



AGENDA

Regular Meeting

City Hall 11960 East St. Fort Jones

Monday August 8, 2022 – 7:00 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.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

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

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 July 11, 2022
- b) Ratification of Disbursements: July 1 through July 29, 2022
- c) Approve Payables for August 2022
- d) Receive and Review YTD P&L

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Inclusion of Scott Valley Disposal Apology letter per demand
- 3. Review and Re-Adopt Resolution 1109 – Water Meter Construction Grant
- 4. Review and Re-Adopt Resolution 1110 – Water Improvement Project Planning Grant
- 5. Review and advise on Implementation of Transient User Tax
- 6. Review and Approve Etna Police – Fort Jones Fire Department MOU for Code Enforcement
- 7. Review Resume's for Administrator's Job Position

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on September 12, 2022, at 7:00 p.m.

CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
July 11, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the July 11, 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 Ace Hardware and on the City's website www.fortjonesca.org on July 7, 2022.

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

Celeste McFall, City Clerk

ROLL Call

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Michelle DeCausmaker at 7:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathye Banks, Mercedes Garcia, Bill Beckwith and Mark Gepford.

Also present: City Administrator Karl Drexel, City Clerk Celeste McFall, Fire Chief Joseph Hess.

Mayor Michelle DeCausmaker led the flag salute.

Public Comment: Julie Morgan talks about changing speed limits on the roads in town. Police Chief Josh comments regarding CalTRANS protocols regarding for speeding tickets to be issued legally the roads must be surveyed every five years. He will check into it and report back.

Karen Whitehead asks about Community events such as Movies in the Park or Dances in the Streets and if they are going to be happening any time soon. The Police Chief mentions that he and Deputy City Clerk Rachel Agron have been working on having a Movie in the Park, but that timing hasn't been correct yet.

Cookie Hunt expresses her concerns that when they had their event at the Park Pavilion that there wasn't handicap access. She was assured that handicap access was going to be installed.

Jeannette Cramer asks Police Chief Josh Short about a woman who drives around town and sleeps at the park near her mother's home and should they be worried about her. Josh apprises her of the situation. He assures her that she is not a danger, but if there are other reasons they have concerns, he asks that they please call the police department.

Discussion/Reports: Non-Action Items:

A) Police Department Monthly Report

Police Chief Josh Short provides a full report in the Council packet. He notes that there have been a lot of staffing changes at the City of Etna, including the fact that the City Clerk (and her father, a council member) have both vacated their positions. Council Member Bill Beckwith asks about staffing. There are four full-time, two-part time community service officers and a part time detective. He further notes that the grant will pay for another full-time officer. He also mentions that they have been working with the schools to be prepared in the event of an emergency shooter situation. They are dispatched through the Sheriff's office, who are extremely short staffed, but they ask that citizens please call the 841-2900. Councilmember Beckwith asks about the identify of the Police Department regarding Fort Jones and Etna Police Departments and Josh reports that the patches provided will be used, but that auto decals are extremely expensive, and they are still sourcing them.

Police Chief Shorts notes that on the upcoming Wednesday they will be going to the Marble View Motel for the required inspections, along with the building inspector for the electrical, plumbing and structural to find out how much it will cost to bring the building up to code so that the owner can decide if he wants to try to get the funds to repair the building or sell it, as he has had multiple offers.

B) Fire Department Monthly Report

Fire Chief Joseph provided a report in the Council packet. There are two new volunteers at the department. Seasonal Fire fighters: there is one who is in the process who is to start Wednesday and they are still looking for another one. CalFire is hiring everyone and just re opened another hiring round in the middle of fire season. He did apply for grants for more wildland fire equipment, along with the Fire Department Association. There were some questions regarding trucks filling up at the CalFire station, this water is being stored at tanks on Scott River Road, it is only for fire use in a strategic area.

C) Code Enforcement Report

Code Enforcement Officer Kelly York was not present, a Code Enforcement report was included in the Police Department report.

D) Public Works Monthly Report

Kevin Hullquist provided a monthly report in the Council packet. He notes that water is a big concern. The well is at 22 feet currently. Discussion regarding how far it dropped last year. He is monitoring it closely. He notes that the location is an excellent area for the well. Tank cleaners were there all day. Tank is staying full. Everyone agrees that the town looks really nice. He has been cleaning the sidewalks in front of businesses.

E) City Administrators Report

City Administrator Karl Drexel provided a monthly report in the Council packet. He adds that we did have a tank inspection, MIT divers from the central valley. Three men spent the day, and there is a report, with pictures and a video which will be in the August packet. Everything is looking good.

Branding Report: Michelle DeCausmaker notes that Rachel Agron did a great job on the Branding Report. We have been working with RCAC on the topic of Economic Development for businesses in Fort Jones. The next step is to create a brand for the Town of Fort Jones to bring in tourists and businesses to support the community. Historic has been the driving concept. The Town is supported by sales tax spent by those coming into this community. There will be more meetings, and the dates will be announced.

The Town of Fort Jones is also working on the Community Pedestrian Bicycle Safety Training in order to improve the safety of our streets. There will be a public workshop on August 4, 2022.

The sesquicentennial of the incorporating the Town is this year and we are looking at having an event in October.

Consent Calendar:

- 1 a). Approval of Minutes: Regular Meeting June 15, 2022.
- b). Ratification of Disbursements: June 1 through June 30, 2022
- c). Approve Payables for July 2022
- d). Receive and Review YTD P&L

Bill Beckwith moves to accept the Consent Calendar; Mercedes Garcia seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, W. Beckwith, M. Gepford

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

Public Hearing: Ordinances and Resolutions

Mayor DeCausmaker calls a Public Hearing for the CDBG Housing Rehab and other Applications. Karl Drexel provides an overview of the CDBG program in the Town of Fort Jones, which provides loan interest loans for income-eligible homeowners. Currently there is approximately \$500,000.00 in the accounts, which without having projects in the pipeline, the state is looking to take that money away. What has been proposed to the state is to use the money for infrastructure issues. The Council and the Loan Committee will decide what projects will be performed with these funds. One example is the four-inch pipeline on Dale Street, where there should be a six-inch flow, as the town has been spending money due to the inadequacy of the pipeline.

Discussion follows.

2. CDBG Public Hearing Discussion and Review and Approve Resolution 1108

Mark Gepford makes a motion to approve the Resolution with the change of 01 to 030; Kathy Banks seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, M. Gepford

NOES: W. Beckwith

ABSTAIN: None

ABSENT: None

Motion passes

Mercedes Garcia makes a motion to approve the Resolution 1108 with the change of 01 to 030.

Kathye Banks seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, W. Beckwith, M. Gepford

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

Discussion/Reports: Action Items:

3. Review and Adopt Emergency Drought Plan; the tank is currently at 22 feet, if drops to 30 then some restrictions will be instituted, if it drops to 40 feet, then more restrictions will be put in place. The Emergency Drought Plan is to educate residents, satisfy the State Water Board and have a plan before the state develops one for the Town of Fort Jones.

Mercedes Garcia expresses her concerns regarding the orange level and asks questions regarding the state requirements for Prop 218 hearing for water prices and a tiered water rate system.

Bill Beckwith talks about historic water levels in Scott Valley, and is pleased with having the yellow, orange and red levels in place in the event that the water situation worsens.

Kathye Banks makes a comment about other areas in California and how people in those areas have adapted to the water restrictions.

Mercedes Garcia makes a motion to approve the Emergency Drought Plan; Bill Beckwith seconds the motion.

AYES: M. DeCausmaker, M. Garcia, K. Banks, W. Beckwith, M. Gepford

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

4. Review and Adopt Fireworks Resolution 1107 and associated temporary fee schedule.

Mercedes Garcia makes a motion to Adopt the Fireworks Resolution 1107 Bill Beckwith seconds the motion.

AYES: M. Garcia, K. Banks, W. Beckwith, M. Gepford, M. DeCausmaker

NOES: None

ABSTAIN:

ABSENT: None

Motion passes

5. Local Agency Biennial Notice of Conflict-of-Interest Resolution 1109

Mercedes Garcia makes a motion to re-Adopt the Local Agency Biennial Notice of Conflict Resolution 1109; Bill Beckwith seconds the motion.

AYES: M. Garcia, K. Banks, W. Beckwith, M. Gepford, M. DeCausmaker

NOES: None

ABSTAIN:

ABSENT: None

Motion passes

6. Police Services Contract Year 3 – Discuss Any changes

Police Chief Josh Short provides an overview in addition to the information provided by the City Administrator in the Council packet. He notes that there has been a cost increase in the SCORE insurance coverage. He notes that the new Etna City Manager Adam Cox was ill last week, so he is not present this evening to provide a presentation.

Karl Drexel notes that there is a contract in place says that changes may be discussed, but he is unaware of what changes are being proposed. Once the Etna City Manager, Karl Drexel and Josh Short will meet and discuss any changes and bring them back to the City Council.

7. Discuss and take action on Administrator's Job Posting

Karl Drexel provided an overview of this issue.

Kathye Banks notes that discussion has been ongoing for a year. Bill Beckwith notes that Karl Drexel is complying with the Council's wishes by reducing his hours and training staff to take over some of his job duties. He feels that it is too early to start looking for a replacement and establish a job posting.

Michelle DeCausmaker notes that Council members should put aside their personal feelings regarding Karl Drexel and put the Town first. She notes that the Town has never been in this great shape financially or infrastructure and it is largely due to Karl.

Bill Beckwith notes that this is the first time we have had a cohesive staff that works well together for the Town of Fort Jones.

