



AGENDA

Regular Meeting

City Hall 11960 East St. Fort Jones

Monday July 11, 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
- F. Fort Jones Branding Meeting 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 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

PUBLIC HEARING: ORDINANCES AND RESOLUTIONS

- 2. CDBG Public Hearing Discussion and Approve Resolution 1108

DISCUSSION / REPORTS: ACTION ITEMS:

- 3. Review and Adopt Emergency Drought Policy
- 4. Review and Adopt Fireworks Resolution 1107
- 5. Local Agency Biennial Notice of Conflict-of-Interest Form
- 6. Police Services Contract Year 3 – Discuss any changes
- 7. Discuss and act on Administrator's Job Posting

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on August 8, 2022, at 7:00 p.m.

REPORTS & CORRESPONDANCE

Ft. Jones Police Chief's Monthly Report

June 2022

Happy summer everyone. Below you will find an update and information to the many things occurring around our little town. We have had a lot of activity as the summer months approach us with much of it being very positive and exciting. Also attached you will find statistics for the month of June including case reports and calls for service. These reports include addresses and a basic description of the call for service. Some of the information pertaining to the call has been redacted to ensure the privacy of those involved. If there is ever a time council needs additional information pertaining to a case, please see the police department for details and releasable information. Also remember we encourage our constituents as well as council to come out for a ride along from time to time. This is a great opportunity to see firsthand what is going on in town as well as see what our communities' needs are.

Traffic- As we continue to see an uptick in traffic related to the time of year and events happening in and around town, we also have increased our presents in problematic areas. In most cases having a patrol car present reminds drivers to obey traffic related laws and helps keep them cognizant of what's going on around them. However even with the implementation of strategic proactive measures, there are often those that continue to violate traffic laws. These drivers are cited which in most cases resolves the issue. Please be vigilant while out walking or driving our town streets and let us know if you see anything that needs to be address so we can resolve the issue making our town a safer place to be. The police department was also able to attend recent training in making our town streets safer and easier to navigate. We are exited of the possibilities and appreciate being able to help in the process.

Schools- We continue to work with our school district in the attempt to create policy and procedure to effectively make our schools safer and proactive in our stance against any criminal activity placing our youth in jeopardy. Within the next few weeks some of these concepts and ideas are coming to fruition and will be in place by the first of the school year. We are also working on some exciting possibilities for the future in placing a more strategic plan in effect to include officers being present as mentors within our schools. In addition to these changes, we continue to patrol school campuses while school is out for the summer in ensure those utilizing the facility are safe and no criminal activity is taking place.

Animal Control- With the previous months activity mostly related to animals at large we have seen most of those cases rectified and now are attempting to educate dog owners to register their animals for the new year. Town hall has been instrumental in helping us gain a higher compliance in registration and circumventing animal control issues.

Reports/Cases- While halfway through the year the town of Ft. Jones has accumulated well over 50 written reports for the year and has been successful in the prosecution of many of those cases. The other cases will take time to resolve as the D.A.'s office has been inundated with numerous cases from all over the county. As mentioned in last month's council meeting, Siskiyou County District Attorney Kirk Andrus has released a statement regarding the officer involved shooting from last year. Within the report all officers including Etna Police Department Officers were cleared and Justified in the shooting. If you haven't had a chance review the D.A.'s report as it is very in depth and provides a prospective of what had taken place.

Calls for Service- As you can see from the attached monthly calls for service report, we continue to remain very active over the past month and will likely continue to see service calls increase. Mutual aid assistance has increased as we try and help with the sheriff's department staffing shortage. Our partnership with allied agencies including fire and EMS continue to help within all departments as we continue to see an increase for calls for service in all areas of public safety. It's this consolidated team approach that has shown to be very effective for our small community in support of each other.

Ordinance Enforcement- Kelly and the department have been active with many old and new code enforcement issues including the next step inspection of the Ft. Jones Motel. We have brought in additional specialist with the building department and County Code enforcement to progress into the next steps associated with the motel and to ensure court orders are followed. An additional supplemental report will be prepared and sent to the courts upon the completion of the next inspection. A court date and time limits have been established by the court, so nothing falls through the cracks and this issue is adjudicated as soon as possible.

PAL- The PAL Sharks swim club is continuing strong as well as the addition of the Rec Swim team. Pal added the rec swim for those looking to swim and condition without having the requirements to compete. Our Youth Mentoring program continues to grow as we add programs such as fishing, hiking, and creative writing to the mix. We are very fortunate enough to have volunteer staffing as well as paid staffing supplied by our recent grant. We would be unable to provide the programs we do without our amazing staff and partnerships with fellow programs. We look forward to continued expansion and providing much needed programs to our community.

Training- We have partnered with College of the Siskiyou's to help provide critical mandated POST perishable skills training along with advanced officer trainings. Our officers

have been able to attend numerous trainings recently and have several more scheduled in the upcoming months. It is with great pride we are able to have amazing trainings for our officers which attributes to the many blessings we experience in a rural area. Officers have recently completed crucial training in various equipment operation over the past several weeks and look forward to implementing vital equipment to our daily processes.

Grants- Recently we took the next steps in hiring an additional officer through the national cops hiring grant we were awarded last year. A conditional offer is expected to be offered to the candidate in the next week. This will open the ability to take the last two steps in the background process. An official hire date will be announced once those steps are taken. We hope to introduce the new officer to council within the month.



POLICE DEPARTMENT

Joshua E. Short, *Chief of Police*



Agency = %,
CFS Report Date = 06/01/2022 to 07/06/2022,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2022 09:42	2206010019	5220041	FORG	336 BRIDGE ST		
06/01/2022 20:09	2206010048		AB	237 BUTTE ST		
06/02/2022 14:54	2206020047		OWAV	11931 MAIN ST		
06/02/2022 15:59	2206020048		FLP	12079 MAIN ST		
06/03/2022 12:06	2206030027		WI	12236 MAIN ST		
06/03/2022 22:51	2206030054		DP	101 BUTTE ST		
06/03/2022 23:39	2206030057		ALARM	11736 MAIN ST		
06/04/2022 08:47	2206040014		VEH STOP	12137 N MAIN ST		
06/04/2022 11:15	2206040021		DP	12102 OAK MILL DR		
06/07/2022 13:27	2206070024		ANIMAL	312 JANE DR		
06/07/2022 17:30	2206070041		VEH STOP	11906 MAIN ST		
06/07/2022 18:19	2206070044		GTFT	30 NEWTON ST		
06/08/2022 15:37	2206080031		VNDL	11801 MAIN ST		
06/09/2022 13:39	2206090027		SCHOOL	237 BUTTE ST		
06/11/2022 08:10	2206110009		MP	12649 MARBLE VIEW AVE		
06/15/2022 01:42	2206150005		DP	12079 B MAIN ST		
06/15/2022 17:42	2206150029		FLP	11320 MITTAN WAY		
06/15/2022 18:00	2206150030		CIV	12079 MAIN ST		
06/17/2022 08:28	2206170020		VEH STOP	11307 MAIN ST		
06/17/2022 19:58	2206170058		DP	11906 MAIN ST		
06/17/2022 20:34	2206170067		VEH STOP	HWY3/LIGHTHILL		
06/17/2022 22:22	2206170073		DP	11307 MAIN ST		
06/17/2022 22:30	2206170076		VEH STOP	HWY3/NEWTON		
06/18/2022 13:16	2206180023		WI	MAIN ST/NEWTON ST		
06/18/2022 22:10	2206180044		ANIMAL	DOUGLAS ST/MAIN ST		
06/20/2022 12:33	2206200026		TRAF	11960 EAST ST		
06/20/2022 17:47	2206200048		NCRM	11736 MAIN ST		
06/21/2022 11:43	2206210022		TRSP	11300 N HWY 3		
06/22/2022 12:42	2206220026		TRAF	11906 MAIN ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/22/2022 16:17	2206220038		ALARM	11217 N HWY 3		
06/22/2022 18:01	2206220048		TRSP	12307 MAIN ST		
06/23/2022 12:51	2206230020		VEH STOP	STERLING ST/MAIN ST		
06/23/2022 21:14	2206230055		PTRL	00 MARBLE VIEW AVE		
06/24/2022 22:03	2206240064		TRAF	MARBLEVIEW		
06/25/2022 14:15	2206250026		DP	447 STERLING ST		
06/25/2022 23:33	2206250054		DRNK	236 STERLING ST		
06/30/2022 14:41	2206300028		M	12079 MAIN ST		
06/30/2022 23:16	2206300069	5220043	DP	12224 MAIN ST		
07/02/2022 10:16	2207020020		ANIMAL	106 BOWER ST		

