



AGENDA

Regular Meeting

MONDAY April 10, 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 _____ 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.

SELECTION OF NEW COUNCIL MEMBER

1. Review letters of interest for vacant Council seat and approve selection by majority vote.
2. Administer Oath of Office

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.

3.
 - a) Approval of Minutes: Regular Meeting March 13, 2023
 - b) Ratification of Disbursements: March 1 through 31
 - c) Review Budget vs. Actual for July 1, 2022 through March 31, 2023

DISCUSSION / REPORTS: ACTION ITEMS:

4. Adoption of New Municipal Code (Second Reading)
5. Stipend For Council Members (Second Reading)
6. Placeworks Agreement
7. Horn Street Project Easement
8. Local Transportation Commission Project List
9. Economic Development Committee Appointment

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on May 8, 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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Certificate of Appointment and Oath of Office

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

OFFICE OF THE CITY CLERK, TOWN OF FORT JONES

This is to certify that at the Regular Meeting of the Fort Jones Town Council held in and for said Town, on the 10th day of April 2023

was appointed to the office of City Council Member

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this 10th day of April, 2023, by its Clerk thereunto duly authorized.

STATE OF CALIFORNIA)
) ss
COUNTY OF SISKIYOU)

*I, **[State Your Name]** do solemnly swear that I 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 I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.*

Subscribed and sworn to before me this 10th day of April, 2023.

Rachel Agron, City Clerk

REPORTS & CORRESPONDANCE

Ft. Jones Police Chief's Monthly Report

March 2022

As the winter months continue to bring us much needed weather our main focus continues to be safety around town. While we have continued to educate drivers on the rules of the road and what the town of Ft. Jones expects while around town you will see our focus being modified from education to accountability in the form of citations. We will also see an uptick in pedestrians around town as the weather allows. It is important to educate pedestrians as well as drivers in proper educate while walking in town especially to our youth that may not have much experience walking without their parents.

Traffic- Since the beginning of the new school year we have been diligent in the presence of law enforcement in and around the schools in the attempt to bring violations to a minimum. We have seen an increase in traffic activity in the month of March with numerous citations being issued for violations such as speed and driving while suspended. Extra patrol and high visibility in school areas helps to remind motorists of their responsibilities to drive with extra caution in any area with high pedestrian presence. Again this past month our highest priority in the traffic realm has been a focus on U-turns, speeding, and failure to stop at crosswalks on Main Street. We have shown high precepts in the area including unmanned vehicles staged in the area as a reminder to drivers to follow the rules of the road. Numerous traffic stops have been made and we have received many phone calls asking why we have been swarming the area. It gives us the chance to educate people and have them spread the word to others of what is expected of them while in town.

Schools- As mentioned above this school year we continue to work hand in hand with school officials in order to be proactive with the needs of our schools. We have been active with the DARE program and attended several events such as breakfast with first responders. We also have been physically walking into our schools to visit rather than just drive by. This opportunity allows us to talk with the kids and become familiar with them. It is always a great feeling when each and every child knows our name and is excited to see us.

Animal Control- Several dog at large issues were handled during the month of March including dog at large and dog barking calls. Each of the situations were handled by verbal and written warnings. The warnings have seemed to remedy the problem at this time. If the issues arise again the implementation of citations will occur. Most of the dog at large problems have been consisting of dogs living out of town. This makes the situation a bit more difficult but our relationship with county animal control now helps us in gaining a conclusion. Over the past year we have seen a major decline in animal related issues. While we will always have calls for service related to animal control it is nice to see that the hard work of the officers is having a positive outcome. We also will continue to work with city hall as to gain compliance of dog registration as the new fiscal year begins soon. Having dogs registered is important with our ability to hold owners accountable as well as fund the towns animal control program. With weather permitting we will be working with the Mayor in establishing our Kennels and placing them in service. This will prevent us from having to transport dogs to Etna and will keep the kennel fees within the Town of Ft. Jones.

Reports/Cases- As of this date we have over 20 written cases for the year. Again these cases reflect an actual written case with them being sent to other departments such as the District Attorney's Office. This does not reflect calls for service. These cases also include abatement cases. Several of these ordinance cases have been active and we will be hopefully closing out shortly. As with any of the abatement issues we are always looking towards voluntary compliance. These are also all civil issues not criminal so the time a case remains open

can be long periods often over a year. As our major abatement cases continue to see progress and closure we now have the experience and knowledge of what has been working and what has not. As mentioned at the last meeting the implementation of an in house hearing process will help the town not only enforce but hold violators more accountable.

Calls for Service- Our calls for service for the month continue to be at a high volume as you can see in the attached stat report. 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. PAL events have also taken many hours Tuesday through Saturday which throws a curve ball into our daily activities. Time management has become very important as we transition to new officers and priorities.

Code Enforcement- Enforcement continues to be on the forefront and we continue to have positive results and cooperation from those involved. The follow-up has shown to take much of our time, however with the results we are seeing makes it well worth it. I have been very happy with the results of our ordinances and it continues to be one other agencies are looking to in the attempt to create ordinances of their own. Again as always a big thank you to Mercedes in the major task of overhauling and implementation of the Town's Ordinances. With good ordinances comes the availability to uphold the town's regulations and help our town head in a positive sustaining direction. We now have had enough time to see the positive changes it brought our town.

PAL- We have just wrapped up our basketball season and have been working diligently with several graduating seniors in their implementation of senior projects. They have brought programs such as softball, volleyball, and wrestling back to the pal program and have had great success in providing new programs to our youth. It is very exiting to see our once young pal kids come back and give to the program as young adults. Our swim season is fast approaching and appears to be well attended in both our competitive and recreational leagues. The swim season will run through the summer with practice being Monday through Friday with competitions occurring over the weekends.

Training- All Officer and I have been attending trainings including our mandated perishable skills classes. January 1st marks the start of a two year time frame to get these trainings completed. The COS ADJ program continues to make these much-needed trainings available and free to local agencies. Any other advanced officer training we utilize through post are reimbursable making the attendance obtainable for our small town officers.

Our new Officer Martin is continuing her field training and is approximately 8 weeks into our program. If she continues to do well and with her previous training and experience we hope to get her out on her own in about another month. We have been going business to business introducing her to our constituents and speaking to them about what they are seeing in and around town. This is a great way for new officers not only to meet people but also to learn about the towns needs.

I have two other officers in background with is a very lengthy process and hope to get them into the training faze soon to begin the field training process. With in the next several months I hope to be back to full staff and beginning new programs with our schools providing much needed service to our community.

Reserves- Currently we have three reserves on the roster. Each of these reserves is putting in the required time and have been a great asset to the department. We as a community are blessed to have these individuals willing to put their lives on the line and ask for nothing in return including pay. Our Reserves have also been active in the participation and assists with allied agencies including Marijuana eradication.

As mentioned before we have an open door policy and look forward to city staff, council, and our community visiting us. You are our eyes and ears out there as we can't be everywhere at once. We rely on your help to be able to provide the best service possible to our community. Please come in and visit, share what you are experiencing, and if able come out on a ride along with an officer. We are all on the same team and we enjoy working together to solve our communities needs.



**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 = 02/15/2023 to 03/30/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/15/2023 16:52	2302150039		WI	12054 MAIN ST		
02/19/2023 14:00	2302190027		CIV	12714 MAIN ST		
02/20/2023 14:29	2302200027	5230008	FLP	124 STERLING ST		
02/21/2023 21:33	2302210053		PTRL	MARBLEVIEW HOTEL		
02/22/2023 12:17	2302220031		FLP	11736 MAIN ST		
02/24/2023 05:23	2302240005		ASST	25 DOUGLAS ST		
02/24/2023 17:30	2302240029		ANIMAL	12066 OAK MILL DR		
02/25/2023 11:22	2302250013		ANIMAL	11714 EAST ST		
02/27/2023 13:21	2302270022		WI	12048 MAIN ST		
02/27/2023 23:10	2302270036		M	12048 MAIN ST		
03/01/2023 14:00	2303010026		M	113 BUTTE ST		
03/01/2023 15:28	2303010030	5230009	DB	12079 MAIN ST		
03/01/2023 21:01	2303010050		DP	HAIR RAZOR		
03/02/2023 11:19	2303020021		CHAB	12341 MAIN ST		
03/02/2023 11:21	2303020022	5230011	CHAB	173 CARLOCK ST	1	
03/02/2023 12:09	2303020024		FLP	173 CARLOCK ST		
03/03/2023 12:08	2303030028	5230012	FLP	00 FT JONES		
03/04/2023 20:51	2303040024		DP	00 MATHEWS ST		
03/04/2023 21:39	2303040028		FLP	00 NEWTON ST		
03/09/2023 09:44	2303090025		FLP	236 STERLING ST		
03/09/2023 10:05	2303090027		FLP	12737 MARBLE VIEW AVE		
03/09/2023 17:56	2303090056		TC	12425 N MAIN ST		
03/11/2023 15:01	2303110023	5230014	DP	243 STERLING ST		
03/14/2023 17:58	2303140035		VNDL	31 NEWTON ST		
03/15/2023 17:39	2303150030		TRSP	11936 DIGGLES ST		
03/16/2023 13:51	2303160038	5230017	OWAV	JUMP SCALES		
03/17/2023 16:50	2303170071		VEH STOP	HWY 3/MATHEWS		
03/22/2023 08:27	2303220009		M	11501 MATHEWS ST		
03/23/2023 13:19	2303230037	5230019	CHAB	11725 EASTSIDE RD		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
03/24/2023 13:47	2303240032		VEH STOP	MATHEWS ST/MAIN ST		
03/24/2023 14:24	2303240034		CHAB	11725 EASTSIDE RD		
03/24/2023 14:37	2303240035		FLP	243 STERLING ST		
03/25/2023 12:18	2303250018		FLP	243 STERLING ST		
03/25/2023 12:39	2303250019		FLP	12000 MAIN ST		
03/25/2023 16:44	2303250029		FLP	243 STERLING ST		
03/25/2023 17:18	2303250030		VEH STOP	MAIN ST/BUTTE ST		
03/26/2023 09:02	2303260010		PTFT	12855 MARBLE VIEW AVE		
03/27/2023 10:31	2303270022		CIV	11501 MATHEWS ST		
03/29/2023 13:29	2303290020	5230021	CHAB	12103 OAK MILL DR		
03/29/2023 13:30	2303290021	5230022	CHAB	12095 OAK MILL DR		
03/29/2023 14:54	2303290028		M	BUTTE ST/OAK MILL DR		
03/29/2023 15:35	2303290029		FLP	322 SCOTT RIVER RD		

TOTAL CALLS: 42



SISKIYOU COUNTY SHERIFF'S OFFICE

305 BUTTE ST
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(530) 841-2900

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 02/15/2023 to 03/30/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/21/2023 15:48	2302210040		ASST	N HWY 3/S KIDDER CREEK RD		
02/24/2023 10:37	2302240012		MMIS	501 SUGAR PINE LN		
03/22/2023 16:11	2303220033		M	N HWY 3/KELLEMS LN		

TOTAL CALLS: 3



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CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 02/15/2023 to 03/30/2023,
Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/15/2023 11:44	2302150023		ASST	9926 S HWY 3		
02/15/2023 12:14	2302150025		VEH STOP	0 N HWY 3		
02/17/2023 12:23	2302170033		FLP	9931 S HWY 3		
02/20/2023 10:52	2302200015		FLP	413 CALLAHAN ST		
03/01/2023 12:41	2303010022		FLP	880 SAWYERS BAR RD		
03/17/2023 11:31	2303170031		M	880 SAWYERS BAR RD		
03/28/2023 20:18	2303280039		ASST	HWY 3/ NORTH		

TOTAL CALLS: 7



SISKIYOU COUNTY SHERIFF'S OFFICE

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CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 02/15/2023 to 03/30/2023,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
02/22/2023 13:05	2302220035		VEH STOP	N HWY 3/PEACH ORCHARD RD		
03/15/2023 11:27	2303150017		TC	N HWY 3/MARBLE VIEW AVE		
03/20/2023 12:07	2303200037		CODE	4600 LIGHTHILL RD		
03/23/2023 13:58	2303230041		NCRM	5213 MINERS CREEK		
03/27/2023 12:25	2303270032		OWAS	13005 N HWY 3		
03/29/2023 11:32	2303290016		ASST	N HWY 3/PATTERSON CREEK RD		

TOTAL CALLS: 6



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 March. Members participated in 26 hours of scheduled training, numerous hours of online training and several specialized classes out of the area. The Fire Department has responded to 114 calls year to date.

March 2023 Calls

Call Type	City Limits	Out of City
MEDICAL AID	5	14
PUBLIC ASST.	2	3
FLUE FIRE	0	1
PROPANE FIRE	1	0
CANCELLED	2	1
ALARM SOUNDING	0	0
VEHICLE ACCIDENT	0	1
STRUCTURE FIRE	0	1
Total	10	21

I completed and submitted multiple applications for grants. The largest was a FEMA SAFER grant for staffing for full time firefighters. If awarded there will be two 100% grant funded positions for 3 years requiring no match from the town during that time. Also submitted were several smaller grants for training equipment and supplies.

Our valley wide trainings are still going strong. We have good participation from the other agencies in the valley as well as our own members. Many of the newer volunteers in the valley have expressed interest in continuing on after our scheduled joint trainings and learning more as a group.

Public Works Report

March 2023

We installed grounding rods onto the bleachers at The Little League Park. We flushed the sewer from SS-MH 29-1 going north. This is the same stretch of pipe that we have been having issues with for the past couple of months. It appears to be working well enough now. We plowed the snow multiple times when it became a traffic safety issue. We performed routine maintenance on the Towns truck and plow attachment. Everett applied to go and take his D2 examination with the SWRCB. Everett was approved by the SWRCB to sit for his examination. Kevin enrolled in water distribution operations and maintenance from Sacramento State in preparation to take his D1 test this fall. We got a quote from Scott River Pump for our new VFD, and then provided all of the necessary information to Pacific Power to see how much of a rebate they will offer us. We got a quote for new siding and roofing on the pump house at Walker Fields. PW and Vince Mitchell tore off all the old siding and roofing from the building. Vince and PW installed the new siding and roofing on the pump house. We wanted to thank Vince Mitchell on behalf of The Town of Fort Jones and on behalf of everyone that uses Walker Fields for all of his help with this project. We worked with the office to try to complete our cross connection control plan survey. Everett will be attending a class in May for backflow prevention device testing. We read all the meters and took out all the trash. We contacted Big Valley Sanitation and had them deliver two portable toilets for the Little League Park to prevent any of the Towns plumbing from freezing in the bathrooms and elsewhere. We contacted Deadwood Conservation Camp and scheduled a day for them to come out and clean up the infield of Walker Fields. Deadwood camp will be here on April 7th. We contacted Sign

Dude in Medford to get quotes on new Proposition 68 signs for our Little League Park and The Scout Hall. Everett was accepted into the Environmental Finance Center Network's Water leadership program which runs from April to June and goes over utility management. We read all the meters and took out the trash. We cleaned out the gutters that were not working anymore at the Museum and City Hall. We marked all of the sprinklers at both the Little League Park and Walker Fields so that we don't incur too much damage by the use of a roller on the field. Everett worked with SHN to get them all of the flow data from the WWTP. Ever since Moffet Creek has been running our flows at the Treatment plant have gone way up. We have a pretty serious infiltration and inflow problem. We contacted Mission square Retirement to try and get the retirement plans going for The Town of Fort Jones employees. We have not been successful so far. We advised EPD about a squatter at Walker Fields. We wanted to thank the police department for all of their help keeping our parks free of vagrants. We worked with the Police Department to facilitate some community service hours being served by a young adult in our community. They cleaned up all the graffiti at the Little League Field.

Economic Development Report

On Tuesday, April 4th, the Economic Development Committee met for the second time. At the meeting, they discussed ways to support the Fire Department in filling their Seasonal Staff positions. The Committee also decided to create a list of lodgings in Scott Valley, which will be made available to firefighters this summer.

