



AGENDA

Regular Meeting

MONDAY JANUARY 9, 2023 – 7:00 P.M.

City Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones City Council Roll Call: Members: Garcia _____ Banks _____
Eayrs _____ Stacher _____ Collie-Mason _____

PLEDGE OF ALLEGIANCE: Led by Mayor

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.

APPOINTMENT AND SWEARING IN OF NEW CITY CLERK

Appoint and swear in a new City Clerk

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Economic Development Report
- E. City Administrator's Report

CONSENT CALENDAR:

Items listed on the consent agenda are considered routine and may be enacted in one motion.

Any item may be removed for discussion at the request of the Council or the Public.

1. a) Approval of Minutes: Special Meeting December 19, 2022
b) Ratification of Disbursements: December 1 through December 31, 2022
c) Approve Payables for January 2023
d) Review Budget vs. Actual for July 1, 2022 thru December 31, 2022

DISCUSSION / REPORTS: ACTION ITEMS:

2. Sewer Hookup Fee for Ukonom Gold
3. Fire Truck Donation
4. Economic Development Work Group Member Selection
5. Library MOU
6. Job Descriptions/Salary Schedules
7. On Call Pay for Public Works
8. Bank Signers
9. Mutual Aid Agreement - Fort Jones Fire Department, Etna Fire Department, and Scott Valley Fire

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

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

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

The Council will meet pursuant to Government Code §54957, Public Employee Performance Evaluation Title: City Administrator

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION: ANY ACTION TAKEN WILL BE REPORTED IN OPEN SESSION

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on February 13, 2023 at 7:00 p.m.

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Town of Fort Jones

Oath or Affirmation

Do you solemnly swear (or affirm) that you will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that you will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties upon which you are about to enter.

Appointed City Clerk

The above Oath or Affirmation was subscribed and sworn to before me this 9th day of January, 2023.

Mercedes Garcia
Mayor

REPORTS & CORRESPONDANCE

Town of Ft. Jones Police Report

December 2022

Upon the start of a new year, I wish all an amazing year to come with the continuance of many projects and programs enabling us to grow the Town of Ft. Jones in a positive way while maintaining our historic roots. The past 3 years we have seen the outcomes of our building process and the impacts it has on our little town. I am very pleased to see the continued progress while looking forward to new processes that will create positive impacts as well as provide much needed programs for our valley. As always in order for us to be successful the Police Department needs your help and input in all aspects of law enforcement. Please don't hesitate to contact us with any questions or concerns you may have. Come out on a ride along and see firsthand what your officers are seeing and how each and everything we do impacts our community. Thank you in advance and we anticipate another positive year working with our constituents.

Traffic-

Continuing with the onset of winter we have seen an uptick in traffic collisions usually resulting from distracted driving or driving outside of one's capabilities. It is imperative we all slow down during this time of year and consider the safety of all on the roadway. We have been providing extra patrol in certain areas including Main Street. Our goals are to cut down on speeding and u-turns in the area. In certain events such as the Christmas Parade we saturate the area with officers and properly place traffic control devices. Due to the implementation of this procedure, we saw another very successful safe event. For any future events involving traffic control please reach out ahead of time so we can plan accordingly. I continue to work with Cal-trans on several proactive projects which I hope to see positive impacts in the near future. As with any traffic related change there is a lengthy process, so please be patient and we work through the mandatory steps.

Schools-

Continuing our partnership with the school district, in the new year we have planned new and exciting programs to help bring our law enforcement and youth closer together. The PAL program has always been a staple in providing avenues to accomplish positive change and having the school partnerships only adds value to all programs involved. You will begin to see officers within the schools on a regular basis in order to participate with programs like breakfast with a cop and similar activities. Thank you to our Scott Valley School district and staff in their efforts to help bring amazing programs to our youth.

Calls for Service-

During the month of December, we continued to see an increase in calls for service including EMS and fire calls. Again, the statistical data which is attached doesn't reflect that as dispatch is still having a staffing crisis and has asked us to limit radio traffic. If you would like further detail, please don't hesitate to come into the office.

Reports-

To round out the year the police department took in just over 100 written reports which were then forwarded to the D.A.'s office for review and prosecution. With many of these reports come multiple supplementals that add additional time and investigation to each report. As we further our law enforcement role into the town of Ft. Jones, we have seen the report stats for the year decrease. I believe this is a good way to determine the positive effect it is to have a local police department. My goal through proactive enforcement and community partnership is to continue to see the written report stats decrease on a continual basis.

Code Enforcement-

In the code enforcement world, we saw some year ending follow up with several properties to confirm the issue at hand had been resolved. The motel will see another court date in early February of 2023, and we hope to receive a final verdict from the judge. The laundromat suffered a fire but fortunately with the quick response of first responders was able to contain to the building itself. Code enforcement will be working in conjunction with fire investigators to determine a cause as well as a plan for the future as this is a commercial area not meant to be a residence. There are several upcoming code enforcement measures we will be taking at different locations including several on Newton Street. We have been removing problematic unregistered vehicle from multiple areas around town and will continue to do so until all have been addressed.

Animal Control-

Several animals have recently been taken into custody and transported to the Etna Kennels. Each of these cases has hopefully now been remedied thanks to the teeth our new town codes hold. Hopefully in the near future the Ft. Jones Kennels will be completed so we do not have to transport the animals as far and the Town will receive any associated fees. Please let us know if you locate any at large dogs in town so we can address the issue.

PAL-

The PAL program had another very successful Christmas Gathering with great attendance. We were able to accomplish handing out numerous gifts for those deserving as well as provide food and drink free of charge to all attendees. We look forward to next year and all the upcoming programs we have set for our community.



**SISKIYOU COUNTY
SHERIFF'S OFFICE**
305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 12/01/2022 to 01/03/2023,
Primary Unit = ET%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
12/02/2022 11:31	2212020014		VEH STOP	MAIN ST/STERLING ST		
12/06/2022 09:50	2212060013		WI	12098 OAK MILL DR		
12/07/2022 19:07	2212070046		TRSP	443 HIGH ST		
12/08/2022 19:46	2212080043		SUIC	0 FT JONES		
12/09/2022 09:05	2212090004		SUIC	101 BUTTE ST	1	
12/09/2022 10:53	2212090014		NARC	11307 MAIN ST		
12/10/2022 20:59	2212100035		DP	12066 OAK MILL DR		
12/12/2022 12:21	2212120020		M	101 BUTTE ST		
12/14/2022 09:40	2212140016		MMIS	11730 EAST ST		
12/15/2022 11:24	2212150018	5220075	MMIS	12725 MALBLE		
12/17/2022 08:12	2212170006		DP	149 NEWTON ST		
12/17/2022 23:15	2212170041		DP	149 NEWTON ST		
12/19/2022 16:15	2212190032	5220077	TC	11911 MAIN ST		
12/21/2022 14:09	2212210022		M	107 NEWTON ST		
12/22/2022 14:36	2212220037		FLP	12079 MAIN ST	D	
12/23/2022 12:31	2212230022		FIRE	11807 MAIN ST		
12/24/2022 19:18	2212240040		M	101 BUTTE ST	4	
12/25/2022 18:07	2212250025		DP	12825 MARBLE VIEW AVE		
12/26/2022 10:18	2212260013		FLP	12079 MAIN ST		
12/28/2022 13:08	2212280018		FLP	12628 MARBLE VIEW AVE		
12/28/2022 16:02	2212280038		FLP	12079 MAIN ST	B	
12/29/2022 10:36	2212290028	5220079	FLP	113 BUTTE ST		
01/02/2023 07:00	2301020004		DP	12148 MAIN ST		
01/03/2023 12:46	2301030023		ANIMAL	11960 EAST RD	.	

TOTAL CALLS: 24



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 12/01/2022 to 01/03/2023,
Primary Unit = ET%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
12/08/2022 11:28	2212080022		NCRM	412 RED FIR LN		

TOTAL CALLS: 1



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 12/01/2022 to 01/03/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
12/06/2022 11:11	2212060019		FLP	5812 WHISPERING PINES DR		
12/28/2022 17:55	2212280045		FLP	108 FRANKLIN LN		

TOTAL CALLS: 2



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
YREKA, CA 96097
(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 12/01/2022 to 01/03/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
12/10/2022 07:31	2212100005		ASST	1211 SAWYERS BAR RD		
12/31/2022 14:48	2212310026		DP	1446 SAWYERS BAR RD		

TOTAL CALLS: 2



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,

Engine 1314 (1994 Pierce) continues to remain out of service waiting for parts for the motor. As of now the shop has no ETA on when parts will be available or exact cost. Cost estimates for parts and repair start at around \$10,000. This does not include preventive maintenance, just getting it running. Ben Lomond Fire department has graciously offered the donation of a 1992 KME type 1 engine. This engine has many fewer miles on it and is in current operation. The Fire Chief recommends accepting the donation of the 1992 KME and declaring the 1994 Pierce as surplus. Additionally, the Fire Chief requests authorization to spend approximately \$6,000 for equipment for the engine.

Note:

While the donation of this engine will get us by for now, we must look into funding avenues for a much newer, if not new, type 1 engine. Current costs for a new apparatus start at over \$500,000 and will probably end up being closer to \$750,000 by the time we are able to purchase one and spec it to our needs. While used apparatus can be had much cheaper, if we are able to fund a new apparatus, it may serve us for upwards of 25 years. Current standards call for front line apparatus to be placed in reserve status at 15 years and removed completely from service at 25 years. While this is not always feasible our current front-line type 1 engine, which we purchased two years ago, is over 20 years old. It is well past the age where it should be placed in reserve status and a new engine replace it. I am continuing to look for grants for a new engine, however these types of grants are highly competitive, and we cannot rely on receiving one in order to fund a new engine.



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 31 calls for service in the month of December. Members participated in 12 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 464 calls year to date.

December 2022 Calls

Call Type	City Limits	Out of City
MEDICAL AID	4	17
PUBLIC ASST.	0	2
STRUCTURE FIRE	1	1
FLUE FIRE	1	0
POWER LINES DOWN	0	2
SMOKE CHECK	1	0
FIRE ALARM	1	0
CANCELLED	0	1
Total	8	23

Engine 1311 is still in the shop for maintenance and should be back sometime in the next week.