Julie Morgan notes that she has never seen the Town staff working together so well and the great shape the town is in.

Mark Gepford says his main concern is that the Council has no say, that only Karl has say over everything. He is encouraged to talk to Karl one on one. He says that things are getting done that he doesn't know about.

Kathye Banks said that the reports Karl provided were not what she wanted.

Bill Beckwith encourages her to reach out to Karl with her concerns and be involved in the different projects.

Kathye Banks said that she thinks that it is time to post the job so that someone could be found that he can train before he leaves.

Mercedes says that she does have personal issues with Karl, but that this isn't why the issue is on the agenda. She said that she remembers that he said he was going to retire in a year or two ago, but that was a year or two ago. She said that they decided that now is the time to post the job description.

Bill Beckwith motions to table the motion, Michelle DeCausmaker seconds the motion.

Motion fails.

Mercedes Garcia motions to post the City Administrator position; Kathye Banks seconds the motion.

AYES: M. Garcia, K. Banks, M. Gepford
NOES: M. DeCausmaker, W. Beckwith
ABSTAIN: None
ABSENT: None
Motion passes.

STAFF COMMENTS: None

COUNCIL MEMBER COMMENTS:

Kathye Banks notes that town looks great, even with using less water.

Meeting adjourned at 9:07 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Michelle DeCausmaker

TOWN OF FORT JONES
July Disbursements
 July 2022

Type	Num	Date	Name	Account	Amount
Liability Check		07/05/2022	QuickBooks Payroll Service	02-810025 - GF	-647.10
Liability Check		07/06/2022	QuickBooks Payroll Service	02-810025 - GF	-2.22
Liability Check		07/08/2022	QuickBooks Payroll Service	02-810025 - GF	-3,780.69
Liability Check		07/22/2022	QuickBooks Payroll Service	02-810025 - GF	-2,917.78
Paycheck	25274	07/05/2022	Barnes, David	02-810025 - GF	-50.79
Paycheck	25275	07/05/2022	Beltran, Jaime	02-810025 - GF	-22.16
Paycheck	25276	07/05/2022	Buker, Breanna C	02-810025 - GF	-120.98
Paycheck	25277	07/05/2022	Hess*, Joseph	02-810025 - GF	-661.23
Paycheck	25278	07/05/2022	Hess*, Samantha F	02-810025 - GF	-62.79
Paycheck	25279	07/05/2022	Leiferman, Bradley W	02-810025 - GF	-114.51
Paycheck	25280	07/05/2022	Lomayaktewa, Clifton R.	02-810025 - GF	-35.09
Paycheck	25281	07/05/2022	Mason*, Julia	02-810025 - GF	-615.05
Paycheck	25282	07/05/2022	Schott*, Dawn	02-810025 - GF	-396.18
Paycheck	25284	07/05/2022	Varga*, Alex	02-810025 - GF	-12.93
Paycheck	25285	07/05/2022	Wailes, Dustin R	02-810025 - GF	-28.63
Paycheck	25286	07/06/2022	Terramagra, Joseph A	02-810025 - GF	-35.09
Paycheck	25287	07/08/2022	Agron, Rachel	02-810025 - GF	-1,176.03
Paycheck	25288	07/08/2022	Aston, Molly J	02-810025 - GF	-612.30
Paycheck	25289	07/08/2022	DeCausmaker, Michelle*	02-810025 - GF	-83.12
Paycheck	25290	07/08/2022	Hess, Joseph E	02-810025 - GF	-2,174.32
Paycheck	25291	07/08/2022	Hess, Samantha F	02-810025 - GF	-629.04
Paycheck	25292	07/08/2022	Hullquist*, Kevin	02-810025 - GF	-1,184.22
Paycheck	25293	07/08/2022	Hullquist, Everett	02-810025 - GF	-1,488.48
Paycheck	25294	07/08/2022	McFall, Celeste J	02-810025 - GF	-1,579.36
Paycheck	25295	07/08/2022	Nobles, Suzanne	02-810025 - GF	-398.50
Paycheck	25296	07/08/2022	Whitworth, Barbara A	02-810025 - GF	-78.49
Bill Pmt -Check	25297	07/11/2022	Cascade Fire Equipment Company	02-810025 - GF	-136.00
Bill Pmt -Check	25298	07/11/2022	Valley Pacific Petroleum Services	02-810025 - GF	-711.13
Bill Pmt -Check	25299	07/11/2022	Fort Jones Ace Hardware	02-810025 - GF	-588.63
Bill Pmt -Check	25300	07/11/2022	Fort Jones Lumber	02-810025 - GF	-242.16
Bill Pmt -Check	25301	07/11/2022	Jack's Skid Loader Service	02-810025 - GF	-240.00
Bill Pmt -Check	25302	07/11/2022	Jim Martin-I	02-810025 - GF	-161.00
Bill Pmt -Check	25303	07/11/2022	Mike & Wanda's Family Dining	02-810025 - GF	-96.00
Bill Pmt -Check	25304	07/11/2022	Pacific Power	02-810025 - GF	-4,038.55
Bill Pmt -Check	25305	07/11/2022	Rock Creek Consulting Group LL	02-810025 - GF	-75.00
Bill Pmt -Check	25306	07/11/2022	Scott Valley Auto Parts	02-810025 - GF	-40.83
Bill Pmt -Check	25307	07/11/2022	Scott Valley Disposal	02-810025 - GF	-298.00
Bill Pmt -Check	25309	07/11/2022	Siskiyou Telephone	02-810025 - GF	-814.20
Bill Pmt -Check	25310	07/11/2022	ULINE	02-810025 - GF	-2,173.39
Bill Pmt -Check	25311	07/11/2022	US Bank Equipment Finance	02-810025 - GF	-832.74
Bill Pmt -Check	25312	07/11/2022	Secretary of State	02-810025 - GF	-20.00
Bill Pmt -Check	25313	07/15/2022	AT&T	02-810025 - GF	-563.36
Bill Pmt -Check	25314	07/15/2022	Basic Laboratory	02-810025 - GF	-96.00
Bill Pmt -Check	25315	07/15/2022	C & K Market	02-810025 - GF	-177.89
Bill Pmt -Check	25316	07/15/2022	Kenny's Lock Shop	02-810025 - GF	-293.96

TOWN OF FORT JONES
July Disbursements

July 2022

Bill Pmt -Check	25317	07/15/2022	Mt. Shasta Spring Water	02-810025 - GF	-66.57
Bill Pmt -Check	25318	07/15/2022	Shastina Fence	02-810025 - GF	-2,874.45
Paycheck	25331	07/22/2022	Agron, Rachel	02-810025 - GF	-1,169.23
Paycheck	25332	07/22/2022	DeCausmaker, Michelle*	02-810025 - GF	-83.11
Paycheck	25333	07/22/2022	Hess, Joseph E	02-810025 - GF	-1,017.83
Paycheck	25334	07/22/2022	Hess, Samantha F	02-810025 - GF	-751.96
Paycheck	25335	07/22/2022	Hullquist*, Kevin	02-810025 - GF	-1,184.21
Paycheck	25336	07/22/2022	Hullquist, Everett	02-810025 - GF	-1,488.48
Paycheck	25337	07/22/2022	McFall, Celeste J	02-810025 - GF	-1,513.36
Paycheck	25340	07/22/2022	Whitworth, Barbara A	02-810025 - GF	-157.00
Paycheck	25341	07/22/2022	Wilson, Dakota	02-810025 - GF	-544.10
Bill Pmt -Check	25342	07/27/2022	ACP International	02-810025 - GF	-146.68
Bill Pmt -Check	25348	07/27/2022	Prentice Long	02-810025 - GF	-370.50
					-41,873.40

Town of Fort Jones August 2022 Payables			
Vendor Name		Account	Amount
American Flags		02-810025 - GF	-74.76
Avenza Maps		02-810025 - GF	-129.99
Cascade Fire Equipment		02-810025 - GF	-2,799.86
Burton's Fire Inc.		02-810025 - GF	-1,345.00
Cross Petroleum		02-810025 - GF	-870.00
CSAA Insurance Exchange (Rivallier)		02-810025 - GF	-1,096.00
EDD		02-810025 - GF	-1,077.11
Fort Jones Hardware/Scarborough Lumber		02-810025 - GF	-256.02
Fort Jones Lumber Yard		02-810025 - GF	-398.42
GRMSA		02-810025 - GF	-711.00
Pace Analytical		02-810025 - GF	-316.00
KD Management Services, LLC		02-810025 - GF	-7,583.00
Oil Stop (Joseph Hess reimburse)		02-810025 - GF	-65.37
Pacific Power		02-810025 - GF	-3,900.00
Quadient		02-810025 - GF	-107.73
Prentice Long		02-810025 - GF	-367.22
Siskiyou Telephone		02-810025 - GF	-813.00
Scott River Pump & Irrigation		02-810025 - GF	-228.79
SHN		02-810025 - GF	-1,021.72
Scott Valley Disposal		02-810025 - GF	-310.00
SCEDC		02-810025 - GF	-416.67
USA Blue Book		02-810025 - GF	-473.59
US Bank Equipment Finance		02-810025 - GF	-214.74
Uline		02-810025 - GF	-249.85

-20,476.23

Jul 1 - Aug 1, 22

Income

11 - General Government Income

4099 - Property Taxes

Slater Fire Prop Tax	342.00
4100 - Secured Current	4,244.17
4101 - Unsecured Current	3.79
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	140.28
4507 - Homeowner Alloc	558.07
4514- Unsec Interest	2.62
4516- Sup Current	1,535.83