Aaron Reimler of Rural Community Assistance Corporation was directed to do research on programs that could allow the Town to incentivize fixing up blighted properties. This effort could alleviate seasonal housing needs.

The Committee discussed several ways of spreading the word about the Town's upcoming events like the Spring Craft Fair and the Far North Flixx Fest. Town Staff will be reaching out to local service organizations to enlist their help.

CONSENT CALENDAR

Fort Jones City Council
Regular Meeting
March, 13, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the March 13, 2023 Regular Meeting of the City Council was posted at 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 March 9, 2023

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

Rachel Agron, City Clerk

ROLL Call

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 7:00pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathye Banks, Mark Eayrs, and Julia Collie-Mason.

Also present: City Clerk Rachel Agron, Public Works Supervisor Everett Hullquist, Fire Chief Joseph Hess, and Police Chief Joshua Short, and Code Enforcement Office Kelly York.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

Tom Menne expressed concern about the illegal U-turns taking place on Main Street and would like to see action taken.

Susie Lamarr described two near-misses she had in the crosswalk in front of 5 Marys. She went on to ask whether Moffet Creek would be cleared to prevent flooding. Everett Hullquist reported that he has already reached out to Fish and Game, who will be sending a Game Warden to show the Town what can and cannot be removed from the creek.

Tori Hall complained of speeding on Newton Street.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

A. Police Department Monthly Report

A written report was provided in the Council Packet. Josh Short reported on the high volume of calls the department has been experiencing. He reported that Officer Martin has been doing "a phenomenal job" and that the department is preparing to issue conditional offers to two additional officers. Kelly York provided an update on the Gwinn house. At his court date, Ted Gwinn pleaded no contest and was fined. The case was then closed. Officer York suggested that the Town restructure its code enforcement so that violations can be handled internally by Council hearings.

B. Fire Department Monthly Report

A written report was provided in the Council Packet. Fire Chief Joseph Hess explains the work he has been doing alongside Cal Fire and the Northern California Resource Center to create a shaded fuel break on the ridge east of Town and to clean up local properties. Fort Jones is providing support with the paperwork, while Cal Fire will provide most of the labor. Fire Chief Hess informed the Council that he had recently submitted several grant applications and continues to work on more. City Clerk Rachel Agron noted that the Town will need to budget for matching funds in the coming fiscal year.

C. Public Works Monthly Report

A written report was provided in the Council Packet. Public Works Supervisor Everett Hullquist informed the Council of his approaching D-2 test and upcoming Cross Connection training. Everett has been updating our Sanitary Sewer System Plan to comply with new requirements. He continues to submit drought reporting and noted that the Town pumped 600,000 gallons that were unaccounted for in the month of February, and 400,000 unaccounted for gallons in January. He explained that the discrepancy may have arisen as a result of how long it takes to read the meters (~5 days) and the fact that the well is being read last.

D. Economic Development Report

A written report was provided in the Council Packet. City Clerk Rachel Agron reported that the Shasta Stories Listening Session on March 4th was a success, especially in light of how frequently residents have expressed that any economic development effort should include historical preservation.

E. City Administrator's Report

City Administrator Adam Cox could not be present to provide a verbal report due to extreme weather conditions.

F. Council Vacancy

Mayor Mercedes Garcia explained the circumstances of the Council seat vacancy and invited residents who would like to join the Council to submit letters of interest. Residents were directed to Rachel Agron for questions.

CONSENT CALENDAR

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

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

1. a) Approval of Minutes: Regular Meeting February 13th, 2023
- b) Ratification of Disbursements: January 1 through February 28, 2023
- c) Approve Payables for February 2023
- d) Review Budget vs. Actual for July 1, 2022 through February 28, 2023

Councilmember Kathy Banks moves to adopt the consent calendar with the amendment that the meeting on February 13th was a regular meeting, and that Adam Cox had reported that there were at that time ~\$50,000 in past due water bills. Mark Eayrs seconds.

AYE: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

NO: None

ABSENT: Amy Stacher

Motion Passes.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

2. Child Abuse Prevention Month Proclamation

Michelle Harris of First 5 Siskiyou explained the program. Councilmember Julia Collie-Mason moves to accept the proclamation as written. Mark Eayrs seconds.

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

NO: None

ABSENT: Amy Stacher

Motion Passes.

3. CLASS Investment Account

Councilmember Mark Eayrs moves that a percentage of Town funds to be determined by Adam Cox be placed in a California Liquid Assets Security System account. Councilmember Julia Collie-Mason seconds.

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

NO: None

ABSENT: Amy Stacher

Motion Passes.

4. Seasonal Firefighters Salary Schedule

Councilmember Mark Eayrs moves to make two Seasonal Firefighter positions available at the rate of \$200/day. Councilmember Kathye Banks seconds.

Amy Stacher moves to contribute \$1,000 to rent a dumpster for Fort Jones Cleanup Day. Julia Collie-Mason seconds.

AYE: Mark Eayrs, Kathye Banks, Mercedes Garcia

NO: None

ABSTAIN: Julia Collie-Mason

ABSENT: Amy Stacher

Motion Passes.

5. Appoint an Alternate to the Regional Solid Waste JPA

Councilmember Mark Eayrs moves that he be appointed as the Town's Alternate for the Solid Waste Joint Powers Authority. Kathye Banks seconds.

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

NO: None

ABSENT: Amy Stacher

Motion Passes.

6. Adoption of New Municipal Code.

Councilmember Kathy Banks moves to introduce and adopt Ordinance 2023-1. Councilmember Julia Mark Eayrs seconds.

AYE: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

NO: None.

ABSENT: Amy Stacher

Motion Passes.

Councilmember Kathy Banks moves to waive the first reading of Ordinance 2023-1. Julia Collie-Mason seconds.

AYE: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

NO: None.

ABSENT: Amy Stacher

Motion Passes.

7. Stipend for Council Members

Councilmember Kathy Banks moves to introduce and adopt Ordinance 2023-2. Councilmember Mark Eayrs seconds.

AYE: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

NO: None.

ABSENT: Amy Stacher

Motion Passes.

Councilmember Mark Eayrs moves to waive the first reading of Ordinance 2023-2. Councilmember Kathy Banks seconds.

AYE: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

NO: None.

ABSENT: Amy Stacher

Motion Passes.

STAFF COMMENTS:

Rachel Agron notes that the new Customer Service Clerk is set to begin work the following day. Josh Short thanks Mercedes Garcia for all the work she has put into updating the Municipal Code and says that it will be a big help to code enforcement.

COUNCIL MEMBER COMMENTS:

Councilmember Julia Collie-Mason asks for an update on the Central Park grant. Rachel Agron informs the Council that the grants are on hold until the Town's audit is complete.

Mercedes Garcia notes that the Ordinance Policy Committee will begin meeting again soon and is looking to fill 1-2 seats. Members are not required to live within Town limits. She directs interested

parties to contact Rachel Agron.

ADJOURNMENT: 8:14 p.m.

The next Fort Jones City Council Regular Meeting is scheduled to be held on April 10, 2023, at 7:00 p.m.

Attest:

Rachel Agron, City Clerk

Approved:

Mayor Mercedes Garcia

Disbursements

Town of Fort Jones

Account QuickReport

As of March 31, 2023

Type	Date	Num	Name	Memo	Split	Amount
02-810025 - GF						
Bill Pmt -Check	03/02/2023	25886	American Industri...		2000 - Accou...	-472.68
Bill Pmt -Check	03/02/2023	25887	California Rural ...	23-24 Rene...	2000 - Accou...	-601.00
Bill Pmt -Check	03/02/2023	25888	David Dunn	monthly stip...	2000 - Accou...	-350.00
Bill Pmt -Check	03/02/2023	25889	E&S Engineers an...		2000 - Accou...	-940.00
Bill Pmt -Check	03/02/2023	25890	Fire Rescue Equip...	Fire Dept. in...	2000 - Accou...	-1,663.28
Bill Pmt -Check	03/02/2023	25891	Fort Jones Ace Ha...	January 202...	2000 - Accou...	-320.86
Bill Pmt -Check	03/02/2023	25892	Mean Gene's Gas	Invoice 1607...	2000 - Accou...	-718.29
Bill Pmt -Check	03/02/2023	25893	Mechanics Bank	Safe deposit ...	2000 - Accou...	-130.00
Bill Pmt -Check	03/02/2023	25894	Mountain Ready ...	Flag Pole LLP	2000 - Accou...	-214.50
Bill Pmt -Check	03/02/2023	25895	Mt. Shasta Spring ...	Invoice #300...	2000 - Accou...	-36.43
Bill Pmt -Check	03/02/2023	25896	Quad-B Systems	Invoice 10118	2000 - Accou...	-847.45
Bill Pmt -Check	03/02/2023	25897	Sectaris Partners	City Admin ...	2000 - Accou...	-7,400.00
Bill Pmt -Check	03/02/2023	25898	Suburban Propane	1638-04261...	2000 - Accou...	-1,562.23
Bill Pmt -Check	03/02/2023	25899	Us Bank Corporat...	statement da...	2000 - Accou...	-427.18
Bill Pmt -Check	03/02/2023	25900	Valley Pacific Petr...	Account: C3...	2000 - Accou...	-475.92
Bill Pmt -Check	03/02/2023	25910	Prentice Long	Feb 2023 in...	2000 - Accou...	-630.00
Paycheck	03/03/2023	25904	Hess, Samantha F		-SPLIT-	-322.61
Paycheck	03/03/2023	25905	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	03/03/2023	25906	Hullquist, Everett		-SPLIT-	-2,019.27
Paycheck	03/03/2023	25908	Nobles, Suzanne		-SPLIT-	-370.48
Paycheck	03/03/2023	25909	Whitworth, Barbar...		-SPLIT-	-78.50
Paycheck	03/03/2023	25901	Agron, Rachel		-SPLIT-	-1,604.36
Paycheck	03/03/2023	25902	Garcia, Mercedes M		-SPLIT-	-83.11
Paycheck	03/03/2023	25903	Hess, Joseph E		-SPLIT-	-1,025.82
Paycheck	03/03/2023	25907	McFall, Celeste J		-SPLIT-	-316.46
Liability Check	03/03/2023		QuickBooks Payro...	Created by P...	-SPLIT-	-2,420.97
Bill Pmt -Check	03/16/2023	25911	American Industri...		2000 - Accou...	-427.93
Bill Pmt -Check	03/16/2023	25912	AT&T	FD iPads	2000 - Accou...	-281.68
Bill Pmt -Check	03/16/2023	25913	Basic Laboratory	Invoice 2301...	2000 - Accou...	-424.76
Bill Pmt -Check	03/16/2023	25914	Charles W. Pillon	ASR filing	2000 - Accou...	-1,500.00
Bill Pmt -Check	03/16/2023	25915	City of Medford Fi...	Fire Dept- Fl...	2000 - Accou...	-825.40
Bill Pmt -Check	03/16/2023	25916	Dawn Schott	Reimburse...	2000 - Accou...	-142.70
Bill Pmt -Check	03/16/2023	25917	Everett Hulquist *	VOID: Hotel...	2000 - Accou...	0.00
Bill Pmt -Check	03/16/2023	25918	Fort Jones Lumber	5012: \$139...	2000 - Accou...	-416.45
Bill Pmt -Check	03/16/2023	25919	Golden State Risk ...	EB000678	2000 - Accou...	-779.00
Bill Pmt -Check	03/16/2023	25920	Joseph Hess	FDIC confer...	2000 - Accou...	-691.00
Bill Pmt -Check	03/16/2023	25921	League of Californ...	2023 Local ...	2000 - Accou...	-200.00
Bill Pmt -Check	03/16/2023	25922	Life Assist	Acct 96032F...	2000 - Accou...	-111.95
Bill Pmt -Check	03/16/2023	25923	Pacific Power	February 20...	2000 - Accou...	-3,105.40
Bill Pmt -Check	03/16/2023	25924	Quad-B Systems	Invoice 10126	2000 - Accou...	-847.45
Bill Pmt -Check	03/16/2023	25925	Scott River Pump	Invoice 23-5...	2000 - Accou...	-1,107.27
Bill Pmt -Check	03/16/2023	25926	Scott Valley Auto ...	Feb billing	2000 - Accou...	-220.37
Bill Pmt -Check	03/16/2023	25927	Scott Valley Dispo...	Feb billing ...	2000 - Accou...	-310.00
Bill Pmt -Check	03/16/2023	25928	SHN Consulting E...	Invoice 1163...	2000 - Accou...	-2,858.90
Bill Pmt -Check	03/16/2023	25929	Siskiyou County E...	Invoice - Ma...	2000 - Accou...	-416.67
Bill Pmt -Check	03/16/2023	25930	Siskiyou Telephone	Feb billing	2000 - Accou...	-794.55
Bill Pmt -Check	03/16/2023	25931	SWRCB-DWOCB	Grade 2 exa...	2000 - Accou...	-65.00
Bill Pmt -Check	03/16/2023	25932	US Bank Equipme...	Invoice num...	2000 - Accou...	-224.28
Bill Pmt -Check	03/16/2023	25933	Valley Pacific Petr...	Account: C3...	2000 - Accou...	-568.59
Bill Pmt -Check	03/16/2023	25934	Verizon Wireless	Cell phones ...	2000 - Accou...	-118.11
Paycheck	03/17/2023	25935	Agron, Rachel		-SPLIT-	-1,493.72
Paycheck	03/17/2023	25937	Hess, Samantha F		-SPLIT-	-217.34
Paycheck	03/17/2023	25938	Hoefer, Carolin B		-SPLIT-	-341.47
Paycheck	03/17/2023	25939	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	03/17/2023	25940	Hullquist, Everett		-SPLIT-	-2,077.36
Paycheck	03/17/2023	25941	McFall, Celeste J		-SPLIT-	-361.32
Paycheck	03/17/2023	25942	Nobles, Suzanne		-SPLIT-	-313.69
Paycheck	03/17/2023	25943	Whitworth, Barbar...		-SPLIT-	-156.99
Paycheck	03/17/2023	25936	Hess, Joseph E		-SPLIT-	-1,025.82

9:35 AM

04/06/23

Accrual Basis

Town of Fort Jones

Account QuickReport

As of March 31, 2023

Type	Date	Num	Name	Memo	Split	Amount
Liability Check	03/17/2023		QuickBooks Payro...	Created by P...	-SPLIT-	-2,285.10
Bill Pmt -Check	03/30/2023	25944	Fort Jones Ace Ha...	March 2023 ...	2000 - Accou...	-302.35
Bill Pmt -Check	03/30/2023	25945	Joseph Hess	1300 oil cha...	2000 - Accou...	-233.63
Bill Pmt -Check	03/30/2023	25946	Mean Gene's Gas	Invoice 1608...	2000 - Accou...	-725.44
Bill Pmt -Check	03/30/2023	25947	Quad-B Systems	Invoice 10142	2000 - Accou...	-1,138.80
Bill Pmt -Check	03/30/2023	25948	SHN Consulting E...	Invoice 1164...	2000 - Accou...	-1,507.75
Bill Pmt -Check	03/30/2023	25949	Suburban Propane	1638-04261...	2000 - Accou...	-168.35
Bill Pmt -Check	03/30/2023	25950	Us Bank Corporat...	statement da...	2000 - Accou...	-159.97
Bill Pmt -Check	03/30/2023	25951	Valley Pacific Petr...	Account: C3...	2000 - Accou...	-857.51
Bill Pmt -Check	03/30/2023	25964	Rock Creek Consu...	QB support ...	2000 - Accou...	-18.75
Paycheck	03/31/2023	25952	Agron, Rachel		-SPLIT-	-1,424.33
Paycheck	03/31/2023	25954	Hess, Samantha F		-SPLIT-	-164.68
Paycheck	03/31/2023	25955	Hoefer, Carolin B		-SPLIT-	-685.71
Paycheck	03/31/2023	25956	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	03/31/2023	25957	Hullquist, Everett		-SPLIT-	-1,961.59
Paycheck	03/31/2023	25958	McFall, Celeste J		-SPLIT-	-494.94
Paycheck	03/31/2023	25960	Whitworth, Barbar...		-SPLIT-	-157.00
Paycheck	03/31/2023	25959	Nobles, Suzanne		-SPLIT-	-342.09
Paycheck	03/31/2023	25953	Hess, Joseph E		-SPLIT-	-1,025.83
Paycheck	03/31/2023	25961	Banks, Kathye J	VOID: Payr...	-SPLIT-	0.00
Paycheck	03/31/2023	25962	Garcia, Mercedes M		-SPLIT-	-166.23
Liability Check	03/31/2023		QuickBooks Payro...	Adjusted for ...	-SPLIT-	-2,400.61
Total 02-810025 - GF						-67,187.74
TOTAL						-67,187.74