We received multiple bids back on our type 6 engine. We will be working with our contact at CDBG as we move forward in the process. All companies we received bids on or over a year and a half out for completion if we were to order today.

The Scott Valley Rescue Alliance Chiefs committee met in December and continued our project of aligning our SOG and SOPS. We have started our valley wide joint training and our looking forward to working more closely together. We are also looking into several regional grants that will assist with the purchase of much needed updated equipment.

Ben Lomond Fire Department has offered the donation of a type 1 fire engine to replace ours that is currently out of service. See below for more information on the donation.

Public Works Report

December 2022

On 12/12/2022 the static water level in well number 3 was at 24 feet. Everett spoke to Pacific Power our options for more energy efficient street lighting as well as putting all of the overhead lines along the Hwy 3 corridor underground before Cal Trans redoes Hwy 3. Apparently there funding set aside for each community for these types of projects. Pacific Power is going to contact us in January about how much Rule 20 funding the Town of Fort Jones has. We looked into getting another street light at the top of High Street as per the homeowner's request. It was determined that the pole that it would be placed upon is on private property. Since it was not on Town property it was not done. We discussed some options with the same homeowner about putting in a cul-de-sac at the top of High Street. It was determined that the area where he wanted to put the cul-de-sac in is on private property. We filled in the pot holes behind the hardware store with base rock. We picked up numerous dead deer off of Hwy 3 and Scott River Road. We continued to organize the shop, more specifically the water and sewer parts. We replaced the old air hose line throughout the shop because it kept breaking apart rendering it unusable. We performed routine maintenance on the Town's equipment. We made sure that Ray's Food Place doesn't get plugged up again while we wait on the replacement pump. We made an invoice for Ray's with all the costs incurred by the Town to be ready for when we do install the new pump. We plowed and shoveled snow as needed throughout the Town. We cindered the roads when it was prudent to do so. Everett helped in the office as needed, having the phones forwarded to the Town cell phone for a week. We read all of the meters. We noticed a few houses with leaks and notified the home owners. We wanted to remind the public that

even a little drip from the cold water will help relieve the pressure buildup of frozen water in the pipes. We took out all of the trash as needed. We picked up a ton of leaves out of the gutters and parks throughout Town. We spent awhile trouble shooting the new flow metering device at the WWTP. We are pleased to announce that we have remedied the problem and now the flow meter is working correctly. We still need to install the data logger which we have received. We checked various manholes throughout Town. Everything appears to be working correctly except for a little bit of sand in SSMH-27. We plan on using the camera on this section to see what the problem is. Everett attended a meeting with Gurhleen Batia from the State and Anders Rasmussen from SHN to check up on our Wastewater Treatment Plant Facilities grant. Right now we are waiting on Roy O' Connor from the Regional Water Quality Control Board, or RWQCB to review the Towns plans and provide written approval of them. The Town needs to decide if we want to put an amendment on the WWTF planning grant to provide for 100 percent plans and specs, or if we want the 100 percent plans and specs put into the construction application. If we put the 100 percent plans and specs into the planning grant the Town will save a lot of time as the construction application can be time consuming. If everything goes right the Town could see our new WWTF go out to bid as early as spring 2024. The parade was a huge success. Public Works put out barricades at key intersections to set up a detour as well as put out extra trash cans on the day of the parade. We wanted to thank the Fort Jones Lions Club for hosting the event and Siskiyou Telephone Company for putting up the decorations as well as all of the food and craft vendors who are too numerous to mention by name.

Economic Development Report January 9, 2023

On December 15, 2022, Mayor Mercedes Garcia, Councilmembers Julia Collie-Mason and Mark Eayrs, and Deputy City Clerk Rachel Agron met with Aaron Reimler of the Rural Community Assistance Corporation to receive an update. No town business was discussed, the meeting was properly noticed, and all materials disseminated to Council members are available on our website and in the office upon request.

During the briefing, Aaron informed the Council members of a USDA grant secured by RCAC that will allow him to continue and expand his work for Fort Jones. Aaron explained that the grant will compensate him for the time he spends working with Fort Jones on rural placemaking activities, then showed the Council members the blank templates that will be used to help Fort Jones assess its situation and to decide what kind of work will be done going forward. Aaron shared that he had approval to make multiple trips to Fort Jones in 2023, beginning in January. His first trip is scheduled for January 18-19. Aaron expressed interest in meeting with the Council and with the Economic Development Work Group at that time.

CONSENT CALENDAR

Fort Jones City Council
Special Meeting
December 19, 2022

CERTIFICATION OF POSTING AGENDA

I, Celeste McFall, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the December 19, 2022 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Scott Valley Family Resource Center, Outside Frontier Hardware, the Post Office, and on the City's website www.fortjonesca.org on December 16, 2022.

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

Celeste McFall, City Clerk

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 5:30 p.m.

Roll Call: Mayor Garcia, Mayor Pro-Tem Banks, Council members Collie-Mason, Eayrs and Stacher were all present.

Also present: Deputy City Clerk Rachel Agron, and Public Works Supervisor Everett Hullquist.

Mayor Garcia led the flag salute.

Public Comment:

None

Consent Calendar:

1. A). Approval of Minutes Regular meeting December 12, 2022

Kathye Banks asks that the word "full time" be changed to "permanent" in the meeting minutes with regards to hiring an Interim City Administrator.

Ms. Banks then motioned to approve the Consent Calendar. Julia Collie-Mason seconded the motion.

AYES: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. Stacher

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes

Public Hearing: Ordinances and Resolutions

2. Review and approve Resolution 1117 for Prop. 68 application for new location for Central Park.

Mark Eayrs makes a motion to approve Resolution 1117. Amy Stacher seconds the motion.

AYES: M. Garcia, K. Banks, J. Collie-Mason, M. Eayrs, A. Stacher.

NOES: None

ABSTAIN: None

ABSENT: None

Motion passes.

STAFF COMMENTS:

None

COUNCIL MEMBER COMMENTS:

None

Meeting adjourned 5:56 p.m.

Attest:

Celeste McFall, City Clerk

Approved:

Mayor Mercedes Garcia

Disbursements

02-810025 - GF

Type	Date	Num	Name	Memo
Paycheck	12/09/2022	25698	Agron, Rachel	
Paycheck	12/09/2022	25702	Hullquist*, Kevin	
Paycheck	12/09/2022	25703	Hullquist, Everett	
Paycheck	12/09/2022	25704	McFall, Celeste J	
Paycheck	12/09/2022	25705	Nobles, Suzanne	
Paycheck	12/09/2022	25706	Parkinson, Hayden	
Paycheck	12/09/2022	25701	Hess, Samantha F	
Paycheck	12/09/2022	25699	DeCausmaker, Michelle*	
Paycheck	12/09/2022	25700	Hess, Joseph E	
Paycheck	12/09/2022	25707	Whitworth, Barbara A	
Liability Check	12/09/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/08/2022
Bill Pmt -Check	12/09/2022	25708	Budge-McHugh Supply Co	water system valves
Bill Pmt -Check	12/09/2022	25709	C & K Market	1778419; 1778430
Bill Pmt -Check	12/09/2022	25710	Celeste McFall	Health insurance reimbursement
Bill Pmt -Check	12/09/2022	25711	City of Etna*	Law Enforcement billing Second and Third Qu
Bill Pmt -Check	12/09/2022	25712	City of Medford Finance Department	Fire Dept- Fleet Services-November 2022
Bill Pmt -Check	12/09/2022	25713	David Dunn	monthly stipend for services
Bill Pmt -Check	12/09/2022	25714	E&S Engineers and Surveyors	Meter Installation 95% Plans and Specs
Bill Pmt -Check	12/09/2022	25715	Employment Development Department	Account ID 698-1449-9 period ending 30-12-22
Bill Pmt -Check	12/09/2022	25716	Everett Hulquist *	health insurance
Bill Pmt -Check	12/09/2022	25717	Fort Jones Ace Hardware	November 2022 statement
Bill Pmt -Check	12/09/2022	25718	Fort Jones Lumber	November invoices
Bill Pmt -Check	12/09/2022	25719	Gold Nugget Printing	Winter Flyers
Bill Pmt -Check	12/09/2022	25720	Pacific Power	November 2022 billing
Bill Pmt -Check	12/09/2022	25721	Scott River Pump	Invoice 22-56952
Bill Pmt -Check	12/09/2022	25722	Scott Valley Auto Parts	November billing
Bill Pmt -Check	12/09/2022	25723	Siskiyou County Clerk's Office	Inv# 2022.112022.31
Bill Pmt -Check	12/09/2022	25724	Siskiyou County Tax Collector	was missing one bill
Bill Pmt -Check	12/09/2022	25725	Suburban Propane	1638-042614 11.28.22
Bill Pmt -Check	12/09/2022	25726	Us Bank Corporate Payment Systems	statement date 11.17.22
Bill Pmt -Check	12/09/2022	25727	US Bank Equipment Finance	Invoice number 488230426
Bill Pmt -Check	12/09/2022	25728	Valley Tire	Invoice number 50897, 51024

6:56 PM
01/06/23
Accrual Basis

Bill Pmt -Check	12/09/2022	25729	Verizon Wireless	Cell phones October billing
Paycheck	12/23/2022	25730	Agron, Rachel	
Paycheck	12/23/2022	25733	Hess, Samantha F	
Paycheck	12/23/2022	25734	Hullquist*, Kevin	
Paycheck	12/23/2022	25735	Hullquist, Everett	
Paycheck	12/23/2022	25736	McFall, Celeste J	
Paycheck	12/23/2022	25737	Nobles, Suzanne	
Paycheck	12/23/2022	25731	Garcia, Mercedes M	
Paycheck	12/23/2022	25732	Hess, Joseph E	
Paycheck	12/23/2022	25738	Whitworth, Barbara A	
Liability Check	12/23/2022		QuickBooks Payroll Service	Created by Payroll Service on 12/22/2022
Bill Pmt -Check	12/31/2022	25774	Budge-McHugh Supply Co	water system valves - balance due
Bill Pmt -Check	12/31/2022	25775	Civic Plus	Codification of Ordinances
Bill Pmt -Check	12/31/2022	25776	Cliff's Trophies	Inv# 8964-
Bill Pmt -Check	12/31/2022	25777	Golden State Risk Management Authority	EB121522-48 Dec
Bill Pmt -Check	12/31/2022	25778	Pacific Power	December 2022 billing
Bill Pmt -Check	12/31/2022	25779	US Bank Equipment Finance	Invoice number 490444205