TOTAL CALLS: 39



POLICE DEPARTMENT

Joshua E. Short, *Chief of Police*



Agency = %,
CFS Report Date = 06/01/2022 to 07/06/2022,
Primary Unit = ETNA%

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2022 09:42	2206010019	5220041	FORG	336 BRIDGE ST		
06/01/2022 14:01	2206010030		ASST	6745 MAIN ST		
06/01/2022 14:03	2206010031	4220041	SEXO	155 DIGGLES ST		
06/01/2022 16:24	2206010037		ASST	MCADAMS CREEK RD/N 3		
06/01/2022 17:24	2206010042		VEH STOP	PATTERSON CREEK RD/N 3		
06/01/2022 20:09	2206010048		AB	237 BUTTE ST		
06/02/2022 14:48	2206020045		WI	536 N HWY 3		
06/02/2022 14:54	2206020047		OWAV	11931 MAIN ST		
06/02/2022 15:59	2206020048		FLP	12079 MAIN ST		
06/02/2022 21:20	2206020067		DP	8909 ORO FINO RD		
06/03/2022 07:50	2206030005		PTRL	625 HOWELL AVE		
06/03/2022 08:18	2206030008		TRAF	700 BRYAN ST		
06/03/2022 09:02	2206030012	4220042	PTFT	504 WOODLAND ST		
06/03/2022 12:06	2206030027		WI	12236 MAIN ST		
06/03/2022 17:57	2206030047	4220043	CHAB	884 AARON LN		
06/03/2022 22:51	2206030054		DP	101 BUTTE ST		
06/03/2022 23:39	2206030057		ALARM	11736 MAIN ST		
06/04/2022 08:47	2206040014		VEH STOP	12137 N MAIN ST		
06/04/2022 09:35	2206040015		ASST	625 OAK ST		
06/04/2022 11:15	2206040021		DP	12102 OAK MILL DR		
06/04/2022 12:44	2206040028		ASST	11730 EAST ST		
06/04/2022 13:19	2206040029		ASST	4000 N HWY 3		
06/04/2022 13:24	2206040030		ALARM	8 COMMERCIAL ST		
06/05/2022 21:25	2206050048		DP	400 MAIN ST		
06/06/2022 20:47	2206060058		TRSP	15 TELCO WY		
06/06/2022 21:59	2206060061		ASST	439 PIG ALY		
06/07/2022 13:27	2206070024		ANIMAL	312 JANE DR		
06/07/2022 17:30	2206070041		VEH STOP	11906 MAIN ST		
06/07/2022 18:19	2206070044		GTFT	30 NEWTON ST		
06/07/2022 18:26	2206070046		NCRM	209 COLLIER WAY		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/08/2022 10:16	2206080016		WI	226 COLLEGE AVE		
06/08/2022 15:37	2206080031		VNDL	11801 MAIN ST		
06/08/2022 19:27	2206080042		NCRM	305 DIGGLES ST		
06/09/2022 13:39	2206090027		SCHOOL	237 BUTTE ST		
06/09/2022 13:39	2206090028		GTFT	305 DIGGLES ST		
06/09/2022 16:57	2206090045	4220044	TC	400 HOWELL AVE		
06/10/2022 02:19	2206100007		PTL	305 DIGGLES ST		
06/10/2022 13:39	2206100021		NCRM	209 COLLIER WAY		
06/10/2022 14:09	2206100024		FLP	637 MAIN ST		
06/11/2022 00:44	2206110002		VEH STOP	0 N HWY 3		
06/11/2022 01:09	2206110004		OWAV	209 COLLIER WAY		
06/11/2022 08:10	2206110009		MP	12649 MARBLE VIEW AVE		
06/11/2022 11:33	2206110019		TRSP	324 DIGGLES ST		
06/11/2022 14:22	2206110026		VEH STOP	SERPA LN/N 3		
06/11/2022 16:14	2206110029	4220045	OWAS	ETNA		
06/11/2022 17:54	2206110032		VEH STOP	15000 N HWY 3		
06/11/2022 18:22	2206110033		M	305 DIGGLES ST		
06/11/2022 18:33	2206110034		ATC	117 MAIN ST		
06/11/2022 18:45	2206110035		OWAS	ETNA CITY PARK		
06/12/2022 03:16	2206120007		VEH STOP	MAIN ST/QUARTZ VALLEY RD		
06/12/2022 17:32	2206120029		CODE	ETNA CITY PARK		
06/12/2022 21:41	2206120034		ALARM	8 COMMERCIAL ST		
06/13/2022 10:46	2206130026	4220046	BURG	722 CALLAHAN RD		
06/13/2022 15:12	2206130045		MH	305 DIGGLES ST		
06/13/2022 18:00	2206130055		M	710 BRYAN ST		
06/13/2022 18:07	2206130056		MH	305 DIGGLES ST		
06/14/2022 09:29	2206140012		SCAM	710 BRYAN ST		
06/15/2022 01:42	2206150005		DP	12079 B MAIN ST		
06/15/2022 07:05	2206150008		BURG	623 WILCOX AVE		
06/15/2022 17:42	2206150029		FLP	11320 MITTAN WAY		
06/15/2022 18:00	2206150030		CIV	12079 MAIN ST		
06/15/2022 20:13	2206150038		FIRE	532 CHURCH ST		
06/16/2022 11:25	2206160022		VEH STOP	N HWY/ DEADWOOD		
06/16/2022 20:54	2206160058		VEH STOP	00 KELLEMS LN		
06/16/2022 21:55	2206160060		VEH STOP	00 HOWELL AVE		
06/17/2022 08:28	2206170020		VEH STOP	11307 MAIN ST		
06/17/2022 10:26	2206170027		M	520 MAIN ST		
06/17/2022 17:58	2206170051		FLP	520 MAIN ST		
06/17/2022 18:28	2206170053		OWAS	510 COLLIER WAY		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/17/2022 19:58	2206170058		DP	11906 MAIN ST		
06/17/2022 20:34	2206170067		VEH STOP	HWY3/LIGHTHILL		
06/17/2022 22:22	2206170073		DP	11307 MAIN ST		
06/17/2022 22:30	2206170076		VEH STOP	HWY3/NEWTON		
06/18/2022 12:12	2206180021		M	937 CALLAHAN WAY		
06/18/2022 13:16	2206180023		WI	MAIN ST/NEWTON ST		
06/18/2022 16:15	2206180029		AVEH	N HWY 3/HOWELL AVE		
06/18/2022 17:54	2206180031		VEH STOP	0 N HWY 3		
06/18/2022 19:10	2206180036		VEH STOP	124 COLLIER WAY		
06/18/2022 21:06	2206180039	4220047	VEH STOP	124 COLLIER WAY		
06/18/2022 21:16	2206180040		VEH STOP	S KIDDER CREEK RD		
06/18/2022 22:10	2206180044		ANIMAL	DOUGLAS ST/MAIN ST		
06/18/2022 23:19	2206180050		VEH STOP	HWY3/VALLEY PINES		
06/19/2022 09:59	2206190008		M	305 DIGGLES ST		
06/19/2022 11:04	2206190009	4220048	ANIMAL	37 MAIN ST		
06/20/2022 12:33	2206200026		TRAF	11960 EAST ST		
06/20/2022 17:47	2206200048		NCRM	11736 MAIN ST		
06/20/2022 18:45	2206200051		VEH STOP	HWY3/SERPA		
06/21/2022 11:43	2206210022		TRSP	11300 N HWY 3		
06/21/2022 20:32	2206210053	4220049	DP	520 CALLAHAN ST		
06/22/2022 11:22	2206220021		FLP	331 COLLIER WAY		
06/22/2022 12:42	2206220026		TRAF	11906 MAIN ST		
06/22/2022 16:17	2206220038		ALARM	11217 N HWY 3		
06/22/2022 18:01	2206220048		TRSP	12307 MAIN ST		
06/22/2022 18:36	2206220049		FLP	26 MAIN ST		
06/22/2022 19:33	2206220051		M	305 DIGGLES ST		
06/23/2022 12:51	2206230020		VEH STOP	STERLING ST/MAIN ST		
06/23/2022 14:10	2206230026		OWAS	404 N HWY 3		
06/23/2022 21:14	2206230055		PTRL	00 MARBLE VIEW AVE		
06/24/2022 04:24	2206240008		ASST	373 CENTER ST		
06/24/2022 09:09	2206240014	4220051	CODE	857 VERNON		
06/24/2022 21:01	2206240058	4220050	PTRL	220 COLLIER WAY		
06/24/2022 21:59	2206240063		VEH STOP	N HWY 3/HOLZHAUSER LN		
06/24/2022 22:03	2206240064		TRAF	MARBLEVIEW		
06/25/2022 14:15	2206250026		DP	447 STERLING ST		
06/25/2022 23:33	2206250054		DRNK	236 STERLING ST		
06/27/2022 12:10	2206270034		CODE	857 VERNON		
06/28/2022 10:05	2206280017		FLP	220 COLLIER WAY		
06/28/2022 13:10	2206280028		FLP	857 VERNON		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/28/2022 17:39	2206280036		FLP	5473 N HWY 3		
06/29/2022 15:28	2206290036		VEH STOP	N HWY 3/W MOFFETT CREEK RD		
06/29/2022 17:07	2206290042		OWAV	HWY3/COLLIER		
06/29/2022 17:55	2206290043		VEH STOP	HWY3/LOVERS LANE		
06/29/2022 21:30	2206290055		TC	TIMMONDS RANCH/ HWY3		
06/29/2022 23:32	2206290058		OWAS	536 N HWY 3		
06/30/2022 11:36	2206300014		FND	110 INDUSTRIAL PKY		
06/30/2022 14:41	2206300028		M	12079 MAIN ST		
06/30/2022 18:05	2206300049		TRSP	155 DIGGLES ST		
06/30/2022 18:20	2206300051	4220052	TRSP	347 DIGGLES ST		
06/30/2022 21:51	2206300067		M	110 INDUSTRIAL PKY		
06/30/2022 23:16	2206300069	5220043	DP	12224 MAIN ST		
07/01/2022 09:23	2207010020		NCRM	305 DIGGLES ST		
07/01/2022 14:39	2207010037	4220053	TC	HWY 3/ DOTTYS		
07/02/2022 10:04	2207020016		OWAS	155 DIGGLES ST		
07/02/2022 10:16	2207020020		ANIMAL	106 BOWER ST		
07/02/2022 10:22	2207020021		TRSP	15 TELCO WY		
07/05/2022 09:07	2207050009		PTFT	504 WOODLAND ST		
07/06/2022 07:06	2207060009		VEH STOP	MAIN ST/N 3		
07/06/2022 08:00	2207060011		RO	422 CHURCH ST		
07/06/2022 14:38	2207060031		OWAV	00 LIGHTHILL RD		

TOTAL CALLS: 129



POLICE DEPARTMENT

Joshua E. Short, *Chief of Police*

Agency = %,
CFS Report Date = 06/01/2022 to 07/06/2022,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/11/2022 00:44	2206110002		VEH STOP	0 N HWY 3		
06/18/2022 17:54	2206180031		VEH STOP	0 N HWY 3		
06/21/2022 20:32	2206210053	4220049	DP	520 CALLAHAN ST		
07/01/2022 14:39	2207010037	4220053	TC	HWY 3/ DOTTYS		

TOTAL CALLS: 4



POLICE DEPARTMENT

Joshua E. Short, *Chief of Police*



CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2022 14:01	2206010030		ASST	6745 MAIN ST		
06/12/2022 03:16	2206120007		VEH STOP	MAIN ST/QUARTZ VALLEY RD		
06/16/2022 20:54	2206160058		VEH STOP	00 KELLEMS LN		
06/18/2022 21:16	2206180040		VEH STOP	S KIDDER CREEK RD		
06/28/2022 17:39	2206280036		FLP	5473 N HWY 3		

TOTAL CALLS: 5



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 32 calls for service in the month of June. Members participated in 16 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 210 calls year to date.

June 2022 Calls

Call Type	City Limits	Out of City
MEDICAL AID	8	13
PUBLIC ASST.	1	2
VEHICLE FIRE	0	1
STU. FIRE	1	0
TRAFFIC ACCIDENT	0	3
FIRE ALARM	0	0
ILLEGAL BURNING	0	1
FALSE ALARM	0	0
WATER RESCUE	0	0
CANCELLED	0	2
Total	10	22

We submitted a grant application for new wildland PPE and equipment through the California Fire Foundation. Our Fire Association was also able to submit a separate grant through them for some specialized wildland fire equipment and community fire prevention supplies and banners.

We have two new volunteers on the department. This brings our current numbers to 15 members. We also conducted interviews for our seasonal position and have one firefighter that will be starting the first week of July. We are continuing to search for a second seasonal firefighter.

Monthly Report Public Works June 2022

Water well static level is at 22 feet.

This month has been noted by an increase in irrigation and care of the care of parks as a lot of time is spent maintaining, mowing and general care. The Paul Garrison Pavilion had topsoil and additional rock was brought in. Grass was planted by the backside edge of the concrete slab. It has sprouted and is filling in with new grass. The Little League Park had a major water leak that is being repaired, hence the water has been off. Luckily, we had some rain. Both dumpsters were picked up at each baseball park. We have placed additional trash cans at both parks to mitigate the volume of trash and so far, it has been working. The Pavilion has been getting its fair share of use, and the users have placed their trash accordingly. There was some spray painting at the Pavilion in the form of vandalism. The Police department was notified, and tagging has gone away. Thank You police department. Officers Buell and Whitchurch seem to get ahead of the problem.

The water tanks were cleaned and checked by an out of area contactor. No problems noted. We were requested to turn off water to a residence on Main St. Unfortunately, the valve won't shut off and a new valve was ordered which should be here soon. Sewer problem on Bower St was determined to be on the homeowner's side of the pipe. The new camera for water and sewer has arrived, but not used yet. New bike racks are here and are waiting to get installed per Council on placement .

We placed a new sign on Sterling St of "Slow Children Playing" next to the library sign. Also, a post was placed on Diggles St for a sign which we are waiting for. At the request of a resident on Newton St a "No Parking" was placed next to a fire hydrant.

At the request of the Fire Chief Hess the area around the training center next to the city well was weed whacked and cleaned up. The town flags were placed at "half-staff" on July 5 thru July 9 per Karl due to the shooting in Highland Park IL.

With the Public Works Director out on Family Leave due to the birth of a baby boy, I feel getting help might be necessary sometimes. I recommend Jim Martin to fill in as needed and he already has been stepping up, and is pretty handy.

Branding Report

What Is A Brand?

Fort Jones' brand is its outward-facing reputation to residents, passersby, and people who have never had the chance to visit. An ineffective brand will be conglomeration rumors and impressions, while an effective brand will give a focused and compelling look at what Fort Jones has to offer and what makes our Town unique.

Why Does The Fort Jones Brand Matter?

If we care about bringing economic activity to our Town, our reputation matters. If our brand communicates what is special about Fort Jones, we can bring in visitors. Attracting visitors to Fort Jones is a way to stimulate the local economy without having to increase our housing density, classroom sizes, or daily traffic—in other words, it is a way to develop our local economy while keeping Scott Valley Rural. Once we are able to show potential investors that Fort Jones is a place worth visiting, we can attract new businesses that could decrease storefront vacancy, provide lodgings for seasonal firefighters, offer expanded restaurant hours, and provide other goods and services that residents have been asking for.

Where Do We Start?

By Building A Team: Since 2020, the Rural Community Assistance Corporation (RCAC) has been facilitating the Town of Fort Jones in identifying opportunities and creating plans for economic development. Their support has included assessments of the Town's assets and infrastructural needs, training and support for local entrepreneurs, and grant assistance. Now, the Town and RCAC are turning their attention towards branding as a means of bringing economic activity to Fort Jones in the long term.

On Main Street: Whether they are here on vacation or just passing through, a visitor will see Fort Jones' Main Street before they see anything else. Our upcoming Main Street project will allow us to make the most of first impressions, encouraging passersby to stop in Fort Jones.