Total 4099 - Property Taxes 6,860.24

4218 - Business License 3,065.73

4302- Fees Collection Cost -0.80

4303 - Vehicle Fees 2.60

4400 - Rent 900.00

Total 11 - General Government Income 10,827.77

21 - Public Safety Income

2a - Law Enforcement

4116 - Prop172 378.55

Total 2a - Law Enforcement 378.55

2b - Fire Protection

4740 - Fire Dept. 9,012.13

4750 - Strike Team Income 8,812.12

Total 2b - Fire Protection 17,824.25

Total 21 - Public Safety Income 18,202.80

31 - Public Works Income

3a - Streets Income

4499 - Gas Tax 2103 345.16

4500 - Gas Tax 2106 645.80

4501 - Gas Tax 2107 438.45

4503 - Gas Tax 2105 318.76

Total 3a - Streets Income 1,748.17

3b - Sewer Income

4212 - Sewer Revenue 9,398.90

Total 3b - Sewer Income 9,398.90

3c - Water Income

4810 - Water Revenue 13,620.05

4812 - Bulk Water Sales 35.00

4840 - Gretchen Acres Assess 799.67

Total 3c - Water Income 14,454.72

Total 31 - Public Works Income 25,601.79

4900 - CBDG Interest 1,748.88

4903 - Library Reimbursement 5,227.48

4911 Coronavirus Relief Fund	82,771.00
Housing Interest	2,009.29
Total Income	<u>146,389.01</u>
Gross Profit	<u>146,389.01</u>
Expense	
1E- General Government Expense	
5100- Council/Election	96.00
5110- Mayor Payroll	180.00
5210- Clerk Payroll	1,100.00
5220- Supp\USPO\Petty	402.45
5400 - Professional Fees	
5401 - Legal Fees	370.50
5402 - Accounting Fees	75.00
5405 - Reimbursed Expenses	89.57
Total 5400 - Professional Fees	<u>535.07</u>
5500- Planning	
5502 - City Promotion	400.00
5501 - Economic Development	416.67
Total 5500- Planning	<u>816.67</u>
5550- Library Payroll	561.00
5555 - Admin Payroll	5,141.96
5600- Misc.	148.57
6300- Insurance	
6204- Workers Compensation	1,590.79
6303- Liability Insurance	891.32
6305 - Crime Insurance	6.83
Total 6300- Insurance	<u>2,488.94</u>
9150-City Hall Expenses	
133000- City Hall water	66.57
9154 - Disposal 2 yd Bin	149.00
9150-City Hall Expenses - Other	293.96
Total 9150-City Hall Expenses	<u>509.53</u>
Total 1E- General Government Expense	<u>11,980.19</u>
2E- Public Safety Expense	
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	212.67
Crime Insurance	13.28
6310- Property Insurance	183.99
7505 - Liability Insurance	979.32
7506 - Work Comp Insurance	1,749.77
7507 - Auto Insurance	1,328.76
7510- Fire Dept Payroll	2,384.62
7513 - Calls & Meetings	2,334.00
7520- Fire Dept Supl & Mtnce	151.02
7525- Pub Safety Fuel & Oil	304.40
7540- Fire Dept. Utilities	

2261- Fire Dept. Phone	563.36
2262 - Disposal	149.00
Total 7540- Fire Dept. Utilities	712.36
Total 2EB- Fire Department Expense	10,354.19
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	2,850.00
Crime Insurance	13.28
6311 - Property Insurance	183.99
7502 - Auto Insurance	1,328.76
7505b - Liability Insurance	979.03
7506b - Workers Comp Ins	1,749.77
7513 Fleet Maintenance - Strike	525.96
7515 - Strike Team Payroll	50.00
Total 2EC - Strike Team Expenses	7,680.79
Total 2E- Public Safety Expense	18,034.98
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	1.14
6306- Property Insurance	0.00
8130- Equipment Maintenance	
8133- Parts & Supplies	40.83
Total 8130- Equipment Maintenance	40.83
8136 -Auto Insurance	0.00
8137- Mobile Equip	36.41
8199- Road Payroll	456.00
8509 - Liability Insurance	106.80
8511 - Work Comp Insurance	190.78
3EA- Streets - Other	146.68
Total 3EA- Streets	978.64
Total 3E- Public Works Expense	978.64
3EB- Sewer Expense	
Crime Insurance	1.14
6308-Property Insurance	245.31
8510- Sewer Payroll	137.00
8520- Sewer Expenses	
8553- Auro Insurance	156.21
Total 8520- Sewer Expenses	156.21
8549- Mobile Equip.	36.41
8550 - Liability Insurance	142.40
8551 - Work Comp Insurance	254.37
8552 - Training	120.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	1,397.35
3EC- Water Expense	
Crime Insurance	1.14
6307-Property Insurance	858.60

8615- Water Payroll	6,285.50
8620- Water Repairs & Mtnc	3,728.79
8623- Mobile Equip.	36.41
8624 - Auto Insurance	156.21
8625- Water Liability Ins	178.01
8626 - Work Comp	317.96
8627 - Fuel-Oil	140.00
8630- Water Fees & Testing	96.00
3EC- Water Expense - Other	2,601.20
Total 3EC- Water Expense	14,399.82
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	1,031.18
Crime Insurance	1.14
03 Parks & Recreation Grants	
2020 Per Capita - LLP	
Improvements	11,823.26
LLP Project Payroll	934.00
Total 2020 Per Capita - LLP	12,757.26
Total 03 Parks & Recreation Grants	12,757.26
6305- Property Ins Parks	
9104- Mobile Equip.	36.41
6305- Property Ins Parks - Other	981.26
Total 6305- Property Ins Parks	1,017.67
9105- Auto Insurance	156.21
9106 - Work Comp Parks	508.73
9107 - Liability Ins Parks	284.81
9109- Parks Payroll	762.00
9130- Ball Park Expenses	
9131- Maintenance & Supplies	240.00
Total 9130- Ball Park Expenses	240.00
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	17,407.29
6504- Payroll Taxes	
Federal Unemployment	88.08
6506- FICA	1,537.12
6508- Medicare	359.49
6512- SUI	406.78
6516 - ETT	0.00
Total 6504- Payroll Taxes	2,391.47
9700- CBDG Const Housing	
Gen Adm & Program Delivery	1,616.15
Total 9700- CBDG Const Housing	1,616.15
Payroll Expenses	177.02
Total Expense	68,382.91
Net Income	78,006.10

DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: LETTER AND RESPONSE TO SCOTT VALLEY DISPOSAL
ATTORNEY MERCIER**

BACKGROUND

For the June Closed Session, I wrote up a staff report, intended for the Council, to give some background to the proposed salary increases and salary schedule that was going to be discussed in that Closed Session. It inadvertently got into the full Agenda Packet by mistake, but was plainly a confidential correspondence to the Council. Council member Garcia inexplicitly took it upon herself to deliver that confidential document to Bradley Isbell and Brian Heffernan for some unknown reason. They took offense to my description used to promote a common understanding utilizing a universally known reference point. However, I could have chosen my wording better. I apologized to Mr Isbell in person and through a letter that was read at the June meeting by your City Clerk in my absence. We subsequently received a letter from Mr. Isbell's attorney demanding that the letter of apology be included in the subsequent meeting Agenda Packet. That letter is in this packet for public review and to meet the demands of Mr. Isbell's attorney.

RECOMMENDATION

No action necessary

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

June 15, 2022

Mr. Isbell
Scott Valley Disposal
Forest Walk
Etna, CA 96027

Dear Mr. Isbell,

Please accept my sincerest apologies. I am deeply sorry that my language was offensive to you.

When I wrote the Background information portion of the Town of Fort Jones City Council June 15, 2022, Agenda for Closed Session Item B, and used the verbiage "...that we need to honor and respect our staff, and pay them more than a MacDonald's fry cook, or the garbage man with Scott Valley Disposal", it was never my intention to offend anyone.

It was my intention to illustrate my point, that the Town of Fort Jones' employees deserve a fair and honest wage for all that they do for our community. The use of your business' name was to promote a common understanding utilizing a universally known reference point.

Scott Valley Disposal is an integral part of our Community and has always been a strong supporter of all community groups and events. I respect you and your business and in no way meant to indicate otherwise.

Moving forward, I will avoid using specific business names to provide framework in public documents.

Most sincerely,

Karl Drexel, City Administrator



Law Office of Darrin W. Mercier

205 Lane Street, Yreka, California 96097
(530) 842-2054 ♦ Fax (530) 842-9340
e-mail: darrin@sisqlaw.com

July 8, 2022

Karl Drexel, City Administrator
Town of Fort Jones
Post Office Box 40
Fort Jones, California 96032

Re: Defamation of Scott Valley Disposal

Dear Mr. Drexel:

Please be advised that I have been retained by Scott Valley Disposal concerning your defamatory statements in the public document you published for the June 15, 2022 Fort Jones City Council meeting, a copy of which is attached. In that document, you make derogatory statements concerning the business of Scott Valley Disposal and their employees. The statements are defamation per se under Civil Code 46 (3). While my client appreciates the letter you wrote on June 15, 2022, demand is hereby made that the apology be published in the same manner as the defamatory statement, i.e. the letter should be published with the next City Council agenda documentation and made part of the public record. Failure to do so may result in our filing a Government Tort Claim and ultimately a lawsuit. We trust this simple request will be honored to avoid escalation of the issue you initiated.