Total 02-810025 - GF
TOTAL

Split	Amount	Balance
		-27,303,184.36
-SPLIT-	-1,365.18	-27,304,549.54
-SPLIT-	-1,163.62	-27,305,713.16
-SPLIT-	-1,548.08	-27,307,261.24
-SPLIT-	-1,480.18	-27,308,741.42
-SPLIT-	-324.39	-27,309,065.81
-SPLIT-	-1,570.50	-27,310,636.31
-SPLIT-	-740.80	-27,311,377.11
-SPLIT-	-83.11	-27,311,460.22
-SPLIT-	-1,017.82	-27,312,478.04
-SPLIT-	-156.99	-27,312,635.03
-SPLIT-	-3,162.60	-27,315,797.63
2000 - Accounts Payable	-356.04	-27,316,153.67
2000 - Accounts Payable	-100.25	-27,316,253.92
2000 - Accounts Payable	-98.41	-27,316,352.33
2000 - Accounts Payable	-83,653.00	-27,400,005.33
2000 - Accounts Payable	-4,465.36	-27,404,470.69
2000 - Accounts Payable	-700.00	-27,405,170.69
2000 - Accounts Payable	-8,800.00	-27,413,970.69
2000 - Accounts Payable	-2,135.47	-27,416,106.16
2000 - Accounts Payable	-623.20	-27,416,729.36
2000 - Accounts Payable	-444.67	-27,417,174.03
2000 - Accounts Payable	-52.67	-27,417,226.70
2000 - Accounts Payable	-343.08	-27,417,569.78
2000 - Accounts Payable	-2,785.88	-27,420,355.66
2000 - Accounts Payable	-62.09	-27,420,417.75
2000 - Accounts Payable	-185.43	-27,420,603.18
2000 - Accounts Payable	-55.00	-27,420,658.18
2000 - Accounts Payable	-63.00	-27,420,721.18
2000 - Accounts Payable	-3,366.17	-27,424,087.35
2000 - Accounts Payable	-2,295.89	-27,426,383.24
2000 - Accounts Payable	-214.74	-27,426,597.98
2000 - Accounts Payable	-2,010.35	-27,428,608.33

6:56 PM
01/06/23
Accrual Basis

2000 - Accounts Payable	-118.12	-27,428,726.45
-SPLIT-	-1,216.15	-27,429,942.60
-SPLIT-	-164.69	-27,430,107.29
-SPLIT-	-1,163.62	-27,431,270.91
-SPLIT-	-1,649.40	-27,432,920.31
-SPLIT-	-1,291.67	-27,434,211.98
-SPLIT-	-268.59	-27,434,480.57
-SPLIT-	-83.11	-27,434,563.68
-SPLIT-	-1,017.82	-27,435,581.50
-SPLIT-	-157.00	-27,435,738.50
-SPLIT-	-2,221.88	-27,437,960.38
2000 - Accounts Payable	-307.00	-27,438,267.38
2000 - Accounts Payable	-1,804.55	-27,440,071.93
2000 - Accounts Payable	-92.56	-27,440,164.49
2000 - Accounts Payable	-779.00	-27,440,943.49
2000 - Accounts Payable	-5,094.56	-27,446,038.05
2000 - Accounts Payable	-723.09	-27,446,761.14
	<u>-143,576.78</u>	<u>-27,446,761.14</u>
	<u>-143,576.78</u>	<u>-27,446,761.14</u>

Payables

Town of Fort Jones
Bills for All Vendors

June 1 - 7, 2022

Name	Type	Amount
Fort Jones Ace Hardware	Bill	427.49
Ray-Mac Mechanical	Bill	8,800.00
Kenny's Lock Shop	Bill	37.71
Cross Connections	Bill	35,142.19
E&S Surveyors and Engineers	Bill	5,253.00
Mercier Electric	Bill	1,000.00
Pacific Power	Bill	5,094.56
Siskiyou Daily News	Bill	58.00
AT&T	Bill	281.68
SHN Consulting	Bill	2,417.90
Valley Pacific Petroleum	Bill	1,249.18
Mean Gene's Gas	Bill	2,056.00
SWRCB	Bill	28,486.79
Siskiyou Telephone	Bill	795.37
Celeste McFall (health insurance reimb)	Bill	98.41
Kevin Hulquist (equipment rental)	Bill	100.00
Everett Hulquist (health insurance reimb)	Bill	623.20
Scott Valley Disposal	Bill	620.00
Basic Laboratory	Bill	96.00
Prentice Long	Bill	1,592.50
Verizon Wireless	Bill	127.70
US Bank Corporate Payment Systems	Bill	2,462.03
Fort Jones Lumber	Bill	253.50
US Bank Equip Finance	Bill	723.09
Quad B	Bill	847.45
		<u>98,643.75</u>

Year To Date Profit & Loss

Town of Fort Jones
Profit & Loss
July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

Income

1I - General Government Income

4099 - Property Taxes

Slater Fire Prop Tax	342.00
4100 - Secured Current	4,244.17
4101 - Unsecured Current	4,294.03
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	145.13
4507 - Homeowner Alloc	558.07
4508 - VLF Net	19,728.00
4514- Unsec Interest	2.62
4516- Sup Current	1,661.89

Total 4099 - Property Taxes	31,009.39
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4111 - Sales Tax	146,889.27
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4214 - Land Use	100.00
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4218 - Business License	6,023.03
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4302- Fees Collection Cost	-3.94
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4303 - Vehicle Fees	30.83
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4400 - Rent	2,900.00
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4410 - Interest General Fund	10.96
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4730 - Miscellaneous	501.09
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Total 1I - General Government Income	187,460.63
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2I - Public Safety Income

2a - Law Enforcement

4111- Growth Alloc	127.21
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4112 - COPS Allocation	90,095.47
------------------------	-----------

4116 - Prop172	378.55
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Animal Control

4230 - Dog Licenses	230.00
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Total Animal Control	230.00
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Total 2a - Law Enforcement	90,831.23
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2b - Fire Protection

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

4740 - Fire Dept.	9,812.13
4750 - Strike Team Income	8,812.12
Total 2b - Fire Protection	18,624.25
Total 2I - Public Safety Income	109,455.48
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	2,532.67
4500 - Gas Tax 2106	3,306.02
4501 - Gas Tax 2107	2,291.23
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	1,659.81
4530 - Local Transportation	4,986.55
SB1	2,539.63
Total 3a - Streets Income	18,315.91
3b - Sewer Income	
4212 - Sewer Revenue	54,375.54
4213 - Connections & Fees	7,500.00
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	66,425.46
3c - Water Income	
4810 - Water Revenue	72,748.62
4812 - Bulk Water Sales	345.00
4820 - Water Interest	19.02
4840 - Gretchen Acres Assess	799.67
3c - Water Income - Other	5,223.23
Total 3c - Water Income	79,135.54
Total 3I - Public Works Income	163,876.91
5I - American Rescue Plan Act	
4915 - ARPA Income	83,712.28
Total 5I - American Rescue Plan Act	83,712.28
4900 - CBDG Interest	5,946.75
4903 - Library Reimbursement	5,239.48
4911 Coronavirus Relief Fund	-514.80

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

4950-Housing Interest	1,826.00
Housing Interest	7,719.59
Total Income	564,722.32
Gross Profit	564,722.32
Expense	
1E- General Government Expense	
2285 - IT Services	7,710.54
5100- Council/Election	423.81
5110- Mayor Payroll	1,260.00
5210- Clerk Payroll	2,600.00
5220- Suppl\USPO\Petty	3,020.58
5400 - Professional Fees	
5401 - Legal Fees	8,817.55
5402 - Accounting Fees	6,840.00
5403 - Consulting Fees	43,868.95
5405 - Reimbursed Expenses	2,001.20
Total 5400 - Professional Fees	61,527.70
5500- Planning	
5502 - City Promotion	4,501.63
5501 - Economic Development	2,083.35
Total 5500- Planning	6,584.98
5550- Library Payroll	4,262.00
5555 - Admin Payroll	41,552.11
5600- Misc.	1,818.86
5705 - Dues and Subscriptions	961.00
6205- Health Insurance	7,980.86
6300- Insurance	
6204- Workers Compensation	3,127.34
6303- Liability Insurance	1,752.27
6305 - Crime Insurance	13.43
Total 6300- Insurance	4,893.04
6400- Property Tax	341.90
6406- 98 Bank Charge	546.00

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, '23

9150-City Hall Expenses	
1-012 - City Hall Power	2,645.40
133000- City Hall water	102.73
9154 - Disposal 2 yd Bin	1,079.00
9155 - Equipment Finance	2,442.60
9150-City Hall Expenses - Other	563.85
Total 9150-City Hall Expenses	6,833.58
9152- Propane	3,066.36
1E- General Government Expense - Other	1,607.64
Total 1E- General Government Expense	156,990.96
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7125 - Law Enforcement Services	74,528.00
7135- Police Maintenance	4,000.00
7145- Dispatch	5,125.00
7181 - Law Enforcement Phones	925.14
Total 2EA- Law Enforcement Expense	84,578.14
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	571.29
7532 - FF Training	150.00
Crime Insurance	26.16
7550 - Misc Expense _ Fire Dept	3,530.69
6310- Property Insurance	361.70
7505 - Liability Insurance	1,925.22
7506 - Work Comp Insurance	3,440.02
7507 - Auto Insurance	2,612.27
7510- Fire Dept Payroll	16,692.34
7512 - Live Scan	0.00
7513 - Calls & Meetings	8,856.62
7520- Fire Dept Supl & Mtnce	30,157.93
7525- Pub Safety Fuel & Oil	7,985.97
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	2,265.61