- The City Council and City Hall staff organized and hosted the dedication BBQ of the Paul Garrison Picnic Pavilion, where the Main Street project was introduced.
- The staff followed up with an online Main Street survey, which gathered valuable public input through 81 responses.
- Last May, the staff successfully applied to host a Community Pedestrian and Bicycle Safety Training (CPBST) workshop. This workshop will be a public event hosted by community stakeholders and pedestrian safety experts from Cal Walks and UC Berkely Safe TREC. At the workshop, residents will identify safety hazards and solutions. This input will be converted into a Safety Action

Plan, and then the Town will use this document to solicit grant funds to make the plan a reality.

- This month, the staff will be disseminating a survey provided by UC Berkely Safe TREC as a part of the CPBST project. This survey will identify dangerous crossings and intersections by placing accidents and near-misses on a map of Fort Jones.
- The Council is in the process of re-allocating CDBG Program Income. Once the funds are re-allocated, the Council may choose to spend them on Main Street upgrades or elevated code enforcement for vacant storefronts and eyesores on Main Street.

Online: More and more, people turn to the internet to find things to do. The City Hall staff has been making efforts to ensure that our online presence keeps residents engaged and informed, and attracts new visitors.

- The staff has gathered valuable feedback from entrepreneurs in January's Local Business Survey.
- Asher Beane recently shot high-quality images of Fort Jones for our Town website and social media pages (paid for out of the branding budget).
- The staff has requested a quote from Town Web, our website host, for a website re-design, including an updated landing page, a new "Plan Your Visit" page, and reorganization of existing pages. Staff is waiting to hear back.
- The staff continues to grow the Town's online audience. As of July 7, the Town of Fort Jones website has had 567 visitors across 1,469 sessions in 30 days.
- The Staff continues to grow the Town Facebook page. As of July 7, the page has 729 followers.
- The staff has created a Town of Fort Jones Instagram account.
- The staff has developed multiple e-newsletter contact lists, including the Entrepreneur Newsletter email list, the Main Street Project email list, and the e-Newsletter list. These lists allow the Town to communicate relevant information directly to residents.

In Your Neighborhood: The internet is not the best place to reach everyone. City Hall staff has been creative in finding ways to engage the public in the real world:

- The staff continues send newsletters in the mail, keeping residents informed.
- The staff will disseminate Street Story surveys in the mail and input the results manually into Street Story software to ensure that residents who are not digitally literate are included in the public input process of our Main Street project.
- The staff uses the message box printed on water bills to update residents on Town activities.
- The staff keeps water users informed on the severity of the drought by placing color-coded stickers on the water bills. The yellow/orange/red system was explained in the June newsletter and will be included again in the July newsletter.

- The staff took advantage of this year's Siskiyou Scenic Bicycle Tour by meeting with participants after the race. Participants were interviewed about the experience of riding bicycles on Main Street and about their first impressions of Fort Jones.
- The staff will be hosting the CPBST Workshop in person at City Hall.
- The staff continues to research opportunities to bring residents together for public events like the BBQ at the Paul Garrison Picnic Pavilion.

What's Next?

- Narrowing the focus of the Fort Jones brand: A good brand is specific. Refining our brand will be a joint effort between the local government and the community through public input.
 - Local government: Aaron Reimler from RCAC has met twice now with Council members and staff to facilitate branding efforts. These meetings are open to the Council and all involvement is appreciated.
 - Community input:
 - We are hoping to invite Town residents to a branding summit as early as September. This event would be co-hosted by the Council and RCAC and would give residents and community stakeholders an opportunity to voice their vision for how Fort Jones should present.
 - Sesquicentennial: This year is our sesquicentennial (150th) anniversary of incorporation. Any celebration that we have is an opportunity to create a catalog of images for drawing crowds to possible future festivals or events. This will also be an opportunity to turn the conversation towards the future of Fort Jones and its reputation. The celebration is tentatively scheduled for October.

CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
June 15, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the June 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 on June 6, 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 6:00 p.m. In addition to Mayor Michelle DeCausmaker council members present were Kathy Banks, Mercedes Garcia, Bill Beckwith and Mark Gepford.

Also present: City Clerk Celeste McFall

Mayor Michelle DeCausmaker led the flag salute.

Public Comment on Closed Session. No comments were made.

Return to Open Session 7:11 p.m.

Report on Closed Session: The newest council member was brought up to speed on the City Administrator transition plan.

Public Comment: Pauline Kramer wanted to know more about the Cross Connection letter and survey recently sent to Water Company customers. Everett Hullquist, Public Works Supervisor, explained about the state's requirements regarding the Town of Fort Jones program to identify potential cross-connection situations and what that means to the Town of Fort Jones.

Discussion/Reports: Non-Action Items:

A) Police Department Monthly Report

Police Chief Josh Short provided a report for the month of May in the council packet. He was present at the meeting as was Officer Clint Whitchurch. Short elaborated on his report, providing more details on Etna PAL program. He announced that the District Attorney cleared the officers in the officer-involved shooting, which is the next step in getting through the case

and providing closure to all involved. School is out, and kids are looking for things to do. In order to provide them a positive alternative, the Etna PAL program is working in conjunction with the Resource Center to provide programs for the youth. Their Community Service Program helps to incorporate youth into the community.

B) Fire Department Monthly Report

Fire Chief Joseph Hess provided a report and stats for the month of May in the council packet. There were 30 calls in the month of May. Burning has been banned within City Limits, cooking or warming fires in burn pits are allowed with someone in attendance and are 4' by 4' or less. New radios, obtained through a 50/50 matching grant, were delivered. New radios are smaller, compatible with CalFire radios and have more capabilities. Fort Jones Volunteer Fire Department Association is not selling fireworks. It is up to the Town of Fort Jones to ban fireworks if they so desire.

C) Code Enforcement Report

Code Enforcement Officer Kelly York was not present. She provided a report for the month of May in the council packet. Discussion regarding Marble Rim Motel. More information in the packet regarding the legal proceedings. 24 Newton continues to be an issue, the residents are moving. Citations have been issued for the violations, and problem properties are being addressed.

D) Public Works Monthly Report

Everett Hullquist provided a report in the council packet for the month of May and was present. In addition to the projects in the report, a company will clean the water tanks. The Cross Connection control program is currently underway. An issue with one of the tanks was resolved.

Mercedes Garcia inquiries about the grass clippings piles near the "Community Garden", as the ordinance states there are to be no grass clippings accumulated, as it is a fire hazard. Everett Hullquist will dispose of the clippings on a weekly basis.

Mark Gepford asks about patching the asphalt at Sterling and Highway 3. Everett Hullquist reports that the contractor is to repair it and a couple of other places in town. He will contact the contractor again and assess the timeline; and if it is not within the near future, he will contact other contractors.

E) City Administrators Report

City Administrator Karl Drexel provided a report for the month of May in the council packet, he was not present.

Kathye Banks questions the Road Survey Report, she asks about future maintenance for a proposed sidewalk along Highway 3 from Walker Field to Ray's Market. She has concerns about safety along that route. She delineates her concerns with parallel parking downtown. She also states her belief that a Central Park is wasting an acre in the middle of town and wants to know where the Park is going to be.

Michelle DeCausmaker answers her that the proposed areas for the Central Park include the area by the Community Gardens, and the Gwin property.

Mercedes Garcia notes her interest in Community Garden area because of its proximity to the creek area.

Conversation turns to a section of private road at the north end of Oak Mill Drive to the bridge on Douglas that could be utilized for emergency situations, and questions if there a grant to allow emergency access along that area.

Kathye Banks inquires to the status of the Scout Hall grant.

She expresses her concern about the City Barn, and believes there are issues that need to be addressed promptly.

She inquires as to the status of the Horn Street Project and Celeste McFall detailed the process just completed for the P,S&E portion of the project and the related timeline.

Consent Calendar:

- 1 a). Approval of Minutes: Regular Meeting May 9, 2022.
- b). Ratification of Disbursements: May 1 through May 31, 2022
- c). Approve Payables for June 2022
- d). Water and Sewer Bill Aging
- e). Receive and Review YTD P&L

Bill Beckwith moves to accept the Consent Calendar Mark Gepford seconds the motion.

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

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

Public Hearing: Ordinances and Resolutions

2. Review and Approve Second Reading and adoption of 2022-2023 Operations Budget and Adopt Resolution 1104.

Bill Beckwith makes a motion to approve the Second Reading and adopt the 2022-2023 Budget as written and to adopt Resolution 1104. Mercedes Garcia seconds the motion.

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

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

2.5 Review and adopt Resolution 1106 Town of Fort Jones Calling and Giving Notice of a General Municipal Election.

Mercedes Garcia makes a motion to approve Resolution 1106 with corrections. Mark Gepford seconds the motion,

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

NOES: None
ABSTAIN: None
ABSENT: None
Motion passes

Discussion/Reports: Action Items:

3. Review and Approve CDBG Guidelines for the Housing Rehabilitation Program and move to Public Hearing next month.

Kathye Banks makes a motion to approve the CDBG Guidelines for the Housing rehabilitation Program Agenda items 3: Review and Approve CDBG Guidelines for the Housing Rehabilitation Program and move to public hearing next month; 4: Review and Approve Housing and Community Development fund (HCDF) Guidelines; 5: Review and Approve HCDF Housing Guidelines; and 6: Review and Approve ACDF Public Works Guidelines, Bill Beckwith seconds the motion.

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

7. Review and Approve LAFCO Budget—Item 7 tabled as item is not in the packet. Mercedes Garcia makes a motion to table item 7, Bill Beckwith seconds the motion, all ayes.

8. Review and Approve Salary Schedule for staff positions. Bill Beckwith makes a motion to not approve the Salary Schedule as presented, Mercedes Garcia seconds the motion,

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

9. Discussion Regarding Pinassi and Motel abatement Process

10. Discussion Regarding Gwinn and Silva Properties and liens

STAFF COMMENTS:

Celeste McFall reads Karl Drexel's letter addressing Mr. Isbell's concerns with the use of the name Scott Valley Disposal.

COUNCIL MEMBER COMMENTS:

Mercedes Garcia states that she wants to make sure that Karl doesn't out businesses without having the full understanding of what is going on.

Mark Gepford apologizes for missing a couple of meetings, as he has a lot going on.

Michelle DeCausmaker points out the article in Enjoy magazine regarding the Paul Garrison Park Pavilion. She notes that during her speech at the dedication, there were council members who were having conversations which were distracting from the event and asks that council members respect each other and to act cohesively at public functions celebrating the Town of Fort Jones.

Meeting adjourned at 8:42 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Michelle DeCausmaker