Very Truly Yours,

Law Office of Darrin W. Mercier

By: Darrin W. Mercier

DWM:tmb

Enclosure

cc: Client

cc: Michelle Deausemaker, Mayor

cc: Mercedes Garcia, Mayor Pro Tem

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

July 11, 2022

Law Office Of Darrin W. Mercier
205 Lane Street
Yreka, CA 96097

Dear Mr. Mercier,

I received your letter of July 8, 2022, today, detailing your client, Scott Valley Disposal, demand that my apology letter of June 15, 2022 be made part of public record.

The City Clerk, Celeste McFall, read the letter out loud to the City Council and assembled public at the City Council Meeting held on June 15, 2022.

The letter is also being posted on the Town of Fort Jones website (www.fortjonesca.org) as well as our Facebook page.

As the July 11, 2022 City Council meeting agenda packet has already been published and posted, the letter will be made part of the August 8, 2022 City Council meeting agenda packet. A copy of the agenda and packet will be forwarded to your office at that time.

Let me know if there is anything else your client would like to see in resolution of this matter.

Most sincerely,

Karl Drexel, City Administrator



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND RE-ADOPT SWRCB DRINKING WATER PLANNING GRANT RESOLUTION 1110

BACKGROUND

As you know, the Town of Fort Jones, in collaboration with the California Rural Water Association (CRWA) has been working on a Drinking Water Improvement Project Planning Grant application. This was approved by Council in 2019 with Resolution 1071. The application is now coming up for submittal and the Water Board is requiring a more current Resolution. This Resolution replaces the previous Resolution and will be submitted to the State in the application package.

RECOMMENDATION

Staff recommends the Council review and adopt Resolution 1110, re-authorizing the City Administrator to apply for the Drinking Water Improvement Planning Grant



RESOLUTION 1110

A RESOLUTION OF THE TOWN OF FORT JONES CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the State Water Resources Control Board has made available grant funds for the planning and design of Small Community Drinking Water Improvement Projects through the DWSRF, and

WHEREAS, the Town of Fort Jones has been declared a Small Disadvantaged Community for the purposes of such funding, and

WHEREAS, the Town of Fort Jones is in need of Drinking Water System improvements, and

WHEREAS, the Town of Fort Jones wishes to apply for funding for the planning, design and construction of the Drinking Water Improvement Project, it is therefore

RESOLVED BY THE TOWN OF FORT JONES CITY COUNCIL, AS FOLLOWS:

The City Administrator (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Town of Fort Jones (Town), a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the Drinking Water Improvement Project.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Town in carrying out the District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Town and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones on August 8, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing Resolution No. 1110 was duly and regularly adopted at a Regular meeting of the Town Council of the Town of Fort Jones on August 8, 2022.

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Celeste McFall, City Clerk



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND RE-ADOPT SWRCB WATER METER CONSTRUCTION GRANT RESOLUTION 1111

BACKGROUND

As you know, the Town of Fort Jones, in collaboration with the California Rural Water Association (CRWA) has been working on a Water Meter Project Construction Grant application. This was approved by Council in 2019 with Resolution 1071. The application is now coming up for submittal and the Water Board is requiring a more current Resolution. This Resolution replaces the previous Resolution and will be submitted to the State in the application package.

RECOMMENDATION

Staff recommends the Council review and adopt Resolution 1111, re-authorizing the City Administrator to apply for the Water Meter Project Construction Grant



RESOLUTION 1111

A RESOLUTION OF THE TOWN OF FORT JONES CITY COUNCIL AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE A FINANCIAL ASSISTANCE AGREEMENT WITH THE STATE WATER RESOURCES CONTROL BOARD

WHEREAS, the State Water Resources Control Board has made available grant funds for the planning and design of Small Community Drinking Water Improvement Projects through the DWSRF, and

WHEREAS, the Town of Fort Jones has been declared a Small Disadvantaged Community for the purposes of such funding, and

WHEREAS, the Town of Fort Jones is in need of water meters, and

WHEREAS, the Town of Fort Jones wishes to apply for funding for the construction of the Drinking Water Meter Project, it is therefore

RESOLVED BY THE TOWN OF FORT JONES CITY COUNCIL, AS FOLLOWS:

The City Administrator (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Town of Fort Jones (Town), a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the construction of the Drinking Water Meter Project.

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Town in carrying out the District's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Town and compliance with applicable state and federal laws.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones on August 8, 2022, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing Resolution No. 1111 was duly and regularly adopted at a Regular meeting of the Town Council of the Town of Fort Jones on August 8, 2022.

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Celeste McFall, City Clerk



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND DISCUSS THE IMPLEMENTATION OF A TRANSIENT USERS TAX (TOT) AKA HOTEL USERS TAX (HUT)

BACKGROUND

I was asked to look into the possibility of the Town of Fort Jones instituting a Transient Occupancy Tax (TOT) also known as a Hotel Users Tax (HUT). I reached out to the City Managers Group of the League of California Cities and received the enclosed Resolution by the City of Orland when they increased their HUT. I have not received any additional information from Cal Cities. I also have reached out the Siskiyou Economic Development council and our Town Attorney, Margaret Long.

TOTs and HUTs have been around for years. Most cities and towns and many special districts rely on the income of tourists who stay in the hotels, motels and B&Bs. It is usually a tax of about 10-15% levied on the tourists and visitors, collected by the managers of the establishments serving them. In fact organizations like VRBO and Airbnb, who manage reservations for the property owners, collect the fees and forward it to the City and the property owners don't need to do anything.

New TOT is a General Tax under Prop 218 and requires a majority vote of 55%. There are numerous requirements and definitions that need to be explicitly researched and spelled out in order to initiate a TOT. Typically the Tot is levied on visitors staying in a motel, hotel vacation rental, campground, etc. for less than 30 days. However, there are instances of TOT for stays over 30 days, but have their own set of regulations.

RECOMMENDATION

Staff recommends the Council review the Orland Resolution and advise staff to continue to research and develop a Resolution for an election on the General election and develop rules, regulations and ordinances for implementing such a tax.

ant

RESOLUTION NO. 2018- _____

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ORLAND, COUNTY OF GLENN, CALIFORNIA, SUBMITTING TO THE QUALIFIED VOTERS OF THE CITY AT THE GENERAL ELECTION TO BE HELD ON NOVEMBER 6, 2018, A MEASURE PROPOSING AN INCREASE IN THE HOTEL USERS TAX;
CALLING FOR AN ELECTION TO SUBMIT TO THE VOTERS THE QUESTION RELATING TO THE HOTEL USERS TAX;
REQUESTING THE BOARD OF SUPERVISORS TO CONDUCT SAID ELECTION;
AND AUTHORIZING THE CITY CLERK TO CARRY OUT ALL NECESSARY PROCEDURES FOR SAID ELECTION**

WHEREAS, the City of Orland ("City") currently imposes a Hotel Users Tax at the rate of ten percent (10%) upon the guests of hotels, motels and other transient accommodations located throughout the City; and,

WHEREAS, the Orland City Council ("City Council") desires to increase the rate for the City's Hotel Users Tax by two percent (2%), to a total of twelve percent (12%), to be imposed upon the guests of hotels, motels and other transient accommodations located throughout the City pursuant to the Orland Municipal Code, to enhance the financial stability of the City; and,

WHEREAS, pursuant to California Revenue and Taxation Code section 7280, the City Council is authorized to submit to the qualified electors of the City a ballot measure regarding the imposition of or increase to the City's Hotel User's Tax; and,

WHEREAS, pursuant to Article XIIC, Section 2(b) of the California Constitution and California Government Code section 53723, no local government may impose, extend, or increase any general tax unless and until that tax is submitted to the electorate and approved by a majority vote of the qualified electors voting in the election; and,

WHEREAS, the People of the City ("People") have the authority under Article XIIC, Section 2 of the California Constitution to approve general tax proposals such as a Hotel Users Tax within the City; and,

WHEREAS, Pursuant to Article XIIC of the California Constitution and California Government Code section 53721, the City's Hotel Users Tax is a general tax such that an election to approve any increase in such tax must be consolidated with a regularly scheduled general election for members of the governing body of the local government except in cases of emergency declared by a unanimous vote of the governing body; and,

WHEREAS, the City Council of the City of Orland intends for the proposed increase in the Hotel Users Tax to be deposited in the City's General Fund – the fund from which most police, fire, street repair, code enforcement and similar municipal services are paid -- as a general tax; and,

WHEREAS, the City Council of the City of Orland desires and intends to have the qualified voters of the City vote upon the question of whether to adopt Ordinance No. _____, a copy of which is attached hereto as Exhibit "A" and is incorporated herein by reference.

NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF ORLAND, CALIFORNIA,
DOES RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

Section 1. The City Council finds that all of the forgoing recitals are true and correct and are hereby incorporated and adopted as findings and determinations by the City Council as if fully set forth herein.

Section 2. Pursuant to the requirements of the laws of the State of California, there is hereby called and ordered to be held in the City of Orland, California, on Tuesday, November 6, 2018, a General Municipal Election for the purpose of submitting to the qualified voters of the City of Orland the question of an increase in the City's Hotel Users Tax, a general tax, which election shall be consolidated with the statewide election to be held on the same day.

Section 3. The Board of Supervisors of Glenn County is requested to order the consolidation of the General Municipal Election in the City of Orland to be held on November 6, 2018 with the statewide election to be held on the same date, and the City hereby consents to such consolidation.

