



AGENDA

Regular Meeting

MONDAY February 13, 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.

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 Meetings January 18th and 31st, 2023
b) Ratification of Disbursements: January 1 through January 31, 2023
c) Approve Payables for February 2023
d) Review Budget vs. Actual for July 1, 2022 thru January 31, 2023

DISCUSSION / REPORTS: ACTION ITEMS:

2. Customer Service Clerk Job Description and Salary Schedule
3. Hullquist Hookup Fee Deferral
4. Clean-Up Day Dumpster Rental
5. Designate Retirement Plan Coordinator
6. Planning Services Addendum with E & S Engineering & Surveyors, Inc.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

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

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

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DISCUSSION / REPORTS

ACTION ITEMS

Fort Jones Police Department Monthly Report

January 2023

January has brought us an eventful month Of Police Services for the Town of Fort Jones. To reiterate on last month's report this first month of the year has been eventful in many ways in the realm of Law Enforcement, PAL, CODE Enforcement, Animal Control, and Positive contacts. I would like to again state to the mostly new council we like to be very involved with everyday issues and our constituents. Again Communication is key and we really appreciate the feedback we have received from everyone. Our constituents have been willing to come forward and help in solving the issues we face. It's been an amazing positive experience which only works with your insight and help. We look forward to the continued progress and the help we have been receiving. Below you will again find monthly details regarding certain issues we continue to work on. If ever there is a subject that is not covered or you have additional questions please feel free to speak with us in order to acknowledge and find a solution to.

Due to our community policing style and the implementation of a new council the following information will be similar to last month's report with updated stats and calls for service. I believe it's important that everyone understands certain aspects of the report and why we inform the council and our constituents the way we do. I also believe it is important that some of the information in last month's report be repeated as to help with the transition. While the stats and enforcement aspects of this report will reflect the changes in last month some of what you will read will be similar or the same as last month. Again, as we precede into the year this information will fall off the report as you become accustom to it and focus on certain issues the Town of Fort Jones faces.

Traffic- Traffic has continued to be an important focus in the efforts to educate and remind our drivers the importance of following vehicle code. These laws have been put in place to make our town safer and to prevent accidents which could potentially cause injury or worse. We still are maintaining diligence in the presence of law enforcement in and around town especially schools in the attempt to bring violations to a minimum. Several citations were issued over the past month to both adults and juveniles. With the current level of traffic enforcement we have seen a positive response from drivers. Again Extra patrol and high visibility in needed areas helps to remind motorists of their responsibilities to drive with extra caution in any area with high pedestrian presence. This is especially important during the winter months as driving conditions diminish. We have also been working with local schools including the Christian Academy to identify and correct traffic issues by placing certain safeguards into place. This is both in equipment and policy. We have also been working with Cal trans in the hope to remedy several traffic hazards and concerns regarding state Hwy related issues. They have been very responsive and look forward to our continued relationship with them. Main Street in reference to speed and U-turns have been a priority and strict measures are being taken. It will take some time to educated drivers that these violations will be enforced but consistency is key and we are prepared to follow through until violations are to a minimum.

Schools- As we continue to work with school officials in order to be proactive with the needs of our community we have been able to attend several meetings that have brought to lite issues that many of us had been concerned about for years. With the wonderful cooperation of our schools we are currently creating a better environment for all. This past month we have continued to developed protocol and provide the best communication tools for contacting the department. These protocols will expedite the reporting procedure and if warranted intensify our response time. This past month we had several calls to our schools regarding the trespassing of individuals. Each person was contacted and we came to a peaceful resolution. Unknown persons on

campus are taken very seriously and while these interactions have ended peacefully there is always in importance of making contact and assuring no threat is present. Another way we have expanded on our partnership with the school and to maintain school securities is to participate in threat assessment meetings. In these meetings individual occurrences are reviewed and assessed to insure the threat has been addressed and the outcome will result in the best safest conclusion in the future. We have also responded to several drug related issues within the schools and been able to work with school staff in a positive educated conclusion.

Animal Control- Numerous animal control issues were handled during the past month including dog at large and barking. Fortunately no dog bites were reported and several of the problematic dog issues have been addressed and resolved. Verbal and written warnings continued to help educate the public on ordinances and what is expected of them. As a result of the continued education we have seen and hope to continue to see voluntary compliance. We should continue to see registrations of dogs on the rise helping us in the identification of at large animals and also help fund animal control issues in the future. If the issues arise again the implementation of citations will occur. We are currently working with Ft. Jones staff in the education and enforcement of codes giving us enforcement strength in incidents involving prosecution.

Reports/Cases- Several Cases and arrest have been made in the past couple weeks in response to the town's needs. We currently have pulled 8 written cases involving arrests and or investigations. Several of these cases have been major investigations and we will continue to investigate over the next few weeks. Please Keep in mind these numbers do not reflect calls for service not requiring a written case, incident number, and supplemental or assist cases done for other departments. We continue to work closely with allied agencies and have an increasing number of assist calls. In turn these agencies also assist us when needed. We have been very successful in the prosecution of cases and also remember the wheels of justice tend to move slowly but they are moving.

Calls for Service- Our calls for service continue to be at a high volume. Attached is the statistical report for the month of January and as you can see some of the information has been redacted for confidential purposes. As a reminder these calls include our assistance to the fire department as well as the ambulance service. We have also been assisting allied agencies on a regular basis including regular calls for service and the implementation of search warrants. Another call for service you may see is in the capacity of probation/parole searches and compliance checks. This is an important aspect of law enforcement as we are able to see the progress or regress of current individuals on these programs. As a reminder when speaking about Calls for service It also includes good pro-active positive calls. Not everything is negative with law enforcement and we are fortunate to live in an area which has the majority of our calls for service as positive for everyone. Again this past month we have attended numerous meetings with various organizations in the proactive approach to provide information on the Fort Jones Police Department and the issues we face. All of these organizations have had amazing feedback and have extended their help in any way we need.