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

2261- Fire Dept. Phone	2,240.40
2262 - Disposal	1,079.00
7541- Propane	319.81
Total 7540- Fire Dept. Utilities	5,904.82
2EB- Fire Department Expense - Other	81.00
Total 2EB- Fire Department Expense	82,296.03
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	24,900.00
Crime Insurance	26.16
6311 - Property Insurance	361.70
7502 - Auto Insurance	2,612.27
7505b - Liability Insurance	1,924.93
7506b - Workers Comp Ins	3,440.02
7513 Fleet Maintenance - Strike	19,785.82
7515 - Strike Team Payroll	24,532.08
Total 2EC - Strike Team Expenses	77,582.98
Total 2E- Public Safety Expense	244,457.15
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	2.24
1-000 - Street Lights	
02 HPSV Lights	288.75
02 HPSV Metal Lights	136.87
10 HPSV Wood Lights	1,876.87
11 HPSV Lights	752.72
72 HPSV Lights	6,194.02
Total 1-000 - Street Lights	9,249.23
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	876.98
1-006 Barn Maintenance	786.62
1-007 - Phone Bill	480.19
8121- Street Maintenance	

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

8127- STIP Project - Consulting	2,853.00
8121- Street Maintenance - Other	1,261.47
Total 8121- Street Maintenance	4,114.47
8120- Street Mtnce/Utilities - Other	98.00
Total 8120- Street Mtnce/Utilities	6,356.26
8130- Equipment Maintenance	
8133- Parts & Supplies	3,890.11
Total 8130- Equipment Maintenance	3,890.11
8136 -Auto Insurance	0.00
8137- Mobile Equip	71.63
8199- Road Payroll	7,862.50
8200- Major Street Const.	1,431.75
8509 - Liability Insurance	210.05
8511 - Work Comp Insurance	375.10
Total 3EA- Streets	29,448.87
Total 3E- Public Works Expense	29,448.87
3EB- Sewer Expense	
Crime Insurance	2.24
6308-Property Insurance	480.42
8510- Sewer Payroll	4,290.00
8520- Sewer Expenses	
1-015 - Sewer Power bill	118.98
1-019 bbp sewer	97.49
8521- Sewer Rep & Mtnce	1,017.09
8553- Auro Insurance	307.14
Total 8520- Sewer Expenses	1,540.70
8522 - Waste Water Monitoring	7,036.40
8530- Sewer Supplies	11.75
8535-Office	375.00
8540- State Fees	27,312.00
8549- Mobile Equip.	71.63
8550 - Liability Insurance	279.94
8551 - Work Comp Insurance	500.11

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

8552 - Training	215.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	42,419.70
3EC- Water Expense	
Crime Insurance	2.24
6307-Property Insurance	1,688.00
8609- Water Training	3,155.00
8610- Water Parts & Supplies	3,606.79
8612- Water Office & Postage	3,044.27
8615- Water Payroll	30,794.25
8620- Water Repairs & Mtnce	21,188.53
8623- Mobile Equip.	71.63
8624 - Auto Insurance	307.14
8625- Water Liability Ins	349.94
8626 - Work Comp	625.07
8627 - Fuel-Oil	2,341.17
8630- Water Fees & Testing	2,603.31
8640- Water Utilities	
1-000 - Water Power	
New Pump	7,969.30
Old pump	380.65
Total 1-000 - Water Power	8,349.95
1-001 - Water Phones	
468-2598	1,286.05
468-5864	398.60
Cell	881.59
Total 1-001 - Water Phones	2,566.24
Total 8640- Water Utilities	10,916.19
8650- Water Engineering	28,057.50
3EC- Water Expense - Other	4,208.70
Total 3EC- Water Expense	112,959.73
3EG -8690 -Water Planning Grant	592.50
4E- Parks & Recreation Expense	

Town of Fort Jones
Profit & Loss

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

9151- City Hall Maintenance	13,635.93
Crime Insurance	2.24
9116 - Janitorial Payroll	3,245.30
03 Parks & Recreation Grants	
2020 Per Capita - Scout Hall	8,800.00
2020 Per Capita - LLP	
Improvements	27,678.76
LLP Project Payroll	4,137.50
2020 Per Capita - LLP - Other	2,979.00
Total 2020 Per Capita - LLP	34,795.26
Total 03 Parks & Recreation Grants	43,595.26
6305- Property Ins Parks	
9104- Mobile Equip.	71.63
6305- Property Ins Parks - Other	1,929.13
Total 6305- Property Ins Parks	2,000.76
9105- Auto Insurance	307.14
9106 - Work Comp Parks	1,000.10
9107 - Liability Ins Parks	560.00
9108 - L.L. Park	4,632.95
9109- Parks Payroll	8,610.50
9130- Ball Park Expenses	
1-002 - LLP Snack	215.52
1-013 - BBP lights	1,085.08
1-014 - LLP lights	104.37
1-017 - BBP pump	108.85
9131- Maintenance & Supplies	2,577.44
Total 9130- Ball Park Expenses	4,091.26
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	366.93
9141- Scout Hall Repairs	3,971.04
Total 9140- Scout Hall Expenses	4,337.97
9160- Museum Expenses	
1-004 - Museum Electricity	471.39

**Town of Fort Jones
Profit & Loss**

July 1, 2022 through January 6, 2023
Jul 1, '22 - Jan 6, 23

1-XXX - Museum Monitor Fuel	3,129.68
5568- Museum Phone	481.85
Total 9160- Museum Expenses	4,082.92
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	90,750.62
4EF - Sewer Grant	12,575.40
5E - American Rescue Plan	
6.1 - Government Expense	48,338.83
Total 5E - American Rescue Plan	48,338.83
6504- Payroll Taxes	
Federal Unemployment	474.46
6506- FICA	14,696.64
6508- Medicare	3,437.12
6512- SUI	3,890.12
6516 - ETT	0.00
6504- Payroll Taxes - Other	559.98
Total 6504- Payroll Taxes	23,058.32
9700- CBDG Const Housing	
Gen Adm & Program Delivery	6,792.40
Housing Loans	
Gomez	897.86
Total Housing Loans	897.86
Total 9700- CBDG Const Housing	7,690.26
Payroll Expenses	-829.76
Reconciliation Discrepancies	-457.00
Uncategorized Expenses	0.00
Total Expense	767,995.58
Net Income	-203,273.26

DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 9, 2023

FROM: RACHEL AGRON

SUBJECT: SEWER HOOKUP FEE FOR UKONOM GOLD

BACKGROUND

During public comment at the Council meeting on December 12, 2022, Kevin Hullquist requested that the Council waive the \$7,500 sewer hookup fee for his proposed drive-thru coffee shop, Ukonom Gold, arguing that the Town would make that money back in sales taxes. Mayor Garcia directed staff to include it as an agenda item for the January meeting.

RECOMMENDATION

Staff recommends that the Council review the attached materials and come to a decision.

January 9,2023

The purpose of this letter is to ask the Town of Fort Jones to waive the sewer hook up fee for a coffee house to be built at the corner of Douglas St and Highway 3 in Fort Jones. Enclosed is a bid from Aldrich Construction , which shows initial cost to get to the sewer drain. I will need to put in a pumping station and close to 400 ft of 2" underground pipe. The impact on the increased sewer is minimal as the coffee house will only have 1 toilet and the water for a dishwasher. Hence the reason I am asking for the waiver. The Town of Fort Jones will get their fees plus more revenue from sales tax, and property taxes from increased value. As we speak the lot is just bare land. Please consider forgoing the hook up fees as that would expedite the date of opening.

Thank You

Ukonom Fawn Star LLC

Kevin Hullquist



ENPLAN

10 m
50 ft
Zoom Level 19

Property Data

APN
055-191-140-000

Owner Name
UKONOM FAWN STAR LLC

Parcel Situs Address
[no data]

Owner Mailing Address
PO BOX 132, FORT JONES, CA
96032-0132

Deed ID
2021.9956

Deed Date
09-18-2021

Year Built
[no data]

Land Value Assessed
35,000

Improvement Value Assessed
[no data]

Total Value Assessed
35,000

Parcel Size
10,019 SF

Situs Zip Code
[no data]