Year To Date Profit & Loss

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	Jul '22 - Mar 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	6,253.03
4302- Fees Collection Cost	-18.23
4303 - Vehicle Fees	48.59
4400 - Rent	4,975.00
4410 - Interest General Fund	16.36
4730 - Miscellaneous	521.09
Total 1I - General Government Income	324,910.34
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	127.21
4112 - COPS Allocation	145,909.11
4116 - Prop172	3,741.26
Animal Control	
4230 - Dog Licenses	280.00
Total Animal Control	280.00
Total 2a - Law Enforcement	150,057.58
2b - Fire Protection	
4740 - Fire Dept.	12,852.01
4750 - Strike Team Income	145,152.88
Total 2b - Fire Protection	158,004.89
Total 2I - Public Safety Income	308,062.47
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	4,445.48
4500 - Gas Tax 2106	5,972.26
4501 - Gas Tax 2107	4,075.65
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	3,010.09

Town of Fort Jones
Profit & Loss
 July 2022 through March 2023

	Jul '22 - Mar 23
4530 - Local Transportation	4,986.55
4538-Vehicle License Fee	711.21
SB1	5,117.31
Total 3a - Streets Income	29,318.55
3b - Sewer Income	
4212 - Sewer Revenue	97,227.10
4213 - Connections & Fees	7,500.00
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	109,277.02
3c - Water Income	
4810 - Water Revenue	115,890.32
4812 - Bulk Water Sales	380.00
4820 - Water Interest	37.67
4830 - Water Connections	500.00
4840 - Gretchen Acres Assess	2,249.91
3c - Water Income - Other	6,457.64
Total 3c - Water Income	125,515.54
Total 3I - Public Works Income	264,111.11
5I - American Rescue Plan Act	
4915 - ARPA Income	83,712.28
Total 5I - American Rescue Plan Act	83,712.28
4900 - CBDG Interest	9,489.10
4901 - SCORE Reimbursement	1,872.00
4903 - Library Reimbursement	9,686.35
4904 - SWRCB Reimbursement	15,220.00
4911 - Coronavirus Relief Fund	-514.80
4950-Housing Interest	1,826.00
Housing Interest	15,599.65
Total Income	1,033,974.50
Gross Profit	1,033,974.50
Expense	
1E- General Government Expense	
2285 - IT Services	11,961.09
5100- Council/Election	1,036.59
5110- Mayor Payroll	1,800.00
5210- Clerk Payroll	3,500.00
5220- Supp\USPO\Petty	3,986.09
5400 - Professional Fees	
5401 - Legal Fees	20,885.05
5402 - Accounting Fees	8,358.75
5403 - Consulting Fees	62,843.95
5405 - Reimbursed Expenses	2,001.20

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	Jul '22 - Mar 23
Total 5400 - Professional Fees	94,088.95
5500- Planning	
5502 - City Promotion	4,501.63
5501 - Economic Development	3,333.36
5500- Planning - Other	500.00
Total 5500- Planning	8,334.99
5550- Library Payroll	7,447.00
5555 - Admin Payroll	53,565.24
5600- Misc.	2,238.86
5705 - Dues and Subscriptions	1,261.00
6205- Health Insurance	11,028.86
6300- Insurance	
6204- Workers Compensation	4,763.60
6303- Liability Insurance	2,666.73
6305 - Crime Insurance	21.44
Total 6300- Insurance	7,451.77
6400- Property Tax	341.90
6406- 98 Bank Charge	558.00
9150-City Hall Expenses	
1-012 - City Hall Power	3,318.28
133000- City Hall water	267.91
9154 - Disposal 2 yd Bin	1,389.00
9155 - Equipment Finance	2,891.16
9150-City Hall Expenses - Other	563.85
Total 9150-City Hall Expenses	8,430.20
9152- Propane	11,775.09
1E- General Government Expense - Other	1,607.64
Total 1E- General Government Expense	230,413.27
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	1,477.05
2EA- Law Enforcement Expense - Other	33.68
Total 2EA- Law Enforcement Expense	85,163.73
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	776.09
7532 - FF Training	1,399.00
Crime Insurance	39.84
7550 - Misc Expense _ Fire Dept	3,639.19
6310- Property Insurance	552.46
7505 - Liability Insurance	2,929.91
7506 - Work Comp Insurance	5,238.59
7507 - Auto Insurance	3,979.56

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>
7510- Fire Dept Payroll	23,846.20
7512 - Live Scan	0.00
7513 - Calls & Meetings	8,856.62
7520- Fire Dept Supl & Mtnce	44,009.54
7525- Pub Safety Fuel & Oil	9,857.39
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	3,126.70
2261- Fire Dept. Phone	3,400.31
2262 - Disposal	1,389.00
7541- Propane	524.21
Total 7540- Fire Dept. Utilities	8,440.22
2EB- Fire Department Expense - Other	81.00
Total 2EB- Fire Department Expense	113,645.61
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	24,900.00
Crime Insurance	39.84
6311 - Property Insurance	552.46
7502 - Auto Insurance	3,979.56
7505b - Liability Insurance	2,929.62
7506b - Workers Comp Ins	5,238.59
7513 Fleet Maintenance - Strike	19,938.76
7515 - Strike Team Payroll	64,878.03
Total 2EC - Strike Team Expenses	122,456.86
Total 2E- Public Safety Expense	321,266.20
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	4.41
1-000 - Street Lights	
02 HPSV Lights	386.84
02 HPSV Metal Lights	183.18
10 HPSV Wood Lights	2,381.61
11 HPSV Lights	1,007.36
72 HPSV Lights	8,043.63
Total 1-000 - Street Lights	12,002.62
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	1,275.95
1-006 Barn Maintenance	786.62
1-007 - Phone Bill	770.95
8121- Street Maintenance	
8127- STIP Project - Consulting	3,293.00
8121- Street Maintenance - Other	1,261.47
Total 8121- Street Maintenance	4,554.47

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	Jul '22 - Mar 23
8120- Street Mtnc/Utilities - Other	98.00
Total 8120- Street Mtnc/Utilities	7,485.99
8130- Equipment Maintenance	
8133- Parts & Supplies	4,304.81
Total 8130- Equipment Maintenance	4,304.81
8136 -Auto Insurance	0.00
8137- Mobile Equip	110.04
8199- Road Payroll	12,924.50
8200- Major Street Const.	1,431.75
8509 - Liability Insurance	313.30
8511 - Work Comp Insurance	570.88
Total 3EA- Streets	39,148.30
Total 3E- Public Works Expense	39,148.30
3EB- Sewer Expense	
Crime Insurance	3.41
6308-Property Insurance	732.14
8510- Sewer Payroll	7,742.50
8520- Sewer Expenses	
1-015 - Sewer Power bill	236.34
1-019 bbb sewer	129.48
8521- Sewer Rep & Mtnc	1,017.09
8553- Auro Insurance	469.45
Total 8520- Sewer Expenses	1,852.36
8522 - Waste Water Monitoring	8,377.24
8530- Sewer Supplies	34.67
8535-Office	375.00
8540- State Fees	28,140.00
8549- Mobile Equip.	110.04
8550 - Liability Insurance	417.48
8551 - Work Comp Insurance	761.12
8552 - Training	280.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	49,130.47
3EC- Water Expense	
Crime Insurance	3.41
6307-Property Insurance	2,570.95
8609- Water Training	3,255.00
8610- Water Parts & Supplies	3,781.95
8612- Water Office & Postage	4,156.27
8615- Water Payroll	46,021.75
8620- Water Repairs & Mtnc	22,307.57
8623- Mobile Equip.	110.04

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	<u>Jul '22 - Mar 23</u>
8624 - Auto Insurance	469.45
8625- Water Liability Ins	521.87
8626 - Work Comp	951.27
8627 - Fuel-Oil	3,786.86
8630- Water Fees & Testing	3,935.07
8640- Water Utilities	
1-000 - Water Power	
New Pump	9,889.28
Old pump	512.74
Total 1-000 - Water Power	10,402.02
1-001 - Water Phones	
468-2598	2,020.30
468-5864	638.93
Cell	1,119.79
Total 1-001 - Water Phones	3,779.02
Total 8640- Water Utilities	14,181.04
8650- Water Engineering	28,442.50
8660- Water Interest	
8632 - Revenue Bond Interest	5,527.50
Total 8660- Water Interest	5,527.50
3EC- Water Expense - Other	4,232.70
Total 3EC- Water Expense	144,255.20
3EG -8690 -Water Planning Grant	592.50
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	16,075.06
Crime Insurance	3.41
9116 - Janitorial Payroll	5,523.30
03 Parks & Recreation Grants	
2020 Per Capita - Scout Hall	11,654.12
2020 Per Capita - LLP	
Improvements	28,137.72
LLP Project Payroll	4,663.50
2020 Per Capita - LLP - Other	2,979.00
Total 2020 Per Capita - LLP	35,780.22
Total 03 Parks & Recreation Grants	47,434.34
6305- Property Ins Parks	
9104- Mobile Equip.	110.04
6305- Property Ins Parks - Other	2,939.91
Total 6305- Property Ins Parks	3,049.95
9105- Auto Insurance	469.45
9106 - Work Comp Parks	1,522.01
9107 - Liability Ins Parks	835.19
9108 - L.L. Park	4,632.95

Town of Fort Jones
Profit & Loss
 July 2022 through March 2023

	Jul '22 - Mar 23
9109- Parks Payroll	11,206.00
9130- Ball Park Expenses	
1-002 - LLP Snack	281.46
1-013 - BBP lights	1,312.90
1-014 - LLP lights	132.06
1-017 - BBP pump	145.85
9131- Maintenance & Supplies	2,734.52
Total 9130- Ball Park Expenses	4,606.79
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	564.23
9141- Scout Hall Repairs	3,971.04
Total 9140- Scout Hall Expenses	4,535.27
9160- Museum Expenses	
1-004 - Museum Electricity	605.02
1-XXX - Museum Monitor Fuel	4,959.67
5568- Museum Phone	771.92
Total 9160- Museum Expenses	6,336.61
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	106,878.62
4EF - Sewer Grant	19,107.05
5E - American Rescue Plan	
6.1 - Government Expense	48,338.83
Total 5E - American Rescue Plan	48,338.83
6504- Payroll Taxes	
Federal Unemployment	1,270.02
6506- FICA	20,495.28
6508- Medicare	4,793.25
6512- SUI	7,532.34
6516 - ETT	0.00
6504- Payroll Taxes - Other	559.98
Total 6504- Payroll Taxes	34,650.87
9700- CBDG Const Housing	
Gen Adm & Program Delivery	7,039.40
Housing Loans	
Gomez	897.86
Total Housing Loans	897.86
Total 9700- CBDG Const Housing	7,937.26
Payroll Expenses	-248.52
Reconciliation Discrepancies	-457.00
Uncategorized Expenses	0.00

Town of Fort Jones
Profit & Loss
July 2022 through March 2023

	Jul '22 - Mar 23
Total Expense	1,001,013.05
Net Income	32,961.45

DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: March 13, 2023

FROM: RACHEL AGRON

SUBJECT: Adoption of New Municipal Code

BACKGROUND

This is the second reading of last month's ordinance to adopt the new Municipal Code.

Over two years ago, the Ordinance/Policy Committee was tasked with updating, amending, and creating new ordinances. During this project, the Town connected with MuniCode to have all of our codes made available online, which is a state law the Town had fallen short of. We now are at the end of this journey and are ready to adopt the new Town of Fort Jones Municipal Code. All the codes to be adopted have gone through a full legal review with the lawyers at MuniCode, now CivicPlus. Once adopted, CivicPlus will upload our code online and provide us with a link to use on our website.

RECOMMENDATION

Staff recommends that the Council review and adopt the new municipal code.

ORDINANCE NO. 2023-1

AN ORDINANCE ADOPTING AND ENACTING A NEW CODE FOR THE TOWN OF FORT JONES, CALIFORNIA; PROVIDING FOR THE REPEAL OF CERTAIN ORDINANCES NOT INCLUDED THEREIN; PROVIDING A PENALTY FOR THE VIOLATION THEREOF; PROVIDING FOR THE MANNER OF AMENDING SUCH CODE; AND PROVIDING WHEN SUCH CODE AND THIS ORDINANCE SHALL BECOME EFFECTIVE.

BE IT ORDAINED BY THE TOWN COUNCIL:

Section 1. The Code entitled the "Code of Ordinances of the Town of Fort Jones, California," published by Municode, consisting of titles 1 through 18, each inclusive, is adopted.

Section 2. All ordinances of a general and permanent nature enacted on or before March 14, 2022, and not included in the Code or recognized and continued in force by reference therein, are repealed.

Section 3. The repeal provided for in section 2 hereof shall not be construed to revive any ordinance or part thereof that has been repealed by a subsequent ordinance that is repealed by this ordinance.

Section 4. Unless another penalty is expressly provided, every person convicted of a violation of any provision of the Code or any ordinance, rule or regulation adopted or issued in pursuance thereof shall be punished by a fine up to the maximum permitted or required by state law. Each act of violation and each day upon which any such violation shall continue or occur shall constitute a separate offense. The penalty provided by this section, unless another penalty is expressly provided, shall apply to the amendment of any Code section, whether or not such penalty is reenacted in the amendatory ordinance. In addition to the penalty prescribed above, the town council may pursue other remedies such as abatement of nuisances, injunctive relief and revocation of licenses or permits.

Section 5. Additions or amendments to the Code when passed in such form as to indicate the intention of the town council to make the same a part of the Code shall be deemed to be incorporated in the Code, so that reference to the Code includes the additions and amendments.

Section 6. Ordinances adopted after March 14, 2022, that amend or refer to ordinances that have been codified in the Code shall be construed as if they amend or refer to like provisions of the Code.

Section 7. INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the ____ day of _____, 2023, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the ____ day of _____, 2023.

Approved: _____
Mercedes Garcia, Mayor

Attest: _____
Rachel Agron, Town Clerk

Certificate of Adoption

The foregoing Ordinance No. 2023-1 was adopted at a regular meeting of the Town Council of the Town of Fort Jones, held on the ____ day of _____, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Rachel Agron, Town Clerk

APPROVED AS TO FORM and LEGAL CONTENT: _____
Margaret Long, Town Attorney



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: April 10, 2023

FROM: RACHEL AGRON

SUBJECT: Stipend for Council Members

BACKGROUND

This is the second reading of last month's ordinance to establish a monthly stipend for City Councilmembers.

On November 14, 2022, the prior City Council voted that the current Council receive a monthly stipend. After discussing with the legal counsel, it was decided that an ordinance needed to be written to move forward with the stipend.

The ordinance presented allows for Council Members, if they choose in accordance with Government Code 36516, to receive \$100 per month and for the mayor to continue receiving \$180 per month.

RECOMMENDATION

Staff recommends that the Council review the attached ordinance and make a determination.