Town of Fort Jones
June Disbursements
June 2022

Type	Date	Num	Name	Memo	Amount
Bill Pmt -Check	06/01/2022	25185	Cash	Petty Cash	-175.00
Bill Pmt -Check	06/01/2022	25186	Civic Plus	Codification of Ordinances	-1,760.00
Bill Pmt -Check	06/01/2022	25187	Cross Connections Mobile Communications	2022-5-30-FJFD	-235.83
Bill Pmt -Check	06/01/2022	25188	Cross Petroleum	CL 20834	-870.60
Bill Pmt -Check	06/01/2022	25189	Duane's Drain Cleaning	Inv #7235	-150.00
Bill Pmt -Check	06/01/2022	25190	Fort Jones Ace Hardware	May 2022 statement	-389.65
Bill Pmt -Check	06/01/2022	25191	Jack's Skid Loader Service	Little League Park	-240.00
Bill Pmt -Check	06/01/2022	25192	Jeff McFall	Employee lunch supplies reimbursement	-21.78
Bill Pmt -Check	06/01/2022	25193	Joseph Hess	required supplies for code enforcement class	-126.00
Bill Pmt -Check	06/01/2022	25194	Samantha Hess	Team Viewer for work from home	-83.40
Bill Pmt -Check	06/01/2022	25195	Us Bank Corporate Payment Systems	statement date 5.16.22	-2,622.11
Bill Pmt -Check	06/01/2022	25196	Valley Auto Repair	Check Instrument Cluster-PW truck	-47.50
Bill Pmt -Check	06/02/2022	25198	Sign Dude	Signage for City Hall	-570.23
Bill Pmt -Check	06/07/2022		KD Management Services LLC	City Admin Services May 2021	-7,583.00
Check	06/07/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 06/06/2022	-1.75
Bill Pmt -Check	06/08/2022	25199	Basic Laboratory	Invoice 2205040-28	-280.40
Bill Pmt -Check	06/08/2022	25200	Cross Petroleum	CL 21307	-1,020.47
Bill Pmt -Check	06/08/2022	25201	Fort Jones Lumber	FD May Statement	-83.75
Bill Pmt -Check	06/08/2022	25202	Golden State Risk Management Authority	Quarterly Pay Plan 07/01/2022-GS2207100616	-15,686.75
Bill Pmt -Check	06/08/2022	25203	Molly Aston	Medical Insurance reimbursement	-1,194.96
Bill Pmt -Check	06/08/2022	25204	Mt Shasta Title Company	Julian Helm, Emma R. Harris	-150.00
Bill Pmt -Check	06/08/2022	25205	Mt. Shasta Spring Water	Invoice #385539	-53.41
Bill Pmt -Check	06/08/2022	25206	Pacific Power	May 2022 billing	-3,804.84
Bill Pmt -Check	06/08/2022	25207	Quad-B Systems	Invoice 10026,10030	-1,053.76
Bill Pmt -Check	06/08/2022	25208	Samantha Hess		-45.00
Bill Pmt -Check	06/08/2022	25209	Scott River Pump	Invoice 22-55789	-248.75
Bill Pmt -Check	06/08/2022	25210	Scott Valley Auto Parts	Invoices 354105,354799	-14.41
Bill Pmt -Check	06/08/2022	25211	Scott Valley Disposal	May billing Acct. 350	-298.00
Bill Pmt -Check	06/08/2022	25212	Scott Valley Respiratory Home Care	#28031	-60.00
Bill Pmt -Check	06/08/2022	25213	Siskiyou County Economic Council	Invoice - June 2022 MOU	-416.67
Bill Pmt -Check	06/08/2022	25214	Siskiyou Telephone	May billing	-804.69
Bill Pmt -Check	06/08/2022	25215	Softline Data, Inc.	Invoice #14247	-231.00
Bill Pmt -Check	06/08/2022	25216	Basic Laboratory	Invoice 2205682-28	-88.40
Bill Pmt -Check	06/08/2022	25217	US Bank Equipment Finance	Invoice number 473384816	-214.74
Bill Pmt -Check	06/08/2022	25218	Valley Auto Repair	PW truck shift lever repair	-176.39
Paycheck	06/10/2022	25219	Agron, Rachel		-1,062.22
Paycheck	06/10/2022	25220	Aston, Molly J		-861.66
Paycheck	06/10/2022	25222	Hess, Samantha F		-668.65
Paycheck	06/10/2022	25223	Hullquist*, Kevin		-1,048.37
Paycheck	06/10/2022	25224	Hullquist, Everett		-1,370.28
Paycheck	06/10/2022	25225	McFall, Celeste J		-1,537.50
Paycheck	06/10/2022	25226	Nobles, Suzanne		-350.02
Paycheck	06/10/2022	25227	Whitworth, Barbara A		-78.50
Paycheck	06/10/2022	25221	DeCausmaker, Michelle*		-83.12
Liability Check	06/10/2022		QuickBooks Payroll Service	Created by Payroll Service on 06/09/2022	-2,357.67
Bill Pmt -Check	06/10/2022	25228	County of Siskiyou	Horn Street Rehabilitation Project	-50.00
Paycheck	06/16/2022	25229	Buker, Breanna C		-289.24
Paycheck	06/16/2022	25230	Leiferman, Bradley W		-261.81
Paycheck	06/16/2022	25231	Varga, William A		-230.98
Liability Check	06/16/2022		QuickBooks Payroll Service	Created by Payroll Service on 06/15/2022	-184.74
Paycheck	06/24/2022	25235	Hess, Samantha F		-733.45
Paycheck	06/24/2022	25232	Agron, Rachel		-1,055.30
Paycheck	06/24/2022	25236	Hullquist*, Kevin		-1,041.90
Paycheck	06/24/2022	25237	Hullquist, Everett		-1,393.00
Paycheck	06/24/2022	25238	McFall, Celeste J		-1,483.91
Paycheck	06/24/2022	25240	Whitworth, Barbara A		-157.00
Paycheck	06/24/2022	25239	Nobles, Suzanne		-319.39

Town of Fort Jones
June Disbursements
June 2022

Paycheck	06/24/2022	25233	Aston, Molly J	Direct Deposit	0.00
Paycheck	06/24/2022	25234	DeCausmaker, Michelle*		-83.11
Liability Check	06/24/2022		QuickBooks Payroll Service	Created by Payroll Service on 06/23/2022	-2,975.80
Bill Pmt -Check	06/24/2022	25241	Celeste McFall	Health insurance reimbursement Feb, March, Apr, May	-314.92
Bill Pmt -Check	06/24/2022	25242	Everett Hulquist *	health insurance	-2,448.13
Bill Pmt -Check	06/24/2022	25243	Jennifer Bellhouse	Water deposit refund	-32.75
Bill Pmt -Check	06/24/2022	25244	Kevin Hullquist	Genie Manlift rental reimbursement	-100.00
Bill Pmt -Check	06/27/2022	25256	Brad Revelli	refund water deposits	-400.00
Bill Pmt -Check	06/27/2022	25257	Golden State Risk Management Authority	EB061522-51	-711.00
Bill Pmt -Check	06/27/2022	25258	Mt Shasta Title Company	Julian Helm, Emma R. Harris	-175.00
Bill Pmt -Check	06/27/2022	25259	Prentice Long	May 2022 Invoices	-603.00
Bill Pmt -Check	06/27/2022	25260	R.B. Aldrich Construction	Pavement	-7,253.87
Bill Pmt -Check	06/27/2022	25261	Shasta Valley Chainsaw	34137	-26.83
Bill Pmt -Check	06/27/2022	25262	SHN Consulting Engineers & Geologists	Inv 113365	-1,428.55
Bill Pmt -Check	06/27/2022	25263	Suburban Propane		-2,251.13
Bill Pmt -Check	06/27/2022	25264	ULINE	Paper towels for dispenser	-149.87
Bill Pmt -Check	06/27/2022	25265	Us Bank Corporate Payment Systems	statement date 6.16.22	-10,008.97
Bill Pmt -Check	06/27/2022	25266	USA Bluebook	997635,4535	-271.31
Bill Pmt -Check	06/27/2022	25267	USPS	Postage Meter #8098511	-750.00
Bill Pmt -Check	06/27/2022	25268	Whipple Electric	2979a	-532.76
Bill Pmt -Check	06/29/2022		KD Management Services LLC		-7,583.00
Check	06/29/2022		QuickBooks Payroll Service	Created by Direct Deposit Service on 06/28/2022	-1.75
Bill Pmt -Check	06/29/2022	25245	ACP International	Street signs	-234.35
Bill Pmt -Check	06/29/2022	25246	Asher Beane Photography	City of Fort Jones Photoshoot, Siskiyou Bike Tour	-650.00
Bill Pmt -Check	06/29/2022	25247	Basic Laboratory	Invoice 2204851-28,2201766-28,2201248-28,2112031	-812.40
Bill Pmt -Check	06/29/2022	25248	Berryhill Contracting	LLP improvements	-2,813.56
Bill Pmt -Check	06/29/2022	25249	Burton's Fire Inc	Pump testing June Invoice	-1,345.00
Bill Pmt -Check	06/29/2022	25250	City of Medford Finance Department	Fire Dept- Fleet Services-May 2022	-712.80
Bill Pmt -Check	06/29/2022	25251	College of the Siskiyous	Hess, Joseph summer 2022	-19.00
Bill Pmt -Check	06/29/2022	25252	Cross Petroleum	CL 21933	-960.72
Bill Pmt -Check	06/29/2022	25253	Dawn Schott	Training BBQ supplies for FD	-77.51
Bill Pmt -Check	06/29/2022	25254	Duane's Drain Cleaning	Inv #7251	-150.00
Bill Pmt -Check	06/29/2022	25255	Fire End And Croker	Fire Hose, order #411173	-9,463.08
Check	06/29/2022	25269-25272	Bad Checks		0.00
Bill Pmt -Check	06/30/2022	25273	Siskiyou County Recorder	Helm recording grant deed and PCOR	-98.00
					<u>-112,860.12</u>
					<u>-112,860.12</u>

Town of Fort Jones

July Payables

July 2022

	<u>Name</u>	<u>Type</u>	<u>Amount</u>
Jun 24 - Jul 6, 22			
	Pacific Power	Bill	4,038.55
	Cross Petroleum	Bill	960.72
	US Bank Equipment Finance	Bill	832.74
	Siskiyou Telephone	Bill	814.20
	Cross Petroleum	Bill	711.13
	Fort Jones Ace Hardware	Bill	588.63
	Fort Jones Lumber	Bill	242.16
	Jack's Skid Loader Service	Bill	240.00
	Rock Creek Consulting Group LLC	Bill	75.00
	KD Management Services LLC	Bill	7,583.00
	Quad B Systems	Bill	700.00
	Siskiyou Economic Development Council	Bill	416.67
	Scott Valley Disposal	Bill	298.00
	City of Etna	Bill	41,826.50
Jun 24 - Jul 6, 22			<u>59,327.30</u>

Town of Fort Jones
Profit & Loss
 July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Income	
1I - General Government Income	
4099 - Property Taxes	
4100 - Secured Current	92,712.47
4101 - Unsecured Current	4,091.48
4102 - Unsecured Delinquent	14.56
4106- Supp Int	3.36
4108- Supp Del	25.85
4507 - Homeowner Alloc	563.81
4508 - VLF Net	65,547.10
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
Total 4099 - Property Taxes	165,660.09
4111 - Sales Tax	319,099.73
4214 - Land Use	175.00
4215 - Parks Grants	5,000.00
4215e - Tax Allocation - Parks	134,035.00
4216 - Franchises	7,967.14
4218 - Business License	6,496.12
4301- Fees Booking	821.64
4302- Fees Collection Cost	-77.14
4303 - Vehicle Fees	158.01
4304-Fees Other	443.10
4400 - Rent	6,775.00
4730 - Miscellaneous	3,327.50
Transfer In - Admin	378,853.00
Transfer Out - Tax Allocation	-536,140.00
Total 1I - General Government Income	492,594.19
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	61,284.84
4112 - COPS Allocation	99,999.98
4116 - Prop172	4,923.35
4117 - Tax Allocation - Law Enf	80,421.00
Animal Control	
4230 - Dog Licenses	611.50
Total Animal Control	611.50
Total 2a - Law Enforcement	247,240.67
2b - Fire Protection	
4740 - Fire Dept.	1,700.00
4741 - Tax Allocation - Fire	134,035.00
4750 - Strike Team Income	637,961.74
Total 2b - Fire Protection	773,696.74
Total 2I - Public Safety Income	1,020,937.41

Town of Fort Jones
Profit & Loss
 July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	5,258.99
4500 - Gas Tax 2106	7,170.15
4501 - Gas Tax 2107	4,260.96
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	3,612.92
4530 - Local Transportation	13,047.48
4537 - STIP	39,309.68
4540 - Tax Allocation - Roads	80,421.00
SB1	4,998.87
Total 3a - Streets Income	<u>159,080.05</u>
3b - Sewer Income	
4215 Sewer Arrearages	13,015.24
4210 - Tax Allocation - Sewer	80,421.00
4212 - Sewer Revenue	89,018.21
4213 - Connections & Fees	325.00
3b - Sewer Income - Other	255.00
Total 3b - Sewer Income	<u>183,034.45</u>
3c - Water Income	
4810 - Water Revenue	154,257.02
4812 - Bulk Water Sales	135.00
4815 - Tax Allocation - Water	26,807.00
4820 - Water Interest	16.07
4830 - Water Connections	90.00
4840 - Gretchen Acres Assess	2,851.01
4860 State Arrearages	22,625.93
Total 3c - Water Income	<u>206,782.03</u>
3I - Public Works Income - Other	<u>377.60</u>
Total 3I - Public Works Income	<u>549,274.13</u>
5I - American Rescue Plan Act	
4915 - ARPA Income	82,771.00
Total 5I - American Rescue Plan Act	<u>82,771.00</u>
4900 - CBDG Interest	
89-92LF Interest	19.29
4900 - CBDG Interest - Other	15,730.60
Total 4900 - CBDG Interest	<u>15,749.89</u>
4902 - CBDG Reimbursement	25,841.43
4903 - Library Reimbursement	10,037.85
4905- Siskiyou Tel Reimbursment	10,483.90
4910- SAFER Grant	57,993.00
4950-Housing Interest	2,824.57
6000 - BPF	
6001 - Donations	175.00
6004 - Ball Park Rent	150.00
Total 6000 - BPF	<u>325.00</u>
Housing Interest	<u>21,008.26</u>
Total Income	<u>2,289,840.63</u>
Gross Profit	<u>2,289,840.63</u>

