or part is not claimed and removed within 12 days following the date such notice is mailed, final disposition shall proceed.

#### **10.08.160 Assessment of cost against real property**

A. If the property owner fails to pay, upon demand, the cost of abatement incurred by the town in the enforcement and administration of this chapter, such costs may be especially assessed against the real property involved, pursuant to Sections 38773 through 38773.5 of the Government Code. Such assessment shall be collected at the same time and in the same manner as are town ad valorem property taxes.

B. Cost of enforcement and administration of this chapter shall include, but not be limited to, charges for each vehicle cited under this chapter, a towing fee for each vehicle towed pursuant to this chapter and a fee to cover the cost of staff time involved in any action, administrative proceeding, or special proceeding required by this chapter, inspection of vehicles and other property, publication, mailing and posting of notices, conducting hearings, processing appeals and pursuing any judicial action. Such charges shall be established from time to time by resolution of the town council and shall not exceed the actual cost to the town of enforcement and administration of this chapter.

#### **10.08.170 Assessment of cost against real property – Recordation of abatement lien**

In the case of any special assessment made pursuant to FJMC 10.08.160, Assessment of cost against real property, the determining officer or designated representative shall cause a notice of abatement lien to be recorded in the office of the Sacramento County clerk-recorder. Such notice shall identify the property owner, or possessor of the property, his or her last known address of record, the date upon which abatement was ordered, the date that the abatement

was completed, a description of the real property subject to the lien, and the amount of the abatement costs.

#### **10.08.180 Assessment of cost against real property – Release of abatement lien**

The chief of police, code enforcement, or designated representative may release or subordinate an abatement lien imposed under this chapter in the same manner as provided by law for release or subordination of a judgment lien on real property.

#### **10.08.190 Recovery of costs – Abandoned vehicles**

Pursuant to Section 22524 of the Vehicle Code, the chief of police, code enforcement, or designated representative shall be authorized to seek recovery of costs incurred by the town for the removal and disposition of an abandoned vehicle from the last registered owner thereof.

ORDINANCE NO. 2022-5

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES  
AMENDING TITLE 8 HEALTH AND SAFETY

The Town Council of the Town of Fort Jones does ordain as follows:

Section 1: The Town hereby amends its code by adding or amending the following as sections, attached hereto as Exhibit A:

8.04 Residential Burning

8.12 Public Consumption of Marijuana/Cannabis

Section 18.52 Prohibiting the Operation of Cannabis Dispensaries within the City Limits  
(Removed from Zoning)

8.20 Fire Code (originally Chapter 15.04 Fire Code of Buildings and Construction)

8.28 Weed and Rubbish Control

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 15<sup>th</sup> day of February, 2022, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 14<sup>th</sup> day of March, 2022.

APPROVED: \_\_\_\_\_  
Michelle DeCausmaker, Mayor

ATTEST: \_\_\_\_\_  
Celeste McFall, City Clerk

The foregoing Ordinance No. 2022-5 was adopted at a regular meeting of the Town Council of the Town of Fort Jones, held on the 14<sup>th</sup> day of March, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Celeste McFall, City Clerk

APPROVED AS TO FORM and LEGAL CONTENT: \_\_\_\_\_  
Margaret Long, City Attorney

## **EXHIBIT A**

### **Title 8**

## **HEALTH AND SAFETY**

### **Chapters:**

- 8.04 Residential Outdoor Burning**
- 8.08 Cannabis Cultivation**
- 8.12 Public Consumption of Marijuana/Cannabis**
- 8.16 Medical Cannabis Dispensaries**
- 8.20 Fire Prevention**
- 8.24 Public Nuisance**
- 8.28 Weed and Rubbish Control**

### **Chapter 8.04**

## **RESIDENTIAL OUTDOOR BURNING**

### **Sections:**

- 8.04.010 Burning regulations**
- 8.04.020 Burn permit required**
- 8.04.030 Authority of Fire Chief.**
- 8.04.040 Cost incurred for fire suppression**

### **8.04.010 Burning regulations**

A. No person shall ignite, or allow to become ignited, allowable combustibles unless it is a permissive burn day in the County. Permits are required year-round within the town. No person shall dispose of dry, natural vegetation waste originating on the premises from yard maintenance, if reasonably free of dirt, soil and surface moisture from any property by burning unless the following minimum drying periods are met:

1. Pruning and small branches – 3 weeks;
2. Grass clippings – 3 weeks with turning once per week;
3. Large branches (6 inches and larger) and trees – 8 weeks
4. Unwanted trees – 3 months;
5. All unwanted trees over 6 inches in diameter shall be felled and dried prior to the burn

B. No person shall conduct residential waste burning in piles unless the following conditions are met:

1. Piles are no larger than four (4) feet in diameter;
2. The material to be burned is dry;
3. The material to be burned originated on the premises. (Ord. 12-05-2016)

C. Incinerator burning is prohibited – no exceptions.

#### **8.04.020 Burn permit required**

Open outdoor fires for the disposal of natural vegetation, only on a permissive burn day, shall be granted for the following:

A. Right-of-way clearing by a public entity or utility or for levee, reservoir or ditch maintenance.

B. The disposal of wood waste from trees, vines, or bushes on property being developed for commercial or residential purposes or the disposal of brush cuttings resulted from brush clearance done in compliance with local ordinances to reduce fire hazard, on the property where it was grown, if reasonably free of dirt, soil and surface moisture. Burning under this subdivision is subject to the conditions specified in Section 41803 and 41804 of the California Health and Safety Code and the following drying times:

1. Prunings and small branches – 3 weeks;
2. Grass clippings – 3 weeks with turning once per week;
3. Large branches (6 inches and larger) and trees – 8 weeks
4. Unwanted trees – 3 months;
5. All unwanted trees over six (6) inches in diameter shall be felled and dried prior to the burn.

Burn permits can be obtained free of charge at Fort Jones Fire Department located at 31 Newton St. For Burn Day information call 842-8123 or 1-866-652-2876 toll-free within Siskiyou County. For further information or questions regarding burning call 468-2261. (Ord 12-05-2016)

#### **8.04.030 Authority of fire chief**

The chief of the fire department may delay issuance of any such permit, postpone the time provided in the permit for burning, or revoke any such permit at any time when, in his/her judgment, conditions exist which might cause the burning of such rubbish to be or become hazardous. (Ord. --- (c), 19--)

#### **8.04.040 Costs incurred for fire suppression**

Any expense incurred by the town in suppressing any fire resulting in the burning pursuant to any such permit or for the protection of property endangered by the burning pursuant to any such permit shall be borne by the permittee. The permittee, by applying for such permit, shall be deemed to have agreed to bear all such expense, which expense shall be in accordance with the rates established by the chief of the fire department and approved by the town council. (Ord. --- (d), 19--)

## **Chapter 8.12**

### **PUBLIC CONSUMPTION OF MARIJUANA/CANNABIS**

#### **Sections:**

|                 |                             |
|-----------------|-----------------------------|
| <u>8.12.010</u> | <u>Purpose and findings</u> |
| <u>8.12.020</u> | <u>Prohibition</u>          |
| <u>8.12.030</u> | <u>Penalty</u>              |

#### **8.12.010 Purpose and Findings**

A. On November 5, 1996, the voters of the state of California approved Proposition 215 enacting Section 11362.5 of the Health and Safety Code. That section permits, for purposes of state law, the limited use, cultivation and possession of marijuana for specified medical purposes.

B. On January 1, 2018, Prop 64 made it legal for persons age 21 and older to possess and use small amounts of marijuana (also known as “pot” or “weed”) and cultivate up to 6 living marijuana plants.

C. While recognizing the enactment of Section 11362.5 of the Health and Safety Code and the passing of Prop 64, the town council believes that the open and public use of marijuana, which might otherwise be permitted by the above, (1) is injurious to public health in many of the same ways that tobacco consumption is injurious to the public health and (2) provides to a public, including minors, not privy to reasons for such use, a deleterious example regarding the consumption of otherwise illicit, controlled substances.

D. Therefore, the town council believes it necessary to balance the uses of marijuana permitted by Section 11362.5, Prob 64, the public health and the need to recognize that possession and use of marijuana for other purposes remains illegal.

#### **8.12.020 Prohibition**

The consumption of marijuana otherwise permitted by Section 11362.5 of the California Health and Safety Code, and Prob 64 are hereby prohibited on any public property or in any facility or space to which members of the public have access.

#### **8.12.030 Penalty**

Violations of this chapter shall be a misdemeanor punishable by a fine not exceeding \$1,000, imprisonment for a term not exceeding six months, or by both such fine and imprisonment.

## **Chapter 8.16**

### **MEDICAL CANNABIS DISPENSARIES**

#### **Sections:**

|                 |                   |
|-----------------|-------------------|
| <u>8.16.010</u> | <u>Purpose</u>    |
| <u>8.16.020</u> | <u>Definition</u> |
| <u>8.16.030</u> | <u>Prohibited</u> |

#### **8.16.010 Purpose**

The purpose of this chapter is to determine the regulations for medical cannabis dispensaries with in the Town of Fort Jones.

#### **8.16.020 Definition**

“Medical Cannabis Dispensary” is defined as a facility where cannabis or its derivatives are made available for medical purposes in accordance with the California “Compassionate Use Act”, Health and Safety Code 11362.5 (Proposition 215, 1996) or the “Medical Cannabis Program”, Health and Safety Code 11362.7.

#### **8.16.030 Prohibited**

Establishing a medical cannabis dispensary is a prohibited use of the land within all zones of the Town of Fort Jones and may be abated as a nuisance.

## **Chapter 8.20**

### **FIRE PREVENTION**

#### **Sections:**

|                 |                                         |
|-----------------|-----------------------------------------|
| <u>8.20.010</u> | <u>Adoption of California Fire Code</u> |
| <u>8.20.020</u> | <u>Enforcement</u>                      |
| <u>8.20.030</u> | <u>Definitions</u>                      |
| <u>8.20.040</u> | <u>Modifications</u>                    |
| <u>8.20.050</u> | <u>Appeals</u>                          |
| <u>8.20.060</u> | <u>Penalties</u>                        |

#### **8.20.010 Adoption of California Fire Code**

Adopted by the town for the purpose of prescribing regulations governing conditions hazardous to life and property from fire and explosion, that certain code and standards known as the California Fire Code, Title 24, California Code of Regulations, Part 9, incorporating the International Fire Code published by the International Code Council, being in particular the 2019 Edition, including the appendices thereof, and the International Fire Code Standards published by the International Code Council, being particularly the 2019 Edition, and the wholes thereof, save and except such portions as hereinafter deleted, modified or amended therein. Not less than one copy of such code has been and now is filed with the town clerk of Fort Jones. A copy will also be available at the Fort Jones Fire Department.

#### **8.20.020 Enforcement**

- A. The chief, of the Fort Jones fire department or his/her designee, shall have authority to enforce this chapter and issue citations, if he/she has obtained the PC 832 certificate, for violations of this code pursuant to Section 832 of the California Penal Code.
- B. The code enforcement officer, chief of police or his/her designee, shall have authority to enforce this chapter and issue citations for violations of this code pursuant to Section 832 of the California Penal Code.

#### **8.20.30 Definitions**

- A. Whenever the words "International Fire Code" are used in this chapter, they shall mean the California Fire Code, Title 24, California Code of Regulations, Part 9, incorporating the 2019 Edition of the International Fire Code.
- B. Wherever the word "municipality" is used in the International Fire Code, it shall mean the town of Fort Jones.

C. Wherever the words “Chief” or “Chief of the Bureau of Fire Prevention” are used in the International Fire Code, they shall mean the chief of the town of Fort Jones fire department or his/her designee.

#### **8.20.040 Modifications**

A. The chief or his/her designated representative may modify any of the provisions of the International Fire Code upon application in writing by the owner or lessee, or his/her duly authorized agent, when the chief or his/her designated representatives determine there are practical difficulties in the way of carrying out the strict letter of the code; provided, that the spirit of the code shall be observed, public safety secured, and substantial justice done. The particulars of such modification when granted or allowed and the decision of the chief or his/her designated representative thereof shall be entered upon the records of the department and a signed copy shall be furnished to the applicant.

B. For the purposes of this section, the cost of compliance with the provisions of this code shall not constitute a practical difficulty.

#### **8.20.050 Appeals**

Any person aggrieved by any decision or action of the fire department chief, chief of police, code enforcement or their designee may appeal to the Fort Jones town council, by filing a written notice of appeal with the town clerk within 30 days from the date such decision or action was taken.

#### **8.20.060 Penalties**

A. Any person who violates any of the provisions of this chapter and the code hereby adopted or fails to comply therewith, or who violates or fails to comply with any order made hereunder, or who builds in violation of any detailed statement of specifications or plans hereunder, or who fails to comply with such an order as affirmed or modified by the city council of Etna or by a court of competent jurisdiction, within the time fixed herein, shall severally for each and every such violation be guilty of an infraction. Any person who violates Appendix Chapter 1, Section 109.2.3.1, Citations, Section 109.2.2, Compliance with Orders or Notices, and Section 109.2.4, Unauthorized Tampering, shall be guilty of a misdemeanor. The imposition of one penalty for any violation shall not excuse the violation or permit it to continue, and all persons shall be required to correct or remedy such violation or defects within a reasonable time to be determined by the enforcing officer/chief on a case-by-case basis. When not otherwise specified each day or portion thereof during which any violation occurs or continues shall constitute a separate offense.

B. The application of the above penalty shall not be held to prevent the enforced removal of prohibited conditions.

## **Chapter 8.28**

### **WEED AND RUBBISH CONTROL**

#### **Sections:**

|                 |                               |
|-----------------|-------------------------------|
| <u>8.28.010</u> | <u>Findings</u>               |
| <u>8.28.020</u> | <u>Definitions</u>            |
| <u>8.28.030</u> | <u>Concurrent authorities</u> |
| <u>8.28.040</u> | <u>Enforcement</u>            |
| <u>8.28.050</u> | <u>Prohibited conduct</u>     |
| <u>8.28.060</u> | <u>Firebreak required</u>     |
| <u>8.28.070</u> | <u>Accumulation of tires</u>  |
| <u>8.28.080</u> | <u>Penalty – Infraction</u>   |

#### **8.28.010 Findings**

The town council finds and declares that the uncontrolled growth and/or accumulation of grass, weeds or other materials or obstructions on sidewalks, streets, and on lands or lots is dangerous or injurious to neighboring property and the health or welfare of residents of the vicinity and is a public nuisance in that it creates a condition that reduces the value of private property, promotes blight and deterioration, invites plundering, creates fire hazards, constitutes an attractive nuisance creating a hazard to the health and safety of minors, creates a harbor for rodents and insects and is injurious to the health, safety and general welfare.

#### **8.28.020 Definitions**

As used in this chapter:

A. "Garbage" includes, but is not limited to, the following: waste resulting from the handling of edible foodstuffs or resulting from decay, and solid or semisolid putrescible waste, and all other mixed, nonrecyclable wastes which are generated in the day-to-day operation of any business, residential, governmental, public or private activity, and may include tin cans, bottles and paper or plastic, or other synthetic material, food or beverage containers.

B. "Refuse" includes rubbish and garbage, as defined herein.

C. "Rubbish" includes all the following, but is not restricted to non-putrescible wastes, such as paper, cardboard, grass clippings, tree or shrub trimmings, wood, bedding, crockery, rubber tires, construction waste and similar waste materials.

D. "Weeds," as used in this chapter, includes any of the following:

1. Weeds which bear seeds of a downy or wingy nature;
2. Sagebrush, chaparral, and any other brush or weeds which attain such hard growth as to become, when dry, a fire menace to adjacent improved property;
3. Weeds and grasses which are otherwise noxious;
4. Poison oak and poison ivy when the conditions of growth are such as to constitute a menace to the public health;
5. Dry grass, stubble, brush, litter, or other flammable material which endangers the public safety by creating a fire hazard.

E. "Weeds, accumulation of" includes, but is not limited to, permitting or allowing the growth of weeds.

F. "Tire" means a pneumatic tire or solid tire manufactured for use on any type of motor vehicle. As defined in California Public Resources Code Section 42806.

G. Waste Tire. Public Resources Code (PRC) Section 42807 defines a "waste tire" as a tire that is no longer mounted on a vehicle and is no longer suitable for use as a vehicle tire due to wear, damage, or deviation from the manufacturer's original specifications. A waste tire includes a repairable tire, scrap tire, and altered waste tire, but does not include a tire-derived product, crumb rubber, or a used tire that is organized for inspection and resale by size in a rack or a stack in accordance with California Public Resources Code Section 42806.5.

