



AGENDA

Regular Meeting

MONDAY June 12, 2023 – 7:00 P.M.

11960 East Street Fort Jones, CA 96032

CALL TO ORDER

Fort Jones Town Council Roll Call:

MEMBERS: Garcia _____ Banks _____ Eayrs _____
Collie-Mason _____ Lariviere _____

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.

WELCOME NEW COUNCIL MEMBER

1. Mayor welcomes new Council Member Alexander Lariviere

DISCUSSION/REPORTS/CORRESPONDENCE: NON-ACTION ITEMS

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

CONSENT CALENDAR

2. 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.

- a) Approval of Minutes: Regular Meeting May 8, 2023
- b) Ratification of Disbursements: May 1 through 30

c) Review Budget vs. Actual for July 1, 2022 through May 31, 2023

DISCUSSION/REPORTS: ACTION ITEMS

3. Fire Chief Job Description
4. Public Works Director Job Description
5. Public Works Specialist I
6. Salary Schedules
7. Employment Status: Full Time & Part Time Employees
8. Work Schedules
9. Holidays
10. Vacations
11. Insurance Benefits: 457 Plan
12. Sick Leave
13. Fee Schedule for Non-Event Use
14. Fort Jones Library Summer Reading Program
15. National Rural Water Association Per/Poly-Fluoroalkyl Substances Cost Recovery
16. Sewer Bid

STAFF COMMENTS

COUNCIL MEMBER COMMENTS

PUBLIC COMMENTS ON CLOSED SESSION

(This is the time for community members to bring up items they wish to discuss regarding the closed session item only)

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

Public Employee Appointment pursuant to Section 54954.5(e) of the Government Code

Title: Town Clerk/Town Administrator

RETURN TO OPEN SESSION:

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

ADJOURNMENT

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

The Town of Fort Jones intends to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, you 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 Town Hall office, (530) 468-2281, at least 72 hours prior to the meeting.

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REPORTS & CORRESPONDENCE

Fort Jones Police Department Monthly Report
June 2023

Happy Summer everyone. It appears spring has given way to warmer weather that will be with us for a while. Last month continued to be busy as with previous months and hasn't shown any signs of slowing down. As the weather continues to warm, we will see activity increase throughout the summer. Many of the upcoming activities we look forward to and will bring visitors to our area. Safety is our main concern throughout the year and the events that are held. We will continue to stay vigilant to make sure everyone can enjoy their summer months without worry. Please contact us if you have any requests or information which will help us in our efforts.

Traffic- With this time of year comes a lot of travel for most and it is our priority that Fort Jones continues to be a traffic safe community. Again, presence is a large part of that as with deterring crime. We will continue our patrol while increasing presence during specific times of high traffic and or events. Recently, we have been issuing numerous warnings and citations when appropriate. It has been a significant increase, so we are hoping word gets around that enforcement of traffic in Ft. Jones is now at the citation stage. For the most part it seems traffic issues in town have gotten better giving us the ability to concentrate on specific more serious traffic issues and locations.

Schools- Our schools are now out for summer break; however, summer school will continue to be in operation. The department has continued to work with the district in any way we can. Several concerns on school campuses have been addressed and mitigated recently in light of individuals trespassing on school grounds. We continue our open communication and partnership with the district in the attempt to make it one of the safest in the country.

Animal Control- While most of our major animal control issues have been rectified, we still have seen a significant increase over the past month with animals at large. Our officers continue to step up and address these issues. Officers also continue to educate everyone in the attempt to help animal owners to come into compliance with local animal ordinances. By doing this it really has diminished our calls for service in regard to animal control issues. We are continuing to educate and take the appropriate actions, if necessary, in the attempt to get everyone into compliance and our animals safe.

Reports/Cases- We are now at approximately 50 written cases for the year which goes to show how busy our department is continuing to be. This is an increase from the previous year, however, a major reduction in crime from our first year of providing law enforcement services to the town of Ft. Jones. Many of these cases are a result of our officers being proactive and includes code enforcement. We will continue to be vigilant and hopefully prevent crime in the process.

Calls for Service- As a reminder with the written reports most of our calls for service including mutual aid requests and responding to EMS/Fire calls come without a written report. We continue to assist other departments in any way we can to help first responders to any crisis. With an increase in criminal activity outside our two towns we have been called upon by outside agencies to assist. These agencies include CHP, Sheriff's Office, Forest Service, and CAL Fire to name a few. They also assist us when the need arises. It continues to be a great working partnership we have fostered and will

continue to do so in the future. These calls for service will also include safety checks or school functions for example. These types of calls are important as they prevent crime and help us be on the same page as the community as well as understand what our communities' needs are.

Ordinance Enforcement- Kelly has continued to close out several code enforcement cases recently, sending several to the District Attorney for review and prosecution. Several of these cases continue to be at the stage for the Town to take appropriate action and follow up. This may include placing a lean on the property or other practices through the Town attorney as you know. We hope the many years of hard work will finally come to a positive conclusion for our town and constituents.