Ordinance Enforcement- Enforcement continues to be on the forefront and we continue to have positive results and cooperation from those involved. We have made numerous contacts with community members to answer questions and to assure them we are there to work together. It is very important we remember that code enforcement is complaint driven and we always work towards voluntary compliance. We have been very fortunate that for the most part individuals have been open to these changes and have worked with us in solving our town's issues. These ordinances are in place to help our town be and look the best it can be. These codes also help us be proactive in preventing issues before they arise. If we are all on the same page then we can all work together to address our concerns. The final court date for the motel is expected next week and I look forward to bringing the final decision to the council.

PAL- Pal is currently running and organizing a youth center with ongoing mentorship available for our youth. We have had 15 to 60 youth attending on a regular basis so it is an exciting element to the program. It has been a great experience being able to provide another needed service to our community. PAL basketball has been very successful with approximately 50 participants. This is a skills and drills based program providing much needed practice for interested youth. The program will end with a round robin tournament and participation in a senior project led tournament at the Quartz Valley Indian reservation. We will also be holding another Hunter's Safety program starting this spring. This is a class free to everyone involved and provided by PAL and the Department of Fish and Wildlife. Also a reminder that PAL does not turn anyone away. It is just \$30 a year to join PAL and includes every program we provide. If someone is unable to afford the annual fee we provide a sponsorship to them and their families. One exciting program in the near future is a combined effort with the police department and the Sheriffs Department to provide a new DARE program. This program will be taught in our local schools to all students. Our Clay Birds team is also gearing up for a new season where participation in State and National competitions has proven to be well represented by our local youth.

New Officers- Recently we have had two officers move on to different adventures. Though they will still remain on as reserves you will not see them as frequently. This is always something we try and plan for and fortunately we have several highly qualified candidates going through background. You will soon see new faces and we look forward to the specialties they bring to our community. We will be introducing these officers to you in the near future as we transition to a new team. High quality proactive community policing is still our priority and we will do everything in our power to continue to bring that to our town.

Training- Training continues to be very important for our officers so we can bring the finest most up to date policing to our community. We have several trainings in the near future for advanced officers including management and supervision practices. As for our new officers training will be on the forefront for many months as they complete their field training time. We are very fortunate that we have been able to bring officers on who are invested in our community and have the same thoughts and feelings towards making the valley the best place to live.

Reserves- We are still in the process of bring several more Reserves on board. These are volunteers that bring a great service to our community. We will continue to bring each of our new hires to meetings and community settings to introduce them so their faces will become well known. One of our new applicants is bi lingual and will bring another great service to our community.

CSO- Our community service officers continue to put in hours to bring us services we did not have before. Their involvement in everyday services has helped us bring a more substantial effect service to our community. Some of the many services they provide are code enforcement, cold cases, office management, evidence management, PAL, and many more. They are a great asset for our community that do a lot for very little. When you speak with them thank them for their service and show your appreciation. We are extremely fortunate to have them and couldn't do many things without them. If there is an issue you would like to be addressed please let us know as we will assign personnel to look into.

Patrol Hours- In the month of January the Town of Fort Jones received the equivalent to more than 600 hours of police services. These services come in many forms besides the regular patrol hours from officers. We have our investigator detective, reserves, and CSO's putting in hours to make sure the town receives the services it deserves.

Again we at the Etna Fort Jones Police Department have an open door policy and enjoy visits from you and our constituents. Please feel free to stop by and see what we are up to. Also if you can schedule a ride along please do so we would love to have you come out.



**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 = 01/01/2023 to 02/06/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/02/2023 07:00	2301020004		DP	12148 MAIN ST		
01/03/2023 12:46	2301030023		ANIMAL	11960 EAST RD		
01/03/2023 15:13	2301030034		WI	11725 EAST ST		
01/03/2023 16:32	2301030037		TRSP	113 STERLING ST		
01/03/2023 17:42	2301030042		ANIMAL	236 STERLING ST		
01/04/2023 11:49	2301040018		ANIMAL	STERLING ST/EAST ST		
01/05/2023 14:07	2301050031		TRAF	0 FT JONES		
01/05/2023 17:09	2301050052		PTRL	MAIN ST		
01/05/2023 18:32	2301050060		DP	MAIN ST		
01/07/2023 11:42	2301070012		FLP	12825 MARBLE VIEW AVE		
01/07/2023 13:50	2301070016		FLP	12825 MARBLE VIEW AVE		
01/09/2023 11:07	2301090032	5230001	FLP	12148 MAIN ST		
01/10/2023 11:17	2301100011		CODE	112 NEWTON ST		
01/10/2023 11:46	2301100013		CODE	12079 MAIN ST		
01/10/2023 20:49	2301100036		WI	12070 OAK MILL DR		
01/11/2023 20:18	2301110049		VEH STOP	11219 N HWY 3	C	
01/12/2023 11:18	2301120027		FLP	12148 MAIN ST		
01/12/2023 16:17	2301120058		VNDL	00 EAST ST		
01/13/2023 09:58	2301130029		TC	11806 MAIN ST		
01/13/2023 10:08	2301130030		PTFT	124 NEWTON ST		
01/13/2023 13:53	2301130055		VEH STOP	MAIN ST/CARLOCK ST		
01/15/2023 12:19	2301150014	5230002	AT	105 BOWER ST		
01/16/2023 09:45	2301160007		FLP	12148 MAIN ST		
01/19/2023 16:53	2301190049		DRNK	11825 MAIN ST		
01/19/2023 19:31	2301190064		DV	STERLING ST/MAIN ST		
01/20/2023 12:49	2301200025	5230003	DV	11906 MAIN ST		
01/20/2023 17:54	2301200055		VEH STOP	MAIN ST		
01/21/2023 17:00	2301210035		ASST	41 STERLING ST		
01/23/2023 07:50	2301230006		NCRM	11501 MATHEWS ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/24/2023 14:18	2301240039		WI	114 DALE AVE		
01/30/2023 14:57	2301300033		M	11942 EAST ST		
02/01/2023 16:38	2302010038		AB	409 HIGH ST		
02/02/2023 13:31	2302020023		OWAV	00 BRIDGE ST		
02/03/2023 19:21	2302030062		GTFT	11954 MAIN ST		
02/03/2023 20:18	2302030066		TC	12841 MARBLE VIEW AVE		