H. "Used tire" as defined in California Public Resources Code Section 42806.5 means a tire that meets all of the following requirements:

1. The tire is no longer mounted on a vehicle but is still suitable for use as a vehicle tire.
2. The tire meets the applicable requirements of the Vehicle Code and Title 13 of the California Code of Regulations.
3. The used tire is ready for resale, is stored by size in a rack or a stack not more than two rows wide, but not in a pile, and is stored in accordance with local fire and vector control requirements and with state minimum standards.
4. A used tire stored pursuant to this section shall be stored in a manner to allow the inspection of each individual tire.

#### **8.28.030 Concurrent authorities**

This chapter is not the exclusive regulation for weed and refuse abatement within the town. It shall supplement and be in addition to the other regulatory codes, statutes, and ordinances heretofore and hereafter enacted by the county, the state, or any other legal entity or agency having jurisdiction.

#### **8.28.040 Enforcement**

The division of authority for enforcement of this chapter shall be as follows:

A. The chief of the town of Fort Jones fire department shall have authority to enforce this chapter and issue citations, if he/she has obtained the PC 832 certificate, for violations in their respective districts, pursuant to California Penal Code Section 832.

B. The code enforcement officer, chief of police and/or designee for the town of Fort Jones shall have authority to enforce this chapter and issue citations for violations in their respective districts, pursuant to California Penal Code Section 832.

C. The county fire warden shall have authority to enforce this chapter in the town of Fort Jones upon request of the chief of the town of Fort Jones fire department.

#### **8.28.050 Prohibited Conduct**

A person shall not dump weeds or refuse, nor shall he permit the dumping of weeds or refuse, nor shall he permit the accumulation of weeds or refuse, on his property or on any other property in such a manner as to constitute a fire hazard.

#### **8.28.060 Firebreak Required**

All dry grass, brush, vines or other dry vegetation shall be cleared for an area of not less than 30 feet from all structures, combustible fences, vehicles and combustible storage. The chief of the town of Fort Jones fire department may require additional clearances when topographical or geographical conditions warrant said action.

#### **8.28.070 Accumulation of tires**

A. No person shall allow, permit or have an accumulation of used tires or waste tires on any property within the town of Fort Jones which tends to create a fire hazard.

B. Exception. When tires are stored for the course of a normal licensed retail business.

#### **8.28.080 Penalty – Infraction**

A. Violation of any of the provisions of this chapter, or failure to comply with any of the regulatory requirements of this chapter is an infraction.

B. Each person shall be guilty of a separate offense for each and every day during any portion of which any violation of any provision of the ordinances of this code is committed, continued or permitted by any such person, and he shall be punishable accordingly.

DISCUSSION / REPORTS

ACTION ITEMS



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: APPROVE FIRST FIVE PROCLAMATION PROCLAIMING APRIL AS CHILD ABUSE PREVENTION AND SEXUAL ASSAULT AWARENESS MONTH**

---

### **BACKGROUND:**

First Five Siskiyou County has requested the City Proclaim April as Child Abuse and Sexual Assault Awareness Month, as well as April 2<sup>nd</sup> – 8<sup>th</sup>, 2022 as Week of the Young Child – and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders, and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live. They have presented here a Proclamation to be read in open meeting and signed by the Mayor.

### **RECOMMENDATION:**

Staff recommendation council approve and proclaim April as Child Abuse and Sexual Assault Awareness Month, as well as April 2<sup>nd</sup> – 8<sup>th</sup>, 2022 as Week of the Young Child



## **April 2022: The Siskiyou Child Abuse Prevention Council Collaborative Proclamation**

**Whereas**, children are vital to Siskiyou County's future success, prosperity and quality of life;

**Whereas**, all children deserve to live in safe, stable, nurturing homes and communities;

**Whereas**, families, educators and community members are key to foster children's healthy growth and development;

**Whereas**, research has shown the enormous impact that positive parenting practices can have on a child's social, emotional, and intellectual development;

**Whereas**, the purpose of the Week of the Young Child is to focus public attention on the needs of young children and their families and to recognize the early childhood programs and services that meet those needs with a celebration of early learning, young children, their teachers, families, and communities;

**Whereas**, child abuse and neglect prevention is a community responsibility affecting both the current and future quality of life of a community;

**Whereas**, rape, sexual assault and sexual harassment impact our society as seen by statistics indicating that one in five women and one in 67 men will be raped at some point in their lives (Smith et al., 2017);

**Whereas**, sexual assault impacts children, adults and the community at large;

**Whereas**, effective child abuse and sexual assault prevention succeed because of partnerships among citizens, agencies, schools, faith communities, health care providers, civic organizations, law enforcement, and the business community;

**Whereas**, communities that understand the importance of prevention and support for the well-being of citizens, thrive and prosper;

**Whereas**, with leadership, dedication, and encouragement, there is evidence that we can be successful in preventing child abuse and sexual violence in Siskiyou County;

**Therefore**, the City of Ft. Jones, California hereby proclaims April as Child Abuse Prevention and Sexual Assault Awareness Month—as well as April 2-8th, 2022 as Week of the Young Child—and call upon all citizens, community agencies, faith groups, medical facilities, elected leaders and businesses to increase their participation in efforts to support families, thereby preventing child abuse and strengthening families in the communities in which we live.

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Michelle DeCausmaker  
Mayor, City of Ft. Jones

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Date:



## *THE TOWN OF FORT JONES*

---

**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: DISCUSSION AND POSSIBLE ACTION ON HELPING FUND A  
COMMUNITY CLEAN UP DAY**

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### **BACKGROUND:**

There have been previous Community Cleanup Days in past years put on by the Fort Jones Lions Club and the Scott Valley Chamber of Commerce before that. During those cleanups, the Town has funded the cost of a dumpster for the day. This year the Lions Club is again organizing it and requesting the Town fund one dumpster for the discounted price of \$900. This event has been tremendously successful over the last few years since they have controlled the participation. It seems like a small price to pay for an organized Community Cleanup.

### **RECOMMENDATION:**

Staff recommendation is to support the Community Cleanup Day and help by paying for a dumpster for the day.

**From:** [Mark Eayrs](#)  
**To:** [karl@kdmanagement.us](mailto:karl@kdmanagement.us)  
**Subject:** Fort Jones Clean up day  
**Date:** Wednesday, March 9, 2022 3:29:10 PM

---

The Fort Jones Lions will be hosting our annual Fort Jones Cleanup Day on March 26, 2022 from 8 AM to 11 AM at the Towers (Old Bowling lot).

The Fort Jones Lions is purchasing 1 - 40 yard dumpster We are asking the City of Fort Jones to assist by purchasing 1 - 40 yard dumpster.

Scott Valley Disposal is charging us \$900 for each dumpster which are usually \$1000.

This cleanup day is for everyone in the City of Fort Jones.

We will be charging for appliances, computers, electronics, mattresses and tires.

House hold trash will be accepted at no cost. There will also be

2 - 20 yard dumpsters for metal which are free. Scott Valley Disposal is donating those.

The Fort Jones Lions will be hauling the appliance's, mattresses, electronics and computers to the dump. We will collect the tires and haul them to Valley Tire and Tackle.

If you have any questions please contact Mark Eayrs 530-598-2162.

Thank You



# **MARCH 26TH**

# **FORT JONES 8-11 AM**

**Fort Jones Lions Club and the City of Fort Jones**  
Spring Clean Up

Bring your scrap metal, tires, batteries, household appliances, and computers to the Twin Towers parking lot (old Fort Bowling Center) on HWY 3 in Fort Jones for CLEAN UP DAY.



**March 26<sup>th</sup>**

**8-11 am**

**Twin Towers**

**Parking Lot**

**(old Bowling ctr)**

**Sponsored by the Fort  
Jones Lions Club**

**CALL Mark 598 2162**

**For more info**

## **Price List for Clean-up Day**

The following items are  
**free:**

Scrap Metal,  
Electronics (that includes  
televisions, computers,  
stereos, printers)  
Furniture,  
Household Garbage

### **ALL OTHER ITEMS**

Prices below:

Car Tires-\$7 limit 6  
P/U Truck Tires \$10 limit 6  
Appliances: \$25 each  
(washers, dryers, ovens,  
ranges)  
Refrigerators/Freezers-\$40  
(all freon and doors must  
be removed)  
Mattresses \$10 each

**NO OIL  
NO PAINT**



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*THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: DISCUSS AND FINALIZE RENTAL FEES FOR BALL PARKS**

---

**BACKGROUND:**

During previous discussions regarding the fees for the ball parks, there was no finalization of fees for organized sports programs. The last proposal was for the rental fees of the parks by organized leagues be set at \$5/player per season and \$170/ season to help offset the combined costs of ~\$2,000 in electricity and ~\$4,000 in maintenance per year. The proposal was tabled until such time as a member of the Council could talk to the league representatives and come to an agreement on the rental fees. Council member Kathye Banks has met with representatives from both the Little league and the Babe Ruth League. She has developed the attached proposed MOUs for the two leagues and present it here for approval.

**RECOMMENDATION:**

Staff recommends that the attached proposed MOU/Lease agreement for the two ball parks be approved for this season and discussions continue for future agreements.

Town Council

Michelle DeCausmaker, Mayor  
Mercedes Garcia, Mayor Pro Tem  
Kathye Banks  
Bill Beckwith  
Mark Gepford



City Administrator  
Karl Drexel, CSDM

City Clerk  
Celeste McFall

## **LEASE AGREEMENT LITTLE LEAGUE BASEBALL FIELD**

This Agreement is entered into by and between the TOWN OF FORT JONES ("Town") and Scott Valley Little League Baseball.

### **RECITALS**

1. The Town owns certain real property consisting of the baseball field and related improvements located in the vicinity of the Town Little League Field. These fields will be known herein as the "Leased Premises."
2. The League desires use of the facilities to conduct baseball games, practices, and related activities under a lease agreement with the Town and which lease the League desires to enter into.
3. The Town and League desire to enter into the lease of the premises under the terms and conditions set forth herein.

### **AGREEMENT**

The parties hereto agree as follows:

1. The Town agrees to permit to the League and the League agrees to the use from the Town, Little League Park Agreement.
2. The initial agreement shall begin approximately March and terminate June 2022. The League may renew its permit annually for a period of March through June by providing the Town written notice of its intention to renew by December 31<sup>st</sup> of each year.
3. Either party may terminate this agreement on 30 days written notice to the other party.
4. The League will pay to the Town its annual rent of \$150 (One hundred and fifty dollars) which is the amount for use of the Leased Premises and is due by March of each year, for the rental period of March 1<sup>st</sup> to June 30<sup>th</sup>.

5. The League shall provide liability insurance in an amount consistent with and in accordance with the liability insurance limits required by the Town's liability insurance carrier and naming the Town of Fort Jones as an additional insured. The Town's current liability insurance carrier is the Golden State Risk Management Authority (GSRMA) and the amount of liability insurance required is \$1,000,000 (One-Million dollars in liability coverage). By signing the lease agreement, the League acknowledges that it will comply with the conditions required by GSRMA.
6. The League shall be responsible for maintaining the premises and cleaning the buildings (i.e. snack shack) and grounds after each event.
7. Little League must respect Town of Fort Jones Ordinance 2022-3 Chapter 8.24 regarding amplified sound.
8. The Town shall be solely responsible for the maintenance of the sprinkler system and control timers and the League shall not tamper with the system or controls. (Please provide the Town Clerk's office with a written schedule of practice and game times to ensure watering does not interfere.)
9. The Town will mow the fields, as needed.
10. The League may use the facilities to store equipment. The League will be responsible for the security of their equipment and will use a Town issued padlock. The League will hold the Town of Fort Jones harmless for any lost, stolen, or damages to equipment or other personal property belonging to the League or members, representatives, associates, consultants, or employees of said League.
11. Indemnify and Hold Harmless: The Little League hereby releases, discharges, and agrees not to sue the Town of Fort Jones and its officers, agents, and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with the League's events from whatever cause, including the active or passive negligence of the Town of Fort Jones and its officers, agents, and employees, or any participants in the League's events.

In consideration of this Agreement, the Little League, its administrators, executors, officers, agents, and assignees hereby agree to indemnify and hold harmless the Town of Fort Jones and its officers, agents, and employees from any and all claims, demands actions or suits arising out of or in connection with these events, including claims arising from the active or passive negligence of the Little League and claims arising from the active or passive negligence of the Town of Fort Jones.

12. Notices contemplated herein shall be in writing and shall be directed as follows:

Youth League  
c/o Flint Griggs  
PO Box  
Fort Jones CA 96032

Town of Fort Jones  
City Clerk  
PO Box 40  
Fort Jones CA 96032

Approved: \_\_\_\_\_  
League President

Approved: \_\_\_\_\_  
City Administrator

Town Council

Michelle DeCausmaker, Mayor  
Mercedes Garcia, Mayor Pro Tem  
Kathye Banks  
Bill Beckwith  
Mark Gepford



Town Administrator  
Karl Drexel, CSDM

Town Clerk  
Celeste McFall

## **LEASE AGREEMENT WALKER BASEBALL FIELD**

This Agreement is entered into by and between the TOWN OF FORT JONES ("Town") and Scott Valley Senior League Baseball.

### **RECITALS**

1. The Town owns certain real property consisting of the baseball field and related improvements located in the vicinity of the Fort Jones Walker Field. These facilities will be known herein as the "Leased Premises."
2. The League desires use of the facilities to conduct baseball games, practices, and related activities under a lease agreement with the Town and which lease the League desires to enter into.
3. The Town and League desire to enter into the lease of the premises under the terms and conditions set forth herein.

### **AGREEMENT**

The parties hereto agree as follows:

1. The Town agrees to permit to the League and the League agrees to the use from the Town, the Senior League Park Agreement.
2. The initial agreement shall begin approximately March and terminate June 2022. The League may renew its permit annually for a period of March through June by providing the Town written notice of its intention to renew by December 31<sup>st</sup> of each year.
3. Either party may terminate this agreement on 30 days written notice to the other party.
4. The League will pay to the Town its annual rent of \$150 (One hundred and fifty dollars) which is the amount for use of the Leased Premises and is due by March of each year, for the rental period of March 1<sup>st</sup> to June 30<sup>th</sup>.

5. The League shall provide liability insurance in an amount consistent with and in accordance with the liability insurance limits required by the Town's liability insurance carrier and naming the Town of Fort Jones as an additional insured. The Town's current liability insurance carrier is the Golden State Risk Management Authority (GSRMA) and the amount of liability insurance required is \$1,000,000 (One-Million dollars in liability coverage). By signing the lease agreement, the League acknowledges that it will comply with the conditions required by GSRMA.
6. The League shall be responsible for maintaining the premises and cleaning the buildings (i.e. snack shack) and grounds after each event.
7. Senior League must respect Town of Fort Jones Ordinance 2022-3 Chapter 8.24 regarding amplified sound.
8. The Town shall be solely responsible for the maintenance of the sprinkler system and control timers and the League shall not tamper with the system or controls. (Please provide the Town Clerk's office with a written schedule of practice and game times to ensure watering does not interfere.)
9. The Town will mow the fields, as needed.
10. The League may use the facilities to store equipment. The League will be responsible for the security of their equipment and will use a Town issued padlock. The League will hold the Town of Fort Jones harmless for any lost, stolen, or damages to equipment or other personal property belonging to the League or members, representatives, associates, consultants, or employees of said League.
11. Indemnify and Hold Harmless: The Senior League hereby releases, discharges, and agrees not to sue the Town of Fort Jones and its officers, agents, and employees for any injury, death or damage to or loss of personal property arising out of, or in connection with the League's events from whatever cause, including the active or passive negligence of the Town of Fort Jones and its officers, agents, and employees, or any participants in the League's events.

In consideration of this Agreement, the Senior League, its administrators, executors, officers, agents, and assignees hereby agree to indemnify and hold harmless the Town of Fort Jones and its officers, agents, and employees from any and all claims, demands actions or suits arising out of or in connection with these events, including claims arising from the active or passive negligence of the Senior League and claims arising from the active or passive negligence of the Town of Fort Jones.