Land Use Class
VACANT

Land Use Code
8002

Title Information

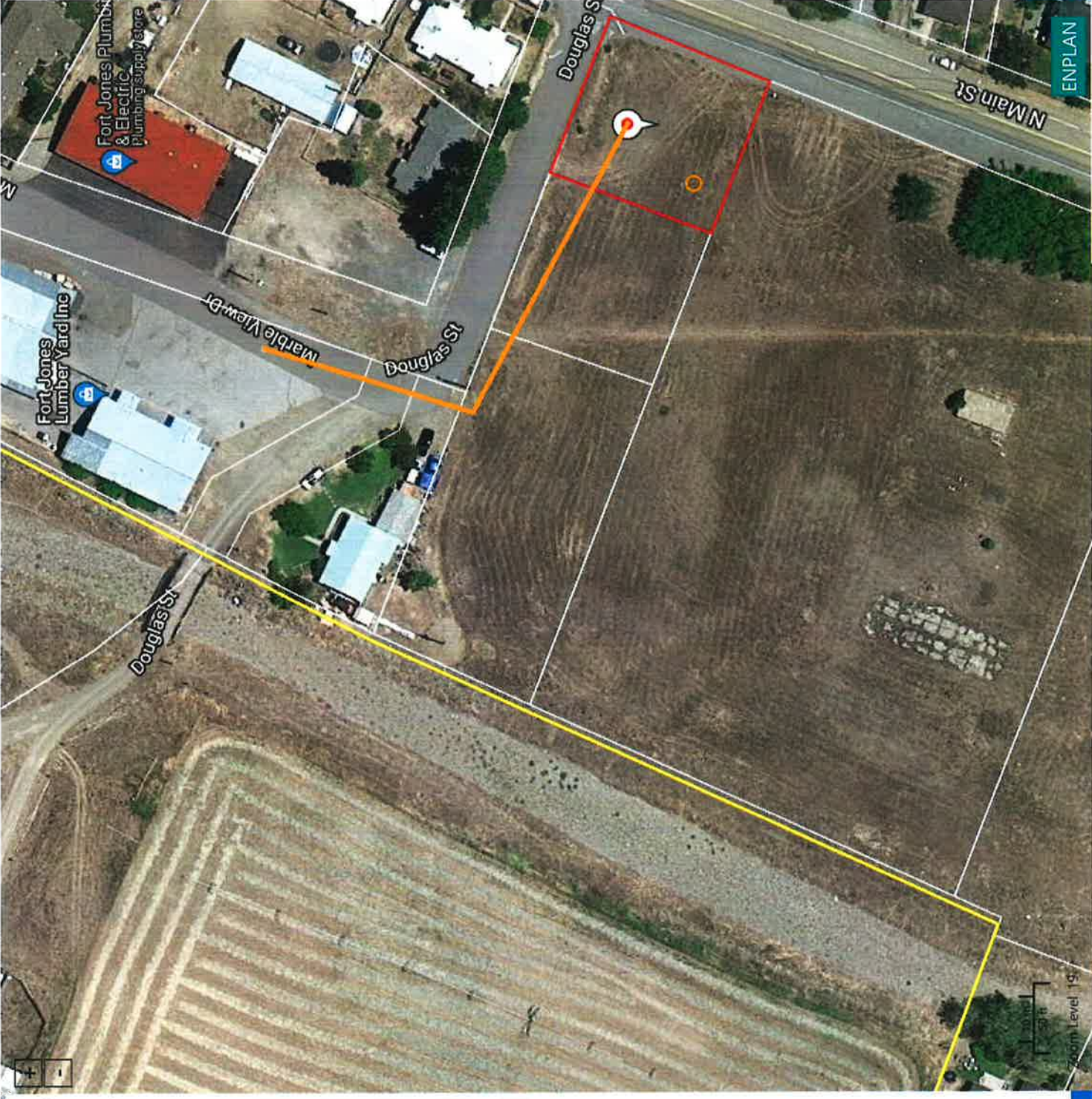
Assessor Parcel Map

Annotation

Select Color



- Points
- Lines
- Polygons
- Polygons
- Polygons



New Annotation

Label

Description

ENPLAN

Save

R.B. Aldrich Construction

15148 N. Hwy 3

P.O. Box 927

Fort Jones

CA. 96032-0927

Estimate

Date	Estimate #
12/1/2022	98

Name / Address
Kevin Hullquist Main St. FortJones CA.96032, ca

DIR 1000012562

Description	Qty	Rate	Total
Install sewer ejection sump and pump with 400 lin.ft. of 2" PVC pipe, Provide access to an existing manhole located by the Lumberyard parking lot.Saw cut the street and repair asphalt after installation of sewer line.There is no provision for electrical to the pump.	1	8,114.08	8,114.08

Total		\$8,114.08
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THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: FIRE TRUCK DONATION

BACKGROUND

Engine 1314 is set to remain out of service indefinitely. However, Ben Lomond Fire Department has graciously offered to donate their 1992 KME Type 1 engine to the Fort Jones Fire Department.

RECOMMENDATION

Staff recommends that the Council vote to accept the donated fire truck.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: JANUARY 9, 2023

FROM: RACHEL AGRON

**SUBJECT: ECONOMIC DEVELOPMENT WORK GROUP MEMBER
SELECTION**

BACKGROUND

In May of 2020, the Council voted to form an Economic Development Work Group. This group was comprised of a former Council member and a former staff member who have since moved on. Since then, community members have expressed interest in economic development. These enthusiastic community members can help the Town take advantage of RCAC's newly won grant that allows Aaron to donate more of his time to Fort Jones.

Appointing new members to this Work Group will allow residents and business owners to volunteer for the town and will give Aaron Reimler a team to work with during his visit to Fort Jones on January 18th and 19th.

RECOMMENDATION

Staff recommends that the Council appoint Work Group members from the appended list of interested volunteers. Additional members can always be appointed at a later date.

Madeleine Ayers

I am interested in serving on the economic development council for the town of Fort Jones. I believe my creative background will add an important viewpoint to the group, and I hope that I can help shape the future of this wonderful town. Careful consideration of the past and wise planning for the next generation is vitally important for the continued success of this town and I would like to serve in this role.

Kay Isbell

I am a business owner in Fort Jones. I see a lot of traffic pass through Fort Jones daily. I would like to see Fort Jones prosperous. I like to see the community grow and become more cohesive.

Mecca Foos**Diane Postma**



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: LIBRARY MOU

BACKGROUND

It is time to renew the Fort Jones Branch Library MOU with the County for the year of 2023.

RECOMMENDATION

Staff recommends that the Council adopt the MOU.



SISKIYOU COUNTY LIBRARY

719 Fourth Street
Yreka, California 96097
(530) 842-8805 FAX: (530) 842-7001

MICHAEL PERRY, COUNTY LIBRARIAN
mperry@co.siskiyou.ca.us

December 14, 2022

To whom it may concern:

The County and your Community have been operating under a series of Memorandums of Understanding (MOU) since 2011 to deliver library services. The most recent MOU ended on June 30, 2022.

There are two copies of the refreshed MOU in this package, along with a copy of the signed MOU that that ended on June 30, 2022.

Aside from some formatting changes (i.e. replacing bullet points with numbered lists), there are no significant changes to the content in this new 4-year MOU (ending on June 30, 2026). It is effectively the same MOU as the previous one.

Please note that the County's signature page (on page 5) has changed since the last MOU and now requires two Community signatures. When your community approves the MOU and ready to sign, please

- Print in your Community Name
- Print the name and position of each Community signatory beneath the signature line

Please return both signed copies back to Yreka Library (at the address on this letter). I will have the County sign each copy and then will return one completed copy back to you for your records.

I am happy to answer any questions you may have about the MOU renewal, its history, or any other library-related question.

Yours sincerely,

Michael Perry

MEMORANDUM OF UNDERSTANDING REGARDING COUNTY LIBRARIES AND LOCAL COMMUNITIES

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

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

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

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

1. Items identified as fixed assets of the County will remain as County property until donated, identified as surplus or otherwise approved for disposal as agreed, by County in writing.
2. The County will make provision to provide:
 - 2.1. Technology backbone, which includes:
 - 2.1.1. Communications network connecting all library sites (including telephone and Internet)
 - 2.1.2. Centralized circulation system, including circulation parameters
 - 2.1.3. Catalog of shared library materials, available from any internet-connected computer
 - 2.1.4. Online materials requests
 - 2.1.5. Centralized file of user records, protected by firewall
 - 2.1.6. Updates to the technology backbone, handled centrally
 - 2.1.7. Staff to manage the technology backbone
 - 2.1.8. Routers and other networking communications equipment
 - 2.1.9. Installation of any equipment connected to the network in the community facilities
 - 2.1.10. Book repair
 - 2.1.11. Library specific materials, such as library cards

- 2.2. Distribution center for books and other library materials to be shared by all library locations, which includes:
 - 2.2.1. Print and non-print library materials to be shared freely throughout the county
 - 2.2.2. Rotating collections
 - 2.2.3. Preservation of historical collections
 - 2.2.4. New and gift materials cataloging and processing (as described in Appendix 1, attached hereto)
 - 2.2.5. Centralized purchasing
 - 2.2.6. Negotiation of discounts from book suppliers
 - 2.2.7. Staff for the distribution center
 - 2.2.8. Volunteers for the distribution center
 - 2.2.9. All operating costs for the distribution center
 - 2.3. Delivery service between the distribution center and community library facilities
 - 2.4. Siskiyou County Library website
 - 2.5. Design and provision of training in County Library procedures for community staff and volunteers at a central location and at times such training can be offered as determined by County.
 - 2.6. Coordination and management of programs and grants that are applicable countywide.
-
- 3. The Community will make provision to provide, at no cost to the County:
 - 3.1. Code-compliant local library space, open to the public, with hours of operation to be determined by the local community
 - 3.2. The Community is responsible for:
 - 3.2.1. Additional furniture
 - 3.2.2. Utilities
 - 3.2.3. Maintenance
 - 3.2.4. Cleaning and restroom supplies
 - 3.2.5. Janitorial service
 - 3.2.6. Trash removal
 - 3.2.7. Insurance
 - 3.3. Staffing
 - 3.3.1. Local customer service volunteers
 - 3.3.2. Background checks for volunteers
 - 3.3.3. Local paid or contract staff
 - 3.3.4. Shelving and re-shelving of circulating materials
 - 3.3.5. Volunteers and paid or contract staff will participate in training provided by the County

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

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

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

- 5. In case of technology failure:

The County is responsible for:

- 5.1. The countywide online checkout, catalog, and patron record system
- 5.2. Problems covered under the self-check warranty agreement
- 5.3. Routers and other networking communications equipment
- 5.4. The County Library website
- 5.5. County software

The Community is responsible for:

- 5.6. Replacing the self-checkout machines
- 5.7. Laptop and desktop computers not managed by County IT
- 5.8. Copiers
- 5.9. Printers
- 5.10. Local software

6. Basic procedures for reporting technology failures and other service and support requests to the County Library Distribution Center (described in Appendix 3, attached hereto).
7. The County and the Community agree to participate in the County Library Coordination Committee (described in Appendix 2, attached hereto).
8. The County can accept funds from either the Community or its Friends of the Library group to help coordinate purchases of library materials and supplies.
9. The County Librarian will work with the Library Council to formulate cooperative library policies on countywide services. Access to the catalog's circulation database to perform library service functions will be granted to County and Community staff and volunteers that follow these policies.
10. In the event of a catastrophic event, the County's insurance will cover materials identified in the County's Insurance policy.

Items not covered by County insurance will be the responsibility of the Community.
11. The term of this agreement shall be from July 1, 2022 and be extended in writing by both parties every four (4) years. Either party may terminate this Agreement upon thirty (30) days written notice to the other party.