ORDINANCE NO. 2023-2

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES
ADDING TO THE ADMINISTRATION AND PERSONNEL ORDINANCE

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

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

Chapter: 2.04 Town Council, Section 2.04.020 Compensation for Town Council Members

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the ____ day of ____, 2023, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the ____ day of ____, 2023.

APPROVED: _____
Mercedes M. Garcia, Mayor

ATTEST: _____
Rachel Agron, Town Clerk

The foregoing Ordinance No. 2023-2 was adopted at a regular meeting of the Town Council of the Town of Fort Jones, held on the ____ day of ____, 2023 by the following vote:

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

NOES: None

ABSENT: Amy Stacher

ABSTAIN: None

Rachel Agron, Town Clerk

APPROVED AS TO FORM and LEGAL CONTENT: _____
Margaret Long, Town Attorney

Exhibit A
Chapter 2.04
Town Council

Section:

2.04.020 Compensation for Town Council Members

2.04.020 Compensation for Town Council Members

Each member of the town council, who elects to do so, will receive a salary of one hundred dollars per month, except for the mayor. The mayor will receive one hundred eighty dollars per month. The salary shall be payable from and after 14 November 2022, to be paid on the first pay period of each month.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: April 10, 2023

FROM: RACHEL AGRON

SUBJECT: Placeworks Agreement

BACKGROUND

The State of California requires every city to include a Housing Element in its General Plan. This document identifies housing needs and challenges and creates a long-term plan to ensure that housing will be available at all income levels. The Town's last Housing Element was adopted in 2020 and covered the period of 2014-2021. If the Town is to continue participating in programs like the Community Development Block Grant, it is imperative that our Housing Element remain up to date.

A number of Siskiyou County jurisdictions have opted to create a joint housing element with help from Placeworks (a consulting firm). The attached agreement with Placeworks would allow us to participate in the Housing Element they are drafting for Siskiyou County jurisdictions.

RECOMMENDATION

Staff recommends that the Council enter into the attached agreement for the creation of a new Housing Element.

**PERSONAL SERVICES AGREEMENT
BETWEEN
THE TOWN OF FORT JONES
AND
PLACEWORKS**

This Personal Services Agreement ("Agreement") is made and entered into this 13th day of March 2023 by and between the Town of Fort Jones ("Town") and PlaceWorks ("Contractor").

RECITALS

WHEREAS, Town desires to retain a person or firm to prepare the 6th Cycle Housing Element; and

WHEREAS, Contractor warrants that it is qualified and agreeable to render the aforesaid services.

AGREEMENT

NOW, THEREFORE, for and in consideration of the agreement made, and the payments to be made by Town, the parties agree to the following:

- I. **SCOPE OF SERVICES:** Contractor agrees to provide all of the services described in Exhibit A.
- II. **TERM:** This Agreement shall commence on December 13, 2023 and shall terminate on December 31, 2024, unless sooner terminated in accordance with the terms hereunder.
- III. **FEES:** The fees for furnishing services under this Agreement shall be based on an hourly rate as specified in the proposal which is attached hereto as Exhibit A. Said fees shall remain in effect for the entire term of this Agreement.
- IV. **MAXIMUM COST:** Notwithstanding any other provision of this Agreement, in no event will the cost to Town for the services to be provided herein exceed the maximum sum of \$160,000, including direct non-salary expenses.
- V. **PAYMENT:** The fees for services under this Agreement shall be due within 30 calendar days after receipt and approval by Town of an invoice covering the service(s) rendered to date.

Invoices or applications for payment to the Town shall be sufficiently detailed and shall contain full documentation of all work performed and all reimbursable expenses incurred. Where the scope of work on the Agreement is divided into

various tasks, invoices shall detail the related expenditures accordingly. Labor expenditures need documentation to support time, subsistence, travel and field expenses. No expense will be reimbursed without adequate documentation.

Notwithstanding any other provision herein, payment may be delayed, without penalty, for any period in which the State or Federal Government has delayed distribution of funds that are intended to be used by the Town for funding payment to Contractor.

- VI. **INSURANCE:** Contractor shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees, or subcontractors.

Minimum Scope and Limit of Insurance

- A. The Contractor shall maintain a commercial general liability (CGL) insurance policy (Insurance Services Office Form CG 00 01) covering CGL on an occurrence basis, including products and completed operations, property damage, bodily injury, and personal & advertising injury, with limits in the amount of \$1,000,000, and a general aggregate limit of \$2,000,000.

The Town, its officers, officials, employees, and volunteers are to be covered as additional insureds on the General Liability Policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor, including materials, parts, or equipment furnished in connection with such work or operations. Additional insured should read as follows:

Town of Fort Jones, its officers, officials, employees, and volunteers
Notifications to: adam@sectaris.partners

Prior to the commencement of any work hereunder, the Contractor shall supply a Certificate of Insurance and endorsements, signed by the insurer, evidencing such insurance as specified above to Town. However, failure to obtain and provide the required documents to Town prior to the work beginning shall not waive the Contractor's obligation to provide them. The Town reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time. Each insurance policy required above shall provide that coverage and shall not be canceled, except with prior written notice to the Town.

Insurance is to be placed with an insurer with a current A.M. Best's rating of no less than A:VII, unless otherwise acceptable to the Town.

Any deductibles or self-insured retentions must be declared to and approved by the Town. The Town may require the Contractor to purchase coverage with a lower deductible or retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention.

For any claims related to this Contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 with respect to the Town, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the Town, its officers, officials, employees, or volunteers, shall be in excess of the Contractor's insurance and shall not contribute with it.

Contractor hereby grants to Town a waiver of any right to subrogation which any insurer of said Contractor may acquire against the Town by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the Town has received a waiver of subrogation endorsement from the insurer.

- VII. **WORKER'S COMPENSATION:** The Contractor acknowledges that it is aware of the provisions of the Labor Code of the State of California which requires every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that Code and it certifies that it will comply with such provisions before commencing the performance of the services to be performed under this Agreement and at all times during the performance of the services to be performed hereunder. A copy of the certificates evidencing such insurance with policy limits of at least \$1,000,000 per accident for bodily injury or disease (or, in the alternative, a signed Town Workers' Compensation Exemption form) shall be provided to Town prior to commencement of work.
- VIII. **INDEMNIFICATION:** Contractor agrees to indemnify, defend at its own expense, and hold Town harmless from any and all liabilities, claims, losses, damages, or expenses, including reasonable attorney's fees, to the extent arising from any and all negligent acts or omissions to act of Contractor or its officers, agents, or employees in performing services under this Agreement; excluding, however, such liabilities, claims, losses, damages, or expenses arising from Town's sole negligence or willful misconduct.
- IX. **NONDISCRIMINATORY EMPLOYMENT:** In connection with the execution of this Agreement and the services to be provided hereunder, the Contractor shall not discriminate against any employee or applicant for employment because of race,

color, religion, age, sex, national origin, political affiliation, ancestry, marital status or disability. This policy does not require the employment of unqualified persons.

- X. INTEREST OF PUBLIC OFFICIALS: No officer, agent or employee of the Town during their tenure, nor for one year thereafter, shall have any interest, direct or indirect, in this Contractor the proceeds thereof.
- XI. SUBCONTRACTING AND ASSIGNMENT: The rights, responsibilities and duties established under this Agreement are personal to the Contractor and may not be subcontracted, transferred or assigned without the express prior written consent of the Town.
- XII. LICENSING AND PERMITS: The Contractor shall maintain the appropriate licenses throughout the life of this Agreement. Contractor shall also obtain any and all permits which might be required by the work to be performed herein.
- XIII. BOOKS OF RECORD AND AUDIT PROVISION: Contractor shall maintain on a current basis, complete books and records relating to this Contract. Such records shall include, but not be limited to, documents supporting all bids and all expenditures for which any reimbursement is sought. The books and records shall be original entry books. In addition, Contractor shall maintain detailed payroll records, including all subsistence, travel and field expenses, and canceled checks, receipts and invoices for all items for which any reimbursement is sought. These documents and records shall be retained for at least ten years from the completion of this Agreement (42CFR Sections 433.32, 438.3(h) and (u)).

Contractor will permit Town to audit all books, accounts or records relating to this Contractor all books, accounts or records of any business entities controlled by Contractor who participated in this Agreement in any way. Any such audit may be conducted on Contractor's premises or, at Town's option, Contractor shall provide all books and records within a maximum of 15 calendar days upon receipt of written notice from Town.

Contractor shall promptly refund any moneys erroneously charged. If Town ascertains that it has been billed erroneously by Contractor for an amount equaling 5% or more of the original bid, Contractor shall be liable for the costs of the audit in addition to any other penalty to be imposed. This paragraph applies to any Agreement which provides for reimbursement of expenses.

- XIV. **CONFIDENTIALITY:** All information and records obtained in the course of providing services under this Agreement shall be confidential and shall not be open to examination for any purpose not directly connected to the administration of this program or the services provided hereunder, unless required by law. Both parties shall comply with State and Federal requirements regarding confidential information.
- XV. **TITLE:** It is understood that any and all documents, information, computer disks, and reports of any kind concerning the services provided hereunder, prepared by and/or submitted to the Contractor, shall be the sole property of the Town once payment has been received by the Contractor. If the Town desires to reuse any documents or other deliverables, including electronic media, pertaining to the project prepared by Contractor, the Town may do so, but if such documents or other deliverables are reused by the Town for any purpose other than that for which such documents or deliverables were originally prepared, or if the Town causes such documents or deliverables to be altered without Contractor's written consent, such reuse shall be at the Town's risk. The Contractor may retain reproducible copies of drawings and copies of other documents. In the event of the termination of this Agreement, for any reason whatsoever, Contractor shall promptly turn over all information, writing, computer disks, and documents to Town without exception or reservation. Contractor shall transfer from computer hard drive to disk any information or documents stored on hard drive and provide Town with said disk.
- XVI. **TERMINATION:**
- A. Either party hereto may terminate this Agreement for any reason by giving thirty (30) calendar days written notice to the other party. Notice of Termination shall be by written notice to the other party and shall be sent by registered mail.
- B. If the Contractor fails to provide in any manner the services specified under this Agreement otherwise fails to comply with the terms of this Agreement, or violates any ordinance, regulation, or other law which applies to its performance herein, the Town may terminate this Agreement by giving five calendar days written notice to Contractor.
- C. The Contractor shall be excused for failure to perform services herein if such services are prevented by acts of God, strikes, labor disputes or other forces over which the Contractor has no control.

D. In the event of termination, not the fault of the Contractor, the Contractor shall be paid for services performed up to the date of termination in accordance with the terms of this Agreement.

- XVII. **RELATIONSHIP BETWEEN THE PARTIES:** It is expressly understood that in the performances of the services herein, the Contractor, and the agents and employees thereof, shall act in an independent capacity and as an independent contractor and not as officers, employees or agents of the Town.
- XVIII. **AMENDMENT:** This Agreement may be amended or modified only by a written instrument signed by both parties.
- XIX. **ASSIGNMENT OF PERSONNEL:** The Contractor shall not substitute any personnel for those specifically named in its proposal unless personnel with substantially equal or better qualifications and experience are provided, acceptable to Town, as evidenced in writing.
- XX. **WAIVER:** No provision of this Contractor the breach thereof shall be deemed waived, except by written consent of the party against whom the waiver is claimed.
- XXI. **SEVERABILITY:** If any provision of this Agreement is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected thereby. Each provision shall be valid and enforceable to the fullest extent permitted by law.
- XXII. **JURISDICTION AND VENUE:** This Agreement and the obligations hereunder shall be construed in accordance with the laws of the State of California. The parties hereto agree that venue for any legal disputes or litigation arising out of this Agreement shall be in Siskiyou County, California.
- XXIII. **ENTIRE AGREEMENT:** This Agreement constitutes the entire agreement between the parties with respect to the subject matter hereof, and all prior or contemporaneous agreements, understandings, and representations, oral or written, are superseded.
- XXIV. **EXHIBITS:** All "Exhibits" referred to below or attached to herein are by this reference incorporated into this Contract:

Exhibit Designation	Exhibit Title
Exhibit A	Proposal for Services

Exhibit B	Health Insurance Portability and Accountability Act Supplement
-----------	--

- XXV. **DESIGNATED AGENTS:** The parties represent and warrant that they have full power and authority to execute and fully perform their obligations under this Agreement pursuant to their governing instruments, without the need for any further action, and that the person(s) executing this Agreement on behalf of each party are the duly designated agents of each party and are authorized to do so.
- XXVI. **COMPLIANCE WITH APPLICABLE LAWS:** The Contractor shall comply with any and all federal, state and local laws, regulations, and ordinances affecting the services covered by this Agreement. Contractor shall comply with the Health Insurance Portability and Accountability Act and shall execute the Health Insurance Portability and Accountability Act Supplement attached to this Agreement as Exhibit C.
- XXVII. **ATTORNEY'S FEES:** If any party hereto employs an attorney for the purpose of enforcing or construing this Agreement, or any judgment based on this Agreement, in any legal proceeding whatsoever, including insolvency, bankruptcy, arbitration, declaratory relief or other litigation, including appeals or rehearing, the prevailing party shall be entitled to receive from the other party, or parties thereto, reimbursement for all attorneys' fees and all costs, including but not limited to service of process, filing fees, court and court reporter costs, investigative costs, expert witness fees, and the cost of any bonds, whether taxable or not. If any judgment or final order be issued in that proceeding, said reimbursement shall be specified therein.
- XXVIII. **NOTICES:** Any notice required to be given pursuant to the terms and conditions hereof shall be in writing, and shall be via one of the following methods: personal delivery, prepaid Certified First-Class Mail, or prepaid Priority Mail with delivery confirmation. Unless others designated by either party, such notice shall be mailed to the address shown below:

If to Town:

Town of Fort Jones
 Attn: City Administrator
 PO Box 40
 Fort Jones, CA 96032
 adam@sectaris.partners

If to Contractor:

[signature page to follow]

IN WITNESS WHEREOF, the parties hereunto have executed this Agreement on the date written below.

TOWN OF FORT JONES

By: _____
Mercedes Garcia, Mayor
Date: _____

PLACEWORKS

By: _____
Jennifer Gastelum, Principal
Date: _____

EXHIBIT A PLACEHOLDER

EXHIBIT B

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT SUPPLEMENT

Definitions:

Terms used, but not otherwise defined, in this Agreement shall have the same meaning as those terms in the Privacy Rule.

- a. Business Associate. "Business Associate" shall mean the Contractor named in the first paragraph of this Agreement.
- b. Covered Entity. "Covered Entity" shall mean the Town of Fort Jones.
- c. Designated Record Set. "Designated Record Set" shall mean:
 - (1) A group of records maintained by or for a covered entity that is:
 - a. The medical records and billing records about individuals maintained by or for a covered health care provider;
 - b. The enrollment, payment, claims adjudication, and case or medical management record systems maintained by or for a health plan; or
 - c. Used, in whole or in part, by or for the covered entity to make decisions about individuals.
 - (2) For purposes of this paragraph, the term record means any item, collection, or grouping of information that includes protected health information and is maintained, collected, used, or disseminated by or for a covered entity.
- d. Individual. "Individual" shall have the same meaning as the term "individual" in 45 CFR § 164.501 and shall include a person who qualifies as a personal representative in accordance with 45 CFR § 164.502(g).
- e. Privacy Rule. "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 CFR Part 160 and Part 164, Subparts A and E.
- f. Protected Health Information. "Protected Health Information" shall have the same meaning as the term "protected health information" in 45 CFR § 164.501, limited to the information created or received by Business Associate from or on behalf of Covered Entity.
- g. Required By Law. "Required By Law" shall have the same meaning as the term "required by law" in 45 CFR § 164.501.
- h. Secretary. "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- i. Electronic Protected Health Information. "Electronic Protected Health Information" ("EPHI") means individually identifiable health information that is transmitted or maintained in electronic media, limited to the information created, received, maintained or transmitted by Business Associate from or on behalf of Covered Entity.
- j. Security Incident. "Security Incident" shall mean the attempted or successful unauthorized access, use, disclosure, modification, or destruction of information or interference with systems operations in an information system, but does not include minor incidents that occur on a daily basis, such as scans, "pings", or unsuccessful random attempts to penetrate computer networks or servers maintained by Business Associate.