12. Notices contemplated herein shall be in writing and shall be directed as follows:

Senior League  
c/o Flint Griggs  
PO Box  
Fort Jones CA 96032

Town of Fort Jones  
City Clerk  
PO Box 40  
Fort Jones CA 96032

Approved: \_\_\_\_\_  
League President

Approved: \_\_\_\_\_  
City Administrator



## *THE TOWN OF FORT JONES*

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**TO:** FORT JONES CITY COUNCIL

**MEETING DATE:** MARCH 14, 2022

**FROM:** KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT:** UPDATE COUNCIL ON BALL PARK RENOVATIONS

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### **BACKGROUND:**

Recently the Town was awarded a Per Capita Grant to renovate the Little league Park and Paul Garrison Picnic Pavilion. After discussions with the Little League, Public Works, and the Parks Commissioner, the following items are being addressed:

#### **Little League Park**

- Remove the Equipment building and replace with a 10 x 20 Prefab Shed
- Remove and replace the shingles, roof, and walls from dugouts. Paint new wood
- Paint fascia and trim at snack shack and bathrooms
- Replace bathroom fixtures, walls, and dividers
- Resurface infield with sand, silt and clay
- Repair backstop wire and add supports
- Repair fences and gates as needed

#### **Paul Garrison Picnic Pavilion**

- Upgrade electrical lighting,
- Add individual barbeques
- Complete concrete work
- Replace fence and gate on sidewalk side of pavilion

#### **Big Ball Park**

- Repair roof panels on grandstand
- Replace missing boards on grandstand and paint
- Con Crew coming to weed, rake and level base paths
- Fill gofer holes and roll infield and outfield for this season
- Investigate the removal of the grass infield.
- Update and paint bathrooms

### **RECOMMENDATION:**

No action necessary





A LAW FIRM FOUNDED ON THE  
PRINCIPLE OF SERVICE

## MEMORANDUM

To: Fort Jones Town Counsel

From: Margaret long

Date: March 9, 2022

Re: Abatement

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This memorandum is provided to update the council in regards to the abatement efforts in regards to certain properties in the Town of Fort Jones:

1. 12425 Main Street, Fort Jones (owner Gregory Pinassi):  
The pleadings (Complaint for abatement and injunctive relief; Declaration of CSO Kelly York; and Memorandum of Points and Authorities) are in final form and under final review and it is anticipated that this action will be filed by the end of the week. After the action is filed it will be served on Mr. Pinassi and a court date will be set wherein the court will determine whether to grant the injunctive relief pending the order for abatement. If the abatement order is granted then the process as indicated in the municipal code is followed and the property is abated.
2. Placing liens on Gwinn, Silva and other properties with outstanding fines: A lien can be implemented administratively if there is an ability to appeal and a mechanism for such in the applicable local ordinance. Otherwise, this has to be obtained by way of a judicial process. It is our intention to provide a detailed memorandum on this issue by the end of the week. If a lien can be recorded administratively this can be done without court approval asap. If we are required to seek a judicial lien then then this action will be filed with the court within two weeks.



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: AUTHORIZE CITY CLERK AND DEPUTY CITY CLERK TO ACCESS  
SAFE DEPOSIT BOX AT MECHANICS BANK**

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### **BACKGROUND:**

The Town has a safe deposit box at Mechanics Bank that held the original deeds to the CDBG loans as well as the original Deeds for City Properties. Unfortunately, some of the City Property Deeds disappeared during the Linda/Sandy transition in the office. We have copies of the CDBG Deeds and some of the City Property deeds in the office safe, but we would like to use that safe for other things and put the Deeds back in the safe deposit box and have our two clerks authorized as box holders.

### **RECOMMENDATION:**

Staff recommends the Council review and approve the authorization letter to Mechanics Bank authorizing the City Clerk and Deputy City Clerk access.

Town Council

Michelle DeCausmaker, Mayor  
Mercedes Garcia, Mayor Pro Tem  
Kathye Banks  
Bill Beckwith  
Mark Gepford



City Administrator  
Karl Drexel, CSDM

City Clerk  
Celeste McFall

March 10, 2022

Skyler Palmer  
Mechanics Bank  
11906 Main St.  
Fort Jones, CA 96032

Dear Skyler,

Please make the following changes to the listed bank accounts of the Town of Fort Jones at your earliest convenience.

Safe Deposit Box #278  
Town of Fort Jones

Remove signers: Chris Flynn

Add Signer Celeste McFall, City Clerk  
Rachel Agron, Deputy City Clerk

Thank you.

Respectfully,

Karl W Drexel  
City Administrator

Signers:

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Michelle DeCausmaker, Mayor

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Mercedes Garcia, Mayor Pro Tem



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: REVIEW AND SUPPORT FORT JONES BRANDING SESSIONS**

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### **BACKGROUND:**

The Rural Community Assistance Corporation (RCAC) has been working with staff and members of the council and members of the community to aid the town in bringing economic development to Fort Jones and Scott Valley. The RCAC program Recharge Our Community's Economy (ROCE) in Fort Jones has generated considerable interest in the local business sector and is taking the next step to improve our downtown economy. In order to bring businesses and visitors to Fort Jones, the next step is to build a brand for Fort Jones. A Brand creates interest, helps establish a destination and improves the overall economic health of a community. RCAC's Aaron Reimler, Council Member Bill Beckwith and staff are working with residents and community businesses to establish a planning committee/business group to brainstorm what a Fort Jones Brand will look like. We do not have a schedule of sessions but will be reaching out to everyone to help in this development.

### **RECOMMENDATION:**

Staff recommends council support this effort and try and get as many locals as possible to participate to develop a Fort Jones Brand that everyone can support.

## Karl Drexel

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**Subject:** FW: RE: Community Branding in Ft. Jones

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**From:** Aaron Reimler <AReimler@rcac.org>

**Sent:** Tuesday, March 8, 2022 1:33 PM

**To:** Karl Drexel <whitneyhill@sonic.net>; Rachel Agron <rachel.agron@fortjonesca.com>

**Cc:** Celeste McFall <celeste.mcfall@fortjonesca.com>; Karl <karl@kdmanagement.us>; Michelle DeCausmaker <mdecausmaker@gmail.com>

**Subject:** RE: RE: Community Branding in Ft. Jones

I agree with Karl. I think these are all great ideas and would make some effective outreach assets. Web design is one of those things that's gotten a lot easier in the last 5+ years; most hosting sites use templates that are easy to edit and manipulate by dragging and dropping things. It certainly can still be a good idea and worth the investment to have someone design it for you, but it shouldn't be too difficult for them to design something that's easy for you to maintain and edit as you see fit.

I think, when talking about community branding, it's also good to look at who the "customer" is. Community brands, like businesses, should work to target specific individuals and market segments. The valley, its recreation opportunities, and the businesses there are some of the town's strongest assets and will help build and target that message. Finding the commonalities in these assets will help build content for social media pages that keeps messaging consistent. Local business owners themselves are really the most helpful in these conversations. Internet shows and podcasts also present a lot of opportunities and could be an avenue to getting local business owners more involved.

I also think it may be worth trying to look at the idea of branding as a means of achieving the town's vision for the future. Throughout our discussions, lodging and adjacent business development, and housing to support, among other things, a growing demand for labor have been recurring themes. Branding should also help someone answer the question of why to build, live, or start a business there. Discover Siskiyou and SCEDC's marketing and site selection assets bring a lot of great opportunities, but in order to leverage them effectively I think it's important for Fort Jones to find its unique voice.

I look forward to assisting with this in any way that I can.

---

**From:** Karl Drexel <[whitneyhill@sonic.net](mailto:whitneyhill@sonic.net)>

**Sent:** Monday, March 7, 2022 6:38 PM

**To:** Rachel Agron <[rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com)>

**Cc:** Celeste McFall <[celeste.mcfall@fortjonesca.com](mailto:celeste.mcfall@fortjonesca.com)>; Karl <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>; Aaron Reimler <[AReimler@rcac.org](mailto:AReimler@rcac.org)>; Michelle DeCausmaker <[mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)>

**Subject:** Re: RE: Community Branding in Ft. Jones

All great ideas, although I question Tik Tok. I also think we should check around for web designers. If we can get a better web page that is more user friendly and allows us to add pages and links, I think we should consider it instead of continuing this for 3 more years. Check around and see who does some of the other cities and districts. Great outreach ideas though. We are always needing good pictures. Be careful hooking up with Etna. They are great about asking for money, but when it is time for their share, they're nowhere to be found. Thanks  
Karl

Monday, 07 March 2022, 04:35PM -08:00 from Rachel Agron [rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com):

Hello all,

I have a couple of thoughts about steps we could take for community branding.

#### 1. How to cast a wide net using the internet

- The Town doesn't currently have an Instagram account or a Tik Tok account.
- Our website should be more visually focused. Fort Jones sits in a beautiful valley, and if people can visit our website without learning that, we've wasted an opportunity. Once we hire a photographer to build up a catalogue of images, we'll have photos that can be reused long-term on the Town website, social media, mailings, flyers, and promotional materials.
- The website needs a "Plan Your Visit" page with links to local business websites, activities, and camping and hiking maps and information. Our current website hosting service doesn't allow me to make new pages myself, but they do offer a website re-design if we renew our contract for 3 years instead of 1.
- We could commission a video series of 5-to-10-minute episodes interviewing local business owners and community leaders in Fort Jones, showing off what they do. Each episode would promote a business or activity. If we join forces with Etna, we could promote the whole Valley. A know of a couple of people here in the valley who do media if this idea sounds interesting.
- We could conduct interviews with people in the community to collect interesting and funny stories and release them as podcast episodes. This could show potential tourists the colorful side of our community while preserving local histories for our residents.

#### 2. Drawing tourists with events

- Karl, in a previous email you suggested brainstorming events. Etna has their Rodeo, Mt. Shasta has their Blackberry Festival, Etc. If our event theme integrates naturally with our Town, it will make the execution much easier (when Disney built a second theme park in California, they made it California-themed). One thing that is already distinct about Fort Jones is our local history: we are a gold rush town turned pioneer town. I think we should host an annual gold rush or pioneer festival. I spoke with Diane Postma the other day about hosting some kind of joint event with her wagons and our carriages. We could have wagon rides, historic food and demonstrations, pioneer children's games, guided hikes, line dancing, etc. If we document it well, the photos could serve us for year-round promotion.

Staying active on our website and social media with regular video or podcast postings will keep potential tourists engaged with us during the off season. I particularly like the idea of featuring our residents through interviews because the story of Fort Jones doesn't end, so people will have to keep coming back. If we can offer people something that they're interested in, we can ensure that they will keep up with the Town and hear our announcements when we do have events coming up.

Let me know what you think,

Rachel

---

**From:** Karl Drexel <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>

**Sent:** Monday, March 7, 2022 11:56 AM

**To:** 'Aaron Reimler' <[AReimler@rcac.org](mailto:AReimler@rcac.org)>; 'Michelle DeCausmaker' <[mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)>

**Cc:** Celeste McFall <[celeste.mcfall@fortjonesca.com](mailto:celeste.mcfall@fortjonesca.com)>; Rachel Agron <[rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com)>

**Subject:** RE: Community Branding in Ft. Jones

It looks like a great start to me. Thanks

Karl

---

**From:** Aaron Reimler <[AREimler@rcac.org](mailto:AREimler@rcac.org)>  
**Sent:** Monday, March 7, 2022 11:36 AM  
**To:** Michelle DeCausmaker <[mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)>  
**Cc:** Karl <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>; Celeste McFall <[celeste.mcfall@fortjonesca.com](mailto:celeste.mcfall@fortjonesca.com)>; 'Rachel Agron' <[rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com)>  
**Subject:** RE: Community Branding in Ft. Jones

Hello,

Attached is a "post card" with some language on branding and engagement I began playing with. We'd want to add some sort of visual and color scheme and likely have a backside with an official invitation to a branding session or sessions.

Let me know your thoughts and how I can help us work towards a finished product and schedule.

Thanks!

---

**From:** Michelle DeCausmaker <[mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)>  
**Sent:** Monday, March 7, 2022 9:37 AM  
**To:** Aaron Reimler <[AREimler@rcac.org](mailto:AREimler@rcac.org)>  
**Subject:** Re: Community Branding in Ft. Jones

Aaron,

Thanks for any help you can provide.

Michelle

On Mon, Mar 7, 2022 at 9:08 AM Aaron Reimler <[AREimler@rcac.org](mailto:AREimler@rcac.org)> wrote:

Hi Michele,

That's a good idea. I can work on something.

Is there anyone in your office that's got any graphic design skills that might be able to help me out? I worry the folks we've got here will take a little too long.

Either way, I'll put something together that stresses self-interest and return on investment.

More soon. Thanks!

---

**From:** Michelle DeCausmaker <[mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)>  
**Sent:** Sunday, March 6, 2022 4:07 PM  
**To:** Aaron Reimler <[AREimler@rcac.org](mailto:AREimler@rcac.org)>  
**Subject:** RE: Community Branding in Ft. Jones

Hi Aaron,

## Community Branding: Importing Revenue to Your Business

### What are we doing?

- Building Fort Jones a Community Brand.
- Engaging local business owners; asking them to invest a little of their time to ensure future vitality.
- Capitalizing on tourism, changing markets, and infrastructure opportunities we have coming our way.
- Complimenting existing Scott Valley regional brands with something unique to Fort Jones.

### Why?

- To bring more customers to your business. This is about money.
- People don't look for communities any more. They look for things to do. Communities must look for people.
- Even when the tourists come, they need a reason to *stop*.
- Outside investment isn't coming on its own. We must invest in ourselves first.

Is it possible to get a ½ sheet paper with the information on Branding and I will be happy to go from business to business and share it with them. May even get Bill join.

They just need something in their hand.

Thanks for all your doing.

Michelle

---

**From:** [Aaron Reimler](#)  
**Sent:** Wednesday, March 2, 2022 12:16 PM  
**To:** [Karl](#); [mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)  
**Cc:** [Rachel Agron](#); [Kory Hayden](#)  
**Subject:** RE: Community Branding in Ft. Jones

Hi Karl,

I think basing a workshop off that guide is certainly a possibility. Along with someone to “lead” it, we’d also need a facilitator. I’m not sure of the status of the additional funding that would allow for me to take another trip up there at the moment, but RCAC may be able to fill that gap if we’re unable to get Roger Brooks himself though it looks like he’s just in Arizona. Is this something one of the foundations you mentioned may be willing to fund?

I think SCEDC and Discover Siskiyou being a part of this conversation is important. I also think it’d be good to have some additionally local assistance with recruitment/engagement. Is there a local business owner that we could enlist to help do outreach and gather support? Again, I know the responses to the business survey were anonymous but they show that there’s at least some interest collaboration amongst the small business community. Is there any chance we could call on those people?

Looking forward to your thoughts. Thanks!

---

**From:** Karl Drexel <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>  
**Sent:** Monday, February 28, 2022 11:04 AM  
**To:** Aaron Reimler <[AReimler@rcac.org](mailto:AReimler@rcac.org)>; [mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)  
**Cc:** 'Rachel Agron' <[rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com)>; 'Kory Hayden' <[Kory@siskiyoucounty.org](mailto:Kory@siskiyoucounty.org)>  
**Subject:** RE: Community Branding in Ft. Jones

Thanks Aaron. The step by step guide by Brooks looks great. Maybe we can put out a letter and invite everybody to another seminar on just that. We certainly could include SCEDC with anything we do and would love to have Kory and Heather give a presentation. We just need someone to head it all up. Thanks

Karl

---

**From:** Aaron Reimler <[AReimler@rcac.org](mailto:AReimler@rcac.org)>  
**Sent:** Thursday, February 24, 2022 12:18 PM  
**To:** Karl <[karl@kdmanagement.us](mailto:karl@kdmanagement.us)>; [mdecausmaker@gmail.com](mailto:mdecausmaker@gmail.com)  
**Cc:** Rachel Agron <[rachel.agron@fortjonesca.com](mailto:rachel.agron@fortjonesca.com)>  
**Subject:** Community Branding in Ft. Jones

Hi all,

I wanted to reach out and touch base on our recent conversations on destination community branding.

I've looked into some consultants and guides that could be employed to engage Fort Jones in a branding community branding process. I reached out to Jill from GoBiz and Kory from SCEDC. Jill discussed the importance of engaging with the Discovery Siskiyou Team and work towards being supported by the TBID. I'd certainly recommend that we prioritize leveraging existing resources and applying for more funds when necessary and to cover specific project costs. Kory suggested a presentation from her and Heather Dodds on destination marketing would likely be possible, and suggested Asher Beane, a local photographer/graphic designer, could be of assistance in creating an asset library. I haven't been able to find a website but his Instagram is linked [here](#).

Additionally, a colleague in the mid-west is preparing a similar branding seminar with communities in Ohio with [Jon Schallert](#). What she's described isn't listed on his website and I'm not sure he'd be the best fit, but wanted to pass along his website either way. I've also attached community branding guides from Roger Brooks. I think these both conceptualize a roadmap for community branding pretty well.

I also wanted to mention the Local Business Survey responses that Rachel shared with me. Even though there were only a few responses, it does seem there is interest amongst those who did respond in forming and participating in a Chamber of Commerce. It's also worth noting that in the comments section there was one individual who specifically mentioned seeing local businesses "pull together" to work collaboratively, and another that expressed vision for improvements to the downtown area. This, to me, is extremely positive. Even though it's only two people, sometimes in a small community, one or two passionate people in the small business community are all that's necessary to organize and convene business owners around a common cause that engages their individual self-interest. I know that the survey didn't collect contact info, but is there any chance we'd know who these people are and if they'd be willing to put some action behind this?

Looking forward to your thoughts.

Thanks!