Section 4. The City Council, pursuant to its right and authority, does order submitted to the voters at the General Municipal Election the following question:

MEASURE __: APPROVING AN INCREASE TO THE HOTEL USERS TAX OF THE CITY OF ORLAND Shall Ordinance No. __ be adopted to approve an increase in the City's Hotel Users Tax from the current rate of ten percent (10%) to a rate of twelve percent (12%), all funds staying local for the direct benefit of services for the citizens of the City of Orland, including law enforcement, emergency medical & fire, street repairs, and support for Orland's tourism promotion such as Bee City USA and Queen Bee Capital?	YES	
	NO	

Section 5. That the text of the Ordinance to be submitted for approval by the voters is attached to this Resolution as Exhibit "A" and incorporated herein by this reference ("Ordinance").

Section 6. That pursuant to Elections Code Section 9280, the City Council hereby directs the City Clerk to transmit a copy of the Ordinance to the City Attorney to prepare an impartial analysis of the Ordinance which shall not exceed 500 words in length.

Section 7. That pursuant to Elections Code Section 9282, the City Council may file a written argument in favor of the Ordinance in accordance with Article 4, Chapter 3, Division 9 of the Elections Code and may change the argument as allowed by law.

Section 8. That pursuant to Elections Code Section 9287, if more than one argument for or more than one argument against the Ordinance is submitted to the City Clerk within the time prescribed by law, he or she shall select one of the arguments in favor and one of the arguments against the Ordinance for printing and distribution to the voters, giving preference in such selection in the following order:

1. The City Council, or member or members of the City Council authorized by the City Council.
2. Bona fide associations of citizens.
3. Individual voters who are eligible to vote on the Ordinance.

Section 9. That pursuant to Elections Code Sections 9285, when the City Clerk has selected the arguments for and against the Ordinance which will be printed and distributed to the voters, the City Clerk shall send copies of the argument in favor of the Ordinance to the author or authors of the argument against, and copies of the argument against the Ordinance to the author or authors of the argument in favor. The author or authors may submit a rebuttal argument to the direct argument not exceeding 250 words. Rebuttal arguments shall be printed in the same manner as the direct arguments and shall immediately follow the direct argument which it seeks to rebut.

Section 10. In accordance with Section 10002 of the Elections Code, the Board of Supervisors of Glenn County is hereby requested to consent to the Registrar of Voters rendering election services to the City as may be requested by the City Clerk of the City, the County of Glenn to be reimbursed in full for such services as are performed. The Board of Supervisors of Glenn County is also requested to consent and agree to the consolidation of the General Election with any other election occurring on November 6, 2018, and the City hereby consents to any such consolidation.

Section 11. The election services which the City requests of the Registrar of Voters, or such other official as may be appropriate to perform, and which such officer is hereby authorized and directed to perform if the said Board of Supervisors consents, include: the preparation, printing and mailing of sample ballots and polling place cards, the establishment or appointment of precincts, polling places, and election officers, opening and closing of polling places, and making such publications as are required by law in connection therewith; the furnishing of ballots, voting booths and other necessary supplies or materials for polling places, the canvassing of the returns of the election and the furnishing of the results of such canvassing to the City Clerk, and the performance of such other election services as may be requested by said City Clerk.

Section 12. That the polls for the election shall be open at seven o'clock a.m. of the day of the election and shall remain open continuously from that time until eight o'clock p.m. of the same day when the polls shall be closed, pursuant to California Elections Code Section 10242 and Section 14212, except as provided in California Elections Code Section 14401 or any other provision of law.

Section 13. All persons qualified to vote at municipal elections in the City on the day of the election herein provided for shall be qualified to vote on the Ordinance hereby submitted at the General Municipal Election.

Section 14. In all particulars not recited in this Resolution, the election shall be held and conducted as provided by law for holding General Municipal elections in the City.

Section 15. Notice of the time and place of holding the General Municipal Election is given and the City Clerk is authorized, instructed and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 16. The City Clerk shall receive the canvass as it pertains to the General Municipal Election, and shall certify the results to this City Council, as required by law.

Section 17. If any section, subsection, sentence, clause, phrase or provision of this Resolution or the application thereof to any person or circumstances is held invalid or unconstitutional by any court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other provision or applications, and to this end the provisions of this Resolution are declared to be severable. The City Council hereby declares that it would have passed this Resolution and each section, subsection, sentence, clause, phrase or provision thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or provisions thereof be declared invalid or unconstitutional.

Section 18. Pursuant to California Elections Code section 9295, this Resolution and the attached Ordinance will be available for public examination for no fewer than ten (10) calendar days prior to being submitted for printing in the sample ballot. The examination period will end on the day that is seventy-five (75) days prior to the date set for the election.

Section 19. This Resolution shall take effect immediately upon its adoption by the City Council.

Section 20. The City Clerk of the City of Orland is hereby directed to certify to the passage and adoption of this Resolution and to file a certified copy of this Resolution with the Board of Supervisors of Glenn County and the Registrar of Voters of Glenn County at least 88 days before the date of the election.

PASSED, APPROVED, AND ADOPTED by the City Council of the City of Orland, California, at its regular meeting held on the ____ day of _____, 2018, by the following vote, to wit:



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND APPROVE ETNA PD AND FORT JONES FD MOU

BACKGROUND

Fort Jones Fire Chief Hess completed the requirements of CA Penal Code Section 832, making him a sworn officer and allowing him, or his designee, to enforce laws concerning the fire code, public resources code, Town of Fort Jones Municipal Code, and Penal Code violations involving fire crimes including, but not limited to, arson investigations. These shall be considered their "primary duties," as set forth in 830.37 of the California Penal Code.

This MOU was developed by Josh and Joseph to clarify the duties authorized under Penal Code 830.37 and to advise council of the duties and responsibilities therewith.

RECOMMENDATION

Staff recommends the Council review and approve the Etna PD and Fort Jones FD MOU.

City of Etna Police Department

Chief Joshua E. Short

155 Diggles St, Etna California 96027
Phone 530 467-3400 Fax 530 467-3038

Town of Fort Jones Memorandum of Understanding Between FJFD and EPD

This MOU is hereby established to recognize a mutual agreement between the Etna Police Department and Fort Jones Fire Department, respectively, within the Town of Fort Jones. The agreement is as follows,

The Fort Jones Fire Chief and his designee's, having completed training pursuant to 832 of the California Penal Code, are occasionally tasked with the enforcement of laws concerning the fire code, public resources code, Town of Fort Jones Municipal Code, and Penal Code violations involving fire crimes including, but not limited to, arson investigations. These shall be considered their "primary duties," as set forth in 830.37 of the California Penal Code.

Pursuant to 830.37 of the California Penal Code, the fire chief and his designees are peace officers when carrying out their above tasked primary duties and/or when making arrests pursuant to 836 of the California Penal Code when there exists an immediate danger to persons or property with respect to any public offense, or there exists an escape of a perpetrator thereof.

Under section 830.37 PC, the fire chief, and his designees, are only permitted to carry firearms if authorized to do so by their employing agency.

In consultation between both the Fort Jones Fire Chief and Etna Chief of Police, members of the Fort Jones Fire Department, having completed training pursuant to 832 PC, may be authorized to carry firearms at the direction of the Fire Chief. In doing so, the Etna Police Department has agreed to assist in the acquisition, inventory, and issuance of firearms to the Fire Chief and his designees. In addition, the Etna Police Department agrees to provide ongoing training in firearms usage as it currently does to regularly employed peace officers for the City of Etna pursuant to agency policy. Notice of these trainings will be provided via electronic means and/or other notification made by the current department Rangemaster/firearms instructor.

Pursuant to Etna Police Department policy, state, and federal law, those members of the Fort Jones Fire Department, having been properly trained and employed as peace officers pursuant to 830.37(b) PC, may be issued identification cards pursuant to 18 USC 926B, and permitted to carry concealed firearms off-duty as "qualified law enforcement officers." The creation and issuance of these cards may be assisted by the Etna Police Department and ultimately issued by the Fort Jones Fire Chief to those designated employees as deemed appropriate.

Specialized training in the enforcement of job duties as previously mentioned pertaining to members of the Fort Jones Fire Department may be suggested and carried out by the Etna Police Department, but the Fort Jones Fire Department is ultimately responsible for the training their members receive, the costs associated, and the supervision of their employees, beyond that of standard firearms training provided by Etna Police Department and assistance rendered in equipment acquisition.

This agreement, having been signed and dated by both agency heads below, goes into effect once signed and will remain in effect until rescinded by written letter of either agency head.

Joshua E. Short, Chief of Police, City of Etna

Date

Joseph Hess, Fire Chief, Town of Fort Jones

Date



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: AUGUST 8, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: RESUME'S AND APPLICATIONS FOR CITY ADMINISTRATOR

BACKGROUND

Council Members Banks and Garcia, together with Council Member Gepford, met outside a public meeting and decided to put the City Administrator's job out to bid. Then, having voted on it at a public meeting, they tasked staff to advertise the position in several industry publications and local papers. Not all publications have published it as of July 25, but attached are the resumes and applications that have been received.

RECOMMENDATION

Staff recommends the Mayor consult the City Attorney to get an opinion on the legality of the motion made at the July meeting and if legal proceed with the review of the enclosed applications and set up interviews.