Town of Fort Jones
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
Expense	
1E- General Government Expense	
2285 - IT Services	14,923.16
5100- Council/Election	2,797.53
5110- Mayor Payroll	2,430.00
5210- Clerk Payroll	3,600.00
5220- Supp\USPO\Petty	7,484.51
5400 - Professional Fees	
5401 - Legal Fees	37,141.00
5402 - Accounting Fees	2,082.97
5403 - Consulting Fees	101,954.00
5405 - Reimbursed Expenses	324.51
5400 - Professional Fees - Other	1,531.08
Total 5400 - Professional Fees	143,033.56
5500- Planning	
5502 - City Promotion	650.00
5501 - Economic Development	6,500.04
Total 5500- Planning	7,150.04
5550- Library Payroll	8,456.00
5555 - Admin Payroll	60,735.31
5600- Misc.	2,493.10
5700- Publication	227.50
5705 - Dues and Subscriptions	595.00
6205- Health Insurance	15,073.93
6300- Insurance	
6204- Workers Compensation	10,287.77
6303- Liability Insurance	3,656.88
6304 -Property Insurance	1,916.96
6305 - Crime Insurance	133.00
6308- Pollution	0.00
6310 -Finance Charge	0.00
Total 6300- Insurance	15,994.61
6400- Property Tax	1,429.66
9150-City Hall Expenses	
1-012 - City Hall Power	8,256.85
133000- City Hall water	340.41
9151- City Hall Maintenance	5,350.38
9154 - Disposal 2 yd Bin	2,700.00
9155 - Equipment Finance	3,383.92
9150-City Hall Expenses - Other	266.96
Total 9150-City Hall Expenses	20,298.52
9152- Propane	14,095.37
1E- General Government Expense - Other	620.23
Total 1E- General Government Expense	321,438.03
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7120 - Admin Allocation - Law E	37,885.00
7125 - Law Enforcement Services	149,056.00
7135- Police Maintenance	8,000.00
7145- Dispatch	10,250.00
7181 - Law Enforcement Phones	2,822.31
Animal Control	
7930- Animal Control	362.37
Total Animal Control	362.37
Total 2EA- Law Enforcement Expense	208,375.68

Town of Fort Jones
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
2EB- Fire Department Expense	
7532 - FF Training	77.51
7550 - Misc Expense _ Fire Dept	521.47
6310- Property Insurance	1,402.64
7500 - Admin Allocation - Fire	113,656.00
7505 - Liability Insurance	0.00
7506 - Work Comp Insurance	920.45
7507 - Auto Insurance	10,558.60
7510- Fire Dept Payroll	3,564.00
7513 - Calls & Meetings	7,689.50
7520- Fire Dept Supl & Mtnce	52,726.02
7525- Pub Safety Fuel & Oil	11,184.73
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	3,209.45
2261- Fire Dept. Phone	1,526.31
2262 - Disposal	931.50
7541- Propane	2,164.74
Total 7540- Fire Dept. Utilities	7,832.00
2EB- Fire Department Expense - Other	3,178.90
Total 2EB- Fire Department Expense	213,311.82
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	17,487.00
6311 - Property Insurance	187.04
7502 - Auto Insurance	5,555.60
7505b - Liability Insurance	5,485.32
7506b - Workers Comp Ins	16,690.90
7513 Fleet Maintenance - Strike	70,556.55
7515 - Strike Team Payroll	338,863.24
Total 2EC - Strike Team Expenses	454,825.65
2ED SAFER Grant	
7529 - SAFER Grant Payroll	8,077.44
7529.5 - Workers Comp	4,851.38
7529.6 - Safer Liability Ins	1,495.68
7530 - Uniforms and Safety Gear	22,114.50
7531 - Media Marketing	1,384.40
7532 - FF Training	1,677.00
7533 - Leadership Training	325.00
Total 2ED SAFER Grant	39,925.40
2E- Public Safety Expense - Other	52.56
Total 2E- Public Safety Expense	916,491.11
3E- Public Works Expense	
3EA- Streets	
1-000 - Street Lights	
02 HPSV Lights	539.13
02 HPSV Metal Lights	256.57
10 HPSV Wood Lights	3,504.35
11 HPSV Lights	1,410.95
72 HPSV Lights	11,509.65
Total 1-000 - Street Lights	17,220.65
6306- Property Insurance	374.04
8110 - Admin Allocation - Stree	37,885.00

Town of Fort Jones
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
8120- Street Mtnce/Utilities	
1-005 - Barn Power	1,619.77
1-007 - Phone Bill	1,435.33
8121- Street Maintenance	
8126- LTC	16,517.74
8121- Street Maintenance - Other	1,299.74
Total 8121- Street Maintenance	17,817.48
Total 8120- Street Mtnce/Utilities	20,872.58
8130- Equipment Maintenance	
8131- Fuel & Oil	2,380.58
8132- Repairs	1,669.84
8133- Parts & Supplies	780.72
8130- Equipment Maintenance - Other	200.00
Total 8130- Equipment Maintenance	5,031.14
8136 -Auto Insurance	653.60
8137- Mobile Equip	0.00
8199- Road Payroll	10,680.00
8509 - Liability Insurance	761.84
8511 - Work Comp Insurance	1,774.41
3EA- Streets - Other	325.02
Total 3EA- Streets	95,578.28
3E- Public Works Expense - Other	310.94
Total 3E- Public Works Expense	95,889.22
3EB- Sewer Expense	
6308-Property Insurance	654.56
8505 - Admin Allocation - Sewe	75,771.00
8510- Sewer Payroll	5,329.22
8520- Sewer Expenses	
1-015 - Sewer Power bill	240.07
1-019 bbb sewer	182.62
8521- Sewer Rep & Mtnce	3,551.54
8527 Fuel-Oil	129.68
8553- Auro Insurance	653.60
Total 8520- Sewer Expenses	4,757.51
8522 - Waste Water Monitoring	5,981.45
8530- Sewer Supplies	915.74
8535-Office	375.00
8540- State Fees	27,109.00
8549- Mobile Equip.	43.80
8550 - Liability Insurance	761.84
8551 - Work Comp Insurance	1,956.24
8552 - Training	50.00
Sewer Testing	5,883.09
Total 3EB- Sewer Expense	129,588.45
3EC- Water Expense	
6307-Property Insurance	2,646.32
8605 - Allocate Admin - Water	75,771.00
8609- Water Training	453.33
8610- Water Parts & Supplies	39.04
8612- Water Office & Postage	4,787.00
8615- Water Payroll	20,911.65
8620- Water Repairs & Mtnce	402.26
8623- Mobile Equip.	0.00
8624 - Auto Insurance	653.60
8625- Water Liability Ins	761.84

Town of Fort Jones
Profit & Loss
 July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
8626 - Work Comp	2,532.61
8627 - Fuel-Oil	4,152.40
8630- Water Fees & Testing	6,167.08
8640- Water Utilities	
1-000 - Water Power	
New Pump	13,687.32
Old pump	699.21
Total 1-000 - Water Power	<u>14,386.53</u>
1-001 - Water Phones	
468-2598	2,952.04
468-5864	1,047.54
530-917-6004	0.00
Total 1-001 - Water Phones	<u>3,999.58</u>
Total 8640- Water Utilities	18,386.11
8650- Water Engineering	9,394.09
8660- Water Interest	
8632 - Revenue Bond Interest	5,940.00
Total 8660- Water Interest	<u>5,940.00</u>
3EC- Water Expense - Other	4,029.99
Total 3EC- Water Expense	<u>157,028.32</u>
3EG -8690 -Water Planning Grant	5,934.16
4E- Parks & Recreation Expense	
9115 - Janitorial Payroll	3,937.50
02 Admin Allocation - Parks	37,885.00
03 Parks & Recreation Grants	
Statewide Parks - PPP	50.00
2020 Per Capita - Scout Hall	50.00
2020 Per Capita - LLP	
Improvements	38,744.90
LLP Project Payroll	11,889.68
2020 Per Capita - LLP - Other	231.50
Total 2020 Per Capita - LLP	<u>50,866.08</u>
Total 03 Parks & Recreation Grants	50,966.08
6305- Property Ins Parks	
9104- Mobile Equip.	595.00
6305- Property Ins Parks - Other	2,169.44
Total 6305- Property Ins Parks	<u>2,764.44</u>
9105- Auto Insurance	0.00
9106 - Work Comp Parks	4,158.55
9107 - Liability Ins Parks	1,980.88
9109- Parks Payroll	11,721.50
9110 - Park Expense	2,487.86
9130- Ball Park Expenses	
1-002 - LLP Snack	437.88
1-013 - BBP lights	2,975.02
1-014 - LLP lights	226.36
1-017 - BBP pump	206.11
9131- Maintenance & Supplies	3,441.14
Total 9130- Ball Park Expenses	<u>7,286.51</u>
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	586.87
Total 9140- Scout Hall Expenses	<u>586.87</u>

Town of Fort Jones
Profit & Loss
July 2021 through June 2022

	<u>Jul '21 - Jun 22</u>
9160- Museum Expenses	
1-004 - Museum Electricity	921.87
1-XXX - Museum Monitor Fuel	1,942.22
5568- Museum Phone	1,440.31
9161- Museum Maintenance	19.84
Total 9160- Museum Expenses	4,324.24
4E- Parks & Recreation Expense - Other	3,202.09
Total 4E- Parks & Recreation Expense	131,301.52
5E - American Rescue Plan	
6.1 - Government Expense	38,844.07
Total 5E - American Rescue Plan	38,844.07
6504- Payroll Taxes	
Federal Unemployment	796.90
6506- FICA	33,652.46
6508- Medicare	7,870.34
6512- SUI	11,411.53
6516 - ETT	0.00
6504- Payroll Taxes - Other	352.87
Total 6504- Payroll Taxes	54,084.10
6600- Medical Insurance	
6603- Medical Ins Reimb	4,676.59
Total 6600- Medical Insurance	4,676.59
9700- CBDG Const Housing	
Gen Adm & Program Delivery	17,701.75
Housing Loans	
Harris & Helm	423.00
DelCarlo, D	1,479.00
Gomez	2,050.07
Total Housing Loans	3,952.07
Total 9700- CBDG Const Housing	21,653.82
Payroll Expenses	29,764.52
Total Expense	1,906,693.91
Net Income	<u>383,146.72</u>

PUBLIC HEARING

ORDINANCES & RESOLUTIONS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: CDBG HOUSING REHAB AND OTHER APPLICATIONS

BACKGROUND

The Community Development Block Grant program is changing their rules and the Town of Fort Jones needs to adopt new guidelines. Although the Guidelines were introduced and approved last month, the guidelines and the application has to be also introduced in a Noticed Public Meeting.

The CDBG grant program the Town of Fort Jones received several years ago has changed over the years. The newest iteration of the program allows for the State Housing and Community Development Department (HCD) to take the money we have in the bank earmarked currently for Housing Rehabilitation loans to low-income families if we are not providing those loans. Since COVID, the housing Rehabilitation program with Fort Jones has not had any new projects and thus no new loans. It has basically been stagnant. In order to protect the money we have, we are applying for a new grant to use the money we already have for other community projects that benefit the entire community in addition to Housing and Rehabilitation, such as:

- Acquisition of Real Property for Public Purposes
- Development of Park and Recreation Facilities
- Water and Sewer Infrastructure Improvements

There are a number of other project categories (see attached list), but the HCD recommended we only choose three. In discussion with Quintin from SEDC, Molly and our rep with HCD, these were the recommended categories we apply for. Please review the list and see if there are other categories you would like to see.

The numbers in the Resolution 1108 are derived from what we have in the bank, the loan portfolio we have and future Program Interest (PI) we get from the loans.

RECOMMENDATION

Staff recommends the Council review and approve Resolution 1108 and authorize staff to submit the required applications necessary to change the use of the current and future loan funds.