**Aaron Reimler**

RCAC | COMMUNITY & ENVIRONMENTAL SERVICES

Rural Development Specialist | Economic Development

[areimler@rcac.org](mailto:areimler@rcac.org) | (619) 348-8197



# The Step-by-Step Guide to Branding

- HANDOUT -

# 1

### Brand Development Committee

This is the group of stakeholders who will take the lead in developing the brand

direction. Typically keep it to 13 people, or fewer. As you know, the larger the committee the less likely you are to get things accomplished.

Typical members might include:

- Economic Development
- Chamber of Commerce
- Tourism
- City/county elected official
- City/county senior staff
- Downtown representative
- Planning director
- Six business sector representatives

These folks will help decide on the final brand direction. They need to be “heavy hitters” locally.

### Get an outside facilitator

It’s extremely important to get an outside facilitator - someone with no political ties locally, and not in business locally. This way politics won’t get in the way. Someone who has nothing to gain or locally should help facilitate the process.

If you had a sports retailer as your local facilitator, and then sports ends up being the most feasible brand direction, the community will assume that he or she steered the brand that direction, thus eliminating the non-biased opinion.

The facilitator will also be charged with helping to “sell” the community on the brand once it’s been decided, so make sure you have a good speaker who can excite the community about the brand direction.

# 2

### Educate locals on what a brand is

Now it’s time to educate local stakeholders, organizations,

businesses and business leaders, as well as the general population on what a brand is and why this is important to do. Otherwise, you’ll end up with a population sending you just slogans and logo concepts.

Prepare a 20-minute presentation and give it at local board meetings (Chamber, City Council, Auxiliary organizations such as Rotary and Kiwanis, school boards, hospital boards, etc.

Also include the press on the brand education so they understand it and will also educate local residents and business leaders.

### Inventory your assets

What do you have that makes you a desirable community for establishing a new business? As a place to live? Or as a place to visit? Make it specific. Do NOT use “quality of life” on the list. Break it down. What, specifically, makes you special. This can be quite the list.

Then take the list and if some items can be found closer to the markets you are hoping to attract, move it to the “diversionary” or “secondary” list. You

## 13 Steps to Success | Handout

are hoping to find one or two things the markets can't get or do closer to home. This may take some time and you may need to really dig deep.

You are looking for possible building blocks or a foundation upon which you can build your brand.

### Ask the community

This is where the community can weigh in and have their chance to provide input. Here are ways to ask:

- Hold an open house and provide places for people to provide input. Often this can be combined with educational workshops.
- Do an online survey using Constant Contact or another service like Survey Monkey.
- Interview local stakeholders asking for specific input.
- Through the press: radio, television, print media.

Yes, you'll get some sarcasm, and yes, you'll get some slogans. That's okay. Take it all in.

### Find your "anchor tenants"

Take the "seven questions quiz" to local meetings such as Kiwanis, Rotary, Chamber and other organizations and ask them the questions. You'll find out, quickly, who your "anchor tenants" are in terms of restaurants, retail shops and activities.

Here's a sample list of questions you can start with:

1. Where can I get the best dessert? Name the restaurant and the dish.
2. Where will me and my partner have the best dining experience? It can be fancy, great food, great ambiance, or great characters. Breakfast, lunch, or dinner.
3. Where can I get gourmet items for a picnic?
4. Where, specifically, can I see a breathtaking sunrise or sunset?
5. Where is the best place to take a memorable photo that says I was really there?
6. Where can I check my e-mails?
7. Where can I get the perfect gift? Something locally or regionally made?

Then have your audience put these in order of an itinerary as if a guest was coming into town on a Friday evening, and spending the weekend in town.

This is what every visitor is looking for. Itineraries from the locals. You MUST promote your "anchor tenants." They make you worth a special trip and an extended stay. Everyone will benefit from them. Think Orlando and Disney World.



### Identify the markets

The next step is to identify the markets you are hoping to attract. This is not just about tourism, but also the types of

markets you are looking for in terms of business (jobs).

Those markets should include:

- Geographic areas (primary and secondary)
- Demographics (Young people? Creative Class? Retirees? Families?)
- Lifestyle or psychographics: Identification of personality characteristics and attitudes that affect a person's lifestyle and purchasing behaviors.
- Primary and secondary markets.
- Industry: The type of industry best suited for the area based on your points of differentiation.

# 4

### Go through the filtering process

Take the entire list from the community (over perhaps three or four weeks), combine similar concepts, and then remove the ones

that are too generic or can fit other communities within the markets you are hoping to attract.

This will typically shorten the list from perhaps 100 different items down to, in most cases, less than ten items.

Keep track of items you heard from multiple people. Perhaps these can be used as niche brands or as supporting activities to the final brand direction.

### Run the ideas through the 10-point Feasibility Test

These are listed in the previous section. Run each item on the list through the feasibility test and see what's left. If you're lucky, you should have it narrowed down to just one or two items. The goal is to get down to one item.

In many cases there may be no items left on the list. Don't despair! This gives you a clean slate to build a fresh brand, still using the assets you listed earlier. Look for other ideas. Dig a little deeper. It's ok to duplicate another community's brand as long as it's different from what the markets you are hoping to attract can get or do closer to home.

### Identify the niche and sub-brands

Sub or niche-brands are smaller well-defined brands where you can market to that group specifically. Typical niche brands include:

- Sports
- Bird watching
- Fishing and hunting
- RV'ing

Make sure there is good "cross-participation" between the primary brand and niche brands. For instance, art and food go well together. Sports and entertainment are a good fit. Birding and gardening are compatible brands/niche-brands.

By identifying these, you'll be able to provide your primary brand with "legs" - or offshoots.

### Pick one and only one

The natural tendency will be to pick several and to head down the path of "we have something for everyone!" Don't even try it.

Pick one that the Brand Development Committee can buy into and that makes sense. If someone else has this brand in a different market, check it out. How's it working for them? Can you reasonably duplicate it or exceed it?

If you have to develop a new brand, don't panic about the time it will take to develop. We'll get to BridgeBrands in a minute.

# 5

### Create the Brand Leadership Team

Your Brand Development Committee got you

to this point. They "developed" the brand. Now that you have the brand direction, you need to shift the focus to those who will "lead" the brand - The BLT.

The entire branding effort will hinge on the efforts of this group of people. Once again, keep it to 13 people. Seven of them should be from the private sector and should have a vested interest in the brand direction. They are most willing to champion the cause because their paycheck depends on it.

The other six people would include the supporting organizations. There might be a wholesale change from the BDC to the BLT.



### Develop the "Brand Bank"

These are the ideas that will reinforce and support the brand. When Leavenworth, Washington decided to become a Bavarian

themed town, the ideas included:

- An amphitheater where they would produce The Sound of Music annually.
- Maypole dances, long-pipe festival, and other Bavarian-oriented events.
- Facade improvements.
- Bavarian eateries, retail sales of goods made in Bavaria.
- Bavarian artists in action, art shows.

And the list goes on. They did such a good job that 40% of Leavenworth's population is now from Germany. Remember that brands are built on product, so this should be the focus.

Look for partnership opportunities.



### Write the brand promise

This is the paragraph that describes what you will be ten, 15 years down the road. Not today, but what you aspire to become.

This is the goal that you are aiming for.

Make sure it's not generic. Read it, rewrite it, and keep fine tuning it until it is very specific and would make you want to go there or move there when it's in place.

Business prospects should read this and think "Gee, there's a business opportunity for me here." You can develop a long version (three paragraphs or so) and a short version, which would be just one paragraph of no more than five lines.

Short, to the point, very specific, and well defined.



### Create the look and feel of the brand

We're finally to the look and feel of the brand: the logo or brand identity, color

schemes, tag lines and all the marketing elements that will be used as you develop the brand and claim ownership of it. This is where communities go sideways, typically putting this first without going through the other 13 necessary steps.

Hire professional services to do this for you and remember that you are selling a feeling more than the physical attributes that support the brand.

Develop a Brand Style Guide and include all your local marketing organizations. Continuity is critical at this point.

Remember that the logo and tag line make up 2% of a brand, but will get virtually all of the attention. You cannot do this by public consent. Do NOT make this a public process. It can kill your entire effort.



### Developing an Action Plan

All successful brands are built on product so develop a Branding, Development & Marketing Action

Plan. No more strategic plans. You need action steps - a to do list - as opposed to strategies, goals and objectives.

For each recommendation provide the following:

- A description of the recommendation
- Who would be charged with implementation. It takes a village to win.
- When it would be implemented.
- Cost of implementation
- Where the money would or could come from.
- The rationale for making the recommendation.

### The marketing action plan

Telling the world is how you stake your claim - ownership - of your brand. Like the product development plan, the marketing plan should include the same elements and should incorporate all partnering organizations. Everyone has a role to play in a successful branding effort.

The plan should include graphics, advertising, public relations (a cornerstone of the branding

effort), photography, video, marketing materials, web and Internet marketing initiatives, brand-building posters and give-away items, etc.

Always promote the businesses, specifically, that reinforce and support the brand. Don't let politics get in the way of marketing your "anchor tenants."

### Define the roles

As just noted, it takes a village to win. Every organization plays a role. For instance, Kiwanis or Rotary might take on the development of new entry points (fitting the brand), while the city may take on the development of a Wayfinding System (decorative directional signage that fit the brand). This can extend into downtown business recruitment, facade improvements, event development and a host of other brand-specific assignments.

When you get everyone on the same page, pulling in the same direction, this becomes fun. This is where you put it all together.



### Make something happen

This can be a new wayfinding sign or entry sign. Or even something as simple as new business cards or

the redevelopment of an existing website. People are impatient, so having something physical they can see will help sell the brand, and will tell the community you're serious and this won't be another plan sitting on a shelf gathering dust.

The best way to develop a brand is to slide it in slowly. All of a sudden a new sign goes up with a new identity and tag line on it. Then another, and over time, it becomes pervasive throughout the community.

### Sell it! Begin the outreach program

One of the big responsibilities of the Brand Leadership Champions are selling the brand to the community and creating buy-in opportunities for local organizations.

This will include your "BridgeBrand" as well as your long-term branding goals and implementation of the plan.

Every member of the BLC should be charged with speaking at three, four, five or six events a year. They need to be good speakers, enthusiastic and able to convince others to jump on board the band wagon.

This process doesn't end for years until the brand has taken on momentum of its own.

# 11

### Keep the energy high.

The first year is ALWAYS the toughest year when implementing a branding program. Because you are

narrowing your focus, you will undoubtedly run into opposition who want your community to be all things to all people – that you really do have “something for everyone.” Even though that marketing approach no longer works, the blogs will light up with dissent and so your brand champions must just let it go and MUST work to keep the energy high.

Once the branding effort starts taking hold, people will come on board – slowly at first – and as they “get used” to the new direction, and businesses begin to invest in it, it will garner strength over time. Nobody in Napa Valley complains about it being the world’s “wine capital.” Nor do they complain about Nashville owning the country music brand. Over time it became organic to the community – who they are. The same holds true with your community.

Just remember that there are only three killers of any branding effort. Period:

1. Local politics – and it’s far worse with membership organizations than it is with elected officials.

2. Lack of champions – No branding effort can succeed without tireless pioneers who champion the cause – especially in the face of criticism – but push the agenda forward and never take no for an answer.
3. Lack of money – both public and private. Almost every well-branded city, town, county, or destination in the world was founded on private sector investment and marketing. Consider these:
  - a. Orlando, Florida and Anaheim, California (Disney – kids & family)
  - b. Napa Valley, California (wine)
  - c. Nashville, Tennessee (country music)
  - d. Memphis, Tennessee (home of Graceland)
  - e. Hershey, Pennsylvania (chocolate)
  - f. Lancaster, Pennsylvania (Amish)
  - g. Hollywood, California (movies and stars)
  - h. Silicon Valley, California (high tech)

Finally, every community is full of CAVERS – people who don’t want change and will fight it. What’s a CAVER? Citizens Against Virtually Everything.

Keeping the energy high is the make or break it for any branding effort.

# 12

### Tell the world

Once you have the product – and people – in place, it’s time to tell the world of who you are, what separates you from everyone else and

makes you THE destination of choice. Now it’s time to drive your stake in the ground that you “own” your brand. After all, brands are about owning your niche in the marketplace.

You build your brand through public relations. Advertising is used to maintain your ownership position. Remember that brands are a perception – what people think of you when your name is mentioned. And perceptions are created from first impressions, visual things we see once in your community, what we see on the news or read in print publications, and now what we “hear” in social media.

This is where you put together a detailed Marketing Action Plan – with all of your local organizations at the table (branding requires continuity) and craft a plan on how you are going to tell the world what you’re about – specifically.

When it comes to marketing budgets, here’s a guideline to use:

45% - Website | Pay Per Click | SEO | online advertising | social media | apps | anything that is Internet-related.

## 13 Steps to Success | Handout

20% - Public relations – getting articles written about you, creating video contents, professional photography reinforcing the brand, creating brand-specific itineraries – getting the word out there.

20% - Advertising. And this is to drive people to your website, which must be good enough to close the sale.

10% - Printed collateral materials. With the advent of the Internet, apps, and PDF docs available on smart phones, tablets and laptop computers, the need for printed materials is declining fast. They are still important, but should not be the priority.

5% - Trade shows, billboards, other forms of marketing.



### Revisit the plan

And do it every year, if not every few months. Do NOT let your plan sit on a shelf gathering dust! Keep your focus narrow, go right down

the list and make sure your branding “partners” are keeping up with their assignments and the timelines outlined in the plan.

Branding is a fluid process that is crafted and molded over time. You may end up adding to-do items to the plan, moving some things around, but it is ALWAYS your to-do list and the plan that will lead to your success.

If you need to, bring back your facilitator every four months, six months, or once a year to pump up your champions, to cut through any red herrings, or to address challenges you’re having along the way. A good facilitator can help you update the plan, on the spot, or as a contracted service.

And finally, never, ever give up. Branding and stamina go hand in hand. The plan is your guide.

### The Bridge Brand

It can take anywhere from three to 20 years to fully “own” your brand. Rarely is it a shorter or longer process. But what can you do between now and then? How do you “bridge” the gap while you’re developing your brand?

This is where the BridgeBrand comes to play. If you want to become a culinary destination, then start by promoting your best restaurants, a culinary school, and culinary events. Don’t tell the world you are a culinary destination, but start to market the small things that are the foundation or building blocks of your long-term brand direction.

BridgeBrands are often used as a “repositioning” or “rebranding” effort. Often communities have a negative perception that needs to be turned around before implementing the final brand. Look at the case histories in this kit where BridgeBrands for Stockton and Oxnard, California are displayed. Also look at the League City, Texas BridgeBrand.

### Mottos to Live By

*“If you think you’re too small to make a difference, try going to bed with a mosquito in the room.” - unknown*

*“Never doubt that a small group of thoughtful committed people can change the world. Indeed, it is the only thing that ever has.” – Margaret Mead*

*“A by-product of brands ‘for the people’ is the committee that compromises and kills a potential brand home run. This is why you never see statues of committees in public parks. You see brave leaders.”*

*“Nothing great was ever achieved without enthusiasm.” – Ralph Waldo Emerson*

## Roger Brooks International

For over 30 years, the award-winning Roger Brooks International team has had a singular mission – to improve people's lives by helping their communities become healthier, more attractive, and more economically vibrant. We believe that every community has the potential to become a thriving, desirable place for residents, businesses, and visitors.

Working primarily in the public sector with cities, counties, states, CVBs, destination marketing organizations, and provinces, RBI is renowned for its bottom-line, “make-something-happen” approach. This results in tremendously successful planning and implementation efforts.

### Contact Us

Roger Brooks International  
981 Powell Ave. SW, Suite 125  
Renton, WA 98057  
206-241-4770

## About Roger Brooks

As CEO of Roger Brooks International, Roger's expertise comes from having assisted nearly a thousand communities in their efforts to become better places to live, invest, establish a business, or visit.

The information is not just entertaining – it is clear, concise and it sticks. Known for telling engaging stories, Roger uses real-life examples shown in photos and video clips, some of them hilarious, all of them poignant. His bottom-line rules, tips, and ingredients leave attendees with rock solid action items they can implement today to make a difference tomorrow.



## The Incredible Roger Brooks Library

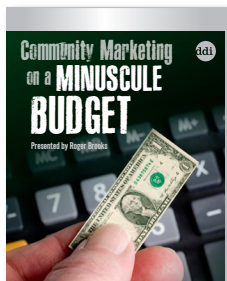
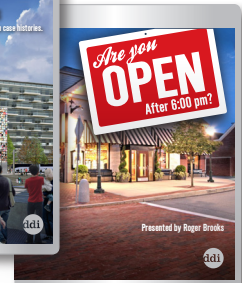
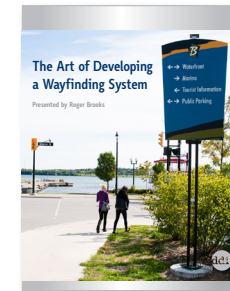
Introducing a new online program with access to a wealth of information available 24 hours a day. For a monthly fee of \$45 you will have instant access to the entire Roger Brooks video library (a few examples are shown here) plus PDF guides on a variety of branding, product development and marketing subjects. Learn more at [www.RogerBrooksLibrary.com](http://www.RogerBrooksLibrary.com)



### The 20 Ingredients of an Outstanding Downtown

We surveyed 400 popular downtowns and downtown districts and found the 20 most common ingredients that led to their success. Learn how these ingredients can help your downtown achieve success too!