PAL- Pal is going strong with our main program being the Scott Valley Sharks swimming team. This being one of our oldest programs we have seen it develop into a well-rounded program including competitive and recreational components. We also partnership with the YESS program giving our youth the ability to work and gain experience in land management. The YESS program will begin shortly after school has ended for the year.

Training- Our officers have attended several training courses recently including DUI investigation, patrol rifle training, and perishable skills to name a few. Especially for our new officers this advanced training and expertise brings specialists to our community providing a safer environment.

Patrol Hours- The past several months has been fairly active, and we will continue to see an uptick in activity as mentioned above. As a reminder the town of Fort Jones receives patrol hours and time in the office stay around 600 hours a month with full staffing. Countless security checks, home checks, and business checks are made daily making sure our community is safe. We have been receiving numerous compliments on how people feel safer and notice a positive change in town. It makes all the hard work worthwhile when we can see and especially hear the difference our officers make in the community. I encourage council to participate in our ride along program to help educated yourselves on the daily activities that occur in our town. Not only is it a great way to see the town from another point of view but it also gives us the ability to establish good relationships with each other.



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 = 05/01/2023 to 06/05/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/01/2023 11:03	2305010012		NARC	11911 MAIN ST		
05/01/2023 16:48	2305010034		NCRM	111 BUTTE ST	A	
05/03/2023 10:35	2305030018	5230034	ANIMAL	12079 MAIN ST		
05/03/2023 11:31	2305030020		NCRM	11736 MAIN ST		
05/03/2023 18:33	2305030039		DP	131 CARLOCK ST		
05/04/2023 10:01	2305040023		M	237 BUTTE ST		
05/04/2023 14:01	2305040042		VEH STOP	MAIN ST/BUTTE ST		
05/04/2023 16:48	2305040055		OWAS	11954 MAIN ST		
05/05/2023 10:17	2305050007		VEH STOP	MAIN ST/STERLING ST		
05/06/2023 13:41	2305060021		VEH STOP	MAIN ST/BUTTE ST		
05/08/2023 10:55	2305080010		M	MAIN ST/NEWTON ST		

05/09/2023 17:15	2305090050		ANIMAL	DIGGLES ST/BUTTE ST	
05/09/2023 18:00	2305090062		VEH STOP	11300 N HWY 3	
05/10/2023 10:15	2305100013		WI	12303 MAIN ST	
05/13/2023 11:00	2305130015	4230032	M	11801 NEWTON ST	
05/14/2023 09:47	2305140006		VEH STOP	MAIN ST/NEWTON ST	
05/14/2023 16:32	2305140040		VEH STOP	HIGH ST/STERLING ST	
05/15/2023 00:29	2305150001		M	400 HIGH ST	
05/18/2023 15:03	2305180044		VNDL	11740 MAIN ST	
05/18/2023 17:14	2305180053		CIV	13236 DOUGLAS ST	
05/19/2023 08:22	2305190011		PTRL	12412 MARBLE VIEW AVE	
05/19/2023 11:38	2305190031		VEH STOP	MAIN ST/BUTTE ST	
05/19/2023 14:19	2305190041		MMIS	243 STERLING ST	A
05/19/2023 14:52	2305190044		VEH STOP	MAIN ST/ALLISON WAY	
05/20/2023 11:45	2305200012		VEH STOP	MAIN ST/DOUGLAS ST	
05/21/2023 13:14	2305210030		ANIMAL	DALE AVE/MATHEWS ST	
05/21/2023 16:10	2305210037		AB	11300 N HWY 3	
05/21/2023 17:05	2305210042		FLP	356 BRIDGE ST	
05/23/2023 12:38	2305230028		WI	NEWTON ST/MAIN ST	

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TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/23/2023 14:12	2305230034		ARO	356 BRIDGE ST		
05/23/2023 14:32	2305230036		CODE	11931 MAIN ST		

05/23/2023 15:20	2305230042	5230038	TC	11215 N STATE HIGHWAY 3	
05/24/2023 09:34	2305240009		ANIMAL	11501 MATHEWS ST	
05/24/2023 11:24	2305240018		DP	11300 N HWY 3	
05/24/2023 18:15	2305240052		TC	237 BUTTE ST	
05/25/2023 13:32	2305250036		VEH STOP	MAIN ST/ALLISON WAY	
05/26/2023 00:47	2305260002		DP	101 BUTTE ST	1
05/26/2023 12:17	2305260028		FLP	11946 DIGGLES ST	
05/27/2023 09:00	2305270006		ASST	236 STERLING ST	
05/27/2023 10:40	2305270014		VEH STOP	MAIN ST/CARLOCK ST	
05/28/2023 22:14	2305280045		VEH STOP	11300 N HWY 3	
05/31/2023 12:55	2305310030		FLP	237 BUTTE ST	
05/31/2023 15:22	2305310043	5230044	BURG	24 NEWTON ST	
05/31/2023 15:34	2305310045		FLP	11501 MATHEWS ST	
06/02/2023 14:27	2306020030		VEH STOP	MAIN ST/ALLISON WAY	
06/02/2023 18:11	2306020049	5230045	DV	243 STERLING ST	A
06/03/2023 11:30	2306030015		DV	236 STERLING ST	
06/03/2023 15:38	2306030030		VEH STOP	S MERRILL RD/S MAIN ST	
06/04/2023 10:47	2306040013		TRSP	809 HIGH ST	
06/04/2023 16:46	2306040037		VEH STOP	MAIN ST/ALLISON WAY	