GRANT ARMSTRONG

POLITICAL SCIENTIST

Lenexa, KS | (205)-529-9142 | grantmichaelarmstrong@gmail.com

EDUCATION

- Ph.D. in Political Science** May 2020
University of Mississippi
American Politics and Comparative Politics
Dissertation: "An Examination of the American Political Consumer"
- M.A. in Political Science** May 2018
University of Mississippi
American Politics and Comparative Politics
- M.A. in Political Science** May 2015
Oklahoma State University
American Politics
Thesis: "Examining the Parent-Child Political Relationship"
- B.S. in Political Science** December 2012
University of Montevallo
Political Science and History
-

TEACHING EXPERIENCE

- Lecturer** August 2020 – Present
Washburn University, Topeka, Kansas
 - PO 106: Government of the United States
 - PO 107: Kansas and U.S. State and Local Government
 - PO 245: Introduction to Public Administration
 - PO 371: Constitutional Law: Civil Rights and Civil Liberties
 - PO 371: Identity Politics
- Instructor of Record** August 2016–December 2019
University of Mississippi, Oxford, Mississippi
 - Pol 101: Introduction to American Politics
- Teaching Assistant** August 2015–May 2016
University of Mississippi, Oxford, Mississippi
 - Pol 101: Introduction to American Politics
- Teaching Assistant** August 2015–May 2016
University of Mississippi, Oxford, Mississippi
 - Pol 101: Introduction to American Politics

ACADEMIC & NON-ACADEMIC PUBLICATIONS

- Armstrong, G. M., Dickinson, A., & Beatty, B. (Eds.). (2022). "You can get a hell of a lot done as a governor": A Conversation with Former Governor Mark Parkinson. Kansas Historical Society, Volume 45.
- Armstrong, G. M., & Wronski, J. (2019). Framing hate: Moral foundations, party cues, and (in)tolerance of offensive speech. *Journal of Social and Political Psychology*, 7(2), 695-725.
- Armstrong, G. M. (2021, August 20). Partisan gerrymandering adds to political polarization. Kansans needs redistricting map that reflects the state. *Topeka Capital-Journal*.
- Armstrong, G. M. (2019, February 18). Voice of the Millennials: Children deserve protection from the storm. *Tulsa World*.

SCHOLARSHIP, PROFESSIONAL & CREATIVE ACTIVITIES

- Washburn University College Republicans, Topeka, KS, April 2022 "Free Speech on College Campuses"
- Topeka Unitarian Universalist Fellowship, Topeka, KS, May 2021 "Biden's First 100 Days"
- SAAC Washburn, Topeka, KS, April 2021 "Race and Voting in the United States"
- PO 451: Senior Seminar, Washburn University, Topeka, KS, March 2021 Guest Lecturer
- League of Women Voters of Kansas, Topeka, KS, February 2021 "Redistricting"
- Washburn University Men's Basketball Team, Topeka, KS, September 2020 "Voter Registration and Importance of Voting"
- Washburn University, Constitution Day Panel, Topeka, KS, September 2020 "Examining Supreme Court's Most Recent Term"
- Sertoma Club, Topeka, KS, July 2020 "Academia during Covid"
- Northeastern Political Science Association, Philadelphia, PA, November 2019 "The Electoral Effects of Identity-Based Attacks" (with Travis Endicott and Conor Dowling)
- Midwest Political Science Association, Chicago, IL, April 2019 "The Electoral Effects of Identity-Based Attacks" (with Travis Endicott and Conor Dowling)
- Western Political Science Association, San Diego, CA, April 2019 "Election Interference and Retribution" (with Travis Endicott and Conor Dowling) •
- American Political Science Association, Boston, MA, August 2018 "Target-Sensitive Framing: Broadening the Persuasive Appeal of Issue Frames" (with Eric French)
- Southern Political Science Association, New Orleans, LA, January 2016 "Should Hate Speech Be Free Speech? It Depends on Who and How You Ask"
- Summer/Fall 2019 Research Grant (\$1,000) Graduate Student Research Council, University of Mississippi
- Summer 2019: Research Grant (\$5,000), College of Liberal Arts, University of Mississippi
- Summer 2018: Research Grant (\$5,000), College of Liberal Arts, University of Mississippi

REFERENCES

Dr. Conor Dowling
Associate Professor
University of Mississippi
(662) 915-5673

Dr. Travis Endicott
Intel Specialist
DCS Corp
(765) 464-4333

Lin Richter
Certified Government
Financial Manager
(785) 554-3666

Robert Johnson, MPA

(601) 760-0308 | Oakland, CA | robert.johnson40712@gmail.com | [LinkedIn: Robert-Johnson-MPA](#)

Senior Transportation Operations Manager

Terminal Logistics | Increased Efficiencies | Process Improvement

PROFESSIONAL PROFILE

Senior-level operations leader with a deep passion for successfully managing logistics, imports and exports, and process improvement within the transportation industry. Adept at developing and implementing strategies and best practices to motivate teams, elevate efficiencies, and improve processes. Highly skilled in managing fleet operations, building teams, facilitating training, and optimizing performance. Vast experience overseeing multi-million dollar P&L, developing leadership and team goals, and creating a culture of safety that complies with company, state, DOT, and federal regulations. Professional experience complemented with a Master's degree and background in both the Military and law enforcement.

AREAS OF EXPERTISE

Transportation Operations | Logistics | Process Improvement | Strategic Planning | Business Generation | P&L Oversight
Staff Training | SOP Development | Fleet Management | Dispatching and Scheduling | Safety and Compliance
Injury Investigation | Payroll Management | Intergovernmental Relations | Vendor Relations | Client Service | KPIs

PROFESSIONAL EXPERIENCE

UNIVERSAL LOGISTICS HOLDINGS 3PL PROVIDER | Oakland, CA

Sept

2021 to May 2022

Terminal Manager

Held oversight for the execution of operations and staff well-being across the Oakland and Fresno service rail and port terminals. Managed \$17M P&L with accountability for inventory management, fleet dispatching, vehicle logistics, and daily meeting facilitation. Ensured DOT regulation compliance, conducted safety audits, and streamlined processes to improve efficiencies. Engaged with customers to elevate retention, resolve issues, and ensure overall satisfaction.

Notable Contributions:

- Created and integrated standard operating procedures (SOPs) and transformed operations into profitable terminals **catalyzing growth from \$4M to \$17M.**
- Analyzed market, competitive price points, fueling costs, and open lanes to identify new areas of growth opportunities; **built rapport with key clients to generate new customers and open new lines of business.**
- **Identified areas of improvement and implemented modifications** in transportation services, policies, and scheduling to increase operational efficiencies.
- **Achieved 100% of OR (operational ratio)** with minimal staff, **exceeding the goal of 58%.**
- **Facilitated staff and team training, hiring, and career development opportunities.**
- **Streamline new business in LTL, imports, exports, FTL**
- Utilized EDI and AS400 to ensure proper billing and data accuracy for containers and key customers.

NORFOLK SOUTHERN CORPORATION 3PL TIER 1 RAILROAD | Chicago, IL

Nov 2019 to Sept 2021

Intermodal Operations Manager (Terminal Manager)

Managed \$27M P&L and all operational functions across 4 intermodal terminals. Ensured a safe, efficient, and fiscally responsible environment with oversight for 30 metro trains and 25 trains outside of the city lines. Maintained proper staffing with vendors and directed capital projects. Supervised Assistant Managers, 32 Union clerks, vendors, and 250 contractors ensuring all safety, service, organization, and compliance regulations were met daily. Supported investigations in injuries and actively resolved complex problems. Maintained team KPIs, oversaw quality control, and provided training to optimize team performance.

Notable Contributions:

- Collaborated with Division/Terminal Superintendents, Agents, Mechanical Department, Service Control Center, The Intermodal Traffic Delivery Group, Intermodal Service Desk, and other functional departments to **enable on-time schedules, proper billing, and timely loading and unloading of premium LTL freight (UPS, FedEx, ABF)**

- Partnered with Division Manager to develop **and implement service, safety, and cost standards.**
- **Managed the proper handling of shipments and hazardous material ensuring compliance** with both the United States Customs Regulations and Federal Regulations.
- Maintained and increased profits during the Covid-19 pandemic; **created additional lines of business to accommodate the eCommerce surge enabling growth from \$30B to \$50B in shipping.**
- Utilized various systems such as Rail Optics, SAP, TMS, AS400, and DOS to monitor workflow as well as key metrics.

ROBERT JOHNSON, MPA | robert.johnson40712@gmail.com | Page 2 of 2

SCHNEIDER NATIONAL 3PL PROVIDER | Chicago, IL

June 2019

Driver Manager

Managed overall operations and a team of 62 drivers inclusive of driver training and vehicle maintenance programs. Promoted a safe environment by ensuring team compliance with company policies and processes. Managed key accounts, analyzed customer survey data, and delivered custom client reports to management for review. Executed payroll and all associated administrative tasks.

Notable Contributions:

- **Drastically reduced driver turnover losing only 1 employee out of 62 against a company turnover average of 45%;** enabled a conducive work environment that emphasized a strong work-life balance.
- **Implemented best practices across all operational departments** ensuring the delivery of customer service excellence and optimized process efficiencies.
- **Facilitated training to catalyze employee growth and career development** for associates and team members.
- Maintained accurate data on network through AS400, Mainframe, SAP, Oracle and Various TMS systems

JB HUNT TRANSPORT SERVICES 3PL PROVIDER | Melrose Park, IL

November 2017 to June 2019

Transportation Operations Manager

Progressive career beginning as a Management Trainee and earning multiple promotions to lead the operations across one of the largest transportation organizations in the United States. Supervised team of 60 local route freight CDL drivers with oversight for recruiting, hiring, onboarding, training, performance management, promotions, and terminations. Created a cohesive culture internally to maximize employee retention and optimize productivity. Monitored freight movement and managed delivery schedules, loads, and logistical planning. Managed all aspects of terminal operations including equipment inspection, part replacement, repairs, and office administration inclusive of payroll, invoicing, financial reports, and P&L management.