TOTAL CALLS: 35



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 = 01/01/2023 to 02/06/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/11/2023 17:44	2301110042		VEH STOP	N KIDDER CREEK RD/N 3		
01/20/2023 22:17	2301200066		VEH STOP	N HWY 3/KELLEMS 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 = 01/01/2023 to 02/06/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/04/2023 12:51	2301040023		FLP	12079 MAIN ST		
01/09/2023 10:36	2301090031		FLP	10409 LOOKOUT RD		
01/13/2023 20:47	2301130080		VEH STOP	HWY3 /PATTERSON CREEK		
01/14/2023 22:51	2301140060		M	516 N HWY 3		
01/21/2023 18:29	2301210038		VEH STOP	N HWY 3/HOLZHAUSER LN		
01/21/2023 20:44	2301210043	4230002	M	4936 ISLAND RD		
02/02/2023 13:54	2302020024		WI	N HWY 3/MCADAMS CREEK RD		

TOTAL CALLS: 7



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 = 01/01/2023 to 02/06/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
01/09/2023 13:29	2301090038		FLP	5104 FRENCH CREEK RD		
01/26/2023 17:07	2301260051		TRAF	20 ISLAND RD		
02/01/2023 14:33	2302010027		NCRM	8112 S HWY 3		

TOTAL CALLS: 3



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 38 calls for service in the month of January. Members participated in Over 30 hours of scheduled training, and numerous hours of online training. The Fire Department has responded to 38 calls year to date.

January 2023 Calls

Call Type	City Limits	Out of City
MEDICAL AID	4	16
PUBLIC ASST.	2	2
FLUE FIRE	0	4
POWER LINES DOWN	0	4
SMOKE CHECK	1	0
SMELL OF GAS	1	0
FLOODING IN BUILDING	1	0
CANCELLED	0	3
Total	9	29

We have started our joint trainings with Scott Valley agencies. We've had a strong showing from all agencies involved and good feedback.

I am in the midst of writing and assisting with writing for multiple grants for our department and regionally for the valley. With over a million dollars worth of grants, if we are successful with these it will be a huge step forward for fire response in the valley.

Public Works Report

January 2023

We replaced numerous broken cleanout pipes/caps around Town to help prevent undue hydraulic loading on The Towns sewer treatment plant during storm events. The PW department would like to remind citizens that it is important to keep the cap on your cleanout to prevent rain from entering The Towns sewer collection system. Everett began his schooling as a CRWA apprentice on 1/10/23. We corresponded with Tom Jopson about his sewer and water line location for his new building. We talked with Kale Isabell from Siskiyou Telephone and Tom Jopson about how/where the new telephone line will be placed for Tom's new location. We located the water and sewer lines around the proposed new trench's to be dug and made sure that no damage was caused by their trenching. We changed the oil in the vacuum trailer as well as fixed the broken gate valve on the vacuum trailers tank. We changed the oil in the back half of the flusher truck. We read all of the water meters. We emptied all of the trash cans weekly as well as picked

up all of the litter found along the Towns roadways. We noticed an uptick of trash being strewn about at the corner of Bridge Street and Scott River Road. We cleaned up the gutters on Main Street/ Oak mill and Butte St. We cut back and removed the blackberry bushes that were overgrowing The Towns Bridge on Butte Street. We replaced the blades on the Craftsman Mower to get ready for spring. We installed the new data logger at the WWTP and are figuring out exactly how it works/ how to download the data onto a graph for our quarterly reports. We worked on improving the road behind Ace Hardware. We greased the backhoe. We assisted a business owner and a homeowner on Main Street with their separate sewer lateral backups. We cindered the roads when it was prudent to do so. We fixed the damage caused by vandals at Walker Fields. We notified the Police Department of the occurrence. We had multiple sewer main plug ups. One on Marbleview Road and then another on Main Street. After unplugging the line on Marbleview we noticed a bunch of sand and gravel in the pipe. We moved a bunch of miscellaneous items that were on the sewers right of

way to access the manhole with the vacuum trailer. We then used the vacuum trailer to vacuum up the sand and gravel. Hopefully we won't have an ongoing issue in this location. We responded to a couple of emergency water shut offs. One at the Cal-Fire Building where a burst pipe in the ceiling and then a failed gate valve on the business side of the meter caused extensive damage. We had another emergency shut off on Main Street where a homeowner called around 7 pm to have her water shut off because of a leaking pipe. We serviced the old generator and the old water pump located at the shop. They are both in working order now. We trimmed some trees at Town hall in anticipation of fire season. We detached the snowplow.

Economic Development Report

The new Economic Development Committee held their inaugural meeting on January 19. Members present were Madeleine Ayers, Kay Isbell, Diane Postma, Tom Jopson, Kathye Banks, and Julia Collie-Mason, in addition to Rachel Agron, Aaron Reimler, and Pauline Cramer, who has expressed interest in throwing her hat in the ring at a later date. Aaron encouraged the Committee to take stock of the Town's three most pressing economic development needs to narrow the focus of their future activity. The Committee agreed that these needs were:

1. Hazard mitigation
2. Housing and infrastructure
3. Lodgings and amenities

The Committee decided that the Committee Chair would be a rotating position. The Committee agreed to meet once a month, and that there would be a quarterly meeting dedicated to discussing and preparing recommendations for the City Council.

The next meeting is not scheduled yet but will be taking place in February.