APPENDIX D

Resolution of the Governing Body

Applicants are required to use this Resolution in content and form.

RESOLUTION NO.

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2021-2022 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the of the Town of as follows:

SECTION 1:

The has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$ for the following CDBG activities, pursuant to the January 2022 CDBG NOFA:

List activities and amounts (*activity totals should include Activity Delivery dollars and General Administration associated with the activity*)

Activity (i.e. Public Services, Housing Rehabilitation)	Dollar Amount Being Requested for the Activity
14A/14B - Housing and Rehabilitation	\$ 500,000.00
01 - Aquisition of Real Property for Public P	\$ 500,000.00
03F - Development of Park and Recreation	\$ 500,000.00
03J - Water and Sewer Infrastructure Impro	\$ 500,000.00

Note: Similar to the above, any Colonia or Native American Set-Aside activities must be included separately in the Resolution.

SECTION 2:

The hereby approves the use of Program Income in an amount not to exceed \$ for the CDBG activities described in Section 1.



APPENDIX D

SECTION 3:

The [Town] acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The [Town] hereby authorizes and directs the (title of designated official) [City Administrator], or designee*, to execute and deliver all applications and act on the [Town's] behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the (title of designated official) [City Administrator], or designee*, is authorized to enter into, execute and deliver the grant agreement (i.e., Standard Agreement) and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the (title of designated official) [City Administrator], or designee, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

** **Important Note:** If the designee is signing any application, agreement, or any other document on behalf of the designated official of the City/County, written proof of designee authority to sign on behalf of such designated official must be included with the Resolution, otherwise the Resolution will be deemed deficient and rejected. Additionally, do not add limitations or conditions on the ability of the signatory or signatories to sign documents, or the Resolution may not be accepted. If more than one party's approval is required, list them as a signatory. The only exception is for county counsel or city attorney to approve as to form or legality or both, IF such approval is already part of the standard city/county signature block as evidenced by the signed Resolution itself. Inclusions of additional limitations or conditions on the authority of the signer will result in the Resolution being rejected and will require your entity to issue a corrected Resolution prior to the Department issuing a Standard Agreement.*



APPENDIX D

PASSED AND ADOPTED at a regular meeting of the of the of held on by the following vote:

Instruction: Fill in all four vote-count fields below. If none, indicate "0" for that field.

AYES:

NOES:

ABSENT:

ABSTAIN:

Authorized Signature	Date

Mayor
Signer's Title

STATE OF CALIFORNIA

I, , of the of , State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said on this day of , 20.

,
of the of , State of California
By:

Note: The attesting officer cannot be the person identified in the Resolution as the authorized signer.

PRINT

START OVER

Appendix A

CDBG MATRIX CODES

Release Date:
March 2019

MATRIX CODE DEFINITIONS

Matrix codes are used to indicate—but do not establish—activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201 – 570.207 for Entitlements, 570.703 – 570.705 for the Section 108 loan guarantee program, and with Section 105(a) of the HCDA [42 USC 5305] and 24 CFR 570.482 for States. Grantees need to refer to the regulations to determine an activity's eligibility; the codes defined below are used in IDIS On-Line chiefly to categorize activities for reporting purposes.

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03B	Facilities for Persons with Disabilities	2
03C	Homeless Facilities (not operating costs)	2
03D	Youth Centers	3
03E	Neighborhood Facilities	3
03F	Parks, Recreational Facilities	3
03G	Parking Facilities	3
03H	Solid Waste Disposal Improvements	3
03I	Flood Drainage Improvements	3
03J	Water/Sewer Improvements	3
03K	Street Improvements	4
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03M	Child Care Centers	4
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03O	Fire Stations/Equipment	4
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05D	Youth Services	6
05E	Transportation Services	6
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DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND ADOPT THE EMERGENCY DROUGHT PLAN

BACKGROUND

California finds itself in a historic drought, and surface water rights holders have borne the brunt of the drought's impacts. While the Town of Fort Jones relies on groundwater for the health and safety of its residents, our watershed is interconnected. Depleted aquifers can lead to low river levels, impacting our neighbors who rely on surface water to survive, and inviting valley-wide water restrictions from the State of California. Therefore, any actions taken by the Town of Fort Jones to conserve water will benefit not only residents of the Town, but all residents of Scott Valley.

The following Water Conservation and Drought Contingency Plan is intended to create guidelines as well as a plan for water conservation in the Town of Fort Jones. The plan is currently a proposal and, thus, subject to revision as appropriate. Ultimately, the City Council will develop enforceable ordinances to ensure that all Fort Jones residents have access to an adequate water supply. This document is intended to be used as a guideline as the City Council develops appropriate ordinances in the future.

RECOMMENDATION

Staff recommends the Council review and approve this Emergency Drought Contingency Plan as presented..

EMERGENCY DROUGHT CONTINGENCY PLAN

Background

California finds itself in a historic drought, and surface water rights holders have borne the brunt of the drought's impacts. While the Town of Fort Jones relies on groundwater for the health and safety of its residents, our watershed is interconnected. Depleted aquifers can lead to low river levels, impacting our neighbors who rely on surface water to survive, and inviting valley-wide water restrictions from the State of California. Therefore, any actions taken by the Town of Fort Jones to conserve water will benefit not only residents of the Town, but all residents of Scott Valley.

The following Water Conservation and Drought Contingency Plan is intended to create guidelines as well as a plan for water conservation in the Town of Fort Jones. The plan is currently a proposal and, thus, subject to revision as appropriate. Ultimately, the City Council will develop enforceable ordinances to ensure that all Fort Jones residents have access to an adequate water supply. This document is intended to be used as a guideline as the City Council develops appropriate ordinances in the future.

The availability of potable water must meet minimum health and safety allocation for human consumption, sanitation and fire protection needs. It is also understood the City's water supply is finite and will fluctuate based on the water year. Per California's Water Code "*the governing body of a distributor of a public water supply, whether publicly or privately owned and including a mutual water company, shall declare a water shortage emergency condition to prevail within the area served by such distributor whenever it finds and determines that the ordinary demands and requirements of water consumers cannot be satisfied without depleting the water supply of the distributor to the extent that there would be insufficient water for human consumption, sanitation, and fire protection.*" (Division 1. General State Powers Over Water [100-540] (Enacted in 1943, Ch. 368; Amended by Stats. 2018, Ch. 14, Sec. 1. (SB 606), effective January 1, 2019.)

Purpose of Plan

To ensure the integrity of the City's water supply for the near and long term, the purpose of this Water Conservation Plan is to promote the wise and responsible use of water as a scarce and valuable resource by: (1) encouraging programs to minimize waste; (2) supporting public education programs that promote water conservation and a better public understanding of water usage; and (3) working through the City Council to develop, adopt, and implement water conservation policies and ordinances that help the Town meet its mandate of delivering an adequate water quantity for the needs of the Town's residences, businesses and schools and for fire protection in a manner consistent with the law.

Water Conservations Actions

This Plan includes three Water Conservation Levels that have been identified. These levels are set by the use of triggers developed to reflect the availability of water resources.

The three water conservation levels of the Town of Fort Jones water supply will be determined by static well level readings at the Fort Jones Pump. This information will be used as the initial trigger to establish the Level in which the Town finds itself. At some future date, the Water Conservation Levels may be subject to curtailment by the California State Water Resources Control Board.

Public Education and Notification

The Town will notify residents of changing conditions through bill messages, newsletters, emails, website updates, and Facebook postings and provide relevant information regarding the personal conservation strategies.

Water Conservation Levels:

The different water conservation levels are as follows:

Level I - Water Awareness (Yellow) - Voluntary Conservation Measures: Voluntary conservation is the normal mode of operation. Level I measures will apply when the static well reading at the Fort Jones Pump is between 23 and 29 feet. Voluntary conservation measures are proposed in this stage to embed water efficiency programs into the fabric of the community and achieve permanent reductions in per capita water use. The Town's primary tool for achieving long-term reductions in water use is public education to encourage the formation of water-saving habits and installation of water-saving fixtures. Since the community's structures tend to be older, the Town encourages customers to update to modern, low-flow, high-efficiency water fixtures and appliances.

The following measures are recommended to encourage prudent water use, as an unreasonable waste of water is discouraged at all times:

Water Line Leak Detection

1. **Minor leaks** - The goal should be for both the Town and its residents, to identify and repair minor leaks within 48 hours.
 2. **Major leaks** - The goal should be to identify and repair major leaks within 8 hours.
- Infrastructure** - The goal should be to identify and pursue opportunities to enhance and upgrade the service infrastructure whenever possible to minimize waste on a system wide scale.

Outdoor Landscaping - Outdoor water use for landscaping most often represents the highest water use for residential users. As such, conservation efforts in the city should encourage droughttolerant landscaping.

1. ***Watering Hours*** - Use of potable water to irrigate turf and landscape vegetation is discouraged between the hours of 10:00 AM and 6:00 PM.
2. ***Irrigated Turf Area*** - Minimize the amount of irrigated turf in new development to permanently reduce system-wide per capita water use.
3. ***Irrigation Control Systems*** - New and renovated irrigation systems should include automatic timers and rain or soil moisture sensors that can automatically override the timer control of the sprinkler system.
4. ***Drip Irrigated Area*** - Drip irrigation is more efficient than spray for many applications, especially those where bushes, flowers, gardens and areas of unusual shape are being irrigated.
5. ***Sidewalk and Driveway Design*** - Lot design should be configured such that spray irrigation does not overspray and pavement areas. Landscape areas can be designed to catch any runoff instead of allowing water to drain off.
6. ***Landscape Plants*** – Seek to use low water using plants that are drought tolerant.

Individual water conservation habits

1. ***Bathroom*** - Turn off water while brushing teeth and shaving. Bathe using half-full tubs and take shorter showers.
2. ***Piping*** - Insulate hot water heaters and pipelines to reduce the time needed to get hot water at the tap.
3. ***Kitchen*** - Store drinking water in refrigerator and run dishwasher only when full.
4. ***Laundry*** - Purchase high-efficiency appliances and wash full loads of laundry.
5. ***Watering Hours*** – Watering during the heat of the day allows for high evaporation rates, therefore watering should be done before 10:00am and after 6:00pm.
6. ***Drip Irrigation*** - Use drip irrigation wherever possible for deep watering of trees, bushes, flowers and gardens.
7. ***Hose Shutoff Valves*** - Equip hoses with a shutoff valve that requires hand pressure to open.
8. ***Exterior Cleaning*** - Sweep patios, sidewalks, driveways, and other hard exterior surfaces.
9. ***Car Washing*** - Use spray from a hose equipped with a shutoff valve and/or a bucket of water to wash cars.
10. ***Hot Water Lines Insulation*** - Insulating hot water lines or installing a recirculation pump in new construction will reduce heat losses and the amount of time the water has to 'run' before it gets to the proper temperature. Pipe insulation can save both water and energy.

- 11. Thermostatic Mixing Devices** - By running the hot water and cold-water lines into a single mixing valve, the person taking a shower can set and get the target water temperature much more quickly, especially when the hot water line is insulated.
- 12. Water Saving Devices** - Install low-flow devices and flow restrictions for high use fixtures like shower heads and install updated, low flush toilets and low water use appliances.
- 13. Plumbing Repairs** - Promptly repair any leaking fixtures. Test your plumbing by carefully checking the water meter reading and then turning off all water using devices. After 30 to 60 minutes, check if the meter has recorded any usage. Toilets can be checked by placing a drop of food coloring in the water tank and checking in 30 minutes for any coloration of water in the bowl. Toilets are responsible for some of the most common household leaks.
- 14.** It is recommended that potable water for car washing, construction, compaction, dust control, street or building wash-down be from a hose equipped with a shutoff valve and/or a bucket of water for washing. Similarly, patios, sidewalks, driveways and other hard exterior surfaces ought to be swept rather than sprayed with water.

At Level I, the Town shall take the following actions:

1. The City Hall staff will engage with the public to encourage voluntary water conservation.
2. The City Hall Staff will investigate additional ways to conserve water both at the household level and at the city level.

Level II - Water Shortage (Orange) - Mandatory Conservation Measures: Mandatory Conservation Measures shall apply when the static water level reading at the Fort Jones Pump is between 30 and 44 feet.