IN WITNESS WHEREOF, County and Contractor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

Community: _____

Date: _____

Date: _____

License No.: _____

(Licensed in accordance with an act providing for the registration of contractors)

Note to Contractor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. _____

COUNTY OF SISKIYOU

Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM:

Edward J. Kiernan, County Counsel (Date)

APPROVED AS TO ACCOUNTING FORM:

Fund Org Account

If not to exceed, include amount not to exceed:

Encumbrance number (if applicable):

Diane Olson, Auditor-Controller (Date)

APPROVED AS TO INSURANCE REQUIREMENTS:

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Appendix 1

CATALOGING AND PROCESSING FOR NEW AND GIFT MATERIALS

Acquisition and Processing

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

Materials will be processed based on these priorities:

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

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

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

Appendix 2

SISKIYOU COUNTY LIBRARY COORDINATION COMMITTEE

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

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

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

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

Appendix 3

SERVICE AND SUPPORT REQUESTS

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

Appendix 4

FEES SCHEDULE

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

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

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

MEMORANDUM OF UNDERSTANDING REGARDING COUNTY LIBRARIES AND LOCAL COMMUNITIES

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

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

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

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

1. Items identified as fixed assets of the County will remain as County property until donated, identified as surplus or otherwise approved for disposal as agreed, by County in writing.
2. The County will make provision to provide:
 - 2.1. Technology backbone, which includes:
 - 2.1.1. Communications network connecting all library sites (including telephone and Internet)
 - 2.1.2. Centralized circulation system, including circulation parameters
 - 2.1.3. Catalog of shared library materials, available from any internet-connected computer
 - 2.1.4. Online materials requests
 - 2.1.5. Centralized file of user records, protected by firewall
 - 2.1.6. Updates to the technology backbone, handled centrally
 - 2.1.7. Staff to manage the technology backbone
 - 2.1.8. Routers and other networking communications equipment
 - 2.1.9. Installation of any equipment connected to the network in the community facilities
 - 2.1.10. Book repair
 - 2.1.11. Library specific materials, such as library cards

- 2.2. Distribution center for books and other library materials to be shared by all library locations, which includes:
 - 2.2.1. Print and non-print library materials to be shared freely throughout the county
 - 2.2.2. Rotating collections
 - 2.2.3. Preservation of historical collections
 - 2.2.4. New and gift materials cataloging and processing (as described in Appendix 1, attached hereto)
 - 2.2.5. Centralized purchasing
 - 2.2.6. Negotiation of discounts from book suppliers
 - 2.2.7. Staff for the distribution center
 - 2.2.8. Volunteers for the distribution center
 - 2.2.9. All operating costs for the distribution center
 - 2.3. Delivery service between the distribution center and community library facilities
 - 2.4. Siskiyou County Library website
 - 2.5. Design and provision of training in County Library procedures for community staff and volunteers at a central location and at times such training can be offered as determined by County.
 - 2.6. Coordination and management of programs and grants that are applicable countywide.
-
- 3. The Community will make provision to provide, at no cost to the County:
 - 3.1. Code-compliant local library space, open to the public, with hours of operation to be determined by the local community
 - 3.2. The Community is responsible for:
 - 3.2.1. Additional furniture
 - 3.2.2. Utilities
 - 3.2.3. Maintenance
 - 3.2.4. Cleaning and restroom supplies
 - 3.2.5. Janitorial service
 - 3.2.6. Trash removal
 - 3.2.7. Insurance
 - 3.3. Staffing
 - 3.3.1. Local customer service volunteers
 - 3.3.2. Background checks for volunteers
 - 3.3.3. Local paid or contract staff
 - 3.3.4. Shelving and re-shelving of circulating materials
 - 3.3.5. Volunteers and paid or contract staff will participate in training provided by the County

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

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

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

- 5. In case of technology failure:

The County is responsible for:

- 5.1. The countywide online checkout, catalog, and patron record system
- 5.2. Problems covered under the self-check warranty agreement
- 5.3. Routers and other networking communications equipment
- 5.4. The County Library website
- 5.5. County software

The Community is responsible for:

- 5.6. Replacing the self-checkout machines
- 5.7. Laptop and desktop computers not managed by County IT
- 5.8. Copiers
- 5.9. Printers
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THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: JOB DESCRIPTIONS/SALARY SCHEDULES

BACKGROUND

Town Staff is working to fill the position of Administrative Assistant. Now seems like a good time to revisit job descriptions and salary schedules. The attached salary schedule accounts for a cost of living increase of 3% per year.

RECOMMENDATION

Staff recommends that the Council adopt the appended job descriptions and salary schedule.



TOWN OF FORT JONES
11960 East Street
P.O. Box 40
Fort Jones, CA 96032
(530) 468-2281
www.fortjonesca.com

Job Description: Accounting Clerk

Definition of Position: Responsible for balancing QB bank account records, processing of CDBG payments, creating monthly financial reports, submitting legal financial reports, and assisting with town audits.

Job Duties: Accounting Clerk

- Administration of utility billing process including generation of bills and checks; editing and verifying the billing register; updating journals and other record systems for each cycle; compiling, inputting, and analyzing data for billing activities; implementing account adjustments, as appropriate.
- Process CDBG housing loan payments
- Answer phone calls in a professional manner
- Collect and sort invoices and checks
- Post/pay bills in QuickBooks
- Mail checks to vendors
- Organize/file documents
- Receive utility payments/post payments to customer accounts
- Balance and post daily receipts for accounts receivable
- Prepare daily bank deposits; reconcile deposits with computer printout; prepare adjustment entries for accounts
- Reconcile QB to bank statements for all Town accounts
- Perform other administrative duties & office functions, as assigned

Qualifications: Accounting Clerk

- The ability to act responsibly and ethically when working with sensitive financial information, whether it's information for the Town or for individuals
- Familiarity with office machines (including fax/copier/scanner, telephones, computers)
- Working knowledge of QuickBooks and basic bookkeeping
- Excellent proficiency in MS Office Suite (including MS Excel, MS Word, MS Outlook, etc)
- Solid written and verbal communication skills
- Good organizational and multi-tasking abilities
- Problem-solving skills
- Customer Service Experience



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Administrative Assistant

Definition of Position: Responsible for assisting the City Clerk in managing day to day operations of City Hall office and maintaining documents, resolving customer concerns, accepting customer payments, and maintaining the Town website and its meeting repository.

Job Duties: Administrative Assistant

- Assist the City Clerk in preparing documents and reports for the Agenda Packet, and in the distribution of agenda and agenda-related materials
- Maintain the Town online meeting repository
- Answer office phones in a professional manner
- Assist in day-to-day office operations and customer interactions, including the issuing of licenses, receiving customer complaints, receiving fees and payments, and answering customer concerns
- Assist with necessary mailings as they arise
- Processes CDBG payments and ensure that corresponding payment records remain up to date
- Receive and post utility payments; implement account adjustments as appropriate
- Encourage public engagement on behalf of the Town by maintaining the Town's website and social media pages
- Other duties as assigned

Qualifications: Administrative Assistant

- Possession of a valid California Class C driver's license
- Good organizational and multi-tasking skills
- Excellent verbal and written communication
- Problem-solving skills
- Familiarity with office machines (including fax/copier/scanner, telephones, computers)
- Proficiency in water system software
- Customer Service orientation
- Experience in administration of utility reading and/or billing



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Job Description: City Clerk

Definition of Position: Responsible for managing day to day operations of City Hall office, managing the legislative history of the town of Fort Jones, and maintaining, disposing of, and preserving official City documents and records in accordance with legal requirements. The City Clerk serves as the Election Official.

Job Duties: City Clerk

- Provides general oversight for the day-to-day operations of the City Hall office; monitors and directs activities; provides professional and technical guidance to subordinate staff; interacts with the public as intermediary for City Administrator and CDBG Housing Coordinator; handles complaints and responds to questions.
- Provides complex, responsible and confidential administrative support to the City Council and City Administrator through drafting policies, procedures, agenda items and proclamations, and overseeing arrangements and set-up for Town of Fort Jones presentations and large community group meetings.
- Compiles and distributes agenda packets and related materials, memos, resolutions, ordinances, public recognition documents and communications.
- Attends City Council meetings, takes minutes and prepares official action minutes.
- Prepares, signs, seals and certifies, and records all ordinances, resolutions and agreements and other municipal legal documents.
- Prepares and posts legal and public notices as required by law for various matters including public hearings, reading of ordinances, and notices for available committee and board positions.
- Processes and distributes signed contracts and/or agreements.
- Receives, processes, and files claims and lawsuits against the Town of Fort Jones.
- Receives and opens public works bids; prepares contracts, receives change orders, processes stop notices and files notices of completion.
- Selects, trains and supervises the work of assigned clerical, accounting and janitorial staff, determining assignments and reviewing work product. Plans, schedules and prioritizes staff assignments and progress. Evaluates and monitors performance, providing training as necessary. Recommends merit increases, progressive discipline and other personnel related matters in a timely manner.

Knowledge & Abilities:

- Knowledge of: modern principles and practices of a municipal City Clerks office; accepted legal and administrative procedures relating to records management systems, including filing, indexing, retrieval and retention of records and documents; formats for preparation of municipal resolutions, ordinances and contracts; principles of public administration, management and supervision; the Brown Act; the Political Reform Act and campaign disclosure requirements; the Public Records

Act; the Elections Code with respect to municipal elections; state laws governing charter cities; and proper English usage, spelling, punctuation and grammar.

- Ability to: Interpret, analyze, apply and implement a variety of complex state and city laws; independently compose resolutions, ordinances, public hearing notices and correspondence consistent with appropriate formats and legal requirements; collect, review, organize and disseminate a variety of documents; independently organize, administer and coordinate a variety of diverse work programs and activities, complete time-driven projects within deadlines; communicate effectively, persuasively, tactfully, and positively both orally and in writing; direct, manage, evaluate and motivate the work of assigned staff in an effective and productive manner; and establish and maintain effective working relationships with elected and appointed officials, employees, and public.

License/Certificates:

- Possession of or ability to obtain a valid California Class C drivers license or the ability to use alternative means of transportation to accomplish the essential duties of the position.
- Possession or expected possession of a Notary Public Certification
- Possession or expected possession of a Certified Municipal Clerk (CMC) certificate is required.

Minimum Qualifications:

- A combination of education, training and experience equivalent to completion of high school and increasingly responsible experience performing complex administrative duties in an office environment in a supervisory role.
- A Bachelor's degree, preferably in public or business administration, or a related field, supplemented by specialized workshops/training specific to the municipal clerk field.