Upcoming Event:

At the Branding Summit, preservation of local history was identified as an important component of any economic development effort that the Town undertakes. There is an upcoming opportunity for residents who are interested in documenting the local way of life for future generations. As you may have seen in the December Newsletter, local filmmaker Autie Carlisle was scheduled to meet Fort Jones Residents at a December Listening Session. Unfortunately, this event was cancelled due to weather. Autie has reached out to reschedule the event and has booked the Community Hall for March 4th at 3:00pm. The purpose of this session will be for Autie to meet residents and determine who to feature in the 10-minute episodes of her ongoing documentary web series, Shasta Stories. Each episode focuses on one individual, allowing them to share their story and their life. Autie has expressed special interest interviewing senior citizens of Scott Valley. Some of the most valuable local history that we have today was characterized in the past as no more than "interviews with old timers." Autie's project will give this current generation of "old timers" an opportunity to share their stories. All community members are welcome and invited.

CONSENT CALENDAR

Fort Jones City Council
Special Meeting
January 18, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the January 18, 2023 Special Meeting of the City Council was posted in City Hall near the door of the City Council Chambers, at Ray's Food Place, at Scott Valley Family Resource Center, at the Post Office, Outside Ace Hardware and on the City's website, www.fortjonesca.org on January 13, 2023

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

Rachel Agron, City Clerk

ROLL Call

The special meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 8:01pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathy Banks, Amy Stacher, and Julia Collie-Mason.

Also present: City Clerk Rachel Agron, Fire Chief Joseph Hess, and Interim City Administrator Adam Cox, who dialed in by phone.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

None.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

A. Rural Community Assistance Corporation Discussion

Aaron Reimler shared information about the work that RCAC can do for the Town of Fort Jones and made himself available to answer questions.

CONSENT CALENDAR

1. Approval of Minutes: Regular Meeting January 9, 2023

Mayor Mercedes Garcia moves to approve the January 9 minutes with two amendments: that Adam Cox's allusion to a future water rate study be included in the Administrator's Report, and that the Economic Development Committee Members be listed by name. Kathy Banks seconds the motion.

Aye: Amy Stacher, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

Nay: None

Absent: Mark Eayrs

DISCUSSION / REPORTS: ACTION ITEMS:

2. Authorize Collaborative Grant Application For Fire Department Breathing Apparatus
3. Authorize Collaborative Grant Application For Fire Equipment

Amy Stacher moves to approve the Collaborative Grant Applications. Julia Collie-Mason seconds the motion.

Aye: Amy Stacher, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

No: None

Absent: Mark Eayrs

STAFF COMMENTS:

Rachel Agron thanked the Council for being available for an 8:00 o'clock meeting.

COUNCIL MEMBER COMMENTS:

Amy Stacher thanked the public for coming to an 8:00 o'clock meeting.

ADJOURNMENT:

Meeting adjourned at 8:34pm

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

Attest:

Rachel Agron, City Clerk

Approved:

Mayor Mercedes Garcia

Fort Jones City Council
Special Meeting
January 31, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the January 31, 2023 Special Meeting of the City Council was posted in City Hall near the door of the City Council Chambers, at Ray's Food Place, at Scott Valley Family Resource Center, at the Post Office, Outside Ace Hardware and on the City's website, www.fortjonesca.org on January 30, 2023

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

Rachel Agron, City Clerk

ROLL Call

The special meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 1:02pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathye Banks, Mark Eayrs, and Julia Collie-Mason.

Also present: City Clerk Rachel Agron, and Interim City Administrator Adam Cox.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

None.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

1. Approval of LTC Claim Form

Mark Eayrs moves to approve the LTC claim form. Julia Collie-Mason seconds the motion.

Aye: Mark Eayrs, Julia Collie-Mason, Kathye Banks, Mercedes Garcia

No: None

Absent: Amy Stacher

STAFF COMMENTS:

None

COUNCIL MEMBER COMMENTS:

None

ADJOURNMENT: 1:06pm

The next Fort Jones City Council Regular Meeting is scheduled to be held on February 13, 2023, at

7:00 p.m.

Attest:

Rachel Agron, City Clerk

Approved:

Mayor Mercedes Garcia

Disbursements

11:24 AM
02/03/23
Accrual Basis

Town of Fort Jones
Account QuickReport
As of January 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
02-810025 - GF							-27,446,773.14
Bill Pmt -Check	01/05/2023	25739	AT&T	Dec FD iPa...	2000 - Acco...	-281.68	-27,447,054.82
Bill Pmt -Check	01/05/2023	25740	Basic Laboratory	Invoice 221...	2000 - Acco...	-96.00	-27,447,150.82
Bill Pmt -Check	01/05/2023	25741	Celeste McFall	Health insur...	2000 - Acco...	-98.41	-27,447,249.23
Bill Pmt -Check	01/05/2023	25742	Cliff's Trophies	VOID: Inv#...	2000 - Acco...	0.00	-27,447,249.23
Bill Pmt -Check	01/05/2023	25743	Cross Connection...	2022-3-7-FJ...	2000 - Acco...	-35,142.19	-27,482,391.42
Bill Pmt -Check	01/05/2023	25744	E&S Engineers a...		2000 - Acco...	-5,253.00	-27,487,644.42
Bill Pmt -Check	01/05/2023	25745	Everett Hulquist *	VOID: healt...	2000 - Acco...	0.00	-27,487,644.42
Bill Pmt -Check	01/05/2023	25746	Fort Jones Ace H...	December 2...	2000 - Acco...	-427.49	-27,488,071.91
Bill Pmt -Check	01/05/2023	25747	Fort Jones Lumber	5012: \$226...	2000 - Acco...	-253.50	-27,488,325.41
Bill Pmt -Check	01/05/2023	25748	Golden State Risk...	VOID: EB1...	2000 - Acco...	0.00	-27,488,325.41
Bill Pmt -Check	01/05/2023	25749	Kenny's Lock Shop	10 keys	2000 - Acco...	-37.71	-27,488,363.12
Bill Pmt -Check	01/05/2023	25750	Kevin Hullquist	Scaffolding ...	2000 - Acco...	-100.00	-27,488,463.12
Bill Pmt -Check	01/05/2023	25751	Mean Gene's Gas	Invoice 163...	2000 - Acco...	-2,056.00	-27,490,519.12
Bill Pmt -Check	01/05/2023	25752	Mercier Electric	fixing outdo...	2000 - Acco...	-1,000.00	-27,491,519.12
Bill Pmt -Check	01/05/2023	25753	Prentice Long	November 2...	2000 - Acco...	-1,592.50	-27,493,111.62
Bill Pmt -Check	01/05/2023	25754	Quad-B Systems	Invoice 100...	2000 - Acco...	-847.45	-27,493,959.07
Bill Pmt -Check	01/05/2023	25755	Rachel Agron*	Travel Expe...	2000 - Acco...	-765.76	-27,494,724.83
Bill Pmt -Check	01/05/2023	25756	Ray-Mac Mechan...	Mini split in...	2000 - Acco...	-8,800.00	-27,503,524.83
Bill Pmt -Check	01/05/2023	25757	Scott Valley Disp...	Nov billing ...	2000 - Acco...	-310.00	-27,503,834.83
Bill Pmt -Check	01/05/2023	25758	SHN Consulting ...	Invoice 115...	2000 - Acco...	-2,417.90	-27,506,252.73
Bill Pmt -Check	01/05/2023	25759	Siskiyou Daily N...	Annual new...	2000 - Acco...	-58.00	-27,506,310.73
Bill Pmt -Check	01/05/2023	25760	Siskiyou Telephone	November b...	2000 - Acco...	-795.37	-27,507,106.10
Bill Pmt -Check	01/05/2023	25761	SWRCB		2000 - Acco...	-28,486.79	-27,535,592.89
Bill Pmt -Check	01/05/2023	25762	Us Bank Corpora...	statement d...	2000 - Acco...	-2,462.03	-27,538,054.92
Bill Pmt -Check	01/05/2023	25763	Valley Pacific Pet...		2000 - Acco...	-1,249.18	-27,539,304.10
Bill Pmt -Check	01/05/2023	25764	Verizon Wireless	Cell phones...	2000 - Acco...	-127.70	-27,539,431.80
Bill Pmt -Check	01/05/2023	25792	Scott Valley Disp...	Dec billing ...	2000 - Acco...	-310.00	-27,539,741.80
Paycheck	01/06/2023	25765	Agron, Rachel		-SPLIT-	-1,227.44	-27,540,969.24
Paycheck	01/06/2023	25768	Hess, Samantha F		-SPLIT-	-571.04	-27,541,540.28
Paycheck	01/06/2023	25769	Hullquist*, Kevin		-SPLIT-	-1,257.44	-27,542,797.72
Paycheck	01/06/2023	25770	Hullquist, Everett		-SPLIT-	-1,504.76	-27,544,302.48
Paycheck	01/06/2023	25771	McFall, Celeste J		-SPLIT-	-1,604.02	-27,545,906.50
Paycheck	01/06/2023	25772	Nobles, Suzanne		-SPLIT-	-412.59	-27,546,319.09
Paycheck	01/06/2023	25766	Garcia, Mercedes ...		-SPLIT-	-83.11	-27,546,402.20
Paycheck	01/06/2023	25767	Hess, Joseph E		-SPLIT-	-1,025.82	-27,547,428.02
Paycheck	01/06/2023	25773	Whitworth, Barba...		-SPLIT-	-156.99	-27,547,585.01
Liability Check	01/06/2023		QuickBooks Payr...	Created by ...	-SPLIT-	-3,148.57	-27,550,733.58
Paycheck	01/06/2023	25780	Barnes, David		-SPLIT-	-114.51	-27,550,848.09
Paycheck	01/06/2023	25781	Font*, Ron		-SPLIT-	-69.26	-27,550,917.35
Paycheck	01/06/2023	25782	Hess*, Joseph		-SPLIT-	-712.95	-27,551,630.30
Paycheck	01/06/2023	25783	Mason*, Julia		-SPLIT-	-99.73	-27,551,730.03
Paycheck	01/06/2023	25784	Parkinson, Hayde...		-SPLIT-	-330.61	-27,552,060.64
Paycheck	01/06/2023	25785	Schott*, Dawn		-SPLIT-	-182.85	-27,552,243.49
Paycheck	01/06/2023	25787	Varga*, Alex		-SPLIT-	-68.34	-27,552,311.83
Paycheck	01/06/2023	25788	Wales, Dustin R		-SPLIT-	-105.28	-27,552,417.11
Paycheck	01/06/2023	25789	Wedgley, Shannon		-SPLIT-	-32.32	-27,552,449.43
Paycheck	01/06/2023	25790	Wolfe*, Zachary		-SPLIT-	-394.34	-27,552,843.77
Paycheck	01/06/2023	25786	Terramagra, Jose...		-SPLIT-	-12.93	-27,552,856.70
Paycheck	01/06/2023	25791	McFall, Celeste J		-SPLIT-	-267.05	-27,553,123.75
Liability Check	01/06/2023		QuickBooks Payr...	Created by ...	-SPLIT-	-608.36	-27,553,732.11
Bill Pmt -Check	01/09/2023	25816	Golden State Risk...	EB011523-48	2000 - Acco...	-779.00	-27,554,511.11
Bill Pmt -Check	01/09/2023	25817	Suburban Propane		2000 - Acco...	-3,701.32	-27,558,212.43
Bill Pmt -Check	01/09/2023	25819	David Dunn	monthly sti...	2000 - Acco...	-350.00	-27,558,562.43
Liability Check	01/11/2023		QuickBooks Payr...	Created by ...	-SPLIT-	-231.25	-27,558,793.68
Check	01/13/2023	25802	Dora Hsu	Water acco...	2700 - Refun...	-30.00	-27,558,823.68
Bill Pmt -Check	01/19/2023	25803	AT&T	FD iPads	2000 - Acco...	-281.68	-27,559,105.36
Bill Pmt -Check	01/19/2023	25804	Basic Laboratory	Invoice 230...	2000 - Acco...	-102.92	-27,559,208.28
Bill Pmt -Check	01/19/2023	25805	California Dept o...	Acct # 094-...	2000 - Acco...	-360.00	-27,559,568.28
Bill Pmt -Check	01/19/2023	25806	City of Medford ...	Fire Dept- F...	2000 - Acco...	-4,332.97	-27,563,901.25