Immediate action is necessary in Level II. The City's primary tool for achieving short-term reductions in water use is to declare a water emergency and enact mandatory Level II restrictions to drastically reduce water consumption. The goal is to protect the health, safety and welfare of the public and to ensure that the minimum water needs for the Town's residents are met.

Please note that restrictions other than those identified below may be necessary during prolonged or extreme drought conditions to safeguard the adequacy of the water supply for essential uses. Additional restrictions may include limitations on new connections, water shortage pricing, limitations on non-essential water use, installation of flow restriction devices for excessive use customers or other measures deemed necessary by the City Council.

Penalties for unnecessary water usage may be enacted by the City Council.

All water conservation measures contained in previous levels apply to Level II.

Regulations and Restrictions The following mandatory conservation measures will be in effect.

1. No customer shall waste water. Any of the following acts or omissions, whether intentional, unintentional, willful or negligent, shall constitute the wasteful use of water:
 - a) Water flowing away from a property caused by excessive application(s) of water beyond reasonable or practical irrigation rates, duration of application, or other than incidental applications to impervious surfaces.
 - b) Causing or permitting any amount of water to discharge, flow, run to waste into or flood any gutter, sanitary sewer, water course or storm drain, or to any adjacent lot, from any tap, hose, faucet, pipe, sprinkler, or nozzle.
 - c) Maintaining ponds, waterways, decorative basins or swimming pools without water recirculation devices or with known leaks, both seen and unseen.
 - d) Discharging water from, and refilling, swimming pools, decorative basins or ponds in excess of the frequency reasonably necessary to maintain the health, maintenance or structural considerations of the pool, basin or pond, as determined by Code Enforcement.
 - e) Continued operation of an irrigation system that applies water to an impervious surface.
 - f) Use of a water hose not equipped with a control nozzle capable of completely shutting off the flow of water except when positive pressure is applied.
 - g) Irrigation of lawns or landscaping when it is raining.
 - h) Overfilling of any pond, pool or fountain which results in water discharging from the pond, pool or fountain.
 - i) Failure to repair customer pipes, faulty sprinklers or other water-related fixtures that leak water within five working days, unless the director informs the customer that the leak must be repaired more quickly, in which case the customer shall repair the leak in the time specified by the City.
 - j) Irrigating lawns or landscaping between the hours of 10:00 a.m. and 6:00 p.m., with the exception of drip irrigation.
 - k) Outdoor watering exceeding 1 hour total duration.
 - l) Using potable water from the city water system for compaction, dust control or other construction purposes without first obtaining approval from the City.
 - m) Installing a single pass cooling system, such as a water-cooled air compressor, in any property that is newly connected to the city water system. This does not apply to evaporative cooling systems.
 - n) Use of potable water for street or building washdown.

At Level II, the Town shall investigate the following conservation measures:

1. The acquisition of additional water storage tanks
2. Incentive programs for the installation of water-saving devices in local households
3. Incentive programs for residents who replace lawns with water-efficient landscaping
4. Tiered water rates

Level III - Water Emergency (Red) - Maximum Conservation Measures: Maximum Conservation Measures begin when the static water level as measured at the Fort Jones Pump reads 45 feet or lower. Maximum conservation measures shall limit residential use to 280 gallons per day per residence, as measured at the water meter. Assumption is that the City's residences average 4 people, at 70 gallons per person per day. Penalties for unnecessary water usage may be enacted by the City Council.

Water Use Restrictions

If Level III is determined at any time, the Town of Fort Jones City Council and Staff will immediately notify its residences via letters, emails, bill notifications, and Facebook posts. Additionally, a special meeting will be held with the intent to issue a rate increase for excessive water use. Any said rate increase would stay in effect until the static well level at the Fort Jones Pump rose into Level II status. Other restrictions deemed necessary to safeguard the adequacy of the water supply for the Town of Fort Jones are subject to change if conditions warrant additional water conservation measures. Public Works staff and the Code Enforcement Officers have full authority to issue penalty notices when seeing violations.

All water conservation measures contained in previous levels apply to Level III.

The following water use restrictions apply for the severity of the conditions as described above:

Regulations and Restrictions

1. Residential use limited to 280 gallons per day per residence, as measured at the watermeter. Assumption is that the City's residences average 4 people, at 70 gallons per person.
2. Restaurants and food service establishments shall serve water to customers only upon specific request.
3. Penalty for excess water use shall be issued on the connection's water bill.
4. The following sprinkler use restrictions will take effect:
 - Outdoor watering during periods of rain shall be prohibited.
 - Outdoor watering shall be limited to 30 minutes total duration per day.

- Customers with odd-numbered street addresses – ending in 1, 3, 5, 7 or 9 – are allowed to use their sprinkler systems on Mondays, Wednesdays, and Fridays.
- Customers with even-numbered street addresses – ending in 0, 2, 4, 6, or 8 – are allowed to use their sprinkler systems on Tuesdays, Thursdays, and Sundays.
- Watering with sprinklers is limited to the following:
- All outdoor watering is prohibited from 10:00 a.m. to 6:00 p.m., regardless of the watering day.
- Street addresses ending in fractions or letters are treated as whole numbers and observe the same day restrictions as others on their same side of the street (i.e.: “405 ½”, or “405 A” is regarded as 405, an odd-numbered address.)
- Residents are encouraged to cut grass to maximum height, convert all non-lawn landscaped areas to drip irrigation systems, and work to establish water sprinkler pressures of 45 pounds per square inch (psi).

Other Water Users

Schools, parks, churches, and pools shall use water in a reasonable way so as not to directly or indirectly harm the City’s ability to meet minimum health and safety allocation for human consumption, sanitation and fire protection needs. The City reserves the rights to impose additional water conservation measures to individual water users who are deemed to have an excessive and/or unreasonable use of water.

Unauthorized Water Use

Unauthorized use of a fire hydrant, public or private, for anything other than fire suppression efforts is not permitted at any time or any water level.

Fire and Other Emergencies

Nothing in this plan limits or may be construed as limiting the availability of water for extinguishing fires, meeting the demands of any other similar emergency, or routine inspection and maintenance of fire hydrants.

Water Rights Curtailment Timeline

The State of California is in a historic drought. The State Water Resources Control Board's *Water Rights Drought Effort Review* states, "As of June 1, 2020, the statewide average snowpack was about 39 percent of average with the North Coast Region [the region which includes Scott Valley] averaging only 15 percent..." The severe drought conditions have prompted action from the State Water Resources Control Board (SWRCB). The Scott River Agriculture Water Alliance's website states that "The State's handling of our water rights poses an existential threat to our community." Both urban water suppliers and Scott Valley farmers and ranchers have been urged to find voluntary solutions to conserve water. If urban water suppliers are not able to curb water usage, the ensuing statewide mandates could impact the Town of Fort Jones.

Timeline:

August 30, 2021: The SWRCB passed a curtailment of water rights, halting all agricultural irrigation in the Scott River Watershed and limiting water use to the minimum human health and safety quota of 55 gallons per person per day. The SWRCB cited concerns over migrating salmon populations. The curtailment is temporarily suspended when minimum flow requirements are met in local rivers. This means that the status of the curtailment can change from week to week.

September 9, 2021: The Town of Fort Jones was notified by letter of the curtailment and that water systems were to divert only the water required for minimum human health and safety needs (55 gallons per person per day). To continue to divert, water systems were instructed to submit a petition with a deadline of September 20, 2021.

September 21, 2021: The Town certified that the petition had previously been submitted (I cannot find the date of the submission itself).

Winter of 2022: California experienced the driest January through March period on record.

April 2022: The Scott River Agriculture Water Alliance formed to communicate with the state on behalf of farmers and ranchers.

May 24, 2022: The SWRCB banned the irrigation of decorative lawns at commercial, industrial, and institutional properties in response to an executive order from Governor Gavin Newsom.

June 10, 2022: Governor Gavin Newsom issued an executive order requiring urban water suppliers (water systems with 3,000+ connections) to enact phase 2 of their contingency drought plans. If urban water suppliers are unable to reduce water consumption by 25% using their own contingency drought plans, there will be statewide mandates later this year. It is currently unclear whether these mandates will apply only to urban water suppliers, or whether the Town of Fort Jones will be affected.

June 21, 2022: The State Water Resource Control Board readopted the water rights curtailments for another year despite the efforts of the Scott River Agriculture Water Alliance.

July 1, 2022: Surface water rights holders were notified by the SWRCB via email that the most recent suspension of curtailments would end at 12:00pm on July 2. Water rights holders have been ordered to cease all surface water diversions except for those protected by an approved petition.

Urban water suppliers are self-imposing strict conservation measures. The City of Etna and farmers and ranchers are operating under curtailment. Because Fort Jones is a small water system and does not rely on surface water, the Town has not been as severely impacted by the drought as these water rights holders. However, the Town of Fort Jones is already operating under a petition to divert water for minimum human health and safety. The drought is expected to persist, and the SWRCB continues to make decisions based on flow readings from gages in local rivers (including the Fort Jones gage in Scott River). These decisions impact everyone in the Scott River Watershed, including the Town of Fort Jones. While the Town relies on groundwater, our watershed is interconnected, and low groundwater levels can lead to low river levels, resulting in more regulation. The Town of Fort Jones has a window of opportunity to take voluntary action to conserve water for the good of the Town and of Scott Valley.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND ADOPT FIREWORKS BAN RESOLUTION 1107

BACKGROUND

Due to dry fuel conditions and ongoing extreme drought conditions, Siskiyou County, and most incorporated areas within the County, have banned fireworks. All fireworks sales and personal use fireworks are banned within the city limits of Fort Jones effective June 28th through the end of fire season, at the announcement of the FJ Fire Chief. This includes all “Safe and Sane” fireworks. With the elimination of the personal use, possession, sale, and display of fireworks, it is important that the Town Council adopt a fee schedule for violations of the ban. Resolution 1107, as provided here, establishes the fee schedule and clearly mandates the seriousness of violations.

RECOMMENDATION

Staff recommends the Council review and approve Resolution 1107, establishing a fee schedule for violations of the fireworks ban within the Fort Jones City limits.



RESOLUTION # 1107

RESOLUTION OF THE TOWN OF FORT JONES ADOPTING A FEE SCHEDULE IN CONJUNCTION WITH 2022 PERSONAL FIREWORKS BAN

WHEREAS, the county of Siskiyou has banned the personal use, possession, sale, and display of fireworks within unincorporated areas of the county;

WHEREAS, all incorporated areas of Siskiyou County have adopted a personal fireworks ban policy, including as put forth by the Fort Jones Fire Department effective June 28, 2022;

NOW THEREFORE, BE IT RESOLVED: The City Council of the Town of Fort Jones hereby adopts the attached Fee Schedule for violation of the 2022 Personal Use Fireworks Ban.

PASSED AND ADOPTED this 11th day of July 2022, by the following vote:

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

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Celeste McFall, City Clerk

Fees approved by Town Council Fort Jones

1st Offense: \$100.00

2nd Offense: \$200.00

3rd Offense: \$500.00



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: REVIEW AND RE-ADOPT CONFLICT OF INTEREST CODE
RESOLUTION 1109**

BACKGROUND

The Fair Political Practices Commission has developed a standard Conflict of Interest Code and recommends each agency incorporate Commission Regulations 18730 and 18720 by reference as the body of their Code, and all changes to the Political Reform Act and to Regulations 18730 and 18720 will automatically be part of the City's Conflict of Interest Code. Resolution 1109 conforms to the requirement of the FPPC and designate certain City employees as needing to file Form 700 on an annual basis. In addition, this Resolution adds definitions in **Appendix "A"**, attached hereto, and amends the list of designated City employees in **Appendix "B"**, attached hereto, that shall be required to disclose financial interests pursuant to the disclosure category specified in **Appendix "C"**, attached hereto.

RECOMMENDATION

Staff recommends the Council review and approve Resolution 1109, re-adopting the Conflict of Interest Code.