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Custodian

Definition of Position: Responsible for keeping Town facilities clean and orderly, including City Hall, the Scout Hall, and park restrooms.

Job Duties: Custodian

- Keeps building and property in clean and orderly condition
- Performs routine maintenance activities
- Sweeps, mops, scrubs or vacuums floors
- Gathers and empties trash
- Scrubs, sanitizes, and supplies restroom facilities
- Dusts furniture, walls, and equipment
- Cleans windows and mirrors
- Manages inventory of cleaning supplies
- Notifies staff regarding the need for repairs



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Job Description: Deputy City Clerk

Definition of Position: Responsible for assisting the City Clerk in managing day to day operations of City Hall office and maintaining documents, working on projects such as economic development, CDBG programs, water systems, and grant administration.

Job Duties: Deputy City Clerk

- Assist the City Clerk in preparing documents and reports for the Agenda Packet, and in the distribution of agenda and agenda-related materials
- Maintain the Town website's meeting repository
- Assist in day-to-day office operations and customer interactions, including the issuing of licenses, receiving customer complaints, receiving fees and payments, and answering customer concerns
- Cultivate connections with local entrepreneurs by overseeing online newsletters, renewing business licenses, keeping business owners up-to-date on ordinance changes, and ensuring the involvement of local businesses in public input processes
- Receive and post water meter readings, perform the utility billing process including generation of bills; edit and verify the billing register; receive and post utility payments; create/submit reports for the State Water Board; stay up-to-date on water system funding and utility bill relief opportunities
- Identify and apply for eligible grants and relief programs for the Town and for the Town's utility customers, administer said grants, and conduct proper reporting
- Encourage public engagement on behalf of the Town by maintaining the Town's website and social media pages and the Town's online newsletter; gather, analyze, and report public input as appropriate
- Other duties as assigned

Qualifications: Deputy City Clerk

- Possession of a valid California Class C driver's license
- Possession of or the ability to gain a Notary Public Certification
- Social media proficiency
- Good organizational and multi-tasking skills
- Excellent verbal and written communication
- Problem-solving skills
- Familiarity with office machines (including fax/copier/scanner, telephones, computers)
- Proficiency in water system software
- Customer Service orientation

FIRE DEPARTMENT JOB DESCRIPTIONS

FIRE CHIEF (FC)

The Fire Chief shall act as the Operation Officer of the Fire Department and shall report to the Town of Fort Jones Council.

The Chief shall be elected by the department and approved by the Town Council. They shall administer the Department and have exclusive management and control of the Department's operations and provide day-to-day leadership for the Department. They shall have general charge, responsibility and control over all property of the Department and the training of members. They shall designate an acting chief to act in their absence, and to exercise all the authority of the Chief during such absence.

The Fire Chief shall perform all duties as set forth by the Fort Jones Fire Department Constitution and By-laws.

The Fire Chief shall attend all Town Council meetings when available, or shall appoint a representative if needed, to update the Council on the operations of the Department.

They shall delegate authority at their discretion and shall have authority to direct all members, including terminating for cause. Their personnel management goal shall be to provide a motivating work climate for Department members.

They shall maintain cordial relations with all persons entitled to the services of the Department and shall attempt to resolve all public and member complaints. They shall encourage citizen participation in the affairs of the Department.

They shall seek to carry into effect the expressed policies of the Town of Fort Jones, including planning the short, medium, and long-term work program for the Department, facilitating constructive and harmonious Town Council relations. They shall communicate the goals and objectives of the Town Council to the community.

They shall assist in preparing and administering the Department budget; in conducting studies and making oral and written presentations; in performing inspections as mandated by the County Planning Commission for all new construction, and in conducting any inspection requested by the individual or by the local communities.

They shall work to maintain adequate response to emergencies both within the Town of Fort Jones and outside of Town limits, working with our Automatic and Mutual aid partners within our local area and throughout the State of California.

Required Qualifications. The Fire Chief must possess the equivalent of a high school diploma. They must have experience in a related field and shall have five (5) years' experience in an increasingly responsible public agency management position. They shall possess a valid and appropriate driver's license for operation of fire department apparatus. They shall possess sufficient experience and

qualifications such as are related to Firefighting, EMS, and Rescue operations. They shall maintain minimum qualifications as required by the State of California and the Federal Government for response to emergencies.

Desirable Qualifications: Qualifications for the position as Fire Chief are as follows: the ability to participate in annual budget preparation; the ability to effectively communicate, both in writing and verbally, with the constituents and other agency personnel; and the ability to meet and serve the public courteously and efficiently.

The Fire Chief shall perform other duties as assigned by the Town Council, or as per Cal-OSHA.



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Job Description: Public Works Supervisor

Definition of Position: Responsible for the management of various departments within Public Works and Skilled technical duties in the operation and maintenance of the Town's water and wastewater treatment plant; performs adjustments and repairs to plant equipment; collects and documents samples for laboratory testing; supervises and trains assigned staff and performs a variety of related duties as assigned.

Job Duties: Public Works Supervisor

- Receive administrative direction from the Public Works Director.
- Plan, direct, and review activities of the Public Works (PW) Department, including engineering, water/wastewater, construction inspectors, traffic operations, and street maintenance, parks maintenance, and garbage service; coordinate assigned activities with other Town departments and outside agencies
- Assist with planning, organizing, directing, and coordinating the activities of the several divisions comprising the Public Works Department.
- Assist with the development, planning, and implementation of long and short-term departmental goals and objectives
- Recommend and administer policies and procedures
- Supervise and participate in the development and implementation of PW projects, including preparing and monitoring project budgets and completion deadlines, staffing, and other project management issues
- Exercise direct, technical, and functional supervision over professional, technical, and clerical personnel
- Assist with formulation of long-range plans for engineering, water/wastewater, construction inspection, street maintenance, traffic operations, parks maintenance, and garbage service
- Confer with and advise administrative staff on problems related to the maintenance and operations of PW infrastructure and related systems and the interpretation and related enforcement of rules and regulations
- Perform assigned treatment plant rounds
- Inspect, monitor, troubleshoot, performance test, and document plant processes, by reading plant equipment gauges, dials, graphs, online analyzers, computer screens, meters, SCADA systems, and other instrumentation
- Operate and adjust treatment plant pumps, motors, feeders, and other equipment to maintain appropriate plant operations
- Maintain, compile, and update plant operations logs and reports
- Perform and record mathematical calculations related to plant operational activities

- Mix and add treatment chemicals; install and replace chlorine cylinder tanks; ensure adequate chemical application according to regulations and guidelines
- Collect and document liquid and solid samples and perform a variety of routine water quality laboratory tests, work closely with the laboratory on testing processes, monitor laboratory results, collect water samples as required by the CA DPH
- Install, maintain, repair, modify, troubleshoot, and service plant operations machinery and equipment including pumps, valves, motors, meters, tanks, reservoirs, feeders, and online analyzers; change lubrications
- Oversee general plant facility maintenance such as cleaning, painting, and repairing plant facilities and various grounds maintenance duties, as required
- Operate a variety of heavy equipment including backhoes, loaders, forklifts, dump trucks, flush trailer
- Assist in unloading chemicals, as necessary
- Coordinate construction, maintenance, material selection, and repair activities with maintenance, laboratory, contractors, vendors, and other staff
- Participate in the development of goals and procedures for water or wastewater treatment activities; gather and analyze data; develop a variety of reports
- Identify resource needs and review needs with Public Works Director
- Determine need for new equipment and facilities and major repair and rebuilding projects
- Coordinate PW activities with other Town departments and with outside agencies
- Purchase assigned equipment and supplies for the PW departments utilizing the Town's purchase order system
- Provide supervision and training to assigned personnel
- Assign tasks and projects to PW staff; train staff in appropriate treatment methods and techniques; schedule staff to ensure proper plant coverage; audit and approve timesheet information for assigned employees
- Select, train, motivate, and evaluate personnel; establish and monitor employee performance objectives; prepare and present employee performance reviews; provide and coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures
- Respond to and resolve the most difficult citizen inquiries and complaints
- Meet the public in small and large groups to discuss Town Public Works policies, practices, and problems
- Establish and maintain effective working relationships with other employees, officials, and all members of the public
- Demonstrate continuous effort cooperatively and jointly to provide quality seamless customer service
- Adhere to federal, state, local, and other applicable environmental and safety statutes, ordinances, and codes along with federal (OSHA) and state regulations and Town policies regarding safety training and safe work practices
- Attends and participates in professional group meetings or professional development workshops and conferences to keep abreast of trends and developments in the respective fields of responsibility; stays abreast of new trends and innovations in the field of human resource management
- Participates in hearing, review, and approval processes
- May serve on various commissions as needed and assigned
- Provide staff support to various boards and commissions as needed and assigned

Qualifications: Public Works Supervisor

- Associate degree (or higher) in public administration, business management, engineering, or related field, with substantial high level professional experience in public works, utilities, or engineering; and specialized training in water or wastewater treatment plant operations or any combination of competencies necessary to fulfil the job requirements
- Possession of D-IV Water Treatment Plant Operator certificate issued by the CA DPH
- Possession of Grade IV Wastewater Treatment Plant Operator cert issued by the CA SWRCB
- Must have Class B CA driver's license and airbrakes endorsement within 6 months of employment, with acceptable driving record for the past three years
- Possession of, or ability to obtain valid CPR certification and SCBA certificate
- Excellent customer service skills
- Background check required upon conditional offer of employment

Required Knowledge: Public Works Supervisor

- Principles and practices of water or wastewater treatment plant operations
- Operating principles of plant equipment such as valves pumps, and motors
- Methods and techniques of maintaining, repairing, and troubleshooting water or wastewater plant equipment and processes
- Standard principles of the natural sciences including chemistry and biology
- Basic mathematical principles
- Laboratory analysis techniques and health standards for water and wastewater
- Operational and safety regulations pertaining to water or wastewater treatment plant operations and vehicle and equipment usage
- Water or wastewater treatment chemicals used within the plant and their safe use and application
- Sampling methods and techniques
- Principles of management, lead supervision and training
- Principles and practices of timekeeping including proper time codes
- Office procedures, methods, and equipment including computers and applicable software applications such as Microsoft Word and Excel
- Occupational hazards and standard safety practices and procedures
- Pertinent federal, state, and local laws and regulations pertaining to water and wastewater treatment