11:24 AM
02/03/23
Accrual Basis

Town of Fort Jones
Account QuickReport
As of January 31, 2023

Type	Date	Num	Name	Memo	Split	Amount	Balance
Bill Pmt -Check	01/19/2023	25807	City of Yreka	LOLA dinn...	2000 - Acco...	-210.00	-27,564,111.25
Bill Pmt -Check	01/19/2023	25808	Golden State Risk...	Quarterly P...	2000 - Acco...	-16,093.22	-27,580,204.47
Bill Pmt -Check	01/19/2023	25809	Mt. Shasta Spring...	Invoice #39...	2000 - Acco...	-128.75	-27,580,333.22
Bill Pmt -Check	01/19/2023	25810	Prentice Long	December 2...	2000 - Acco...	-212.50	-27,580,545.72
Bill Pmt -Check	01/19/2023	25811	Quad-B Systems	Invoice 101...	2000 - Acco...	-1,416.85	-27,581,962.57
Bill Pmt -Check	01/19/2023	25812	Scott Valley Auto...	December b...	2000 - Acco...	-378.67	-27,582,341.24
Bill Pmt -Check	01/19/2023	25813	Siskiyou County ...	Invoice - Ja...	2000 - Acco...	-416.67	-27,582,757.91
Bill Pmt -Check	01/19/2023	25814	Siskiyou Telephone	December b...	2000 - Acco...	-810.85	-27,583,568.76
Bill Pmt -Check	01/19/2023	25815	Valley Pacific Pet...	Account: C...	2000 - Acco...	-520.16	-27,584,088.92
Check	01/19/2023	25818	Bad Checks	misprinted	1E- General ...	0.00	-27,584,088.92
Paycheck	01/20/2023	25793	Agron, Rachel		-SPLIT-	-1,897.70	-27,585,986.62
Paycheck	01/20/2023	25796	Hess, Samantha F		-SPLIT-	-878.04	-27,586,864.66
Paycheck	01/20/2023	25797	Hullquist*, Kevin		-SPLIT-	-1,083.91	-27,587,948.57
Paycheck	01/20/2023	25798	Hullquist, Everett		-SPLIT-	-1,995.69	-27,589,944.26
Paycheck	01/20/2023	25799	McFall, Celeste J		-SPLIT-	-166.23	-27,590,110.49
Paycheck	01/20/2023	25800	Nobles, Suzanne		-SPLIT-	-335.23	-27,590,445.72
Paycheck	01/20/2023	25801	Whitworth, Barba...		-SPLIT-	-157.00	-27,590,602.72
Paycheck	01/20/2023	25794	Garcia, Mercedes ...		-SPLIT-	-83.12	-27,590,685.84
Paycheck	01/20/2023	25795	Hess, Joseph E		-SPLIT-	-1,025.81	-27,591,711.65
Liability Check	01/20/2023		QuickBooks Payr...	Created by ...	-SPLIT-	-3,042.74	-27,594,754.39
Paycheck	01/23/2023	25820	Beltran, Jaime		-SPLIT-	-2,142.95	-27,596,897.34
Paycheck	01/23/2023	25821	Buker, Breanna C		-SPLIT-	-1,281.79	-27,598,179.13
Paycheck	01/23/2023	25822	Hess, Joseph E		-SPLIT-	-7,793.09	-27,605,972.22
Paycheck	01/23/2023	25823	Lomayaktewa, Cl...		-SPLIT-	-4,488.38	-27,610,460.60
Paycheck	01/23/2023	25824	Parkinson, Hayden		-SPLIT-	-2,089.18	-27,612,549.78
Paycheck	01/23/2023	25826	Terramagra, Jose...		-SPLIT-	-3,703.78	-27,616,253.56
Paycheck	01/23/2023	25827	Wilson, Dakota		-SPLIT-	-4,940.49	-27,621,194.05
Paycheck	01/23/2023	25825	Schott*, Dawn		-SPLIT-	-714.80	-27,621,908.85
Liability Check	01/23/2023		QuickBooks Payr...	Created by ...	-SPLIT-	-15,824.81	-27,637,733.66
Liability Check	01/31/2023		QuickBooks Payr...	Created by ...	-SPLIT-	0.00	-27,637,733.66
Total 02-810025 - GF						-190,960.52	-27,637,733.66
TOTAL						-190,960.52	-27,637,733.66

Payables

Town of Fort Jones
Bills for All Vendors

June 1 - 7, 2022

Name	Type	Amount
Fort Jones Ace Hardware	Bill	263.16
Gold Nugget Printing	Bill	302.78
Petty Cash	Bill	137.00
David Dunn	Bill	350.00
E&S Surveyors and Engineers	Bill	385.00
EDD	Bill	322.24
Pacific Power	Bill	5,094.56
FJ Community Church	Bill	100.00
AT&T	Bill	281.68
SHN Consulting	Bill	2,165.00
Valley Pacific Petroleum	Bill	1,249.18
Mean Gene's Gas	Bill	386.26
Sectaris Partners	Bill	11,575.00
Siskiyou Telephone	Bill	795.37
Joseph Hess (FD reimburse)	Bill	108.50
SWCRB	Bill	828.00
USPO	Bill	800.00
Scott Valley Disposal	Bill	310.00
Basic Laboratory	Bill	96.00
Prentice Long	Bill	1,592.50
Verizon Wireless	Bill	127.70
US Bank Corporate Payment Systems	Bill	2,000.00
Fort Jones Lumber	Bill	3,295.92
US Bank Equip Finance	Bill	224.28
		<u>32,790.13</u>