- k. Security Rule. “Security Rule” shall mean the Standards for the Protection of Electronic Protected Health Information at 45 CFR Part 160 and Part 164, Subparts A and C.

Obligations of Business Associate

Business Associate shall:

- a. Not use or disclose Protected Health Information other than as permitted or required by the Contractor as required by law.
- b. Use appropriate safeguards to prevent use or disclosure of the Protected Health Information other than as provided for by this Agreement.
- c. Mitigate, to the extent practicable, any harmful effect that is known to Business Associate of a use or disclosure of Protected Health Information by Business Associate in violation of the requirements of this Agreement.
- d. Report to Covered Entity any use or disclosure of the Protected Health Information in violation of the requirements of this Agreement of which it becomes aware.
- e. Ensure that any agent, including a subcontractor, to whom it provides or receives Protected Health Information agrees to the same restrictions and conditions that apply through this Agreement to Business Associate with respect to such information.
- f. Document disclosures of Protected Health Information and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.
- g. Provide to Covered Entity or an Individual, in time and manner agreed to between the parties, information collected pursuant to this Agreement, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 CFR § 164.528.
- h. Provide access, at the request of Covered Entity, and in the time and manner agreed to by the parties, to Protected Health Information in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 CFR §164.524.
- i. Make any amendment(s) to Protected Health Information in a Designated Record set that the Covered Entity directs or agrees to pursuant to 45 CFR §164.526 at the request of Covered Entity or an Individual, and in the time and manner agreed to between the parties.
- j. Business Associate shall implement administrative, physical, and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of EPHI that Business Associate creates, receives, maintains, or transmits on behalf of Covered Entity.
- k. Business Associate shall conform to generally accepted system security principles and the requirements of the final HIPAA rule pertaining to the security of health information.
- l. Business Associate shall ensure that any agent to whom it provides EPHI, including a subcontractor, agrees to implement reasonable and appropriate safeguards to protect such EPHI.
- m. Business Associate shall report to Covered Entity any Security Incident within 5 business days of becoming aware of such incident.

- n. Business Associate shall make its policies, procedures, and documentation relating to the security and privacy of protected health information, including EPHI, available to the Secretary of the U.S. Department of Health and Human Services and, at Covered Entity's request, to the Covered Entity for purposes of the Secretary determining Covered Entity's compliance with the HIPAA privacy and security regulations.

Permitted Uses and Disclosures by Business Associate

Except as otherwise limited in this Agreement, Business Associate may use or disclose Protected Health Information to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Agreement, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.

Obligations of Covered Entity

Covered Entity shall notify Business Associate of any:

- a. Limitation(s) in its notice of privacy practices of Covered Entity in accordance with 45 CFR § 164.520, to the extent that such limitation may affect Business Associate's use or disclosure of Protected Health Information.
- b. Changes in, or revocation of, permission by Individual to use or disclose Protected Health Information, to the extent that such changes may affect Business Associate's use or disclosure of Protected Health Information.
- c. Restriction to the use or disclosure of Protected Health Information that Covered Entity has agreed to in accordance with 45 CFR § 164.522, to the extent that such restriction may affect Business Associate's use or disclosure of Protected Health Information.

Permissible Requests by Covered Entity

Covered Entity shall not request Business Associate to use or disclose Protected Health Information in any manner that would not be permissible under the Privacy Rule if done by Covered Entity.

Term and Termination

- a. Term. The Term of these provisions shall be concurrent with the term of the Agreement, and shall terminate when all of the Protected Health Information provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy Protected Health Information, protections are extended to such information, in accordance with the termination provisions in this Section.
- b. Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
 - a. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate this Agreement if Business Associate does not cure the breach or end the violation within the time specified by Covered Entity;
 - b. Immediately terminate this Agreement if Business Associate has breached a material term of this Agreement and cure is not possible; or

- c. If neither termination nor cure are feasible, Covered Entity shall report the violation to the Secretary.
- c. Effect of Termination.
 - a. Except as provided in paragraph (2) of this section, upon termination of this Agreement, for any reason, Business Associate shall return or destroy all Protected Health Information received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. This provision shall apply to Protected Health Information that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the Protected Health Information.
 - b. In the event that Business Associate determines that returning or destroying the Protected Health Information is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon determination that return or destruction of Protected Health Information is infeasible, Business Associate shall extend the protections of this Agreement to such Protected Health Information and limit further uses and disclosures of such Protected Health Information to those purposes that make the return or destruction infeasible, for so long as Business Associate maintains such Protected Health Information.

Reservation of Right to Monitor Activities.

Covered Entity reserves the right to monitor the security policies and procedures of Business Associate.

Specific Provisions for Use and Disclosures by Business Associate of PHI Subject to 42 CFR Part 2.

(a) Covered Entity operates a program for treatment of alcohol or drug abuse, receives federal financial assistance in the operation of that program, and is required to comply with 42 CFR Part 2 pertaining to use and disclosure of patient information and patient records.

(b) Business Associate is a “Qualified Service Organization” as that term is defined at 42 CFR 2.11.

(c) Business Associate acknowledges that it will have access to records that are covered by 42 CFR Part 2. Business Associate agrees that it is fully bound by the provisions of 42 CFR Part 2, and will only use and disclose protected health information as permitted by those regulations. Business Associate will, if necessary, resist in judicial proceedings any effort to obtain access to patient records not permitted by 42 CFR Part 2.

Miscellaneous

- a. Regulatory References. A reference in this Agreement to a section in the Privacy Rule means the section as in effect or as amended.
- b. Amendment. The Parties agree to take such action as is necessary to amend this Agreement from time to time as is necessary for Covered Entity to comply with the requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.
- c. Interpretation. Any ambiguity in this Agreement shall be resolved to permit Covered Entity to comply with the Privacy Rule.



February 17, 2023

Adam Cox
Town Administrator
Town of Fort Jones
11960 East St.
Fort Jones, CA 96032

Re: Proposal to Prepare the 6th Cycle Housing Element

Dear Adam:

Please accept the attached submittal as PlaceWorks' proposal to prepare a 6th Cycle Housing Element for the Town of Fort Jones.

PlaceWorks is one of the West's preeminent planning and design firms, with approximately 130 employees in seven offices. Serving both public- and private-sector clients throughout the state, PlaceWorks provides comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and geographic information systems (GIS) services. Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks' familiarity with Siskiyou County jurisdictions, deep knowledge of existing and upcoming state housing law, extensive experience preparing Housing Elements for Fort Jones during the previous update cycle makes us confident that we can prepare a Housing Element Update that meets the community's needs while creating that can be used moving forward. We understand the importance of achieving certification.

PlaceWorks offers the best housing staff to complete these updates. As Principal, I will oversee the update effort. I lead the housing team and command a thorough understanding of the technical requirements of housing elements. Cynthia Walsh, Senior Associate, will be your day-to-day contact as Project Manager. Our housing team has considerable experience working with the California Department of Housing and Community Development (HCD), having completed over 100 certified housing elements.

This proposal shall remain valid for a period of 120 days from the time of submittal. I am authorized to bind PlaceWorks to the contents of this proposal. Please don't hesitate to contact me if you need more information. We look forward to the prospect of working with you.

Sincerely,
PLACEWORKS

Jennifer Gastelum
Principal

101 Parkshore Drive, Suite 200
Folsom, CA 95630
916.804.3910 | jgastelum@placeworks.com

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CHAPTER 1:

Firm Overview

This chapter serves as an introduction to PlaceWorks and our qualifications.

PlaceWorks

PlaceWorks serves both public- and private-sector clients throughout the state in the fields of comprehensive planning, environmental review, urban design, landscape architecture, community outreach, and geographic information systems (GIS). Our talented, multidisciplinary team thrives on working with communities to tackle complex problems and develop workable solutions.

PlaceWorks staff has spent decades supporting local agencies for California Department of Housing and Community Development (HCD) compliance. We have extensive experience working with HCD—over 100 certified Housing Elements since 2008, the vast majority of which were certified after a single round of review. We also have considerable expertise with preparing inclusionary housing ordinances, analyses of impediments to fair housing choice, consolidated plans, annual action plans, housing condition, and income surveys, and acting as an extension to staff to help with Housing Element implementation and submittal of annual Housing Element reports to HCD.

PlaceWorks is all about places and how they work geographically, environmentally, functionally, aesthetically, and culturally. We are also passionate about how we work with our clients. PlaceWorks brings together people from diverse practice areas, offering best-of-all-worlds capability and connectivity. Just as each place we work is distinctly different, so is our thinking.

The PlaceWorks team of highly experienced housing professionals provides clients and communities with the highest level of service. Each staff member is also cross-trained in numerous specialties—general plans, corridor plans, community design, and community health. Therefore, we add the greatest value to our housing policy and planning work. With our experience, you can also be assured of obtaining certification with HCD—100 percent of our Housing Elements have received certification by the State of California.

Housing Services

PlaceWorks has provided housing services since 1988. We have prepared Housing Elements, analyses of impediments to fair housing, strategic plans, pro formas, housing demand studies, and video productions. Our staff have prepared over 100 Housing Elements. PlaceWorks has also received numerous awards from the state chapter and local sections of the American Planning Association.

Few firms can offer our breadth of services or the resume of awards that demonstrate our project innovation and quality. Whether the focus is on revitalizing corridors with housing, incorporating an economic perspective into land use decisions, or integrating community health, we integrate this expertise into our housing plans.

Our housing philosophy is rooted in the belief that the housing we reside in and the neighborhoods where we live are fundamental to our communities and the quality of life offered to residents and the workforce. Successful communities are those that can embrace the value of housing and neighborhoods and can develop innovative programs to support housing. As we work with cities to plan for housing, we are guided by three principles.

Housing Strengthens Neighborhoods: Quality affordable housing and the neighborhoods where we live are critical to personal and family well-being. Quality housing provides a safe living environment for people of all ages. Strong neighborhoods with the appropriate mix of amenities are also essential to quality of life. In crafting our housing plans, we look for innovative ways to incorporate housing and amenities in a way that strengthens neighborhoods.

Housing Creates Jobs and Economic Prosperity: Housing brings tremendous economic value to a community—it creates jobs, improves property values, and brings tax revenue into a city, town or county. A home is also the most valuable asset many Americans will own. We understand the economic value of housing, both to the resident and the community. Working with the development community, we also understand the economics behind housing and what it takes for investments to be made.

Housing Addresses Lifestyle Needs: Housing products continue to evolve to meet lifestyle needs in our cities and counties, and our housing plans should be responsive to these industry changes. Our work with the development industry allows us to bring the latest in housing products to our housing work. Whether it is intergenerational housing concepts, mixed-use, transit-oriented housing, or affordable housing, our housing plans reflect the latest in product innovation.

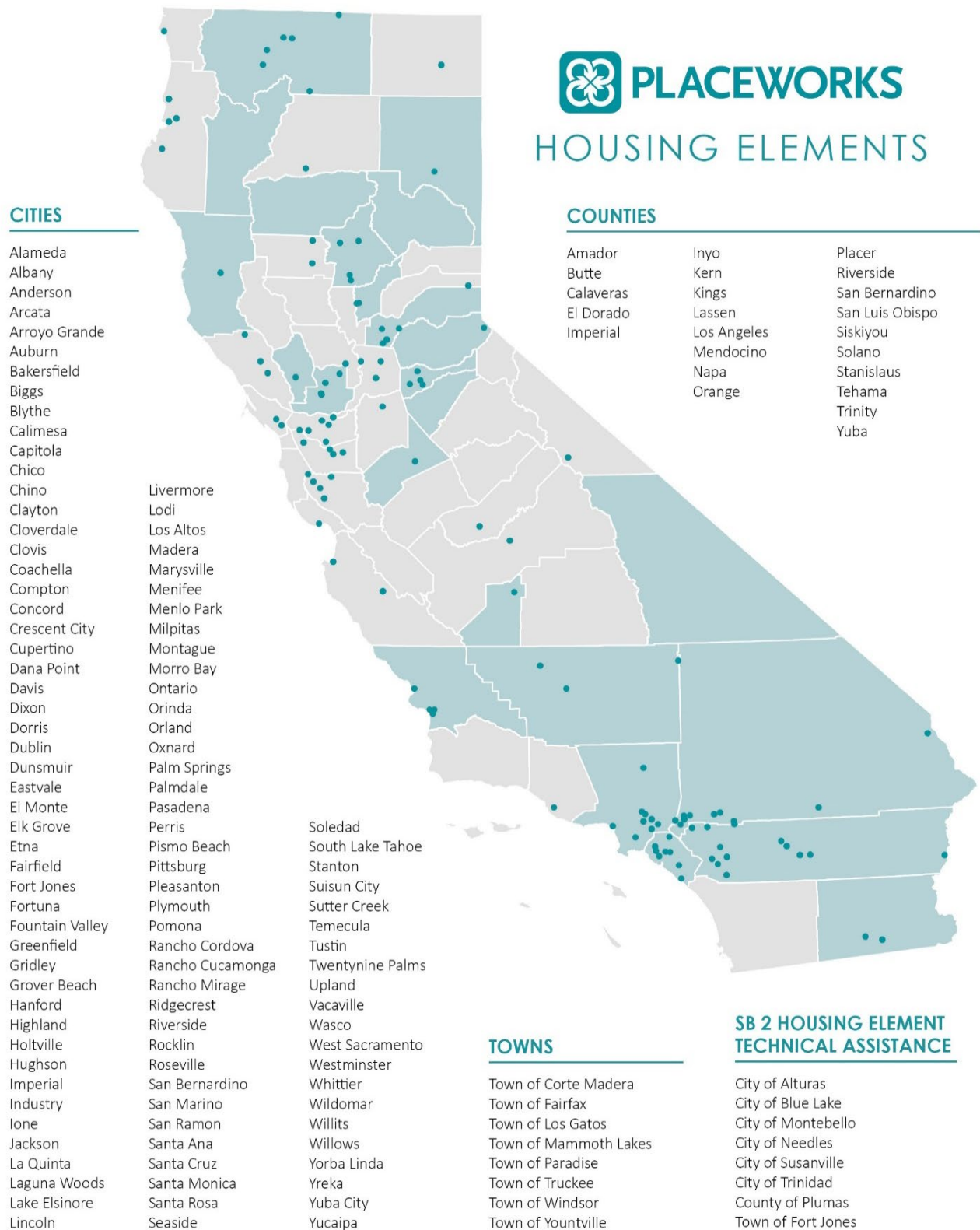
Project Experience

PlaceWorks staff bring decades of work supporting local agencies with HCD compliance. We have extensive experience working with HCD—completing over 100 certified Housing Elements since 2008, the vast majority of which were certified after a single round of review. We also have considerable expertise with preparing inclusionary housing ordinances, analyses of impediments to fair housing choice, consolidated plans, annual action plans, housing condition, and income surveys, as well as acting as an extension to local staff to help with housing element implementation and Annual Housing Element report submittal to HCD.

Housing Elements: PlaceWorks understands that each community has unique housing conditions and challenges and understands the complex regulatory requirements that accompany the housing element certification process. We use our experience and knowledge to work with local governments to gain an understanding of each community’s unique housing needs and strategies to produce a user-friendly Housing Element. We have extensive experience with preparing housing elements for small to large cities and counties, as well as for urban and rural communities (see Figure 1).

Experience with HCD: PlaceWorks maintains strong and effective working relationships with HCD reviewers. Over the course of assisting cities and counties with their housing elements, we have worked closely with staff at HCD. We strive to understand updates to state law and HCD goals and serve as a liaison between HCD staff and the communities we work with. Reaching a consensus with HCD is a negotiation process, and we are committed to representing the Town’s best interests in that process. By maintaining close contact with HCD and representing the needs of our clients, we have never failed to obtain certification of any of the housing elements we have prepared. Our proximity to HCD’s office in Sacramento makes it easy for us to meet with HCD staff as needed.