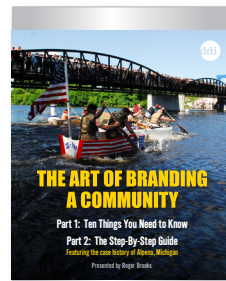
HD Video | 108 minutes



### Community Marketing on a Minuscule Budget

Learn the seven marketing ideas you can implement today, for practically no money, that will dramatically increase local spending.

HD Video | 70 minutes



### The Art of Branding a Community Part 1 & 2

**Part 1:** In this eye-opening, must-see presentation by Roger Brooks, you'll learn the ten things you need to do to successfully brand your community.

**Part 2:** In this fascinating presentation using Alpena, Michigan as a case history, you'll learn HOW to successfully develop your own brand using the 13-step process that took nearly 30 years to develop and perfect. Best of all: This process has a 100% success rate.

HD Video | Part I: 63 min. Part II: 60 min.



### The Seven Deadly Sins of Destination Marketing

A full 97% of destination marketing is wasted. Learn the 7 deadly sins, how to avoid them, and how to make sure that 100% of your marketing is effective.

HD Video | 72 minutes

# THE ART OF BRANDING A COMMUNITY

REVISITED

Presented by Roger Brooks



**ROGER BROOKS**  
International

# The Art of Branding a Community - Revisited | Handout



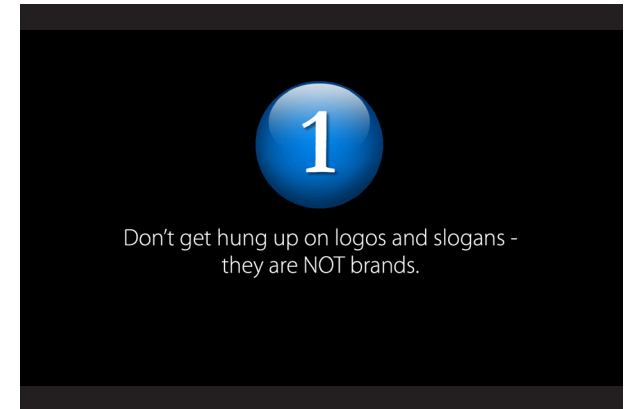
## This is about cash: how to import more cash than you export

### WHY branding is imperative

- 90% of the general population now has immediate access to the internet
- 94% use the internet to make decisions about where to visit, live, work, establish a business
- Every community, every destination is at our fingertips in a fraction of a second
- They are not looking for your town, city or county; they are looking for experiences that cater to them
- People search for what they are looking for and a general location second
- Location is always second to the “primary draw” – that one thing that puts us on the map
- We’re not looking for your community. Get over it.



- We’re looking for things to do that cater to us specifically.
- We are drowning in marketing and advertising overload
- We are now exposed to 5000 marketing messages per day
- Twice as many as just 10 years ago
- We only “catch” things that spark receptors in our brain
- Things that cater to us specifically
- IF you hope to be THE destination of choice: what do you have that the people you are hoping to attract can’t get or do closer to home?
- The world is at our finger tips in seconds
- So what sets you apart from everyone else?
- Why should they invest in your community?
- Why should anyone move there?
- Why should people visit you?
- Whatever it is that makes you different, or clearly better – you must hang your hat on that
- Better, by third party endorsement



## WHAT is a brand?

### 1. Don’t get hung up on logos and slogans – they are NOT brands

- They are marketing messages used to support and reinforce your brand
- Have you gone somewhere because they have a great logo? No.
- Logos and slogans are just 2% of a brand

2

A brand is a perception  
What people think of you - not what you say you are.

3

Successful brands have a narrow focus

4

Brands are built on product,  
not just marketing.

## 2. A brand is a perception

- What people think of you – not what you say you are
- How perceptions create a brand
- Visual cues
- The people and attitudes
- Word of mouth
- Publicity/social media
- Sometimes communities have a negative perception which requires a repositioning or rebranding effort
- A brand is also a promise – that you will deliver on that perception

## 3. Successful brands have a narrow focus

- Consider the following: “Discover the wide-open spaces, gracious people and picturesque landscapes that characterizes {our town}. Each season holds the promise of a new adventure and an incredible memory. Come join us and discover the scenic and recreational opportunities that await you.”
- Think of a town 2 hours away; does the above make you want to go there?
- Or is there nothing here that you can’t get or do closer to home?
- If you could replace the name of the town for any other community, and it still rings true, you just lost the sale.
- You cannot be things all to all people.
- You must find your niche and promote it like crazy
- You MUST jettison the generic
- The RULE: Don’t just market what you have. Marketing what differentiates you

## 4. Brands are built on product, not marketing

- Jefferson, Texas, population 2,500, four ours from Houston
  - Antique Capital of Texas with 125 antique dealers and now the B&B Capital of Texas
- Jackson, Wyoming, home of Western Living and Western Art
  - 110 galleries and western living shops and host nearly 4 million visitors per year
- Both communities have a narrow focus AND the product that backs it up
- Tourism brands are built on things to do, not things to look at
- Brands must be experiential
- Tourism organizations tend to sell cities, towns and counties before experiences unique to them
- Economic development organizations tend to sell buildings, land and infrastructure before opportunities

5

Never, ever use focus groups

6

You never “roll out” your brand  
until you can “deliver on the promise”

5

Never, ever use focus groups

### 5. Never, ever use focus groups

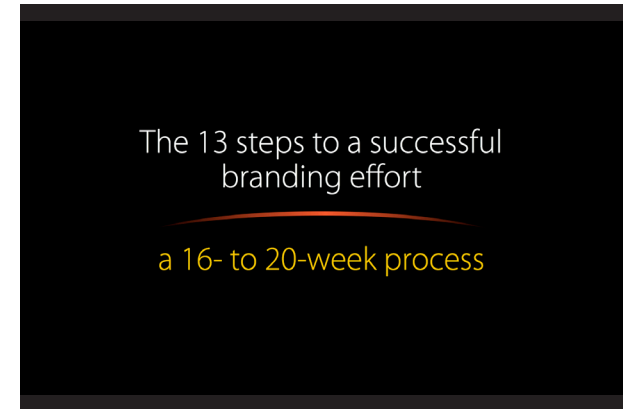
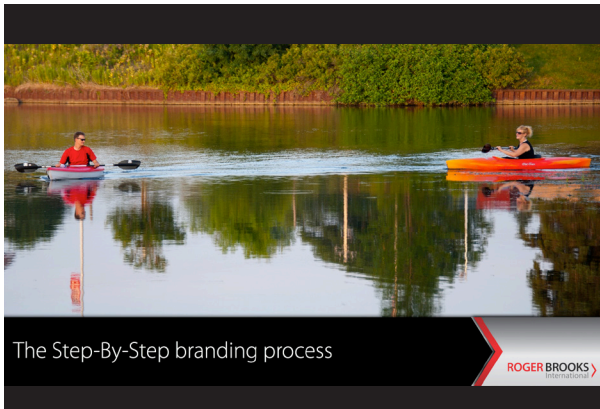
- EVER!

### 6. You never “roll out” your brand until you can deliver on the promise

### 7. Grand brands always start with a plan

- There is no reason you can't do this yourself
- Brands that come from within are far more successful

# The Art of Branding a Community - Revisited | Handout



## HOW: the five primary steps to branding a community

- **Discovery**
  - Find out where you are today
  - Through the eyes of a potential investor, resident or visitor
  - Your S.W.O.T. analysis – Strengths, Weaknesses, Opportunities, Threats
  - Create a baseline
- **Ask the locals: where do we want to go?**
  - What do we want to be known for?
  - When someone mentions you 10 years from now, what will they say?
- **Research and feasibility**
  - Which of all the ideas that came from local input makes the most economic sense?
- **Develop the Action Plan**
  - How to get there
- **Sell it**
  - Never, ever make the mistake of asking, “Is everyone ok with this?”
  - Bring people on board, rather than ask for permission
  - The decision needs to be made on feasibility not just local sentiment

## The 13 Steps to a successful branding effort; a 16-20 week process

- Using Old Strathcona, a downtown revitalization zone in Edmonton, Alberta
  - Edmonton MSA population: 1.2 million
  - Old Strathcona service area: 70,000

# The Art of Branding a Community - Revisited | Handout

1

Brand Development Committee (BDC)  
& outside facilitator

2

Education & outreach:  
"This is your chance to weigh-in on Old Strathcona's future"

3

Identify the markets  
Who are we hoping to attract?

## Brand Development Committee and outside facilitator

- No more than 13 people
  - i. City elected official
  - ii. City management
  - iii. Chamber of Commerce
  - iv. Economic Development
  - v. Tourism
  - vi. Downtown Association
  - vii. Local businesses (3)
  - viii. Attractions
  - ix. Industry (2)
- Driven more by the private sector than public sector
  - elected officials were elected to be all things to all people, and brands aren't

## Education and outreach

- Ask the locals; this is their chance to weigh in
- In Old Strathcona, 390 people responded
- Could use free Survey Monkey online questionnaire
- Table tents with QR codes in local restaurants
- Website home pages
- Newspaper and radio
- Organizational newsletters

## Identify the markets

- Who are we trying to attract?
- Geographic
  - i. Residents first
  - ii. Surrounding neighborhoods/areas
  - iii. Visitors
  - iv. All of the larger community
- Demographic
- Psychographic (lifestyle)

### 4

Compile what we heard  
& begin the filtering process

### Compile what we heard and begin the filtering process

- Ideas that portray a feeling – friendliness, quiet, clean, romantic, peaceful, Victorian, historic architecture, beautiful setting
  - i. These are all things that describe a feeling, rather than something to do
- Things available closer to the markets
  - i. Things visitors can do closer to home
  - ii. Trails, historic attractions, special events, hiking, biking, fishing, outdoor recreation
- Ideas significantly different with potential
  - i. This is the list you'll run through the Feasibility Test
- You build your brand on feasibility – not just local sentiment
- This is how you get past the politics



### Feasibility test:

- i. Is this something the markets we are hoping to attract can't get or do closer to home?
- ii. Is it something the community can buy into over time?
- iii. Can the private sector invest in it?
- iv. How much will it cost and when will we see a return on investment?
- v. How wide an audience will it attract?
- vi. Does it have legs? Can we start with a niche then add extensions to the brand?
- vii. Can we make it obvious and pervasive throughout the city?
- viii. Will it extend our seasons?
- ix. Do we have those who will tirelessly champion the cause? (Brands cannot succeed without champions)
- x. Is it experiential? Based on activities, not things to look at.

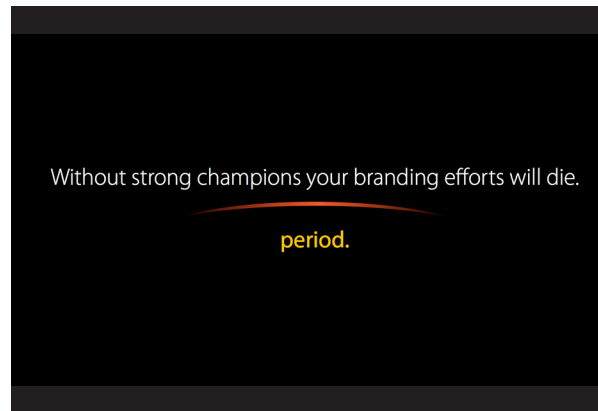
### 5

Create the Brand Leadership Team (BLT)

### Create the Brand Leadership Team (BLT)

- Once the Brand Development Committee has established a brand direction, you switch to a Brand Leadership Team
- WHO is going to push your brand forward
- Some organization must take the lead in your branding
- Take the lead!
- "When odds are one in a million, be that one!" ~Anonymous
- Motto of a true champion:
  - i. "Life should not be a journey to the grave with the intention of arriving safely in a pretty and well preserved body, but rather to skin in broadside in a cloud of smoke, thoroughly used up, totally worn out, and loudly proclaiming, 'Wow! What a ride!'"

# The Art of Branding a Community - Revisited | Handout



- 50% of your BLT should be made up of people under 35-40; they are the future of your brand, your community
- “Never doubt that a small group of thoughtful, committed people can change the world. Indeed, it is the only thing that ever has.” ~Margaret Mead

## These are the champions you need:

- i. There must be 100% enthusiastically behind the brand
- ii. They must be doers, not directors – willing to give time to the effort
- iii. They need to be willing to take some hits along the way
- iv. They will be the brand cops
- v. More than half should have a vested interest in the brand
- vi. They are the “voice of the brand” – good speakers who can go out and sell it to the community
- vii. Not politically divisive in the community
- viii. Act as the steering committee for brand-related projects
- ix. Push the agenda forward
- x. Never take no for an answer – where there’s a will, there’s a way

- “Nothing great was ever achieved without enthusiasm.” ~Ralph Waldo Emerson
- The true champion – “A diamond is merely a lump of coal that did well under pressure.”
- Without strong champions your branding efforts will die. Period.
- Without this step, you cannot build a brand

6

Develop the product BrandBank

7

Write the brand promise:  
Your Brand Story

8

Create the look & feel of the brand

### Develop the product BrandBank

- What is the product that backs up the brand
- Wayfinding systems
- Cleaner streetscapes
- Street artisans
- Lighted trees
- Bringing downtown to life
- Retail beautification
- Re-orchestrate business mix
- QR codes showcasing history of the area
- Recruitment of other events
- Etc.

### Write the brand promise: your Brand Story

- A brand is a promise that delivers on the perception that you are putting out there
- It can't be generic; if it can fit anyone else in your area, toss it
- Old Strathcona's brand promise: "This is where Edmonton comes to celebrate: healthy living; friends and family; food, music and the arts."

### Create the look and feel of the brand

- This is where you get to the logo and slogan
- Note – this is NOT the first step, but #8 of 13
- Old Strathcona wanted the look and feel to convey, "Fun, engaging, vibrant, culturally rich; THE place to celebrate the good things in life."
- Look and feel needs to embody the feeling and perception of the brand

9

Develop the Action Plan

10

Make something happen  
& start the marketing process locally

11

Keep the energy high and  
don't fold to the naysayers.

Make it fun!

### Develop the Action Plan

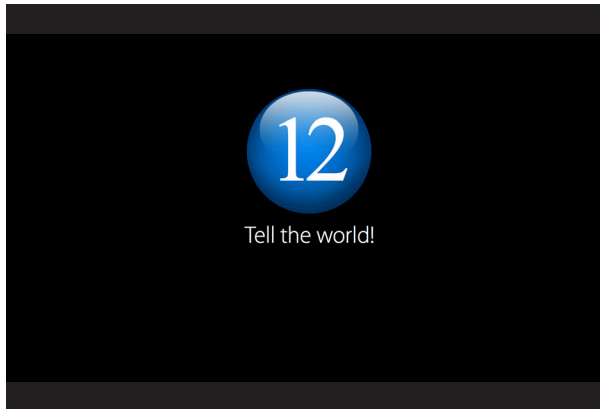
- Branding: what is it we want to be known for?
- Development: What do we need to do to own it?
- Marketing: How do we tell the world?
- Action Plan
- Strategic plans vs. Action plans: strategies, goals, objectives are no more than 10 pages
- An Action Plan is a to-do list
  - i. A description of the recommendation
  - ii. Who is charged with implementation
  - iii. How much will it cost?
  - iv. Where will the money come from
  - v. When would it be done?
  - vi. The rationale for doing it
- Doesn't need to be more than 50 pages long
- Chronological order
- This is how you get everyone on the same page, pulling in the same direction

### Make something happen and start the marketing process locally

- Something small so people see it

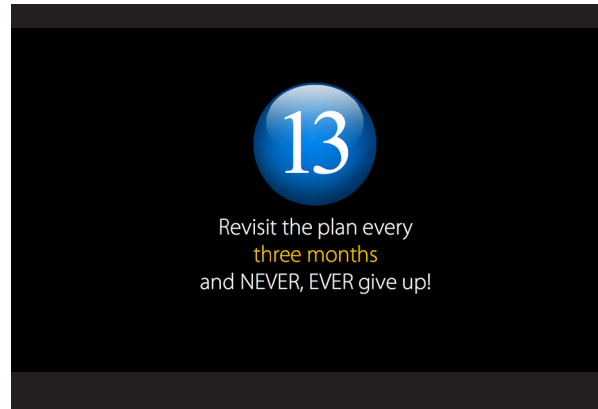
### Keep the energy high and don't fold to the naysayers

- Make it fun!
- Imagine all you can do with your brand
- "Forget about all the reasons why something may not work. You only need to find one good reason why it will." ~Dr. Robert Anthony
- Don't fold to the CAVER's
  - i. Citizens Against Virtually Everything



### Tell the world

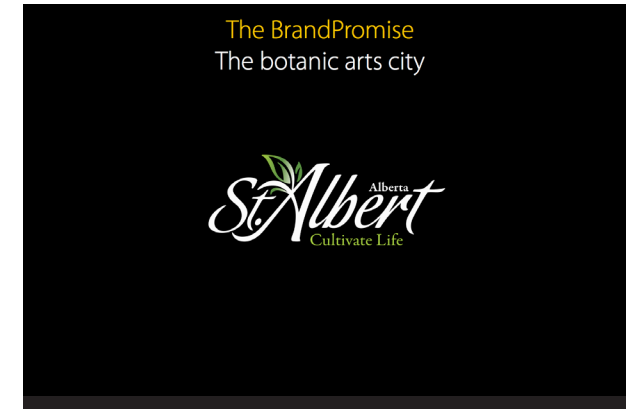
- When you are ready to deliver on the promise



### Revisit the plan every three months and NEVER, EVER give up!

- Always go back to it, as often as necessary

Moral of the story: You can start with a community-wide plan or you can start downtown and let it spread.