Year To Date Profit & Loss

Town of Fort Jones
Profit & Loss
July 1, 2022 through February 3, 2023

	Jul 1, '22 - Feb 3, 23
Income	
1I - General Government Income	
4099 - Property Taxes	
Slater Fire Prop Tax	342.00
4100 - Secured Current	61,423.29
4101 - Unsecured Current	4,294.03
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	145.13
4507 - Homeowner Alloc	1,123.41
4508 - VLF Net	54,999.60
4514- Unsec Interest	2.62
4516- Sup Current	1,661.89
Total 4099 - Property Taxes	124,025.45
4111 - Sales Tax	181,268.91
4214 - Land Use	100.00
4216 - Franchises	7,720.14
4218 - Business License	6,113.03
4302- Fees Collection Cost	-8.74
4303 - Vehicle Fees	47.40
4400 - Rent	4,125.00
4410 - Interest General Fund	13.90
4730 - Miscellaneous	521.09
Total 1I - General Government Income	323,926.18
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	127.21
4112 - COPS Allocation	116,923.20
4116 - Prop172	2,862.30
Animal Control	
4230 - Dog Licenses	255.00
Total Animal Control	255.00
Total 2a - Law Enforcement	120,167.71
2b - Fire Protection	
4740 - Fire Dept.	10,652.01
4750 - Strike Team Income	136,798.15
Total 2b - Fire Protection	147,450.16
Total 2I - Public Safety Income	267,617.87
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	3,555.12
4500 - Gas Tax 2106	4,642.05
4501 - Gas Tax 2107	3,265.42
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	2,354.60
4530 - Local Transportation	4,986.55
SB1	2,539.63
Total 3a - Streets Income	22,343.37
3b - Sewer Income	
4212 - Sewer Revenue	72,703.71

Town of Fort Jones
Profit & Loss
July 1, 2022 through February 3, 2023

	Jul 1, '22 - Feb 3, 23
4213 - Connections & Fees	7,500.00
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	84,753.63
3c - Water Income	
4810 - Water Revenue	90,398.26
4812 - Bulk Water Sales	345.00
4820 - Water Interest	23.37
4840 - Gretchen Acres Assess	3,700.15
3c - Water Income - Other	6,350.84
Total 3c - Water Income	100,817.62
Total 3I - Public Works Income	207,914.62
5I - American Rescue Plan Act	
4915 - ARPA Income	83,712.28
Total 5I - American Rescue Plan Act	83,712.28
4900 - CBDG Interest	6,852.48
4903 - Library Reimbursement	5,239.48
4911 - Coronavirus Relief Fund	-514.80
4950-Housing Interest	1,826.00
Housing Interest	11,343.25
Total Income	907,917.36
Gross Profit	907,917.36
Expense	
1E- General Government Expense	
2285 - IT Services	9,127.39
5100- Council/Election	1,036.59
5110- Mayor Payroll	1,440.00
5210- Clerk Payroll	3,200.00
5220- Supp\USPO\Petty	3,578.42
5400 - Professional Fees	
5401 - Legal Fees	9,030.05
5402 - Accounting Fees	6,840.00
5403 - Consulting Fees	55,443.95
5405 - Reimbursed Expenses	2,001.20
Total 5400 - Professional Fees	73,315.20
5500- Planning	
5502 - City Promotion	4,501.63
5501 - Economic Development	2,500.02
Total 5500- Planning	7,001.65
5550- Library Payroll	5,142.00
5555 - Admin Payroll	46,500.49
5600- Misc.	2,238.86
5705 - Dues and Subscriptions	961.00
6205- Health Insurance	8,759.86
6300- Insurance	
6204- Workers Compensation	4,763.60
6303- Liability Insurance	2,666.73
6305 - Crime Insurance	21.44

Action Items

City Council

Mercedes Garcia, Mayor
Kathye Banks, Mayor Pro Tem
Julia Collie-Mason
Amy Stacher
Mark Eayrs



City Administrator
Adam Cox

Agenda Item – February 13, 2023

To: Honorable Members of the City Council

From: Adam Cox, City Administrator

Subj.: Approval of Customer Service Clerk Job Description and Wage

The California Government Code and the Fort Jones Municipal Code provide that public employee compensation be adopted and approved by the City Council.

The Town of Fort Jones has created and filled a number of employee positions without first obtaining the appropriate approval from City Council. While I continue to work on a comprehensive update of the City's job descriptions and salary schedule, an immediate need exists to create and fill a frontline customer service position that will reduce the amount of time the City Clerk spends processing utility payments, customer/resident inquiries, and other administrative tasks.

<u>Proposed Classification</u>	<u>Proposed Starting Wage</u>
Customer Service Clerk (See attached job description)	\$17/hour

In the coming months Council will be presented with several more job descriptions as well as a salary schedule for all employee positions for official adoption.

Recommendation: It is recommended that the City Council adopt and approve the job description and starting wage for the position of Customer Service Clerk, and authorize the City Administrator to recruit and fill the position at either a part- or full-time schedule.



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

CAREER OPPORTUNITY: Customer Service Clerk

Definition of Position: Responsible for assisting the City Administrator and 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

- 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
- 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; assist the Housing Administrator and Housing Coordinator in implementing the Housing Rehabilitation Program
- 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

- 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

City Council

Mercedes Garcia, Mayor
Kathye Banks, Mayor Pro Tem
Julia Collie-Mason
Amy Stacher
Mark Eayrs



City Administrator
Adam Cox

Agenda Item – February 13, 2023

To: Honorable Members of the City Council

From: Adam Cox, City Administrator

Subj.: Sewer Connection Fee Deferral – Kevin Hullquist

At the January 2023 City Council meeting I was directed to discuss a fee deferral arrangement with Kevin Hullquist for a sewer connection to his proposed new-build coffee shop. Mr. Hullquist and I discussed and agreed on a plan which will allow his development to move forward while ensuring the Town receives the appropriate sewer connection fee.