Notable Contributions:

- Successfully managed expectations on freight movement, driver ETA, and environmental factors to **deliver a safe and on-time service that met and exceeded customer needs and requirements.**
- Assumed responsibilities for largest account covering IL, WI, and IN and **transformed from \$100K monthly to \$254K weekly generating \$12M in annual billing.**
- **Ensured compliance with DOT and company requirements by developing a culture of safety;** developed daily driver safety messages, monthly driver safety briefings, quarterly driver training, and annual reviews.
- Utilized AS400, Freight Manager, PC Miler, EDI for accuracy of operational workflow and processes

LAW ENFORCEMENT AND MILITARY EXPERIENCE

Police Officer / Community Development Coordinator | CITY OF MOSS POINT, MS | 2016 TO 2017

E4 Specialist (Petroleum Supply Specialist) | UNITED STATES ARMY RESERVES | 2014 TO 2020

EDUCATION AND CERTIFICATION

MASTER OF ARTS, PUBLIC ADMINISTRATION
GRAND CANYON UNIVERSITY | PHOENIX, AZ

BACHELOR OF ARTS, POLITICAL SCIENCE
ALCORN STATE UNIVERSITY | LORMAN, MS

CPR CERTIFIED

Joseph Koo

716.560.2895 1296 Laurel St. Apt. 3, San Carlos, CA 94070 joek32639@gmail.com

Education

Wayne State University

Master of Public Administration

University of Illinois at Urbana-Champaign

B.A. in Political Science

Experience

Mayor's Office - Dearborn, MI (May 2020-December 2020)

Intern

- Conducted extensive research to assist in identifying and providing solutions to the city for how to adapt to the Covid-19 pandemic.
- Collaborated with colleagues in conducting an on-site inspection in Dearborn for accessing potential street and business space accommodations.
- Contributed to the compilation of a report describing recommendations, in tandem with feedback and oversight from my supervisor, colleagues, and local business owners.
- ***Based on the recommendations, the city granted additional authority to the administrator responsible for handling parking permits to expedite the waiving process.***
- ***As a result, local businesses were able to expand into parking spaces to increase capacity while also adhering to Covid-19 health guidelines.***
- ***This helped advance the city's goal of maintaining economic sustenance despite the financial and health pressures from the pandemic.***

Dearborn Administrative Center - Dearborn, MI (January 2020-April 2020)

Voting Assistant

- Processed letters with ballots and appropriate paperwork with consistency and precision.
- Learned in a quick manner how to operate tabulators for processing ballots.
- Assisted in a prompt manner the delivery of paperwork and tabulators to various voting locations for the March 10, 2020 Presidential Primary.

Kohl's

Seasonal Associate

- Learned in a quick manner how to operate cash register and process online orders and Amazon returns.
- Consistently assisted customers with their purchases at the cash register.
- Diligently processed online orders in the stocking area.
- Resolved customer inquiries regarding pricing and discounts.

Skills

Microsoft Office Suite
Stata Software
Analytical Thinking

CHRISTINE L. GRIFFIN

cgriffin.cpp@gmail.com

916-412-8756 Mobile

Professional Summary: More than ten years of experience as a meticulous Payroll Manager ensuring accurate payroll disbursements through efficient supervision of payroll staff. Committed to training new staff members to become productive team members. Specialize in resolving any payroll issues and implementing quality assurance procedures to ensure timely disbursements. Looking for a fast paced professional work environment that values high work ethic, excellent customer service, and teamwork.

Core Qualifications

- Significant experience with payroll management methods
- Familiar with all industry standard payroll systems
- Proficient in the use of payroll software applications
- Remarkable ability to make astute observations
- Strong leadership abilities
- Excellent communications skills

.HIGHLIGHTS

- Client retention through quality service
- Exceptional interpersonal skills; team player
- Complex problem solving and resolution
- Effective time management/Multitasking
- Strong Organization skills
- Employee Training and Development
- Self-starter and deadline-oriented
- Proficient in Word, Excel and Outlook

ACCOMPLISHMENTS

Process Improvement/Training

- Oversaw implementation of new Human Resources/Timekeeping/Benefits/Payroll system which resulted in a more streamlined process between departments. Successfully trained staff

in all office systems and databases, policies and procedures while focusing on minimizing errors and generating superior results.

Customer Service (Internal/External)

- Handled customers effectively by identifying needs, quickly gaining trust, approaching complex situations and resolving problems to maximize efficiency.

Employee Management/Scheduling

- Liaised with HR department to establish employee benefits, training, payroll and termination procedures. Facilitated on-boarding of new employees by scheduling training, answering questions and processing paperwork.

PROFESSIONAL EXPERIENCE

BluEarth Destinations - Travel by Stina

Affiliated with Archer Travel

October 2021 - Current

Independent Business Owner

Health & Human Services

Siskiyou County

June 2019 - December 2021

CalWorks/CalFresh/MediCal Eligibility Worker

Riverside Payments Inc.

January 2019 - June 2019

Account Executive

Outside sales - B2B

Medical Billing Assistance, Inc.

February 2018 - June 2018

Office Manager

Managed 7 team members

Software upgrades

Medical Billing

Patient Demographics

Ordering supplies

Barrett Business Services, Inc.

June 2017 - February 2018

Payroll Consultant/Specialist

Run perfect and timely on- and off-cycle payrolls for multiple client companies

Implementation of new client on-boarding, BBSI payroll, CRM (Salesforce), timekeeping and

HRIS systems. Identified systems options to achieve better results for clients and our Business unit

Performed on-site client payroll training, HRP web training and use of all feature functionalities relevant to client

Subject matter expert on client data including: turnover, ongoing or seasonal headcount fluctuations, time & attendance, building payroll bridges, import & export requirements, prevailing wage, job costing, certified payroll, standard & custom reporting requirements of client companies

PRIDE Industries

June 2015 - October 2016

Assistant Payroll Manager

Oversee and coordinate activities of the payroll department

Compile payroll information by managing payroll preparation, data reports and compliant data maintenance.

Software: LN, Ceridian, UltiPro, UTA

Managing payroll programs and processes assuring the compliant and timely issuance of wages to employees

Maintaining the integrity of the timekeeping system security administration and control

Primary payroll systems expert and resource for the department

Supporting HR and Finance Team

Research and resolve in a timely manner tax/penalty notices

Oversee garnishments/levies

Directs compilation and preparation of other payroll data such as union dues/ Workers Comp/ Pension/Retirement and their corresponding payments

Represent the payroll department at management and new start-up contract meetings

Participate in New employee/manager new hire meetings

Deliver reports of earnings, overtime, accruals, taxes, deductions, leaves, disability and nontaxable wages

Manages and directs work of 6 Payroll Business Analysts and processors

Schedules staff in sync with payroll needs and deadlines

Executes payroll for 100+ Collective Bargaining agreements/WDRs/LWO

Creating Standard Operating Procedures to maximize and streamline workflow

Review and Approve Manual/termination/off-cycle checks

Schedule Supplemental Payrolls

Primary Contact for all Internal and External Audits

Attend seminars and meetings to keep company up to date with Federal, State, ACA and labor law

Compile Annual and Fiscal Census data

Gather Data for 990 Reporting

Coordinate year-end and W2/W2c

Oversee Unclaimed property/RFP

Implement new Vendor

Implement New Payroll Paycard program

Submit Check requests to A/P

Reconcile Payroll GL accounts

ME/YE Journal entries/Accruals

Submit Positive Pay on bank website

Attend start-up meetings for new clients to provide input and gather data for payroll set-ups

Managed payroll for an organization of approximately 6,000 personnel

Conducted periodic reconciliations of all accounts to ensure accuracy

Led payroll production for a multi state organization
Developed and maintained internal control and processes for payroll, union reports and benefits
Documented procedures, identified areas to improve internal controls and gain additional efficiencies and implemented policy changes
Assisted with auditing and responding to company accountants
Maintained efficient internal accounting controls, adherence to accounting policies and other company policies and procedures.
Prepared reports to substantiate individual transactions prior to settlement.
Pulled internal reports as requested (salaries, bonuses, hours worked)

Purple Communications Inc.
December 2013 – June 2015

Payroll Supervisor

Payroll: ADP Workforce Now (HRB/PayEx/EzLabor)

Multi-State, United Kingdom and Puerto Rico payroll, bi-weekly payroll (Salary/Hourly) 1400 employees

Manage liberal vacation/sick/paid time off benefits, benefit arrears and 401 k processing

Complex differential pay/commission/bonus schedules and calculations (monthly/quarterly/Annual)

Set-up state/sui accounts for new call centers

Meet with Vendors, oversee/rollout new payroll services internally/externally

Accounting: ADP General Ledger Interface to Great Plains

Manage general ledger mapping in vendor software, update reports as needs change

Prepare regular/monthly/ year-end payroll entries & PTO/Vacation/Sick accruals, Great Plains accounting software

Create adjustment/reclass journal entries, as needed

RISE Medical Staffing LLC.