FIGURE 1 HOUSING ELEMENT EXPERIENCE



CHAPTER 2:

Qualifications and Experience

This chapter provides an overview of PlaceWorks' qualifications, as well as the experience of key personnel that will be assigned to the project.

Key Staff

The PlaceWorks team of highly experienced housing professionals provides clients and communities with the highest level of service. Each staff member is also cross-trained in numerous specialties—general plans, corridor plans, community design, and community health. Therefore, we add the greatest value to our housing policy and planning work. With our experience, you can also be assured of obtaining certification with HCD—100 percent of our housing elements have received certification by the State of California.

Jennifer Gastelum, Principal, Principal-in-Charge

Jennifer will serve as principal-in-charge and ensure that all products are produced on time and on budget and meet the highest standards of quality. She will facilitate public workshops and meetings. Jennifer has over 20 years of experience in housing programs and public outreach throughout California, Nevada, and Washington. As a recognized leader in the field, she has managed updates to over 70 Housing Elements since 2008. Her experience includes preparing United States Department of Housing and Urban Development (HUD) consolidated plans, action plans, analyses of impediments to fair housing choice, housing condition surveys, and housing market studies. Jennifer has significant experience overseeing grant management of state and federal programs, such as the Community Development Block Grant (CDBG) program, CalHOME, and HOME. Jennifer is committed to continuing education and training, and she has experience leading project management and business development training. Other project experience includes specific plans, general plans, environmental impact reports (EIRs), and initial studies/negative declarations.

Cynthia Walsh, Senior Associate, Project Manager

Cynthia has over a decade of experience working on long-range planning documents, including a dozen Housing Elements in the 6th cycle, such as Placer County, Rancho Cordova, and Elk Grove updates. She specializes in policy writing for Housing Element updates, Housing Element annual reports, zoning codes, general plans, consolidated plans, and action plans. She is experienced with state and federal grant programs. Cynthia has significant experience in the preparation of analysis of impediments to fair housing choice documents, ensuring they are consistent with the guidelines and requirements outlined in HUD's Fair Housing Planning Guide. She has also prepared over 30 Housing Elements over the past three Housing Element cycles for cities and counties throughout California.

Nicole West, AICP, Senior Associate

Nicole has over a decade of experience in planning, housing, and community development. She manages Housing Element updates, ensuring that local jurisdictions meet the requirements of new state laws to achieve certification. She has managed several municipal affordable housing programs, providing program set-up, training, and ongoing management. She is experienced with various technical analyses, including disadvantaged unincorporated community analyses under Senate Bill (SB) 244 and public services needs assessments. She also has significant public outreach and stakeholder engagement experience.

Lucy Rollins, Associate, Associate

Lucy has experience working on long-range planning documents in the public and private sectors, including EIRs and updates to zoning codes and Housing Elements; she has worked closely with clients at local, regional, and state governments to ensure the success of their projects. Lucy works on Housing Element updates, annual progress reports, and proposal preparation.

Deborah Rogoff-Ezra, Associate

Deborah joined the PlaceWorks team to provide expertise in the fields of housing and community planning. She has extensive successful multilevel experience in urban planning and community development, possessing notable management, analytic problem solving, project documentation, and strong interpersonal skills. Deborah is devoted to the formulation of viable planning solutions to challenges that arise in community growth and land use development.

Karla Martinez, Planner

Karla currently supports the PlaceWorks Housing Team with Housing Element updates, data analysis, preparation of outreach materials, as well as public engagement. More specifically, she works closely with Project Managers assisting with the preparation of Housing Needs Assessments, Sites Inventory Analysis, SB 244 Analysis, conducting consultations with local stakeholders, and gathering input from parcel owners. She is also skilled at organizing demographic data into tables and charts, helping to simplify the technical content for non-experts.

Maria Ceja, Planner

Maria began at PlaceWorks as an intern in her last year of graduate school and stayed on as a project planner. She has worked mainly on general plans and Housing Elements and has been of great assistance with public engagement activities because of her enthusiasm and her interpretation skills for Spanish-speaking participants.

Mark Teague, AICP, Managing Principal, Environmental Services

In over 35 years of public- and private-sector experience, Mark has worked throughout California in agencies large and small and is considered an innovative problem solver. His projects include planned communities, shopping center EIRs, general plan and zoning code updates, impact fees, and public outreach for projects highly scrutinized by the public. Mark is often able to offer a unique approach to meeting a critical goal of a project. His experience as a planning director, staff liaison, and ability to see the whole of the project, ensures that every document meets the need of the client. He has served as on-call extension of staff for numerous cities throughout northern and southern California, including Anderson, Mount Shasta, Wildomar, and Eastvale.

Mark is also an excellent public speaker and regularly presents at the League of California Cities Planning Commissioner's Academy on topics such as design guidelines, CEQA compliance, and how to read an EIR. He also teaches planning to staff with a focus on how new legal decisions affect daily activity. Because of his public outreach skills, Mark has helped with projects ranging from Walmart to water-bottling plants and conducted town hall meetings about development services department efficiencies and increases in utility fees.

Patrick Hindmarsh, Senior Associate, Environmental

Patrick has over 24 years of experience in planning and environmental analyses, and preparing and editing a variety of technical sections, EIRs, and studies. Prior to joining PlaceWorks, Patrick was a CEQA Project Manager at Michael Baker International. He has managed environmental (CEQA) documents for complex projects, including large-scale and multidisciplinary development projects. He managed and oversaw all aspects of environmental document preparation, including directing technical writing and technical analyses; review/revision of technical staff work; supervising subconsultants and internal environmental staff, managing budget and schedule, maintaining client contact, and presenting environmental findings before Planning Commissions, Boards of Supervisors, and at other public hearings and meetings. Patrick's other work experience includes serving as Contract Staff/Environmental Coordinator for the City of Rancho Cordova while at Michael Baker International and as an Environmental Analyst/Project Manager at Atkins/PBS&J/EIP Associates.

Miles Barker, Environmental Planner

Miles will support the environmental team with CEQA documentation, providing research, analysis, and processing. Miles works closely with the Environmental Team to assist with the preparation, processing, and analysis of CEQA and National Environmental Policy Act (NEPA) compliance documents; EIRs; and various aspects of the CEQA process for a variety of public- and private-sector projects. Miles also assists the Housing Team with Housing Elements, outreach, and research.

Rob Mazur, Associate Principal, Director of GIS

Rob has extensive experience creating maps and datasets for a range of planning projects. He specializes in all facets of geodatabase development, data management, web GIS, and spatial and tabular analyses for improved decision making, information retrieval, and cartography. His experience in a wide variety of planning projects, coupled with his expertise in GIS and field data collection, make him a key asset to any team. Rob excels at quantitative and spatial analysis, including buildout calculations, walkability, community health modeling, cartography, and land use scenario modeling. He works directly with clients and staff to develop effective, efficient, and informative GIS processes.

Rob is well versed in advanced and current planning practices in both the public and private sector and has an excellent understanding of the relationship between data management and its importance in achieving service delivery standards for the work of community development and public works departments. Rob has brought his GIS skills to a number of general plan updates throughout California and has managed a variety of mapping projects in Los Angeles County, the Bay Area, and beyond.

Project Experience

2023 – 2031 (6th Cycle) Alameda Housing Element and On-Call Housing Assistance for the City of Alameda

On June 15, 2009, the City received an eight-page list of issues based on its draft Housing Element that dated back to 2001 when the Housing Element was conditionally certified based on a lengthy list of conditions, including rezoning land from Alameda Point, the naval base that still has control of the property. As a result, the City's Housing Element had not been certified since the early 1990s. PlaceWorks staff, while with a previous firm, were hired to assist the City with addressing HCD's compliance letter. The team worked closely with the Planning Department to create an Affordable Housing Overlay that would allow development at 30 units an acre to meet the default density in the city. The Housing Element successfully achieved conditional certification within six months. PlaceWorks staff, while with a previous firm, assisted the City with Housing Element implementation and preparation for the 5th Cycle Housing Element update and currently provides on-call staffing assistance. PlaceWorks staff just assisted the City of Alameda with 6th Cycle compliance after one round of review.

Reference: Andrew Thomas, Planning Director, City of Alameda | 2263 Santa Clara Avenue, Alameda, CA 94501 | 510.747.6805

2021-2029 (6th Cycle) Placer County Housing Element Update for the County of Placer

The PlaceWorks team prepared the County's 6th Cycle Housing Element update, which included an evaluation of existing housing programs; a housing needs analysis; identification of housing resources and opportunities; housing constraints analysis update; and housing goals, policies, programs, and quantified objectives updates. The PlaceWorks team prepared a memo for the County to address environmental justice concerns for locally identified disadvantaged communities, as well as preparing an environmental addendum to the 2013 Initial Study/Negative Declaration.

PlaceWorks is also currently working with the County to update the Health and Safety Element in the County's existing General Plan. This update builds resilience among Placer County community members, buildings, infrastructure systems, and other important community assets. The update responds to updated state requirements and incorporates recent County planning efforts, including the Placer County Sustainability Plan, the Community Wildfire Protection Plan, and the Lake Tahoe Climate Adaptation Action Portfolio, among others. The updated Health and Safety Element will provide a framework for more comprehensive protection against issues such as wildfire, drought, pandemics, and extreme temperatures, among others.

Reference: Shawna Purvines, Deputy Director, County of Placer | 3091 County Center Drive, Suite 290 Auburn, CA 95603 | 530.745.3031

2021-2029 (6th Cycle) Auburn Housing Element Update for the City of Auburn

PlaceWorks staff updated the City of Auburn's 6th round Housing Element update and received compliance with the state. PlaceWorks staff, while with a previous firm, updated the 5th round update and the 3rd round update for the City of Auburn. Little development has occurred since the last Housing Element was certified by the State, so the City is looking at this as a very minor update. PlaceWorks updated the background report with recent demographic information and all of the 2017 and 2018 legislative updates, conducted the public outreach program for the City, and will facilitate the HCD review process starting in November 2020.

Reference: Tonya Ward, AICP, Senior Planner, City of Auburn | 1225 Lincoln Way Auburn, CA 95603 | 530.823.4211 x140

2020–2028 (6th Cycle) Grover Beach Housing Element for the City of Grover Beach

The PlaceWorks Housing Team, directed by Jennifer Gastelum and managed by Amy Sinsheimer and Nicole West, assisted Grover Beach with its 2020-2028 Housing Element. Grover Beach is a small coastal city in San Luis Obispo County. The team updated the Housing Element to meet state law requirements, coordinated review with HCD, worked with the City to facilitate workshops and present the Housing Element at public hearings, prepared the CEQA review and analysis, and prepared a final Housing Element that incorporated changes resulting from the public review. The Housing Element was adopted in October 2020.

Reference: Bruce Buckingham, Community Development Director, City of Grover Beach | 154 S 8th Street, Grover Beach, CA 93433 | 805.473.4520

2019–2024 (6th Cycle) Trinity County Housing Element Update and Environmental Addendum for the County of Trinity

PlaceWorks assisted rural Trinity County with preparing its 2019–2024 Housing Element update. We worked with County staff to prepare a Housing Element that complied with the 2017 state law requirements and identified adequate sites to meet the County's Regional Housing Needs Allocation (RHNA). The scope of work included an evaluation of existing housing programs; a housing needs analysis; identification of housing resources and opportunities; housing constraints analysis update; and

housing goals, policies, programs, and quantified objectives update. To gain an understanding of the housing issues facing the County, PlaceWorks prepared a presentation for County staff to present to local stakeholders.

Reference: Kim Hunter, Community Development Director, Trinity County | 61 Airport Road, Weaverville, CA 96093 | 530.623.1351

SB 2 and LEAP/REAP Technical Assistance for the California Department of Housing and Community Development (HCD)

On behalf of HCD, PlaceWorks has provided technical assistance to help launch and implement the SB 2 Planning Grants Program and the Local and Regional Accelerating Housing Production (LEAP/REAP) Program.

For SB 2, PlaceWorks helped HCD staff and jurisdictions identify planning tools and projects to leverage the program's \$125 million allocation to increase housing production. Sample projects included targeted general plan updates, community plans and specific plans, by-right zoning, objective design standards, accessory dwelling unit (ADU) plans, streamlined environmental analyses, and process updates to improve and expedite local permitting. The LEAP/REAP program built on these efforts to establish a new statewide "pro-housing designation," create toolkits to help implement State housing legislation, and develop a statewide database showing various indicators related to equity and affirmatively furthering fair housing. For both projects, PlaceWorks conducted outreach throughout the state and provided direct assistance to all 540+ cities and counties through 11 regional liaisons.

PlaceWorks also developed an online GIS portal of planning grant information to enhance HCD's internal review processes and push out information to jurisdictions. These two efforts represented the first statewide grant programs for which every city, county, and region in the state was eligible for an over-the-counter funding award. The PlaceWorks team achieved an extremely high level of participation commensurate with its outreach and technical assistance efforts. Overall, the programs have achieved over a 90 percent participation rate, with 93 percent of available funds requested or awarded.

Reference: Paul McDougall, Housing Policy Division, State of CA Housing and Community Development | 2020 West El Camino Avenue, Sacramento, CA 95833 | 916.263.7420

CHAPTER 3:

Scope of Services

California Housing Element law requires every jurisdiction to prepare and adopt a housing element as part of its general plan. The updated Housing Elements will cover the planning period of 2023-2031, and the 6th Housing Element revision due date is February 15, 2023. The Housing Element must include: (1) an identification and analysis of existing and projected local housing needs; (2) an identification of resources and constraints; and (3) goals, policies, and implementation programs for the rehabilitation, maintenance, improvement, and development of housing for all economic segments of the population.

Project Management

All of PlaceWorks' projects, regardless of the size or scope, have significant principal-level involvement. Every PlaceWorks project has a designated Principal-in-Charge who is responsible for ensuring that all products are produced on time, within budget, and meet the highest standards for quality. The Principal-in-Charge remains actively engaged throughout every step of the project. For projects involving a range of issues or components, principals and other senior-level staff are often involved as advisors to provide ongoing expertise. Additionally, each project has a designated Project Manager that is responsible for day-to-day project management and for maintaining regular contact with the client, coordinating with subconsultants, facilitating workshops, and attending all project meetings. Depending on the nature of the project, junior staff will work closely with the Project Manager to develop graphic materials such as visual simulations, site plans, construction documents, and other illustrative material as well as assist with drafting design policies, research, and public participation activities.

PlaceWorks maintains an internal workload management database whereby we carefully balance our workload to ensure that adequate staff, time, and resources are available to complete all projects on schedule. At the end of each week, we forecast hours by team members for the following week to ensure every project will be adequately staffed. In advance of our weekly Monday staff meeting, Project Managers fill in their anticipated staff needs for their projects. During the staff meeting, the database is projected for all to review and discuss, and hours are adjusted to ensure full staff coverage for each project. By the end of the meeting, every team member understands exactly what his/her assignments are and how many hours are allotted for the week. This assists project managers not only with scheduling, but also with management of project budgets.

PlaceWorks uses Deltek management and accounting software. Deltek allows each project manager to input staffing requirements at the level of detail required. For example, projected work can be input at the weekly level for short-term planning (e.g., two to three months) and monthly requirements (hours/week for the month) for the duration of a longer project. This allows us to manage workload to ensure that appropriate level staff is available and working on project tasks. The Deltek system also projects the cost for each task based on the staffing plans. Any change to hours is automatically reflected in the budget information. More importantly, Deltek facilitates "real time" budget status information. Based on weekly entry of time, the Project Manager can get the budget status by the level of detail entered for the project (typically for milestone tasks at a minimum). If required, daily time entry and information can be facilitated through Deltek.