RESOLUTION 1109

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES READOPTING THE TOWN OF FORT JONES CONFLICT OF INTEREST CODE CONTAINING REVISED DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

WHEREAS, the Political Reform Act, Government Code Section 87300 *et seq.* (the "Act"), requires state and local government agencies to adopt and maintain a Conflict of Interest Code; and

WHEREAS, the Fair Political Practices Commission has promulgated a standard Conflict of Interest Code and recommends each agency incorporate Commission Regulations 18730 and 18720 by reference as the body of their Code, and all changes to the Political Reform Act and to Regulations 18730 and 18720 will automatically be part of the City's Conflict of Interest Code; and

WHEREAS, the Town of Fort Jones, hereinafter the "City," adopts its Conflict of Interest Code to conform to the requirements set forth in Section 18730, and in addition, adds definitions in **Appendix "A"**, attached hereto, and amends the list of designated City employees in **Appendix "B"**, attached hereto, that shall be required to disclose financial interests pursuant to the disclosure category specified in **Appendix "C"**, attached hereto; and

WHEREAS, pursuant to the provisions of Government Code Section 87306(a), in addition to reviewing the conflict of interest code biennially to determine if it is accurate or requires amendments, it must also be amended when necessitated by changed circumstances, such as the creation of new positions, deletion of positions or changes in the duties assigned to existing positions; and

WHEREAS, all the City's previous Conflict of Interest Code shall be repealed and superseded upon the adoption of this resolution and adopted Conflict of Interest Code attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

Section 1: The Town Council finds that the above recitals are true and correct and are incorporated herein by reference.

Section 2: The City's previous Conflict of Interest Code is hereby repealed and superseded by this Resolution No. 1109.

Section 3: The provisions of Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated herein by reference and, along with the attached **Appendices "A", "B" and "C"**, in which City employees are designated and the disclosure category is set forth, collectively constitute the Conflict of Interest Code of the Town of Fort Jones.

Section 4: Pursuant to Section 18730(b)(4), designated employees of the City shall file statements of economic interests (Form 700) with the City Clerk or designated person upon assuming office, annually thereafter, and upon leaving office. Any designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code Sections 87200 and 87203 may submit a copy of that statement in lieu of any filing required by this Code, provided that no additional disclosure would be required by this Code.

Section 5: The City Clerk is the filing official for the Mayor, Council members, City Administrator, Treasurer and City Attorney. For the persons holding those positions, the City Clerk accepts the filing, retains a copy, and forwards the original to the Fair Political Practices Commission in Sacramento. For all other persons holding designated positions, the City Clerk is the filing officer and retains the statements. The City Clerk will make the statements available for public inspection and reproduction, pursuant to Government Code Section 81008. The City Administrator shall be the filing officer for the City Clerk and any Deputy Clerks.

Section 6: Any change provided for in this Conflict of Interest Code shall not affect or excuse any offense or act committed or done, or omission, or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code. This Conflict of Interest Code shall be reviewed and revised as necessary by October 2022 and every two years thereafter by April 1st.

Section 7: Severability. The provisions of this Resolution are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Resolution or their applicability to other persons or circumstances.\

Section 8. Effective Date. This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones on July 11, 2022, by the following vote:

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

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing Resolution No. 1109 was duly and regularly adopted at a Regular meeting of the Town Council of the Town of Fort Jones on July 11, 2022.

APPROVED:

Michelle DeCausmaker, Mayor

ATTEST:

Celeste McFall, City Clerk

TOWN OF FORT JONES CONFLICT OF INTEREST CODE
APPENDIX "A"

1. "Public Official" means a member, officer, employee, or consultant of a state or local government agency. The term "public official" also includes individuals who perform the same or substantially the same duties as an individual holding an office or a position listed in Government Code Section 87200, including "other public officials who manage public investments" as that term is defined in California Code of Regulations Section 18720.

2. "Member" shall include, but not be limited to, salaried or unsalaried members of boards or commissions with decision-making authority. A board or commission possess decision-making authority whenever:

- (A) It may make a final governmental decision;
- (B) It may compel a governmental decision, or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or,
- (C) It makes substantive recommendations, which are, and over an extended period of time have been, regularly approved without significant amendment or modification by another public official or governmental agency.

3. "Designated Employee" is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decision which may foreseeably have a material effect on any financial interest. (Government Code Section 82019(a)(3))

- (A) Making a governmental decision means the person:
 - 1. Votes on a matter;
 - 2. Appoints a person;
 - 3. Obligates or commits his or her agency to any course of action; or,
 - 4. Enters into any contractual agreement on behalf of his or her agency.
- (B) Participating in the making of a decision, means the person:
 - 1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
 - 2. Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.
- (C) The term "designated employee" does not include:
 - Public officials specified in Government Code Section 87200:
 - City Council Members
 - Mayors
 - City Managers/Administrators
 - City Attorneys
 - City Treasurers
 - Other city, county and local agency public officials who manage public investments
 - Solely clerical, ministerial or manual positions
 - Unsalaries members of boards or commissions, which are solely advisory

4. "Consultant" means an individual whom, pursuant to a contract with the Town of Fort Jones:

- (A) Makes a governmental decision whether to:
1. Approve a rate, rule, or regulation;
 2. Adopt or enforce a law;
 3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
 4. Authorize the agency to enter into, modify, or renew a contract provided it is the type of contract, which requires agency approval;
 5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
 6. Grant agency approval to a plan, design, report, study, or similar item;
 7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any subdivision thereof; or,
 8. Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

**TOWN OF FORT JONES CONFLICT OF INTEREST CODE
APPENDIX B**

The following is a listing of those designated individuals who are required to submit Statements of Economic interests pursuant to the Political Reform Act of 1974, as amended:

Public Officials

City Council (Mayors and Council Members)

Disclosure Category

Government Code § 87203

Citizen Commissions, Committees, and Boards

Community Development Block Grant Director

Committee Members

Government Code § 87203 and Loan

Public Officials:

City Administrator/Manager

City Attorney

City Clerk

City Treasurer

Finance Officer

Disclosure Category

Government Code § 87203

Government Code § 87203

Government Code § 87203

Government Code § 87203

Government Code § 87203

The following is a listing of those designated employees who are required to disclose their economic interest(s) pursuant to the corresponding category as indicated in the Disclosure Category column:

Designated Positions

Deputy City Administrator

Deputy City Clerk

Receivables Clerk

Public Works Supervisor

Code Enforcement Officer

Fire Chief

Police Chief

Disclosure Category

1

1

1

1

1

1

1

Consultants

*Consultants for purposes of this Conflict of Interest Code are defined as individuals that provide, under contract, information or advice to the City that may entail participation in the making of decisions, recommendations, or counsel to the City, and which may have a foreseeable material effect on any financial interest of the consultant. Consultants, as defined above, are included in the list of designated employees and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The City Administrator may determine in writing that a particular consultant, although in a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this code. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of the disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

TOWN OF FORT JONES CONFLICT OF INTEREST CODE
APPENDIX "C"

Disclosure Category

Individuals holding designated positions must report their interest according to the following disclosure category.

Category I - Full Disclosure:

Interest in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the Town of Fort Jones; and investments and business positions in business entities, and income, including loans; gifts, and travel payments, from all sources. (Form 700 Schedules A-1, A-2, B, C, D, and E.)



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: REVIEW AND DISCUSS POLICE SERVICES CONTRACT AMENDMENTS

BACKGROUND

As you all know, we have a contract with the City of Etna to provide Police Services for the Town of Fort Jones. We are in the third year of a three-year contract. The service Fort Jones is receiving is exemplary and will only get better with the proposed addition of another officer paid for by a grant. The Contract provides that “On or before the 1st day of April of each year of this Agreement, the Chief of Police of the City of Etna shall consult with the Fort Jones’ City Administrator and the Mayor, or Mayor’s Designee on service levels and the parties may modify the Agreement as necessary to meet the needs of Fort Jones subject to the approval by the City Councils of each entity.” It also states, “In the event of a substantial change in personnel costs to the City of Etna, including the reduction in police department workforce, such that the services provided to Fort Jones are affected, the parties may negotiate for amended terms to this Agreement.” Neither of these things has happened.

However, I received an email from Mercedes Garcia on March 30 stating that Josh Short asked her to meet him at the police station the day before for a quick chat. He stated that the insurance is going up for the department and “we are in need of discussing and revising the current contract”. They were wanting to give notice of this so the 90-day time requirement could start. It appeared at the time that the increase would possibly be around \$7000, but they would present actual numbers when they get them. The numbers presented at that time were:

Workers Comp - \$2-3 thousand (estimate)

Liability - \$4-5 thousand (estimate)

Although these were just estimated numbers and we hadn’t received any kind of formal proposal, I advised Josh that I had recommended the City of Etna go with GSRMA Insurance the year before to save money and get a 3-year firm premium guarantee. They chose not to do that.

I received another email from Mercedes on June 7th explaining that Josh set up a meeting for the next day at 1 PM at the Fort Jones PD to discuss price increases with the commissioners. Since I was out of town, I requested a Zoom meeting be set up so I could attend. Josh didn’t want to set up a Zoom meeting and at the time it was being held, I had an emergency visit with a vet and was not able to call in. I did talk to Josh and Adam Cox, the new City Manager for the City of Etna, and told them both that I needed written documents showing the increase in costs of insurance and a written proposal in order to present to my Council for any potential amendment to this Agreement. I have not received any such proposal.

Subsequently I went on the City of Etna website and reviewed a Worksheet presented to, and voted on by, the Etna City Council at a Special Meeting held on June 3, 2022, which I am including here. I cannot read anything into that worksheet since we do not have any explanations and we are not responsible for their Cal PERS unfunded liabilities.

Because I have not had any meetings with either Josh or Adam, nor received any written proposals to change the 3-year Agreement, we are still working under the original Agreement and I have listed in the Payables in the Consent Calendar the 1st Quarter payment for police services for the fiscal year 22-23, as it has been.

RECOMMENDATION

No Action necessary. Information Only.

City of Etna
Town of Ft Jones Police Services Cost Worksheet
Based on FY21-22 Y-T-D thru March 2022

<u>Description</u>	<u>Annual (1)</u>	<u>Annual (4)</u>
Salaries/OT:		150,300
Clint Whitchurch	45,776	
Brandon Buell	47,674	
Nate Mendes	16,767 (2)	
Kelly York (P-T)	13,000	
SS/MC tax	123,217	
PERS retirement	9,426	11,498
Unfunded Liability	11,110 (3)	38,971
Health insurance	535 (3)	10,637
Work Comp	21,600	21,573
SUI tax	11,392	13,896
Travel & Training	613	613
Dues & Subscriptions	198	198
SCORE vehicle liability	50	50
SCORE Liability	466	466
Professional fees	11,181	12,759
Sheriff's contract	981	981
Telephone	10,250	10,250
Cellular	1,958	1,958
IT	2,005	2,005
Maintenance & supplies	6,014	6,014
Vehicle maint	11	11
Vehicle fuel & oil	2,958	2,958
Office supplies	13,606	13,606
Special Dept & Supplies	649	649
Attorney fees	4,000	4,000
	3,750	3,750
Total costs	<u>235,970</u>	<u>307,142</u>

- (1) Methodology: allocation of specific employees and their related benefits plus 1/2 of all non-personnel costs
(2) Nate Mendes' annual gross is subtracting \$17,000 to be reimbursed and splitting the remainder 50/50 to City and Ft Jones
(3) Using new estimated CalPERS rates for FY22-23
(4) Methodology: allocation of 1/2 of all police personnel to Ft Jones based on 2.83 FTE vs 2.67 FTE for non-Ft Jones personnel. This then incorporates the police chief's time spent on Ft Jones



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JULY 11, 2022

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: CITY ADMINISTRATOR'S CONTRACT AND JOB POSTING

BACKGROUND

Council Member Garcia requested the Agenda include an item to discuss and act on posting the position of City Administrator and a schedule for a transition program. Although the Council met in Closed Session last year, and again last month, regarding this same thing, it was my understanding that no dates were ever discussed. I believe it is prudent to establish a succession plan, which I have been doing for the last year, training staff to assume more and more responsibilities that will provide for a smooth and successful transition. With the staff taking on more responsibility it will be easier to find a competent person to assume the position of City Manager when the time comes. I have no plans on retiring in the near future. In fact I would like to continue to spearhead, and see to fruition, all of the projects we have started, including the Wastewater Treatment Plant Improvement project, the Upgraded Meter Project, the Drinking Water Improvement Project, the Central Community Park Project, the Complete Streets Project and the upgrades of to all streets and roads in Fort Jones.

RECOMMENDATION

Staff recommends the Council consider posting for the position of City Administrator to assume the position in a year or two, when you have a fighting chance of finding someone with the proper experience and qualifications after most of the projects are complete and the staff that we have built can assume even more of the manager's responsibilities.