### St. Albert, Alberta

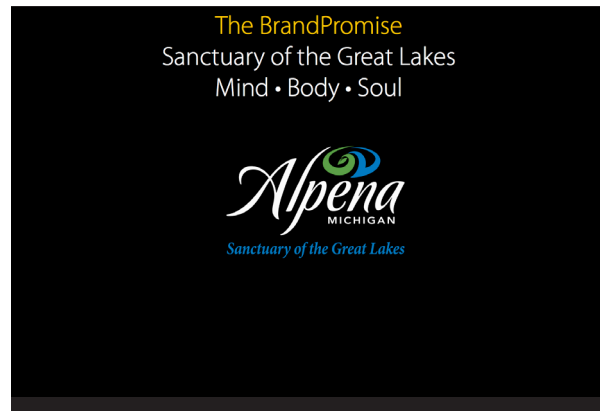
- Population: 61,000
- Claim to fame: highest taxes in Alberta
- Challenge: want to be more than a bedroom community
- The brand: High end bedroom community
- Beautiful community
- Became the Botanic Arts City – Brand Promise
- Cultivate Life: St. Albert
- They even put their brand promise on a kiosk in downtown
- You better walk the walk: need to look like a Botanic Arts city
- City paid 50% up to \$2500 for beautification
- Moral of the story: If you talk the talk, you must walk the walk – product development is key to success

# The Art of Branding a Community - Revisited | Handout



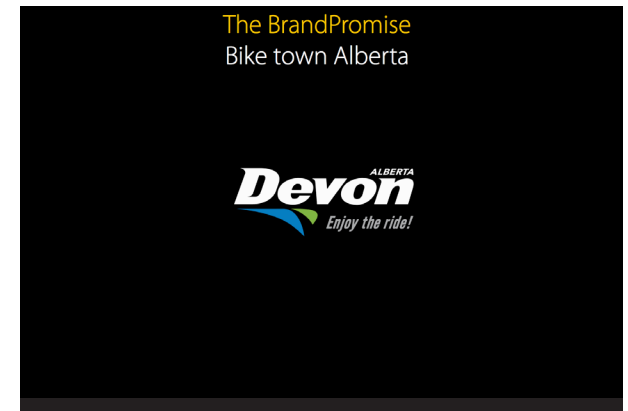
## York, Pennsylvania

- Population: 44,000
- Claim to fame: "The Factory Tour Capital"
- Challenge: A dying downtown
- The brand: Steer clear
- They became the Industrial Art and Design capital
- Creativity Unleashed
- Wayfinding, public art, etc. are industrial art and design oriented
- Businesses are moving there and loft apartments are selling out
- Moral of the story: The brand is often hidden and must be uncovered; make it obvious what you are about



## Alpena, Michigan

- Population: 10,500
- Claim to fame: Home of the only fresh-water marine sanctuary in North America
- Challenge: very seasonal, limited draw, nothing else
- The brand: There's more to do in Traverse City
- Their Brand Promise: Sanctuary of the Great Lakes: Mind, Body Soul
- Decided to adopt the word "Sanctuary" and become a sanctuary
- Concentrating on silent sports
- Moral of the story: find your greatest asset and find a way to leverage throughout the community

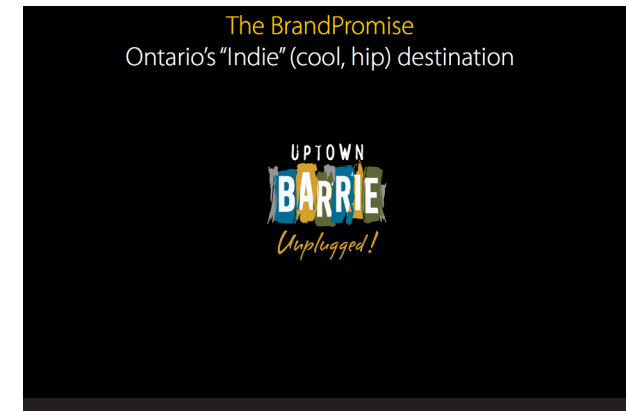
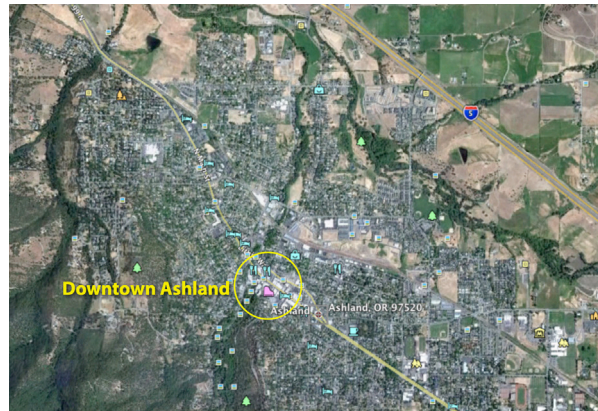


## Devon, Alberta

- Population: 6,300
- Claim to fame: Imperial Oil, the first planned community in Canada
- Challenge: Diversifying from the oil industry
- The brand: is there anything there?
- Brand Promise: Bike Town Alberta
- "Grab life by the handlebars"
- Moral of the story: you have to be first, different, or clearly the best. Devon – the first, now they own it.

# The Art of Branding a Community - Revisited | Handout

| Ashland, Oregon |                                           |
|-----------------|-------------------------------------------|
| Population      | 23,000                                    |
| Claim to fame   | A dying timber industry, seasonal tourism |
| Challenge       | Being more than a pit stop                |
| The brand       | Home of the Oregon Shakespeare Festival   |



## Ashland, Oregon

- Population: 23,000
- Claim to fame: A dying timber industry; seasonal tourism
- Challenge: being more than just a pit stop
- The brand; Home of the Oregon Shakespeare Festival
- In the 1960s they built an Elizabethan Stage; seating was added in the 70s. The month-long season sold out
- What about the other 11 months of the year?
- In the 70s they added a new theater
- Added more seating to the original theater
- In 2002 added a third theater
- Time Magazine rated the Oregon Shakespeare Festival one of America's top five regional theaters
- They produce 11 shows each year; only four are Shakespeare
- Annual ticket sales are sold out 90-96%
- Performances run six days a week, 9 months of the year
- 88% of visitors return every year or every other year
- 125,000 annual attendees
- Performances attended: average 4.2 over three days
- Average stay in Ashland is 4 nights
- 88% travel 125+ miles to attend
- Festival's annual budget: \$27,000,000
- Percentage through earned income: 78%
- Economic impact: over \$168 million per year
- Downtown Ashland
  - 100% retail capacity
  - The festival now drives the economy
  - Low retail turnover
- The place to live, start a business, and is attracting young entrepreneurs from around the world. The culture drives it.
- Moral of the story: be patient; brands can take a while to full develop

## Barrie, Ontario

- Population: 180,000
- Claim to fame: a wild bar scene downtown
- Challenge: The bar scene was always in the news, and not in a good way
- The brand: a one-dimensional perception
- The Brand Promise: Ontario's "indie" destination
- They aren't quite there yet, so working on a bridge-brand – transformation brand
- Letting people know it is changing
- Working on the product development
- In 2 years have totally turned around their downtown
- Selling the experience first, the location second
- Moral of the story: sometimes you need a bridge brand to fill the gap until you are ready to "roll it out."

# The Art of Branding a Community - Revisited | Handout



## Walnut Creek, California

- Population: 65,000
- Claim to fame: A very nice, upscale East Bay community
- Challenge: everyone is gunning for Walnut Creek
- The brand: Broadway Plaza – an outdoor mall
- Brand Promise: Northern California's definitive shopping and dining destination
- Needed to package what they already have
- How's it working for them?
  - Downtown does almost a billion dollars a year in retail sales and services
  - Walnut Creek is now THE shopping and dining destination of choice
  - Neiman Marcus and other top brands are in downtown Walnut Creek
- Moral of the story: often the brand is simply coming up with a way to better package what you already have

## League City, Texas

- Population: 85,000
- Claim to fame: More scientists per capita than just about anywhere on the planet – proximity to NASA
- Challenge: A commute population – little local buy-in
- The brand: A great place to live, great schools, but little else
- The Brand Promise: Home of the Creative Class – League City Style
- Who are they looking to attract?
  - Medical research
  - Software development
  - Professional services (now commuting)
  - Creative services
  - Families in their 30s and early 40s
- Created a style of their own that differentiated them and attracted young families

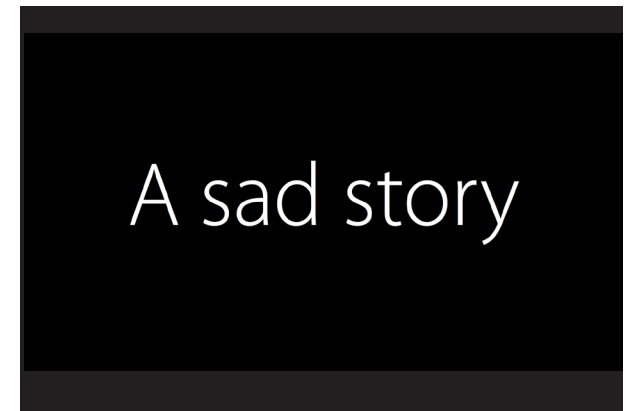
- What's coming to League City?
  - Class A “creative” office space
  - Loft apartments
  - Downtown development
  - A 200 mile trail system
  - Additional residential development
  - University of Texas Medical Branch expansion
- Moral of the story: Lifestyle CAN become a strong brand – as long as it's not generic

# The Art of Branding a Community - Revisited | Handout



## Kingsway Business Association

A revitalization district in the City of Edmonton, Alberta



## Jonesborough, Tennessee

- Population: 5,000
- Claim to fame: International Storytelling Festival
- Challenge: What about the other 362 days a year?
- The brand: oldest town in Tennessee
- The Brand Promise: the world's storytelling capital
- Storytelling festival brings in 10,000 people
- Jonesborough is working on ways to expand the brand, including using the International Storytelling Institute to teach people the art of storytelling
- Moral of the story: you cannot hang your hat on an event or festival; find a way to leverage it year round

## Kingsway Business Association

- The very best in healthcare is found in Kingsway
- Family health care – a lifelong relationship with Kingsway
- Tagline: "It starts right here"
- Multigenerational – a lifetime commitment to providing the best in healthcare
- Business to business marketing – attracting medical practitioners and related industry sector partners
- Created a community profile and opportunities brochure to attract the product development into Kingsway
- They have a focus and are just getting it underway
- Moral of the story: Brands don't have to be sexy to be effective and a brand is a great recruitment tool

## Canmore, Alberta

- Foundation:
  - more Olympic athletes per capita
  - more climbers that have summited Mt. Everest
  - home to the 1988 Olympic's Nordic Center
  - home to the Alpine Club of Canada
  - new \$35 million Canmore Multiplex
  - Even sports equipment in local parks
  - Dozens of sports oriented retail
  - Known for good food, healthy living
  - Inspiring atmosphere
  - People come from all over the world for training
- They wondered what their brand would be
- They are Canada's mountain sports destination
- Should have been an easy branding effort, but with a lackluster reception and a wish to be all things to all people, Canmore balked at the brand
- The moral of the story: without strong champions, branding efforts will fall flat

# The Art of Branding a Community - Revisited | Handout

WHAT  
doesn't work

## What DOESN'T Work

- Static displays: past history
  - Remember that history isn't a point in time. Today is the day you start creating your future
- Famous residents of yesteryear
  - Not sustainable
- A festival or event
  - What is your brand the other days of the year?
- Location is never your brand
  - Activities are key – not location
- Being all things to all people
  - If it can fit anyone in your market, toss it and start over

The best brands...

...are built on private sector development.

Nashville • Napa Valley • Orlando • SantaFe • Detroit • Hershey  
Branson • Jackson Hole  
and every example you just saw.

## The best brands...

- Are built on private sector development
  - Nashville, Napa Valley, Orlando, Santa Fe, Detroit, Hershey, Branson, Jackson Hole – all developed on private sector development

As soon as you log off.

That means

RIGHT NOW!

## WHEN?

- Right now!

## Roger Brooks International

For over 30 years, the award-winning Roger Brooks International team has had a singular mission – to improve people's lives by helping their communities become healthier, more attractive, and more economically vibrant. We believe that every community has the potential to become a thriving, desirable place for residents, businesses, and visitors.

Working primarily in the public sector with cities, counties, states, CVBs, destination marketing organizations, and provinces, RBI is renowned for its bottom-line, “make-something-happen” approach. This results in tremendously successful planning and implementation efforts.

### Contact Us

Roger Brooks International  
981 Powell Ave. SW, Suite 125  
Renton, WA 98057  
206-241-4770

## About Roger Brooks

As CEO of Roger Brooks International, Roger's expertise comes from having assisted nearly a thousand communities in their efforts to become better places to live, invest, establish a business, or visit.

The information is not just entertaining – it is clear, concise and it sticks. Known for telling engaging stories, Roger uses real-life examples shown in photos and video clips, some of them hilarious, all of them poignant. His bottom-line rules, tips, and ingredients leave attendees with rock solid action items they can implement today to make a difference tomorrow.



## The Incredible Roger Brooks Library

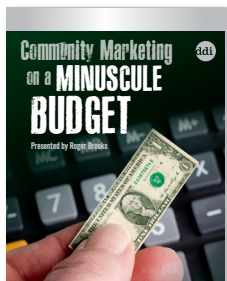
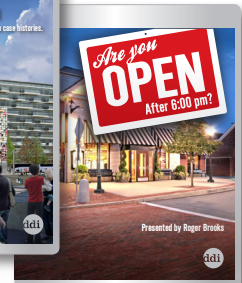
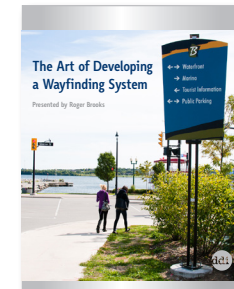
Introducing a new online program with access to a wealth of information available 24 hours a day. For a monthly fee of \$45 you will have instant access to the entire Roger Brooks video library (a few examples are shown here) plus PDF guides on a variety of branding, product development and marketing subjects. Learn more at [www.RogerBrooksLibrary.com](http://www.RogerBrooksLibrary.com)



### The 20 Ingredients of an Outstanding Downtown

We surveyed 400 popular downtowns and downtown districts and found the 20 most common ingredients that led to their success. Learn how these ingredients can help your downtown achieve success too!

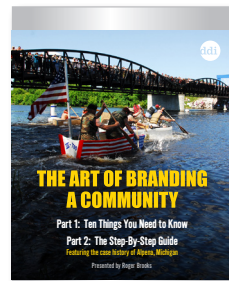
HD Video | 108 minutes



### Community Marketing on a Minuscule Budget

Learn the seven marketing ideas you can implement today, for practically no money, that will dramatically increase local spending.

HD Video | 70 minutes



### The Art of Branding a Community Part 1 & 2

**Part 1:** In this eye-opening, must-see presentation by Roger Brooks, you'll learn the ten things you need to do to successfully brand your community.

**Part 2:** In this fascinating presentation using Alpena, Michigan as a case history, you'll learn HOW to successfully develop your own brand using the 13-step process that took nearly 30 years to develop and perfect. Best of all: This process has a 100% success rate.

HD Video | Part I: 63 min. Part II: 60 min.



### The Seven Deadly Sins of Destination Marketing

A full 97% of destination marketing is wasted. Learn the 7 deadly sins, how to avoid them, and how to make sure that 100% of your marketing is effective.