Scope of Work

Task 1. Project Management and Kick-off

1.1 Project Kick-off

We will prepare for and attend a virtual kick-off meeting with the Town to exchange information and initiate work. At the meeting, we will:

- Determine staff communication protocol.
- Review and finalize the scope of work and schedule.
- Review Housing Element legal requirements and HCD practices.
- Identify stakeholders.
- Provide a list of data needs. Provide recommendations on format and organization of the 2023–2031 Housing Element document based on the existing 2014–2019 Housing Element, input from each jurisdiction at the kickoff meeting, and best practices taken from other housing elements.

Task 1.1 Deliverable:

- Agenda and data needs list for the kick-off meeting and notes from the meeting.

1.2 Project Management

PlaceWorks will communicate with Town staff via phone and email throughout the project. In addition, PlaceWorks project manager will schedule bimonthly check-ins with Town staff virtually until the draft Housing Element is submitted to HCD for review:

- 1) Provide monthly email progress reports to the Town and a monthly virtual meeting with staff until the draft is submitted to HCD for review (six virtual meetings);
- 2) Provide and maintain an Internet-based folder for all project materials accessible to cities and consultants.

Task 1.2 Deliverable:

- Six virtual check-in meetings.
- Monthly progress report to agency staff.

1.3 Document Review

PlaceWorks will review documents relevant to the Housing Element update to understand local conditions and needs. Documents will include, but are not limited to:

- Current Housing Element
- All past communication with HCD, including any findings letters
- General Plan
- Housing Element annual progress reports
- Zoning code
- Any other applicable programs and ordinances

Task 1.3 Deliverable:

- No deliverables are associated with this subtask.

Task 2. Housing Element Preparation

2.1 Housing Needs Assessment

PlaceWorks will create a housing needs analysis document pursuant to Government Code Section 65583 with data from the HCD pre-approved data packet, 2010 (or 2020 if available) U.S. Census data, American Community Survey, and other relevant sources. PlaceWorks will coordinate with staff to develop a current housing inventory and evaluate housing conditions using state-approved criteria. The housing needs analysis will include the following.

- **Population and Demographics:** Population trends and projections, race and ethnicity, and population age.
- **Household Characteristics:** Number, size, and type of existing households, and characteristics of lower-income households (including extremely low).
- **Employment and Income:** Employment by industry, occupation of employed residents, and income trends.
- **Housing Stock Characteristics*:** Housing types and conditions, overcrowded households, and vacancy rates.
- **Housing Costs and Affordability:** Home sale price trends, rental costs, affordability for households at all income levels, and overpayment.
- **Special Housing Needs:** Special housing needs of persons with disabilities (including persons with developmental disabilities), seniors, large households, female-headed households.
- **At-Risk Housing:** Inventory and analysis of existing affordable units at risk of converting to market rate during the planning period.

- **Opportunities for Energy Conservation:** Pursuant to SB 375 and AB 32, an inventory and analysis of opportunities to encourage the incorporation of energy-saving features, energy-saving materials, and energy-efficient systems and design for residential development.

Task 2.1 Deliverable:

- Included in the Administrative Draft Housing Element.

**This scope does not include a windshield housing conditions survey. We anticipate that we can fulfil the requirement to identify the number of houses that need rehabilitation or replacement with building permit and code enforcement data that we obtain from the town.*

2.2 Fair Housing Assessment

AB 686 requires each city, town or county to take actions to overcome patterns of segregation, address disparities in housing needs and access to opportunity, and foster inclusive communities. The goal of AB 686 is to identify patterns of fair housing issues and opportunities within the Town and as they compare to the surrounding region and develop meaningful actions to overcome geographic disparities. We will need to prepare an assessment of fair housing practices, examine the relationship of available sites to areas of high opportunity, and include actions to affirmatively advance fair housing. The assessment is intended to ensure the distribution of sites and housing opportunities, by income category, actively further fair housing, and that programs, in conjunction with the sites, will meaningfully address any potential fair housing issues identified in the assessment. The California Tax Credit Allocation Committee/HCD Opportunity Maps will be included and are intended to display the areas, according to research, that offer low-income children and adults the best chance at economic advancement, high educational attainment, and good physical and mental health. Based on these maps, it will be important to demonstrate adequate sites throughout the Town and strategies to combat barriers to fair housing for current residents.

Task 2.2 Deliverables:

- Included in Administrative Draft Housing Element.

2.3 Non-Governmental Housing Constraints

PlaceWorks will complete an analysis of potential nongovernmental constraints, including construction costs, land costs, and the availability of financing.

Task 2.3 Deliverables:

- Included in the Administrative Draft Housing Element.

2.4 Review of Previous Housing Element

PlaceWorks will work closely with the Town to determine the status, effectiveness, and appropriateness of the current housing programs. We will gather and document all available information regarding specific accomplishments. We will identify content to drop, change, or add. Findings from the evaluation will be detailed in a matrix to be included in the draft Housing Element and used as a basis for program revisions for the remainder of the planning period. PlaceWorks will send the review matrix to the Town to provide input before including it in the Administrative Draft Housing Element.

Task 2.4 Deliverable:

- Included in Administrative Draft Housing Element.

2.5 Land Inventory

Sites Inventory. PlaceWorks will use the current sites inventory as a starting point. We will work with the Town to determine viable sites based on new state law requirements, requiring additional analysis for sites smaller than one-half acre, larger than 10 acres, and for underutilized, non-vacant sites. We will also identify sites included in the past two housing element site inventories that per AB 1397 are now required to allow affordable housing by-right (20 percent) to continue to count these sites in the inventory.

We will prepare an analysis that clearly illustrates the capacity to accommodate the new RHNA for the Town. The sites inventory will identify appropriately zoned sites with necessary infrastructure and services. In keeping with state law, we will document the realistic capacity of each parcel and prepare a map showing all identified sites. PlaceWorks will compare the inventory of available land to the RHNA and draft the adequate sites analysis to clearly describe how the jurisdiction will accommodate the needs of households at all income levels.

Financial and Programmatic Resources. PlaceWorks will update financial, physical, and programmatic resources available for affordable housing programs, including local, state funding programs, and private-sector resources. We will assess current and potential housing programs to recommend future programs that will support the Town's housing objectives.

Task 2.5 Deliverable:

- Included in Administrative Draft Housing Element.

2.6 Electronic Housing Element Site Inventory Form

Pursuant to SB 6 (Chapter 667, Statutes of 2019), for a Housing Element adopted on or after January 1, 2021, an electronic copy of the final inventory of the land inventory parcels using HCD-approved Excel spreadsheets must be prepared and submitted to HCD with the Housing Element.

Task 2.6 Deliverable:

- Excel spreadsheet will be completed when the Housing Element is adopted and submitted to HCD.

2.7 Governmental Housing Constraints

PlaceWorks will update governmental constraints, including constraints to maintenance, improvement, and development of housing (pursuant to Government Code Section 65583(a)(4,5)). Potential constraints to be reviewed include any land use controls, fees and exactions, permit processing procedures, building codes and code enforcement, and land.

We will identify potential programs and strategies to reduce or remove identified constraints. This task will include all the analysis needed to comply with recent updates to state housing law.

Task 2.7 Deliverable:

- Included in the Administrative Draft Housing Element.

2.8 Goals and Policies, Programs, and Quantified Objectives

PlaceWorks will work with the Town to update programs and quantified objectives (pursuant to Government Code Sections 65583 et seq.) to address identified housing needs and constraints based on the effectiveness and continued appropriateness of existing programs, information received through public outreach, the analysis of constraints, and findings from the needs assessment. Programs will describe specific steps for implementation and will identify a time frame and responsible department. Programs will address:

- All new state requirements since adoption of the existing Housing Element
- Consistency and compliance with the rest of the General Plan elements and community goals
- Development controls and regulatory incentives
- Housing opportunities for all residents, including the elderly, those with disabilities, the homeless, and other special-needs groups
- Fair housing programs
- Sources of affordable housing funding
- Preserving and improving existing affordable housing
- Facilitating development of adequate housing and infrastructure to meet the needs of low- and moderate-income households in keeping with the regional fair-share allocation
- Mitigating any governmental constraints to providing and improving housing

Task 2.8 Deliverable:

- Included in the Administrative Draft Housing Element.

Task 3. Prepare and Finalize Housing Element

3.1 Administrative Draft

PlaceWorks will incorporate the feedback received during the community outreach and stakeholder feedback received into a comprehensive, formatted Administrative Draft Housing Element. PlaceWorks will submit the Administrative Draft Housing Element to the Town for review as an electronic copy in Microsoft Word format. Any outstanding data still needed will be flagged in the Administrative Draft Housing Element so it can be addressed during Town staff's review. We request that we receive one consolidated set of comments on the administrative draft.

Task 3.1 Deliverables:

- One electronic copy (in MS Word) of the Administrative Draft Housing Element

3.2 Public Review Draft

PlaceWorks will address staff comments on the administrative draft and reply to any questions. We will incorporate comments and revisions from staff's review of the administrative draft, as directed. PlaceWorks will then prepare a Public Review Draft Housing Element for a 30-day public comment period, followed by 10 business days to consider and incorporate public comment.

Task 3.2 Deliverables:

- One electronic copy (in MS Word and PDF) of the Public Review Draft Housing to be posted on the Town's website for 30 days.

3.3 HCD Review Draft

PlaceWorks will incorporate comments received on the public review draft, as directed. PlaceWorks will then prepare and submit a Draft Housing Element to HCD for review and comment.

Task 3.3 Deliverables:

- One electronic copy (in MS Word and PDF) of the Public Review Draft Housing Element to the Town and HCD with a cover letter for their 90-day review.
- One hard copy to HCD.

3.4 2nd HCD Review Draft

PlaceWorks will incorporate comments received from HCD and create a 2nd HCD review draft for review by the Town. PlaceWorks will then prepare and submit a 2nd Draft Housing Element to HCD for a 60-day review and comment.

Task 3.4 Deliverables:

- One electronic copy (in MS Word and PDF) of the 2nd Public Review Draft Housing Element to the Town and HCD with a cover letter for their 60-day review.
- One hard copy to HCD.

3.5 Adopted Final Housing Element

PlaceWorks will prepare a final Housing Element that incorporates any changes to the public draft from Town staff, HCD, or public comments received.

Task 3.5 Deliverables:

- Electronic copies (in MS Word and PDF) of the final draft to the Town and to HCD with a cover letter for their 60-day review. One clean version and one showing all changes made will be included.
- Two hard copies submitted to HCD (one clean version and one showing all changes made).
- Upon adoption of the Final Draft Housing Element, PlaceWorks will prepare a final adopted version with the date of adoption prominently displayed on the front cover and throughout the document to distinguish it as the official document from other versions of the General Plan Elements.

Task 4. HCD Review Process

PlaceWorks staff maintains strong working relationships with HCD reviewers. Our staff is very familiar with HCD's processes, staff, and what steps need to be taken to ensure Housing Element certification.

PlaceWorks will serve as the Town's liaison to HCD. This service will include:

- Submittal of the draft Housing Element to HCD (90-day review).
- Subsequent submittal to HCD, if needed (60-day review).
- Calls and emails with HCD staff to discuss comments.
- Incorporating HCD's requested revisions.
- Submission of the final draft to HCD for review and approval (60-day review).

Task 4 Deliverables:

- We are anticipating two rounds of review (90-day initial review and a 60-day subsequent review and then a 60-day adoption review).
- Two submittals to HCD, including cover letters of the Housing Element with highlighted changes and additions (and printed copies, if required by HCD).
- Emails and memorandums to address HCD questions and comments, as needed.
- Memos with proposed revisions to the Housing Element resulting from HCD comments incorporated into the Housing Element in a tracked-changes format for review and approval by Town staff.

Task 5. Outreach Plan

Focused and meaningful community engagement is an important part of the Housing Element update process. Government Code Section 65583(c)(7) requires: "The local government shall make a diligent effort to achieve public participation of all economic segments of the community in the development of the housing element, and the program shall describe this effort."

PlaceWorks recommends a community outreach program consistent with state and federal laws to solicit input from all segments of the community, including housing development professionals, residents, businesses, service groups, youth, seniors, and various stakeholders. Translation is available in print, but verbal translation is not included in this scope. Depending on a specific need of the Town, PlaceWorks will prepare a scope and budget to assist the Town in identifying and selecting an approach to meet the need.

5.1 Stakeholder Interviews

PlaceWorks will conduct stakeholder interviews with organizations representing different socioeconomic members of the region to identify housing needs. We will work with the Town to develop a comprehensive list of organizations throughout the region and we will conduct a phone and/or email survey to discuss the issues and housing-related needs of their clients.

Task 5.1 Deliverables:

- Three to four completed consultations to include in the draft Housing Element.

5.2 Community Survey

PlaceWorks will prepare a survey that will be distributed to each household in the Town. The feedback received will be used to identify needs and summarized in the Housing Element and can be used for future develop of goals, policies, and programs in the General Plan.

PlaceWorks will be responsible for preparing a draft survey that will be shared with Town staff prior to distribution. The Town will be responsible for gathering addresses and PlaceWorks will be responsible for distributing the survey mailer and collecting survey results.

From the survey responses received, PlaceWorks will prepare a memo summarizing the findings.

To best meet the Town's needs, we have outlined below cost estimates including:

- Develop Community Survey Form and Letter
- Conduct 1 mailing, with return postage, to obtain required responses
- Research returned mailings and reissue
- Compile and analyze returned survey data
- Ensure complete anonymity of responders
- Develop final memo for inclusion in the Housing Element.

PlaceWorks will complete a hard copy survey mailing to all the households in the Town that will include a self-addressed envelope for residents to mail-in the hard copy of the paper survey or a QR code for residents to complete the survey from their electronic device.

Task 5.2 Deliverables:

- Draft Community Housing Survey, in a digital format and hard copy
- Final Community Housing Survey, in a digital format and hard copy
- Summary of findings to incorporated into the Housing Element and summarized in a memo.

5.3 Town Council Study Session and Workshop

The PlaceWorks will develop and implement an approach to engaging with each community by holding a study session with the Town Council while engaging the public. This will be an opportunity for engagement early in the process to introduce the Housing Element update and to gather input on housing issues and potential policy solutions.

The PlaceWorks team will prepare the PowerPoint presentation and attend and present the information virtually.

Task 5.3 Deliverables:

- Promotional flyers and announcements
- PowerPoint presentation for one Town Council study session and workshop
- PlaceWorks attendance at meeting virtually.

5.4 Town Council Hearings

The PlaceWorks team proposes the following meetings to present the draft Housing Element and adopt the final Housing Element.

- One meeting to present the draft Housing Element prior to submitting to HCD
- One public hearing to adopt the Housing Element.

The PlaceWorks team will prepare the PowerPoint presentation and draft and final Housing Element and attend and present the information virtually.

Task 5.4 Deliverables:

- Two PowerPoint presentations: one to present the draft Housing Element and one for the adoption hearing
- PlaceWorks attendance at meeting virtually.

Task 6. CEQA Compliance Strategy

6.1 Exemption

Because the changes to the Housing Element are limited to procedural changes and updates to policies necessary to meet state requirements, there are no direct or indirect physical changes to the environment. The California Environmental Quality Act allows an agency to adopt an exemption for projects when it can be seen with certainty that there is no physical change to the environment. In this instance, the changes to the Housing Element are minor, and all future construction is subject to the existing regulations, ordinances, and laws that affect all construction.

Because there is no change to the environment, the commonsense exemption would apply. Section 15061(3) of the CEQA Guidelines states “The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.” In this context, the local jurisdiction would determine that the proposed Housing Element is a project as defined by CEQA, but that there is no possibility that the project would result in a significant effect on the environment and therefore qualifies for the commonsense exemption. PlaceWorks would provide a short memorandum to accompany the exemption explaining the changes proposed in the Housing Element and why there would be no impact. The memorandum and the exemption would accompany the staff report for the project. One administrative draft and one public draft of the document will be prepared.