January 2011 – September 2013

Payroll/Benefits (HR) Manager

Payroll: (Quickbooks-Intuit & Paychex-Preview & TLO)

Multi-state, weekly, bi-weekly, bonuses, monthly commissions, off-cycle and adjustment payroll processing

Audit/Balance payroll prior to processing and final payroll register review

Extensive/complex labor distribution and job costing (billing and reverse billing)

Used multiple vendor websites to obtain approvals for temporary staff payroll

Human Resources: (Paychex-HRO & Benetrac [HRIS])

Facilitated on-boarding/off boarding for permanent/temporary employees (Sourcing, Screening, Interviewing)

Processed Personnel Action Forms (PAFs) and Maintained employee records

Reviewed, suggested and implemented Employee Handbook updates

Managed employee registration/access to multiple online interfaces (benefits/401k/timekeeping)

Complex garnishment set-ups, Processing Unemployment and Disability Claim forms and VOE's

Benefits Administration-new hire, qualifying events, set-ups, open enrollment, reconcile monthly invoices

Accounting/Billing: (Quickbooks & Paychex-Preview & TLO)

Trained Controller/Accounting Assistant's on industry specific labor distribution in Quickbooks/
Paychex

Complex Invoicing/reverse invoicing, Credit Memos, Supplemental Invoices

Workman's Comp setup in Quickbooks/Paychex, prepared data for annual audit

Set-up expense/mileage reimbursement tracking and reimbursement procedures

Account Management: (Bullhorn)

Maintained payroll/billing contact information in Applicant Tracking System

Excelled in building strong relationships with vendors and healthcare facilities

Jeremy J. Britt

j.shaubritt@gmail.com • 27052 Flaggy Run Rd. Courtland, VA 23837 • (757) 717-5687

Education

American University

Masters of Public Administration and Policy

- Anticipated Completion Date: **08/2023**
- GPA: **3.80**

Relevant Coursework

- **Foundations of Policy Analysis:** Learned to apply analytical techniques in order to conduct through policy analysis, which views policy problems through the lens of various failure frameworks
- **Budgeting & Financial Management:** Focused on public sector budgeting issues at each step of the budgeting process, developing a deeper understanding of what constitutes good budgeting and steps that can be taken to achieve it at all levels of government
- **Quantitative Methods:** Conducted and interpreted statistical analysis, using SPSS, and described relevant data trends using descriptive and inferential statistics.

Southern New Hampshire University

Bachelors of the Arts in Psychology **12/2017**

- National Society of Leadership and Success Inductee

Work History

Deerfield Correctional Center | 21360 Deerfield Drive Capron, VA 23829

Cognitive Counselor 11/2020 – Present

- Created and maintained reports detailing reentry needs and services provided
- Compiled and input data into monthly reports forwarded to administrators at the Regional level regarding the institution's reentry efforts.
- Proposed and implemented programs to ensure the continued delivery of services throughout the Covid-19 pandemic
- Assisted treatment staff with the provision of case management services as needed.
- Facilitated Dialogue Skills Training for newly hired staff.
- Participated in the Cognitive Community Multi-Disciplinary Team
- Effectively communicated, both orally and in writing, with community stakeholders, staff members at all levels, inmates and their families.
- Compiled ACA audit folders for review.
- Recruited, trained and supervised Reentry Peer Mentors

Jeremy J. Britt

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- Communicated effectively, both orally and in writing, with fellow security staff, supervisors, treatment staff, inmates and their families.
- Promoted positive inmate rehabilitation by teaching and modeling pro-social behaviors and attitudes on a daily basis.
- Disrupted the prevalence of criminal thinking and misconduct among the inmate population, encouraging them to understand the consequences of their behavior.
- Promoted evidence-based principles and re-entry concepts to enhance inmate reentry efforts.
- Counseled inmates regarding institutional, domestic, and/or emotional adjustment problems and reported information to the appropriate staff.

Skills

- | | |
|--|------------------------------|
| • Calm and Professional Under Pressure | • Proactive Self-Starter |
| • Multitasking and Prioritization | • Computer Proficiency |
| • Verbal and Written Communication | • Teamwork and Collaboration |
| • Efficient and Detail-Oriented | • Relationship Building |
| • Creative Problem Solving | • Case Management |
| • Data Entry & Maintenance | • Motivational Interviewing |

Accomplishments

- Completed American University School of Public Affairs Spark Leadership: Executive Coaching Program

Affiliations

- National Society of Leadership and Success

Certifications

- VADOC Dialogue Practitioner
- VADOC Dialogue Skills Trainer

Wesley Wootten

Philadelphia, Pennsylvania, United States



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Experience



Policy and Community Development Manager

Housing Alliance Delaware

Mar 2022 - Present (3 months +)

- Organize and manage local and statewide coalitions dedicated to affordable housing and community development
- Track county, state, and national legislation related to homelessness, housing access and rights
- Conduct policy analysis and craft reports on issues related to homelessness and housing



Communications Manager

Delaware Center for Horticulture

Jan 2020 - Feb 2022 (2 years 2 months)

- Manage DCH's website, social media accounts, and newsletter publications for the public
- Produce, direct, and edit video series on community and horticulture programs
- Plan and organize DCH programs and events in cooperation with staff



Research Fellowship

Redding Consortium

May 2021 - Aug 2021 (4 months)

- Conduct research and development on education best practices; craft materials outlining education reforms
- Work with consortium subgroups to craft education policy solutions for Delaware state leaders



Digital Content Assistant

University of Delaware Cooperative Extension

Sep 2019 - Dec 2019 (4 months)

- Create digital content for Cooperative Extension's social media accounts and website
- Support the communications team in video editing, content creation, and other technical projects that they are undertaking to promote the work of Cooperative Extension, University of Delaware, and other non-profit affiliates in Delaware



Research Coordinator

EAB

Jan 2019 - Aug 2019 (8 months)

- Support senior analysts and directors by managing calendars and coordinating with executive leadership at universities and K-12 schools throughout the U.S., U.K., and Canada
- Create and maintain Salesforce data reports for Market and Strategic Research teams

-Manage 100+ presentations and research scoping meetings from initial planning to evaluation



Volunteer Teacher

WorldTeach

Jul 2017 - Jun 2018 (1 year)

- Taught 5 classes of junior and senior students totaling 150 students (World History, Civics)
- Adapted material to the needs of English Language Learners (ELL) and covered issues of the Republic of the Marshall Islands

Education



Delaware State University

Master of Public Administration - MPA

Aug 2020 - May 2022

Graduated Delaware State University receiving my Masters of Public Administration gaining skills in management, policy analysis, finance, and organizational advancement.



University of Delaware

Bachelor of Arts - BA, Public Policy (Public and Nonprofit Administration); History

Aug 2013 - May 2017

I received a Bachelor of Arts from the College of Arts and Sciences at the University of Delaware. I was a double major in Public Policy (focus in Public and Nonprofit Administration) and History, with a minor in Global Studies.

Skills

Community Development • Research • Policy Analysis • Writing • Project Coordination • Video Production • Video Editing • Data Entry • Adobe Creative Suite • Microsoft Office



BM

BONNIE MADRID

CERTIFIED PUBLIC MANAGER, MPA, J.D.

(707)228-2501

BONCARLOS2@AOL.COM

EDUCATION

MASTERS PUBLIC ADMINISTRATION • 2017 • HODGES UNIVERSITY –SUMMA CUM LAUDE 4.0 GPA SIGMA BETA DELTA HONOR SOCIETY

CERTIFIED PUBLIC MANAGER • 2018 • ARIZONA STATE UNIVERSITY

BACHELOR BUSINESS ADMINISTRATION • 2015 • ASHWORTH COLLEGE 3.8 GPA

JURIS DOCTRATE LAW • 2010 • NORTH WESTERN UNIVERSITY

MEDIATOR -ADVANCE DISPUTE/ CONFLICT RESOLUTION CERTIFICATE•2011

FEMA COURSES IN EMERGENCY MANAGEMENT 30+ INCLUDING PROFFESIONAL DEVELOPMENT

EXPERIENCE

REAL ESTATE INVESTOR (personal)•

CUDA-MADRID INVESTMENTS •7/2020 – current

Real Estate investing, major construction project management, purchasing, budgeting, remodel, designing, permits, multifamily residential investing.

AUDITOR II •

STATE OF NEVADA DEPT OF TAXATION •10/2019-03/2020

Taxpayer financial records analysis, sales and use tax record auditing, modified business tax record reconciliation, report writing, data entry, tax master software, revenue premier software, attend hearings.

CORPORATE MANAGER •

UFP, INC •6/2006 –1/2019

Executive management, leadership, Personnel management 30+ employees (HR duties included benefit admin, training, policy & employee development and management) sales, marketing, budgeting, bookkeeping, auditing, Government compliance (OSHA, ADA, DOT, SWPP, EPA, BIT), safety coordinator, strategic product development-management, financial risk management

DISPATCHER/MARKETING SPECIALIST •

UFP, INC 5/2004 – 6/2006

Dispatched 40 plus trucks daily, customer Service, account representative, front and back office assistant, filing, court collections, account management, purchasing, product marketing

BUSINESS MANAGER •

NORTHWEST COMMODITY • 4/2011- 1/2015

Management, human resources, accounting, budgeting, Regulatory compliance administration

PROFESSIONAL DRIVER •

V. DOLAN • 1/2000- 8/2003

Driver, logistics, heavy equipment operation & maintenance, customer service

REAL ESTATE SALES AGENT •

COLDWELL BANKER • 3/1997- 12/1998

Real Estate sales and marketing, customer service, front desk, inspection coordinator, residential property management

OPERATIONS MANAGER •

ACTION TOWING • 6/1996- 1/2000

Logistics, DMV–CHP filings, bookkeeping, filing, customer service, equipment auditing, inspections, compliance and purchasing

VOLUNTEER & LEADERSHIP

Congressional Volunteer• Congressman Mike Thompson 2018

Mediator • Recourse Mediation• Juvenile Justice 2010-2016