HD Video | 72 minutes



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: REVIEW AND DISCUS THE AUDIT PROPOSALS FOR A FINANCIAL  
AUDIT FOR THE YEARS 2019-2021**

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### **BACKGROUND:**

The Town is legally required to have an annual audit of the financial statements every year. Small towns and cities have the option of doing it every two, three or five years, depending on their financials. The town had its second real audit in 2019 for the 4-year period of 2015 through 2018. In addition to being a legal requirement, the State requires the most recent 3 years of audited financials for all grants, of which we have 4 in the works. Therefore, we need to have a financial audit for the years 2019-2021 and annually of every two years from thereon. I submitted Requests for Proposal to thirteen auditing firms in Northern California and received three proposals. I have included them here with a comparison summary. I have the full proposals from each if anyone would like to see them.

### **RECOMMENDATION:**

Staff recommends the Council review all of the summaries for financial audits and select Fechter and Company. As a side note, I have worked with Fechter and Company and Richardson and Company with other agencies and they are both quite competent.

| <b>Company</b>               | <b>Price per Year</b> | <b>Number of Years</b> | <b>Total Audit Cost</b> | <b>CAFR</b> | <b>CAFR Cost</b> | <b>SCO Report</b> | <b>SCO Report Cost</b> | <b>Asset List Additional Costs</b> | <b>Board Presentation</b> |
|------------------------------|-----------------------|------------------------|-------------------------|-------------|------------------|-------------------|------------------------|------------------------------------|---------------------------|
| Craig Fechter CPA '19-'21    | \$11,000              | 3                      | \$33,000                | NO          |                  | Yes               | \$3,000                | ±\$3,000                           | Yes                       |
| Sue Gorenson CPA             |                       | Did Not Bid            |                         |             |                  |                   |                        |                                    |                           |
| Larry Bain CPA '15-'18       |                       | Did Not Bid            |                         |             |                  |                   |                        |                                    |                           |
| Steve Dragaset '16-'18       |                       | Did Not Bid            |                         |             |                  |                   |                        |                                    |                           |
| Maze and Associates '15-'18  |                       | Did Not Bid            |                         |             |                  |                   |                        |                                    |                           |
| Richardson & Company '15-'18 | \$15,600              | 3                      | \$46,800                | NO          |                  | Yes               | \$1,300                | Incl                               | Yes                       |
| Lilas Baketa                 | \$67,008              | 3                      | \$201,024               | Yes         | Incl             | Yes               | Incl                   |                                    | Virtual                   |
| <b>Other Notes</b>           |                       |                        |                         |             |                  |                   |                        |                                    |                           |

February 28, 2022

Karl Drexel  
Town Administrator

The Town of Fort Jones  
P.O. Box 40  
Fort Jones, CA 96032

(530) 468-2281

[karl@kdmanagement.us](mailto:karl@kdmanagement.us)

Dear Mr. Drexel:

Fechter & Company, Certified Public Accountants, is pleased to present our proposal to provide audit services to the Town of Fort Jones (the City). The Statement of Firm Qualifications and the credentials listed in the resumes of our team will demonstrate our qualifications, competence, and capacity to perform the audit services requested within the time frame required by the City.

We believe we are best qualified to perform this engagement because we maintain a small staff of experienced auditors and accountants. We are able to promise the staff on your engagement will have experience that is directly applicable to your entity.

To our understanding, the Scope of Work is as follows:

**TASK 1:** Perform an audit in accordance with Generally Accepted Auditing Standards as set forth by the American Institute of Certified Public Accountants, and in accordance with the "Minimum Audit Requirements and Reporting Guidelines for Cities" as required by the State controller's Office.

**TASK 2:** Compile the City's financial statements in accordance with generally accepted accounting principles. Provide the City with five hardbound copies and a (PDF) file that will include all components of the City's financial statements as presented. The City will provide a backup copy of the QuickBooks Pro 2019 financial data via Dropbox or other large file transfer method as needed.

**TASK 3:** Render a report on compliance and internal control over financial reporting based on an audit of the financial statements. Provide Journal Entries to affect a better recording system with separate classes. A written report should be issued immediately to management upon the discovery of illegal acts or irregularities discovered during the performance of this task.

**TASK 4:** Issue a management letter for conditions or weaknesses, if any, in the internal control structure that are not reportable under TASK 3 because they are not considered significant deficiencies.

**TASK 5:** Prepare and forward to the State Controller's Office the Annual Report of Financial Transactions of Cities pursuant to Government Code

February 28, 2022

Karl Drexel  
Town Administrator

The Town of Fort Jones  
P.O. Box 40  
Fort Jones, CA 96032

(530) 468-2281

[karl@kdmanagement.us](mailto:karl@kdmanagement.us)  
s

Section 53891.

TASK 6: complete and review with staff an Asset list of all fixed assets and depreciation schedule for depreciation expenses.

TASK 7: Presentation of the completed Audited Financial Statements to the City Council and the Financial Advisory Committee at a regularly scheduled Council meeting will be required.

We commit to completing your audit within the time frame required, which is specified in the Audit Timeline on page 23.

This proposal is an irrevocable offer valid for 60 days after the date of the proposal. I am authorized to represent and to obligate the firm contractually to the City. I am located 3445 American River Drive, Suite A, Sacramento, CA 95864, and you can contact me by telephone at (916) 333-5360.

Thank you for considering our proposal. We look forward to a long and successful working relationship with you and your management team.

Very Truly Yours,



Craig R. Fechter, CPA, President

Fechter & Company, Certified Public Accountants  
3445 American River Drive, Suite A  
Sacramento, CA 95864  
(T) 916.333.5360 (F) 916.333.5370  
[cfechter@gmail.com](mailto:cfechter@gmail.com)

# Compensation

## Proposed Fee Schedule

### PROPOSED FEE SCHEDULE

|                                     | Hours | Hourly<br>Rate | Total<br>FY 2019,<br>2020 & 2021 |
|-------------------------------------|-------|----------------|----------------------------------|
| Partner                             | 15    | \$225          | \$3,375                          |
| Manager                             | 90    | 150            | \$13,500                         |
| Senior                              | 170   | 100            | \$17,000                         |
| Clerical/Support Staff              | 25    | 50             | \$1,250                          |
| Sub-total                           | 300   |                | \$35,125                         |
| Less Professional Discount          |       |                | (\$2,125)                        |
| Direct Expenses (Only if necessary) |       |                | \$3,000                          |
| Total                               |       |                | \$36,000*                        |

\*Please note that a Financial Transactions Report fee of \$3,000/yr would be applied if necessary. This is due at the end of January and will assuredly be completed prior to the Audit.

This quote is based on an \$11,000 per year (Audit) estimate. We propose a fee increase of 2.5% for subsequent audits.

The above fee quote is a fixed price to be charged for all services rendered in connection with the audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. Our best understanding is that the following must be performed – performing auditing standards under GAAP standards, preparing the financial statements as requested.

#### STANDARD BILLING RATES FOR CLASSES OF PROFESSIONAL PERSONNEL EXPECTED TO WORK ON THE ENGAGEMENT:

|                        | Hourly Rate |
|------------------------|-------------|
| Partner                | \$225       |
| Manager                | 150         |
| Professional Staff     | 100         |
| Clerical/Support Staff | 50          |



550 Howe Avenue, Suite 210  
Sacramento, California 95825

Telephone: (916) 564-8727  
FAX: (916) 564-8728

March 8, 2022

Town of Fort Jones  
Karl Drexel, Town Administrator  
P.O. Box 40  
Fort Jones, CA 96032

Thank you for your interest in our firm and the opportunity to present our proposal to serve the **Town of Fort Jones** (the Town). We are genuinely enthusiastic about the prospect of serving you because auditing cities with their unique reporting requirements has developed into one of our firm's major areas of expertise. If given the opportunity, you can be sure that we would serve the Town with great care and pride.

## **OUR PROFILE AND COMMITMENT TO QUALITY**

Richardson & Company, LLP is a regional certified public accounting firm established in 1991 and located in Sacramento. We have a total staff of thirty, including thirteen CPAs. Our governmental audit staff totals twenty-five all of which are located in Sacramento. We are among the top 25 largest accounting firms operating in the Sacramento area. We are a certified Disadvantaged Business Enterprise with the California Department of General Services and a certified Woman-owned Business Enterprise with Caltrans. We provide audit, accounting, tax and business advisory services to numerous entities, including governmental entities, nonprofits, financial institutions, real estate partnerships, a magazine circulation audit, the largest water district in the world located in Los Angeles and other clients primarily located in northern California.

We are a member of the Center for Audit Quality of the American Institute of Certified Public Accountants (AICPA) and participate in the AICPA National Peer Review Program. We are registered with the Public Company Accounting Oversight Board (PCAOB) created by the Sarbanes-Oxley Act to inspect firms that audit SEC registrants. All firms that join the Center for Audit Quality agree to adhere to published quality control standards and submit to peer reviews and PCAOB inspections of their practice every three years. We have passed all nine peer reviews and three PCAOB inspections of our practice.

## **OUR EXTENSIVE EXPERIENCE WITH LOCAL GOVERNMENTS**

In any service organization, it is the people who make the difference. All of our staff have extensive experience auditing governmental entities, including numerous cities. Our team members know and understand the challenges and opportunities confronting governmental entities and our team consists of professionals who have proven their ability to provide auditing and other services to cities and special districts. We have provided audit services to most of the cities in the Sacramento area including the Cities of West Sacramento, Chico, American Canyon,



Sonoma, Marysville, Ione, Isleton, Rocklin, Elk Grove, Lincoln, Sutter Creek, Colfax, Dixon, Folsom, Biggs, Colusa and the Town of Loomis. We have also audited the Transportation Development Act (TDA) funds of the various cities and counties in Sacramento, Yolo, Yuba, Sutter, El Dorado, Placer, Butte, Amador, Calaveras and San Joaquin counties, including the City of Colfax. We have performed numerous audits of special districts with similar reporting requirements as the Town, which are conducted in accordance with generally accepted auditing standards. We have extensive experience with preparation of State Controller's Reports, Single Audit Act procedures and reports, letters to underwriters (comfort letters) and preparation and review of Comprehensive Annual Financial Reports (Annual Report, formerly known as CAFR) for compliance with the GFOA's preparer's checklist in order to receive the Certificate of Achievement for Excellence in Financial Reporting. Having provided all of these services for governmental entities makes us exceptionally well qualified to provide the services you currently request and to provide you with additional services should you request them in the future.

## **WHY WE ARE BEST QUALIFIED**

Richardson & Company, LLP is the best qualified to perform the auditing services required by the Town for the following reasons:

- We have extensive history in providing high-quality audits to cities and other governmental agencies, as previously discussed.
- Our firm uses more experienced staff to actually perform the work than is typical of larger and other firms. If our firm is selected, we plan to have managers and above spend a significant percentage of our total audit time. While larger and other firms may be able to demonstrate significant amounts of experience in the areas of expertise needed to provide the services you require, the specific individuals they actually assign to your engagement may not have the specific experience you need like the team of accountants we will assign to your engagement. The use of more experienced staff will also ensure you will receive quality services. The manager will be assigned for the duration of the audit fieldwork and will interact with your fiscal personnel during the audit, as well the other staff assigned to the audit. The audit partner will also take a "hands on" approach to the engagement.
- We have a thorough audit approach that focuses on substantive testing of the Town's accounts. Some firms provide lower cost audits by performing mostly analytical review procedures and the evaluation of internal controls instead of performing substantive testing of account balances. Our thorough approach ensures material misstatements are detected, which should provide a level of comfort to management and the Town Council.

\* \* \* \* \*

This proposal summarizes the key reasons why you will benefit from selecting us as your accountants as well as the background and resources of our firm, the experience and qualifications of the people who will work with you, the scope of services to be provided and our fee estimate. We are a solution to the need for high quality services priced at a reasonable cost and are an excellent alternative to large national and regional firms because of the expertise we gained as a result of our past international Big-Four firm experience and due to our firm's proven ability to serve our government and other clientele. You will receive quality, thorough and timely service from us. If given the opportunity, we are confident in our ability to meet and exceed your expectations. We believe that selecting us as your auditors would be the best decision you could make.



If you have questions, please contact Mr. Brian Nash, Partner, or me by telephone (916) 564-8727, fax (916) 564-8728, correspondence addressed to 550 Howe Avenue, Suite 210, Sacramento, California 95825 or email sent to [bnash@richardsoncpas.com](mailto:bnash@richardsoncpas.com) or [isheipline@richardsoncpas.com](mailto:isheipline@richardsoncpas.com). Both of us are authorized to make representations for and to bind the firm.

Very truly yours,

RICHARDSON & COMPANY, LLP



Ingrid M. Sheipline, CPA  
Managing Partner



## PROFESSIONAL FEES

Our goal is to provide quality service using the highest professional standards at a reasonable cost. We plan each assignment carefully and set a time budget for each phase of the engagement. All of our staff are well indoctrinated in the need to use their time to the fullest efficiency.

Since Richardson & Company, LLP consists primarily of experienced auditors, you can be sure that you will receive the experience level and quality of service you expect. Our firm will bring to the audits strong technical backgrounds, government and utility accounting expertise, outstanding engagement management skills, which will provide a “fresh look” at your programs.

Based upon our current understanding of the situation and our understanding of the Town’s control processes in place, our professional fees to perform the annual audit are listed below. These fees include out-of-pocket expenses for items including clerical support, computer charges, supplies, telephone charges and printing, except as indicated below. Since it is more efficient for us to perform multi-year audits, we are including fee estimates for the next two-year audit.

| Services                             | FY 2019 to 2021         | FY 2022 and 2023        |
|--------------------------------------|-------------------------|-------------------------|
| Assist with closing entries          | \$ 6,000-8,000          | \$ 4,000-6,000          |
| Audit and financial statement set-up | 40,000                  | 29,000                  |
| Depreciation calculation             | 800                     | 600                     |
| Total                                | <u>\$ 46,800-48,800</u> | <u>\$ 33,600-35,600</u> |

The breakdown of our fee by classification is as follows:

| Classification                          | Hours Per Year | Hourly Rates | Fee                       |
|-----------------------------------------|----------------|--------------|---------------------------|
| Partner                                 | 80             | \$ 180       | \$ 14,400                 |
| Managers                                | 180            | 140          | 25,200                    |
| Senior                                  | 120            | 100          | 12,000                    |
| Staff                                   | 180            | 80           | 14,400                    |
|                                         | <u>560</u>     |              | <u>66,000</u>             |
| Discount                                |                |              | <u>(\$ 19,200-17,200)</u> |
| Total audit fees, June 30, 2019 to 2021 |                |              | <u>\$ 46,800-48,800</u>   |

The fee estimate assumes the audit will be completed in the April to August timeframe and that the audit will be done remotely. It also assumes that the audits for fiscal years 2019 to 2021 will be done concurrently, to gain the greatest efficiency. The fee includes remote attendance at a Council meeting. Should an on-site meeting be needed, there will be an additional charge of \$1,300.

Our fee estimate assumes that the Town will prepare all closing entries, including any accrual adjustments needed in accordance with generally accepted accounting principles, and that the beginning net fund balances agree to the prior year audited financial statements. We will assist with ensuring that proper accrual entries are made and with the calculation of depreciation.

Should the Town need assistance with the preparation of the State Controller’s Report, our fees will be \$1,200 for each year.



## STAFF REPORTS



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: UPDATE COUNCIL ON WASTEWATER TREATMENT PLANT  
PLANNING GRANT**

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### **BACKGROUND:**

The Planning grant for the WWTP Improvement Project has funded most of the planning process up to the final Facility Plan, the 10% plans and specifications and Construction Grant Application. Jim Cook, who was processing the grant with the State and was going to do the Construction Application has retired and the original grant has run out of money. Several factors have created delays, not the least of which has been the Regional Board asking for changes. Because of the delays, we also will need a new audit for the last three years. We have applied for an amendment to increase the amount of the grant in order to complete the audit and the Construction Grant application. I have contacted California Rural Water Association for assistance with the Construction grant and as soon as we hear back from the State regarding the Amendment, we can renew our contract with SHN to complete the facilities plan.

### **RECOMMENDATION:**

No action necessary

\\media\projects\2016\516035-FJ-WWTF\DWG. SAVID: 3/5/2021 1:12 PM\SAKTURAN, PLOTTED: 3/15/2021 1:29 PM, AKTURAN, SUDAR



Town of Fort Jones  
Wastewater Facilities Plan  
Fort Jones, California

Alternative 3: Aeration with Land Disposal  
Site Layout  
SHN 516035

March 2021

516035-FJ-WWTF-SITE-2

Figure 1

Town Council

Michelle DeCausmaker, Mayor  
Mercedes Garcia, Mayor Pro Tem  
Kathye Banks  
Bill Beckwith  
Vacant



City Administrator  
Karl Drexel, CSDM

City Clerk  
Celeste McFall

December 15, 2021

Gurleen Bhatia SWRCB  
P.O. Box 944212  
Sacramento, Ca. 94244-2120

RE: Town of Fort Jones C-06-8192-110

Dear Ms Bhatia,

On behalf of The Town of Ft. Jones I would like to respectfully request an amendment to the State Water Resources Control Board grant # C-06-8192-110 for the Town of Ft. Jones Wastewater System Renovation Planning Project. This request is to increase the amount of the total grant from \$455,900 to \$535,649.