Task 6.1 Deliverables:

- Prepare a short memorandum to accompany the Exemption for the staff report, one Administrative Draft document, Public Draft document.
- Approved documents will be submitted to the State Clearinghouse, Governor’s Office of Planning and Research (OPR), and the Siskiyou County Clerk.

6.2 SB 18 Consultation

Though an exemption does not trigger the AB 52 requirement for tribal consultation, all general plan amendments must comply with SB 18. PlaceWorks will complete the Native American Heritage Commission (NAHC) online form requesting a tribal contact list. Using the addresses on the list from NAHC, PlaceWorks will draft letters (on local letterhead) to each of the tribes on the NAHC list inquiring whether they want to consult. Following the consultation conference call, PlaceWorks will provide the written outcome of the process and a record for the project. Completion of the SB 18 process is needed prior to acting on the project.

Task 6.2 Deliverables:

- Draft letter to NAHC
- Draft letters to identified tribes
- Facilitation, attendance, and documentation of requested consultations
- Written results of consultation

Task 7. On-Call Staffing Assistance

7.1 On-Call Staffing Assistance

Our role is to serve as an extension of staff for the Town of Fort Jones. In our role as staff, we make recommendations based on what is best for the Town and the applicant, even if this results in less scope or work for PlaceWorks. We will recommend an efficient and less-expensive way to accomplish the same result and discuss the options with the Town. PlaceWorks is available to answer questions on zoning, general plan, types of applications, timing, and cost. This position will also process discretionary applications on an as needed basis.

Task 7.1 Deliverables:

- On-call assistance as requested by the Town Administrator on an hourly basis

Schedule

PlaceWorks' proposed schedule for completion of the 6th Cycle Housing Element is shown in Table 2. As shown in the schedule, we anticipate that the project can be completed at the latest by April 2024. We have included two rounds of state review based on our recent experience but are hoping to get through in just one round of review. While we understand the deadline for compliance is February 15, 2023, we will work with HCD to hopefully get their feedback early in the process to provide for a smooth state review process.

PlaceWorks has a strong track record in meeting project schedules and coordinating closely with its clients. Over years of managing complex projects, we have developed a variety of tools to keep projects on schedule and ensure that staff are well informed at all times:

- We maintain an up-to-date schedule throughout the project, to ensure that all team members are aware of upcoming meetings and product due dates.
- We stay in close, regular contact with staff and our subconsultants and document important decisions about the project in writing, which ensures that decisions are understood by all team members.
- We schedule project due dates for staff with adequate time for editing and formatting into finished reports.

TABLE 2 PROJECT SCHEDULE

		2023										2024						
	Tasks	March	April	May	June	July	August	September	October	November	December	January	Februaruy	March	April	May	June	July
TASK 1 PROJECT MANAGEMENT AND KICK OFF																		
1.1	Project Kick off	*																
1.2	Project Management	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*	*
1.3	Document Review																	
TASK 2 HOUSING ELEMENT PREPARATION																		
2.1	Housing Needs Assessment																	
2.2	Fair Housing Assessment																	
2.3	Non-Governmental Constraints																	
2.4	Review of Previous Housing Element																	
2.5	Land Inventory																	
2.6	Electronic Housing Element Site Inventory Form																	
2.7	Governmental Housing Constraints																	
2.8	Goal and Policies, Programs, and Quantified Objectives																	
TASK 3. PREPARE AND FINALIZE HOUSING ELEMENT																		
3.1	Administrative Draft																	
3.2	Public Review Draft																	
3.3	HCD Review Draft																	
3.4	2nd HCD Review Draft																	
3.5	Adopted Final Housing Draft																	
TASK 4. HCD REVIEW PROCESS																		
4.1	HCD Review Draft																	
TASK 5. OUTREACH PLAN																		
5.1	Stakeholder Interviews																	
5.2	Community Survey																	
5.3	Town Council Study Session and Workshop (1) (PW)				*													
5.4	Town Council Meetings Hearings (1) (PW)											*						*
TASK 6. CEQA COMPLIANCE STRATEGY																		
6.1	Exemption																	
6.2	SB 18 Consultation																	
TASK 7. ON-CALL STAFFING ASSISTANCE																		
7.1	On-Call Staffing Assistance -As needed																	

PlaceWorks Preparation of Project Task

Staff Review of Work Products

Meetings - Conference Calls

*

CHAPTER 4:

Proposed Budget

As shown in Table 3, the estimated cost to complete the scope of work described in this proposal is \$160,000. We are flexible regarding project costs and hope that you will not eliminate us from consideration on the basis of cost alone. The billing rates for each team member are included in Table 3. PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

Assumptions

This scope of work and cost estimate assumes that:

- Our cost estimate includes virtual meetings attendance. Additional meetings would be billed on a time-and-materials basis.
- No more than four hours of PlaceWorks staff time will be allocated to respond to public comments on the Draft Housing Element, this is separate from scoped HCD review process. If additional labor is necessary, a contract amendment allowing additional work will be necessary.
- This budget does not include any assistance with Public Records Requests.
- All products will be submitted in electronic (PDF) format, printing costs are not included.
- The Town will be responsible for meeting logistics, including schedule coordination, document production, staff report writing, printing notices, mailing costs, room reservations, room set-up and take-down, and refreshments.

TABLE 3 COST ESTIMATE

		PLACEWORKS															PlaceWorks Hours		Total Task Budget		
		Jennifer Gastelum	C. Walsh / N. West	Lucy Rollins	Deborah Rogoff-Ezra	Maria Ceja	Karla Martinez	Mark Teague	Patrick Hindmarsh	Miles Baker	Lexie/ Jessica	Cliff Lau	Rob Mazur	Erin Guy	Grant Reddy	Amanda Lukondi					
		PIC \$250	Sr Associate \$185	Associate \$160	Associate \$150	Prj Planner \$135	Prj Planner \$135	Principal \$250	Sr Associate \$225	Prj Planner \$150	Prj Planner \$125	Website \$160	GIS \$200	GIS \$150	Graphics \$130	TECH. EDITOR \$140					WP/ CLERICAL \$125
Hourly Rate:																					
TASK 1 PROJECT MANAGEMENT AND KICK OFF																					
1.1	Project Kick off	2	2				4	1										9	\$1,693		
1.2	Project Management	8	25	16													10	59	\$10,644		
1.3	Document Review			8			8											16	\$2,407		
Task 1. Subtotal		10	27	24	0	0	12	1	0	0	0	0	0	0	0	0	10	84	\$14,744		
TASK 2 HOUSING ELEMENT PREPARATION																					
2.1	Housing Needs Assessment		10			5	25											40	\$6,018		
2.2	Fair Housing Assessment			15	45	15						8	4					87	\$13,643		
2.3	Non-Governmental Constraints		2				2											4	\$653		
2.4	Review of Previous Housing Element		2				16										4	22	\$3,091		
2.5	Land Inventory		3	14								4	2					23	\$3,973		
2.6	Electronic Housing Element Sites Inventory Form		4	2			4											10	\$1,632		
2.7	Governmental Housing Constraints		4				25											29	\$4,197		
2.8	Goal, Polcies, and Programs and QOs		12	12														24	\$4,223		
Task 2. Subtotal		0	37	43	45	20	72	0	0	0	0	0	12	6	0	0	4	239	\$37,430		
TASK 3. PREPARE AND FINALIZE HOUSING ELEMENT																					
3.1	Administrative Draft	2	15	30										2		8	12	69	\$11,215		
3.2	Public Review Draft	1	8	15										2		4	8	38	\$6,110		
3.3	HCD Review Draft	1	8	8										4		4	4	29	\$4,763		
3.4	2nd HCD Review Draft		16	8			4							2		2	4	36	\$5,977		
3.5	Adopted Final Housing Element		6	6										2			8	22	\$3,437		
Task 3. Subtotal		4	53	67	0	0	4	0	0	0	0	0	0	12	0	18	36	194	\$31,502		
TASK 4. HCD REVIEW PROCESS																					
4.1	HCD Review Process	2	25	25	10		25									4	8	99	\$15,871		
Task 4. Subtotal		2	25	25	10	0	25	0	0	0	0	0	0	0	0	4	8	99	\$15,871		
TASK 5. OUTREACH PLAN																					
5.1	Stakeholder Interviews		4				15											19	\$2,820		
5.2	Community Survey	4	16	24			50					24			4	2	25	149	\$22,761		
5.3	Town Council Study Session and Workshop	2	2	4			4	16										28	\$6,171		
5.4	Town Council Hearings	2	8	4			4	16										34	\$7,303		
Task 5. Subtotal		8	30	32	0	0	73	32	0	0	0	24	0	0	4	2	25	230	\$39,055		
TASK 6. CEQA COMPLIANCE STRATEGY																					
6.1	Exemption							4	2	20	5							31	\$5,177		
6.2	SB 18 Consultation		1				5										2	8	\$1,132		
Task 6. Subtotal		0	1	0	0	0	5	4	2	20	5	0	0	0	0	0	2	39	\$6,309		
TASK 7. ON-CALL STAFFING ASSISTANCE																					
7.1	On-Call Staffing Assistance							40										40	\$10,200		
Task 7. Subtotal		0	0	0	0	0	0	40	0	0	0	0	0	0	0	0	0	40	\$10,200		
Labor Hours Total		24	173	191	55	20	191	77	2	20	5	24	12	18	4	24	85	925			
Labor Dollars Total		\$6,000	\$32,005	\$30,560	\$8,250	\$2,700	\$25,785	\$19,250	\$450	\$3,000	\$625	\$3,840	\$2,400	\$2,700	\$520	\$3,360	\$10,625		\$155,111		
EXPENSES																					
PlaceWorks Reimbursable Expenses																			\$4,889		
EXPENSES TOTAL																			\$4,889		
GRAND TOTAL																					\$160,000

*PlaceWorks includes a 2% Professional Fee markup on all labor



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: April 10, 2023

FROM: RACHEL AGRON

SUBJECT: Horn Street Project Easement

BACKGROUND

Horn Street, which runs parallel to the Mechanics Bank parking lot, is set to be repaved. E&S Engineers and Surveyors have requested that the Town obtain an easement through the bank parking lot before the paving begins. Mechanics Bank is granting us the easement free of charge. The Town will only be responsible for the legal and filing fees, which have yet to be determined. The easement is shown on “Exhibit A,” attached here.

RECOMMENDATION

Staff recommends that the Council accept the attached Easement Grant Deed from Mechanics Bank.

RECORDING REQUESTED BY
THE TOWN OF FORT JONES

AND WHEN RECORDED MAIL TO:

Name: _____
Address: _____
City & State: _____
Zip: _____

ASSESSORS PARCEL NO. 055-121-210-000

SPACE ABOVE THIS LINE FOR RECORDER'S USE

EASEMENT GRANT DEED

The undersigned Grantor(s) declare(s) under penalty of perjury that the following is true and correct:

Documentary transfer tax is \$ 0.00 . R & T 11922

- ☐ Computed on full value of property conveyed, or
☐ Computed on full value less value of liens and encumbrances remaining at time of sale.
☐ Unincorporated area: ☒ City of Fort Jones, and

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
MECHANICS BANK

hereby GRANT(S) to
THE TOWN OF FORT JONES

the following described real property in the City of Fort Jones, County of Siskiyou, State of California:

See Exhibit "A" attached hereto and incorporated herein.

Dated April __, 2023

MECHANICS BANK, a [redacted] By: _____

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California)
County of)

On _____ before me, _____
(HERE INSERT NAME AND TITLE OF THE OFFICER)
personally appeared _____,

who proved to me on the basis of satisfactory evidence to be the person(s)
whose name(s) is/are subscribed to the within instrument and acknowledged
to me that he/she/they executed the same in his/her/their authorized
capacity(ies), and that by his/her/their signature(s) on the instrument the person(s),
or the entity upon behalf of which the person(s) acted, executed the instrument.
I certify under PENALTY OF PERJURY under the laws of the State of California
that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____

(SEAL)

Title Order No. _____

Escrow, Loan, or Attorney File No. _____

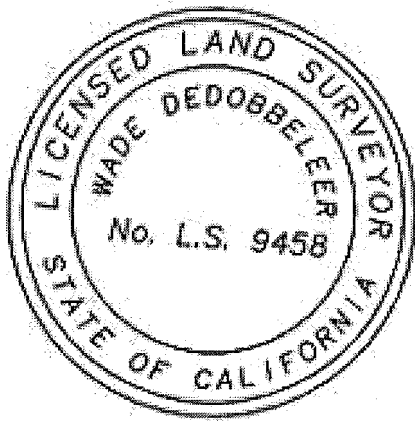
MAIL TAX STATEMENTS TO:

The Town of Fort Jones
NAME

P.O. Box 40
ADDRESS

Fort Jones, CA 96032
CITY, STATE, ZIP

AN EASEMENT, SITUATED IN LOTS 14 AND 15 OF BLOCK 8, CITY OF FORT JONES, SECTION 2, TOWNSHIP 43 NORTH, RANGE 9 WEST, MOUNT DIABLO MERIDIAN, SISKIYOU COUNTY, CALIFORNIA; SAID EASEMENT BEING THE SOUTHWESTERLY 6.00 FEET OF SAID LOTS 14 AND 15.




WADE DEDOBBELEER L.S. 9458 3/3/23
SISKIYOU LAND SURVEYING L.L.P. DATE



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: April 10, 2023

FROM: RACHEL AGRON

SUBJECT: Local Transportation Commission Project List

BACKGROUND

In order to be eligible to receive Local Transportation Commission funding in the coming fiscal year, the Town must submit a list of approved projects. Resolution 1120 will allow the Town to use LTC funds for crack sealing, surface sealing, and replacement of failed roadway sections.

RECOMMENDATION

Staff recommends that the Council adopt Resolution 1120.



RESOLUTION NO. 1120

**RESOLUTION ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2022-23 FUNDED BY
SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

WHEREAS, Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 (Chapter 5, Statutes of 2017) was passed by the Legislature and Signed into law by the Governor in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of our City are aware of the projects proposed for funding in our community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive fiscal year funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, this is the Fiscal year in which the City is receiving SB 1 funding and will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, repairing and replacing aging bridges, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City has undergone a robust public process to ensure public input into our community's transportation priorities/the project list; and

WHEREAS, the City used a Pavement Management System to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the communities priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate Nine (9) roads, 1 bridge, and sidewalks and bike lanes throughout the City this year and similar projects into the future; and

WHEREAS, the 2018 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in an "good/at-risk/poor" condition and this revenue will help us increase the overall quality of our road system and over the next decade will bring our streets and roads into an "excellent/good" condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

NOW, THEREFORE IT IS HEREBY RESOLVED, ORDERED AND FOUND by the City Council of the Town of Fort Jones, State of California, as follows:

1. The foregoing recitals are true and correct.
2. The following previously proposed and adopted projects may utilize fiscal year 2023-24 Road Maintenance and Rehabilitation Account revenues in their delivery. With the relisting of these projects in the adopted fiscal year resolution, the Town is reaffirming to the public and the State our intent to fund these projects with Road Maintenance and Rehabilitation Account revenues:

Support Costs for the Strategic Paving, Preventive and Planning (SPPP) Maintenance Project:
The project will include crack sealing, surface sealing, removal and replacement of failed roadway sections and associated work on various Town streets to maintain good condition; estimated life of the repairs will vary based on treatment, from 5-15 years. Based on the limited amount of funds the Town receives, work will be performed as funds become available.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones, State of California this 10th day of April, 2023, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Attest:

Approved:

Rachel Agron, City Clerk

Mercedes Garcia, Mayor



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: April 10, 2023
FROM: RACHEL AGRON
SUBJECT: Economic Development Committee Appointment

BACKGROUND

The Economic Development Committee has requested that an additional member, Pauline Cramer, be appointed.

RECOMMENDATION

Staff recommends that the Council appoint Pauline Cramer to serve on the Economic Development Committee.