The proposed sewer connection fee arrangement is as follows:

- \$500 submitted upon connection application
- 50% of balance due 12 months after application
- 50% of balance due 24 months after application

Recommendation: It is recommended that the City Council approve a sewer connection fee deferral plan with Kevin Hullquist specific to his coffee shop project as defined above.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: February 13, 2023

FROM: RACHEL AGRON

SUBJECT: Clean-Up Day Dumpster Rental

BACKGROUND

Each year, the Fort Jones Lions Club sponsors the Fort Jones Cleanup Day. In past years, the Lions Club and the Town have each paid to rent waste trailers, making two dumpsters available to Scott Valley residents who have waste to dispose of. The Lions Club has asked the Town to rent one waste trailer this year for \$1,000.

RECOMMENDATION

Staff Recommends that the Council approve funds to rent a waste trailer as requested by the Fort Jones Lions Club.



Fort Jones Lions

P.O. Box 432 Fort Jones, Ca. 96032



January 7, 2023

City of Fort Jones

The Fort Jones Lions will be holding its annual Fort Jones Clean-up Day this year again on Saturday, March 25, 2023 at the Fort Jones "shopping center" parking lot. We assist the citizens of Fort Jones and vicinity in getting rid of a variety of excess and unwanted items. It has been an unqualified success each year.

As you are aware, the City has been a major contributor to our success by helping us to rent a dumpster in addition to us renting two others. Would you please be able to contribute \$1000.00 to this end?

Thank you,

A handwritten signature in black ink that reads 'Steve Robeson'.

Steve Robeson,

Secretary

530-598-4624



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: February 13, 2023

FROM: RACHEL AGRON

SUBJECT: Designate Retirement Plan Coordinator

BACKGROUND

The Town's previous Retirement Plan Coordinator is no longer affiliated with Fort Jones. This has caused a delay for employees who would like to set up their retirement accounts. In accordance with Mission Square Retirement policy, the appointment of a new Retirement Plan Coordinator must be done by resolution.

RECOMMENDATION

Staff recommends that the Council appoint the City Administrator as the Retirement Plan Coordinator.



RESOLUTION
NO. 119

A RESOLUTION OF THE FORT JONES TOWN
COUNCIL AUTHORIZING THE CITY
ADMINISTRATOR TO ACT AS RETIREMENT
PLAN COORDINATOR ON BEHALF OF THE
TOWN OF FORT JONES

WHEREAS, the role of Retirement Plan Coordinator has come vacant

WHEREAS, Mission Square Retirement policy dictates that the Plan Coordinator be appointed by resolution

NOW, THEREFORE, BE IT RESOLVED that the City Council of the Town of Fort Jones does hereby authorize the City Administrator to act as Plan Coordinator for employee retirement plans on behalf of the Town of Fort Jones.

I HEREBY CERTIFY the foregoing resolution was introduced and adopted at a Regular meeting of the City Council of the Town of Fort Jones held the 13th day of February 2023 by the following vote, to wit:

AYES:

NOES:

ABSENT:

Mercedes Garcia, Mayor

ATTEST:

Rachel Agron, City Clerk



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: February 13, 2023

FROM: RACHEL AGRON

SUBJECT: Planning Services Addendum with E & S Engineers & Surveyors, Inc.

BACKGROUND

The Town of Fort Jones does not employ a planner. In the past, the City Administrator and Office Staff have done their best to assist residents with their planning-related inquiries. However, limited expertise has created a bottleneck for residents looking to expand their businesses or homes. E & S Engineers & Surveyors have created an addendum to our contract which will allow them to answer planning-related questions which are submitted to them in writing by the City Administrator. The fee for this additional service will be \$500/month, which will cover 3-5 hours of consulting. Additional hours will be invoiced separately.

This setup will allow residents to get their needs sorted out in a timely manner and will make working with the Town an easier experience for residents and business owners.

RECOMMENDATION

Staff recommends that the Council approve the Planning Services Addendum to its contract with E & S Engineers & Surveyors.



E & S Engineers & Surveyors, Inc.

Civil Engineers & Land Surveyors

eandsengineersandsurveyors.com

329 West Miner Street

Yreka CA 96097

530-842-6813

530-842-6645 (Fax)

AGREEMENT for ADDITIONAL CONSULTING SERVICES

Addendum #1 Additional Services to Contract Dated the 27th day of **January 2020**, by and between

Town of Fort Jones c/o Adam Cox, City Administrator Po Box 40 Fort Jones, CA 96032

email: adam@sectaris.partners, Hereinafter referred to as “**CLIENT**”, and

E & S Engineers & Surveyors, Inc. - Civil Engineering & Land Surveying,

329 W. Miner Street, Yreka, California 96097, hereinafter referred to as “**CONSULTANT**”,

To the following understanding, terms, and effects: Additional engineering support for technical site development and utility questions that come up through the course of the city's operations.

New Added Contract Services:

Investigate and if possible, answer case by case questions based on written request from the city administrator.

Compensation:

CLIENT agrees to compensate the CONSULTANT for these additional services based on a monthly retainer in the minimum amount of \$500/month (which represents approximately 3-5 hours per month depending on the Consultant's personnel performing the work requested). The Consultant shall invoice monthly for the retainer and any additional hours, if any, over and above the \$500 retainer amount. The additional hours shall be charged as follows:

“Time and Materials” at the rates and in the manner shown on the Consultant's current “Schedule of Fees for Services” (2023 rate schedule attached and rates are adjusted annually as needed)

Additional Services:

Additional services not described in this AGREEMENT will only be provided after the parties have executed a written addendum to this agreement.

Termination of Agreement:

Either party may terminate this AGREEMENT at any time by giving the other party ten (10) days written notice of such termination. Termination shall have no effect upon the rights and obligations of the parties arising out of any transaction occurring prior to the effective date of such termination. CONSULTANT shall be paid compensation for all services provided prior to the effective date of said termination.

CLIENT:

Date: _____

Town of Fort Jones

Date: _____

CONSULTANT:

Morgan Eastlick RCE 62963, President