Due to unforeseen delays, changes requested by the Regional Board, and increased costs, the project is taking longer to complete than originally estimated and costs have ballooned. The original audited financial statements covered the years 2015 through 2018, which would have been adequate for the grant purposes if the Facility Plan had been approved back in 2019. The Regional Board has made requested changes that have extended the completion of the facilities plan and therefore the financials are out of date. We have sent out Requests for Proposals for audits of years 2019, 2020 and 2021 that should get response by next month. However, the costs for those audits are expected to exceed \$47,000. Without any additional reimbursement for the Construction Application, which is still in progress, the line item is increased to \$86,000 with the additional costs for audits.

While the Rate Study, Sanitary Sewer Evaluation, and Income Survey, are completed, the Facilities Plan is already \$30,000 over budget due to the requested changes by the regional Board for disinfection and nitrogen removal and is still not complete. That line item is increased to \$208,500 for completion.

Also, although we believe the CEQA Environmental documents provided to date are sufficient, since there is no substantial change to the existing plant and our final Negative Declaration is more than adequate, we are increasing what we already have expended for any possible contingencies by another \$10,000.

With the retirement of our consultant Jim Cook, who has been working with the State through this whole process, we have added some costs to Project Administration to complete the planning grant process, even though we have not added any costs to the construction grant. We are planning on doing that in house or get assistance from the California Rural Water Association or the Rural Community Assistance Corporation for that.

We appreciate all your help with this and your thoughtful consideration of this request. Please contact me if you have any questions or concerns. Thank you

Sincerely,

A handwritten signature in blue ink, appearing to read 'Karl Drexel', with a stylized, cursive script.

Karl Drexel  
City Administrator

Enclosures:  
Proposed Budget  
Revised Planning Schedule

TOWN OF FORT JONES  
Wastewater System Renovation Planning Project  
**PROPOSED BUDGET**

| ACTIVITY                         | AGREEMENT/GRANT<br>AMOUNT | AMOUNT<br>INCURRED TO<br>DATE | AMOUNT to<br>complete |
|----------------------------------|---------------------------|-------------------------------|-----------------------|
| Rate Study                       | \$23,700                  | \$42,469                      | \$42,469              |
| Sanitary Sewer Evaluation Study  | \$60,000                  | \$60,480                      | \$60,480              |
| Facilities Plan Report           | \$170,500                 | \$198,979                     | \$208,500             |
| Income Survey                    | \$25,000                  | \$20,435                      | \$20,500              |
| CEQA Environmental               | \$68,000                  | \$50,130                      | \$60,000              |
| Report of Waste Discharge        | \$11,500                  | \$840                         | \$2,000               |
| Additional Permit Applications   | \$7,500                   | \$6,905                       | \$7,500               |
| Lands and Right of Way           | \$11,200                  |                               | \$11,200              |
| Construction Application / Audit | \$53,500                  | \$38,981                      | \$86,000              |
| Project Administration           | \$25,000                  | \$24,565                      | \$37,000              |
|                                  |                           |                               |                       |
| <b>TOTAL</b>                     | <b>\$455,900</b>          | <b>\$443,784</b>              | <b>\$535,649</b>      |

TOWN OF FORT JONES  
Wastewater System Renovation Planning Project  
**PLANNING SCHEDULE (rev)**

A-6. Planning Schedule

| DESCRIPTION OF WORK OR SUBMITTAL                                                                                                                                                                                                                                                                                | DRAFT DUE DATE                                           | FINAL DUE DATE FOR SUBMITTAL                                                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| EXHIBIT A-SCOPE OF WORK                                                                                                                                                                                                                                                                                         |                                                          |                                                                                               |
| Eligible Start Date                                                                                                                                                                                                                                                                                             | N/A                                                      | September 20, 2015                                                                            |
| Income Survey                                                                                                                                                                                                                                                                                                   | <del>December 1, 2016</del><br><b>Completed</b>          | <del>March 20, 2017</del><br><b>Completed</b>                                                 |
| Sanitary Sewer Evaluation Study                                                                                                                                                                                                                                                                                 | <del>March 20, 2017</del><br><b>Completed</b>            | <del>May 15, 2017</del><br><b>Completed</b>                                                   |
| Facilities Plan Report                                                                                                                                                                                                                                                                                          | <del>May 1, 2017</del><br><b>Completed</b>               | <del>September 4, 2017</del><br><del><b>March 31, 2021</b></del><br><b>June 30, 2022</b>      |
| Lands and Right of Way Acquisition Negotiations                                                                                                                                                                                                                                                                 | <del>November 20, 2017</del><br><b>December 31, 2019</b> | <del>February 5, 2018</del><br><del><b>March 31, 2021</b></del><br><b>June 30, 2022</b>       |
| Rate Study                                                                                                                                                                                                                                                                                                      | <del>December 1, 2017</del><br><b>December 31, 2019</b>  | <del>March 1, 2018</del><br><del><b>December 1, 2021</b></del><br><b>Completed</b>            |
| Environmental Impact Report                                                                                                                                                                                                                                                                                     | N/A                                                      | <del>May 7, 2018</del><br><del><b>May 31, 2021</b></del><br><b>June 30, 2022</b>              |
| Report of Waste Discharge                                                                                                                                                                                                                                                                                       | N/A                                                      | <del>May 7, 2018</del><br><del><b>March 31, 2021</b></del><br><b>August 31, 2022</b>          |
| Additional Permit Applications                                                                                                                                                                                                                                                                                  | N/A                                                      | <del>November 19, 2018</del><br><del><b>November 19, 2021</b></del><br><b>August 31, 2022</b> |
| Construction Application                                                                                                                                                                                                                                                                                        | N/A                                                      | <del>April 22, 2019</del><br><del><b>July 31, 2020</b></del><br><b>October 31, 2022</b>       |
| Audited Financials                                                                                                                                                                                                                                                                                              | N/A                                                      | <del>April 22, 2019</del><br><del><b>November 30, 2020</b></del><br><b>May 30, 2022</b>       |
| <sup>1</sup> The Planning project will fund the audited financial for 2014/15, 2015/16, and 2016/17, and <b>2017/18</b> . The Town of Fort Jones will have to pay for the audited financials for 2017/18, all audited financials moving forward, and budget projections out of the end of project construction. |                                                          |                                                                                               |
| EXHIBIT B – FUNDING PROVISIONS                                                                                                                                                                                                                                                                                  |                                                          |                                                                                               |
| Disbursement requests and Status Reports                                                                                                                                                                                                                                                                        | <u>Quarterly</u>                                         | <u>Quarterly</u>                                                                              |
| Final Disbursement Request Date                                                                                                                                                                                                                                                                                 | N/A                                                      | <del>July 31, 2010</del><br><b>March 31, 2023</b>                                             |

Based on the information provided, DFA staff is directed to proceed with preparing this amendment to the Planning Schedule.



## *THE TOWN OF FORT JONES*

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**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: UPDATE COUNCIL ON DRINKING WATER IMPROVEMENT  
PLANNING GRANT**

---

### **BACKGROUND:**

The Planning grant for the Drinking Water Improvement Project is in the application stage. We have had site visits with Julia Martinez from the California Rural Water Association and our Engineer for this project, Paul Reuter with PACE Engineering. Everett has been locating maps and documents to help establish the needs and Scope of Work for the Application and we have met on several occasions with the Department of Financial Assistance with the SWRCB.

The Planning grant will provide funding to complete the plans and specifications for the entire Improvement Project, which I have attached here. CRWA is assisting us with the Grant application at no cost and the bulk of the engineer's expenses will be covered by the grant.

### **RECOMMENDATION:**

No action necessary

Town of Fort Jones  
Water System Improvements  
DWSRF PLANNING GRANT APPLICATION

|                                                |      |    |           |             |
|------------------------------------------------|------|----|-----------|-------------|
| Well No. 3 Improvements                        |      |    |           |             |
| Add 120-SF Chlorine Room                       | 1    | LS | \$75,000  | \$75,000    |
| New Electrical/Controls                        | 1    | LS | \$100,000 | \$100,000   |
| HVAC Improvements                              | 1    | LS | \$50,000  | \$50,000    |
| Emergency Standby Generator                    | 1    | LS | \$125,000 | \$125,000   |
| Test Well Improvements                         |      |    |           |             |
| Site work and grading                          | 1    | LS | \$40,000  | \$40,000    |
| Tie-in to Existing System                      | 1    | LS | \$25,000  | \$25,000    |
| Pump/Motor/Discharge Pipe                      | 1    | LS | \$100,000 | \$100,000   |
| Electrical/Controls                            | 1    | LS | \$75,000  | \$75,000    |
| New Well Building                              | 200  | SF | \$700     | \$140,000   |
| Well Building piping/valves/flowmeter          | 1    | LS | \$75,000  | \$75,000    |
| Emergency Chlorination Facilities              | 1    | LS | \$50,000  | \$50,000    |
| Emergency Standby generator                    | 1    | LS | \$100,000 | \$100,000   |
| 200,000-Gallon Storage Tank Improvements       |      |    |           |             |
| Site/outlet Piping for Better Recirculation    | 1    | LS | \$150,000 | \$150,000   |
| Tank-mounted steel enclosure/transducer        | 1    | LS | \$30,000  | \$30,000    |
| Top Handrail                                   | 1    | LS | \$15,000  | \$15,000    |
| Safe-t-climb device                            | 1    | LS | \$5,000   | \$5,000     |
| Emergency Standby generator                    | 1    | LS | \$75,000  | \$75,000    |
| 260,000-Gallon Storage Tank Improvements       |      |    |           |             |
| Site/outlet Piping for Better Recirculation    | 1    | LS | \$150,000 | \$150,000   |
| Install transducer/sample port in existing box | 1    | LS | \$10,000  | \$10,000    |
| Safe-t-climb device                            | 1    | LS | \$5,000   | \$5,000     |
| Flap gate on overflow/drain outlet             | 1    | LS | \$5,000   | \$5,000     |
| Distribution System Improvements               |      |    |           |             |
| Old Steel Water Main Replacement               | 4100 | LF | \$275     | \$1,127,500 |
| Old Cast Iron Water Main Replacement           | 3100 | LF | \$275     | \$852,500   |
| Old AC Water Main Replacement                  | 4500 | LF | \$275     | \$1,237,500 |
| Adder for Caltrans Replacement                 | 5000 | LF | \$75      | \$375,000   |
| Tie-in to Existing System                      | 15   | EA | \$8,000   | \$120,000   |
| Water Sampling Station                         | 1    | EA | \$35,000  | \$35,000    |
| Water Services                                 | 40   | EA | \$10,000  | \$400,000   |
| Isolation Valves                               | 20   | EA | \$5,000   | \$100,000   |
| Cut-in Isolation Valves                        | 8    | EA | \$5,000   | \$40,000    |
| Fire Hydrants                                  | 15   | EA | \$10,000  | \$150,000   |
| Replace Existing Fire Hydrants                 | 17   | EA | \$10,000  | \$170,000   |
| Traffic Control                                | 1    | LS | \$80,000  | \$80,000    |
| SCADA Improvements                             |      |    |           |             |
| Well No. 3                                     | 1    | LS | \$15,000  | \$15,000    |
| 200,000-Gallon Tank                            | 2    | EA | \$15,000  | \$30,000    |
| 260,000-gallon Tank                            | 1    | LS | \$15,000  | \$15,000    |
| New Back-up Well                               | 1    | LS | \$15,000  | \$15,000    |
| Town Hall                                      | 1    | LS | \$15,000  | \$15,000    |
| Photovoltaic (Solar) Improvements              |      |    |           |             |
| New PV (Solar) field-150kW                     | 1    | LS | \$750,000 | \$750,000   |

|                                    |              |
|------------------------------------|--------------|
| SUBTOTAL CONSTRUCTION:             | \$6,927,500  |
| Contingency @ 30%:                 | \$2,078,250  |
| Inflation from 2/22 to 2/27:       | \$2,488,000  |
| TOTAL ESTIMATED CONSTRUCTION COST: | \$11,494,000 |

|                                                      |             |
|------------------------------------------------------|-------------|
| Planning Activities                                  |             |
| Project Management:                                  | \$61,000    |
| Water System Modelling, Evaluation, and Master Plan: | \$87,000    |
| Water Supply Test Well:                              | \$454,000   |
| Environmental Documentation:                         | \$107,000   |
| Design Surveying and Mapping:                        | \$51,000    |
| Geotechnical Investigation:                          | \$19,000    |
| Engineering Report:                                  | \$59,000    |
| Site & Easement Acquisition:                         | \$43,000    |
| 100% Plans, Specifications, and Bid Documents:       | \$862,000   |
| TOTAL PLANNING ACTIVITIES:                           | \$1,743,000 |

|                                                 |              |
|-------------------------------------------------|--------------|
| Other Project Soft Costs                        |              |
| Construction Funding Application:               | \$35,000     |
| Construction Funding Application Coordination:  | \$20,000     |
| Final Project Permits:                          | \$10,000     |
| Electric Utility Set-up and Fees:               | \$30,000     |
| Bidding/Award/Constract Execution:              | \$30,000     |
| SCADA Programming (5 Sites @ \$25K/Site):       | \$125,000    |
| Construction Administration:                    | \$414,000    |
| Construction Observation:                       | \$517,000    |
| Construction Staking:                           | \$30,000     |
| Labor Code Compliance:                          | \$40,000     |
| O&M/Equipment Manuals:                          | \$25,000     |
| Interim Financing:                              | \$100,000    |
| Funding Administration:                         | \$30,000     |
| Legal:                                          | \$20,000     |
| Record Drawings:                                | \$20,000     |
| Project Close-out, 11-Month Inspection:         | \$15,000     |
| Soft Cost Contingency @ 10% of Soft Cost Total: | \$320,000    |
| TOTAL ESTIMATED PROJECT COST:                   | \$15,020,000 |
| No. Service Connections:                        | 362          |
| Funding Allocation per Connection:              | \$41,492     |

|                                                      |          |
|------------------------------------------------------|----------|
| DWSRF IUP Max. Amount per Connection (Category A-C): | \$60,000 |
| DWSRF IUP Max. Amount per Connection (Category D-F): | \$45,000 |



## *THE TOWN OF FORT JONES*

---

**TO: FORT JONES CITY COUNCIL**

**MEETING DATE: MARCH 14, 2022**

**FROM: KARL DREXEL, CITY ADMINISTRATOR**

**SUBJECT: UPDATE COUNCIL ON WATER METER CONSTRUCTION GRANT**

---

### **BACKGROUND:**

The Water Meter construction grant is still in the application stage. Julia Martinez (CRWA) is assisting on this project. The Engineer is Morgan Eastlick. This grant will provide funding for the installation of ultrasonic water meters for all residents. We will be able to read these meters with a handheld reader by just driving by in the work truck, saving time and keeping a better record of usage. It is expected at this time that the grant will not cover commercial meters, but that may change by the time this goes through. Timing is approximately 2 years. Since it is a Construction grant and not a planning grant, we are responsible for the plans and specifications for the project, or about \$36,000. Morgan and I are working with CRWA and the SWRCB for Technical Assistance in order to have the plans and specs done at no cost.

### **RECOMMENDATION:**

No action necessary



**E and S**  
Civil Engineers Land Surveyors  
brayengineer.com

329 West Miner Street  
Yreka, CA 96097  
530-842-6813  
530-842-6645(Fax)  
brayengr@sbcglobal.net

### ENGINEER'S ESTIMATE

## FORT JONES WATER METER INSTALLATION PROJECT

Date: May 19, 2020

| Item No. | Description                                    | Estimated Quantity | Unit     | Unit Price  | Total Item Amount |
|----------|------------------------------------------------|--------------------|----------|-------------|-------------------|
| 1        | Mobilization                                   | 1                  | Lump Sum | \$75,000.00 | \$26,000.00       |
| 2        | Construction Site Management                   | 1                  | Lump Sum | \$7,500.00  | \$7,500.00        |
| 3        | Traffic Control                                | 1                  | Lump Sum | \$5,000.00  | \$5,000.00        |
| 4        | Single 1" Residential Water Meter Installation | 345                | Each     | \$1,950.00  | \$672,750.00      |
| 5        | Single 2" School Water Meter Installation      | 2                  | Each     | \$3,400.00  | \$6,800.00        |

Construction Subtotal **\$718,050.00**

5% Bid Documents and Construction Drawings **\$35,902.50**  
8% Public Bid Process, Construction Oversight & Testing **\$57,444.00**  
10 % Contingencies **\$71,805.00**

**Total Construction Budget \$883,201.50**