Required Abilities: Public Works Supervisor

- Effectively organize and direct personnel to affect maximum efficiency, communication, and coordination within the department
- Select, direct, and evaluate other personnel of a high technical administrative level
- Deal effectively and cooperatively with councils, commissions, boards, other departments, and agencies, and the public
- Establish and maintain effective working relationships with those contacted in the course of work
- Operate a motor vehicle to assist in carrying out the business of the department and the Town
- Operate and monitor water and wastewater treatment plant equipment
- Read, interpret, and calibrate gauges and other recording devices related to water or wastewater treatment plant operations
- Take liquid and solid samples and perform routine laboratory tests
- Diagnose operating problems and take effective courses of action

- Make independent technical decisions to maintain proper treatment process
- Maintain pertinent records and compile data into written reports
- Perform routine to difficult maintenance, repairs, and installations to plant equipment such as pumps, valves, and electronic monitoring devices
- Read, interpret, and understand technical manuals, drawings, blueprints, schematics, and diagrams
- Schedule maintenance and repair of water or wastewater treatment plants
- Prepare and submit clear, concise, and accurate reports both orally and in writing
- Logically solve problems
- Perform heavy manual labor
- Maintain and operate self-contained breathing apparatus equipment
- Participate in and complete safety training courses including CPR and SCBA training
- Operate office equipment including computers and supporting software applications
- Adapt to changing technologies and learn functionality of new equipment and systems

Physical Demands and Working Environment: Public Works Supervisor

(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- **Environment:** Treatment plant environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, toxic materials, hazardous chemicals, and all types of weather and temperature conditions; work in or with water and/or wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces
- **Physical:** Sufficient physical ability to perform moderate to heavy lifting up to 50 lbs; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching, and operating motorized equipment. Use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms



TOWN OF FORT JONES
11960 East Street
P.O. Box 40
Fort Jones, CA 96032
(530) 468-2281
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Public Works Person

Assists Public Works Supervisor with parks maintenance, water meter readings, and other projects as applicable.

Job Duties: Public Works Person

- Maintain parks and public land
- Investigate water and wastewater-related issues
- Assist in water meter reading
- Operate a variety of heavy equipment including backhoes, loaders, forklifts, dump trucks, flush trailer
- Determine need for new equipment and facilities and major repair and rebuilding projects
- Respond to and resolve the most difficult citizen inquiries and complaints
- Establish and maintain effective working relationships with other employees, officials, and all members of the public

Qualifications: Public Works Person

- Must have Class B CA driver's license
- Excellent customer service skills
- Background check required upon conditional offer of employment

Required Abilities: Public Works Supervisor

- Establish and maintain effective working relationships with those contacted in the course of work
- Perform routine to difficult maintenance, repairs, and installations to plant equipment such as pumps, valves, and electronic monitoring devices
- Logically solve problems
- Perform heavy manual labor

Physical Demands and Working Environment: Public Works Supervisor

(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- **Environment:** Outdoor environment; exposure to noise, dust, grease, smoke, fumes, gases, solvents, electrical energy, and all types of weather and temperature conditions; work in or with water and/or wastewater in confined spaces; work and/or walk on various types of surfaces including slippery or uneven surfaces
- **Physical:** Sufficient physical ability to perform moderate to heavy lifting up to 50 lbs; standing and walking for prolonged periods of time; climbing, balancing, stooping, kneeling, crouching,

and operating motorized equipment. Use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms

Position	Step %	Time	Step 1	Step 2	Step 3	Step 4	Step 5
Accounting Clerk	3%	Hourly: Annual:	\$19 \$39,520.00	\$19.57 \$40,705.60	\$20.16 \$41,926.77	\$20.76 \$43,184.57	\$21.80 \$45,343.80
Administrative Assistant	3%	Hourly: Annual:	\$16.50 \$34,320	\$17 \$35,349.60	\$17.50 \$36,410.09	\$18.03 \$37,502.39	\$18.57 \$38,627.46
City Clerk	3%	Hourly: Annual:	\$25 \$52,000	\$25.75 \$53,560	\$26.52 \$55,166.80	\$27.32 \$56,821.80	\$28.14 \$58,526.46
Custodian	3%	Hourly:	\$17	\$17.51	\$18.03	\$18.57	\$19.13
Deputy City Clerk	3%	Hourly: Annual:	\$20 \$41,600	\$20.60 \$42,848	\$21.22 \$44,133.44	\$21.85 \$45,457.44	\$22.51 \$6,821.17
Fire Chief	3%	Annual:	\$31,000	\$31,930	\$32,887.90	\$33,874.54	\$34,890.78
Public Works Supervisor	3%	Hourly: Annual:	\$22 \$45,760	\$22.66 \$47,132.80	\$23.34 \$48,546.78	\$24.04 \$50,003.19	\$24.76 \$51,503.28
Public Works Person	3%	Hourly: Annual:	\$19 \$39,520.00	\$19.57 \$40,705.60	\$20.16 \$41,926.77	\$20.76 \$43,184.57	\$21.80 \$45,343.80



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: ON CALL PAY FOR PUBLIC WORKS

BACKGROUND

On weekends and evenings, Everett has made himself available to address emergencies such as burst pipes and sewer backups. However, up to this point, Public Works personnel have not been compensated for the time they spend on call. It is industry standard to offer on call pay to staff members who are available to respond to emergencies. The surrounding cities offer their public works personnel the following on call pay:

Yreka - \$35/workday; \$70/weekend day
Weed - \$43.86/day (\$300 a week)
Montague - \$25/workday; \$50/weekend day; \$75/holiday
Mt. Shasta - \$300/week

RECOMMENDATION

Staff recommends that the Council offer Public Works \$2 per hour for time spent on call. If one public works person remains on call for 16 hours per workday and 24 hours per weekend day, this adds up to \$256 per week.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: BANK SIGNERS

BACKGROUND

At the December 12 Council meeting, the Council designated Mayor Mercedes Garcia, Mayor Pro-Tem Kathye Banks, Councilmember Amy Stacher, and Accounting Clerk Samantha Hess as the signers on the Town Bank accounts. Since the item was brought up during Council Comment and was not an agenda item, the bank has not accepted the designation.

RECOMMENDATION

Staff recommends that the Council vote to designate Mayor Mercedes Garcia, Mayor Pro-Tem Kathye Banks, Councilmember Amy Stacher, and Accounting Clerk Samantha Hess as the signers on the Town Bank accounts.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: JANUARY 9, 2023
FROM: RACHEL AGRON
SUBJECT: MUTUAL AID AGREEMENT

BACKGROUND

Etna Fire Department and Scott Valley Fire would like to update their Mutual Aid Agreement with each other. Since Fort Jones Fire Department is a part of the agreement, the Town of Fort Jones must readopt the Mutual Aid Agreement for those changes to take effect.

RECOMMENDATION

Staff recommends that the Council adopt the Mutual Aid Agreement.

**AUTOMATIC AID AGREEMENT
BETWEEN SCOTT VALLEY FIRE PROTECTION DISTRICT,
THE CITY OF FORT JONES AND THE CITY OF ETNA**

This agreement made and entered into this ____ day of _____ 2020 by and between the City of Fort Jones hereinafter referred to as Fort Jones, City of Etna hereinafter referred to as Etna and the Scott Valley Fire Protection District hereinafter referred to as the District.

WITNESSTH:

Whereas, Fort Jones, Etna and the District desire to enter into a first response automatic aid agreement and **whereas**, such agreements are authorized by law.

Now, therefore it is agreed as follows.

1. Fort Jones, Etna and the District shall use its best efforts to provide all labor, tools and materials necessary to provide fire protection, rescue and traffic collision services for each other's area of response. Nothing herein shall be construed to require each party here to provide services for the other at any time when there are insufficient personnel or equipment available to respond or in the event such personnel and equipment is necessary for the proper protection of life and property within the respective entity. Provided further that Fort Jones, Etna and the District will automatically respond appropriate resources to all fires, rescues and traffic collisions within the respective response areas unless prevented from doing so by another emergency.
2. This agreement shall not be construed or deemed to be an agreement for the benefit of any third party or parties and no third party or parties shall have a right of action hereunder for any cause whatsoever.
3. Pursuant to Government Code Section 50926, any injury, disability or death incurred by a firefighter while carrying out the provisions of this agreement shall be deemed to have arisen out of and been sustained in the course of employment for purposes of Workers' Compensation and all other benefits. The employer for such firefighter is deemed to be the respective employing agency. All agencies shall maintain at all times while this contract is in effect Workers' Compensation Insurance for its employees in accordance with the labor code of the state of California.
4. All the privileges and immunities for liability, exemptions from laws and rules and all disability, Workers Compensation and all other benefits granted the employees or firefighters of each department while performing their functions within the territorial limits of the other's department shall extend and apply to such fire protection services within each other's territorial limits.
5. This agreement shall become effective _____ and shall remain in effect until any party desiring to terminate the agreement gives 30 days written notice to the others of such intent to terminate.

In witness whereof, the parties hereto have executed this agreement the date first above written.

CITY OF FORT JONES

By _____
Mayor

By _____
Fire Chief

ATTEST:

By _____
City Clerk

CITY OF ETNA

By _____
Mayor

By _____
Fire Chief

ATTEST:

By _____
City Clerk

SCOTT VALLEY FIRE PROTECTION DISTRICT

By _____
Chairman of the Board

By _____
Fire Chief

ATTEST:

By _____
Secretary

STAFF COMMENTS

COUNCIL MEMBER COMMENTS

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

ADJOURN TO CLOSED SESSION

CLOSED SESSION

The Council will meet pursuant to Government Code §54957, Public Employee Performance Evaluation Title: City Administrator

RETURN TO OPEN SESSION

REPORT ON CLOSED SESSION: ANY ACTION TAKEN WILL BE REPORTED IN OPEN SESSION

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on February 13, 2023 at 7:00 p.m.