TOTAL CALLS: 50



SISKIYOU COUNTY SHERIFF'S OFFICE

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

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 05/01/2023 to 06/05/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/09/2023 16:42	2305090047		VEH STOP	MAIN ST/GREENVIEW RD		
05/09/2023 16:53	2305090049		VEH STOP	QUARTZ VALLEY RD/MAIN ST		
05/09/2023 18:32	2305090064		DP	6737 N HWY 3		
05/22/2023 16:32	2305220039		FLP	222 KELLEMS LN		
05/23/2023 14:51	2305230038		FLP	222 KELLEMS LN		

TOTAL CALLS: 5

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**SISKIYOU COUNTY
SHERIFF'S OFFICE**

305 BUTTE ST
YREKA, CA 96097

(530) 841-2900

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 05/01/2023 to 06/05/2023,

Primary Unit = ETNA%, Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
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05/01/2023 12:25	2305010020	ANIMAL	11300 EASTSIDE RD
05/01/2023 19:01	2305010039	VEH STOP	N HWY 3/AIR FORCE WAY
05/02/2023 11:35	2305020012	VEH STOP	N HWY 3/HOLZHAUSER LN
05/02/2023 14:00	2305020023	CODE	209 COLLIER LN
05/09/2023 01:06	2305090002	ALARM	11211 N HWY 3
05/10/2023 15:32	2305100026	M	MAIN ST/SCOTT RIVER RD
05/12/2023 14:30	2305120036	TC	N HWY 3/PATTERSON CREEK RD
05/14/2023 17:48	2305140042	ASST	7712 N HWY 3
05/18/2023 15:41	2305180048	M	LIGHTHILL RD/N 3
05/21/2023 19:12	2305210047	FLP	2222 KELLEMS LN
05/25/2023 14:35	2305250042	ASST	LIGHTHILL RD/N 3
05/26/2023 10:37	2305260020	VEH STOP	MAIN ST/MATHEWS ST
05/26/2023 12:53	2305260030	VEH STOP	MAIN ST/MATHEWS ST
05/26/2023 13:19	2305260031	VEH STOP	MAIN ST/SCOTT RIVER RD
05/26/2023 15:39	2305260042	TC	N HWY 3/MARBLE VIEW AVE
05/27/2023 10:11	2305270011	TC	N HWY 3/MARBLE VIEW AVE
05/27/2023 11:37	2305270017	VEH STOP	14000 N HWY 3
05/27/2023 14:02	2305270027	WI	2706 EASTSIDE RD
05/29/2023 16:03	2305290039	M	25 DOUGLAS ST

TOTAL CALLS: 19

CFS EVENT LIST REPORT**SISKIYOU COUNTY
SHERIFF'S OFFICE**

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

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 05/01/2023 to 06/05/2023,
Primary Unit = ETNA%, Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/10/2023 18:04	2305100033		M	12313 S HWY 3		
05/11/2023 12:20	2305110025		NCRM	439 ESTHER WARREN RD		
05/14/2023 14:05	2305140022		ASST	124 S HWY 3		
05/18/2023 13:01	2305180032		VEH STOP	5225 S HWY 3		
05/26/2023 19:05	2305260050		CIV	12136 S HWY 3		
05/30/2023 12:54	2305300026		M	8112 S HWY 3		
05/30/2023 14:27	2305300030		WI	1512 SAWYERS BAR RD		
06/01/2023 14:07	2306010034		DRDR	SAWYERS RD/CHURCH ST		
06/02/2023 08:45	2306020004		CHAB	7617 E CALLAHAN RD		
06/02/2023 15:58	2306020034		ASST	9929 S HWY 3		
06/04/2023 19:08	2306040040		M	1441 SAWYERS BAR RD		
TOTAL CALLS: 11						

**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 = 05/01/2023 to 06/05/2023,
Primary Unit = ETNA%,
Response Area = 5C****CFS EVENT LIST SEARCH RESULTS**

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/01/2023 10:56	2305010010		M	MAIN ST/ DIGGLES	.	
05/03/2023 09:06	2305030012		OWAS	ETNA CITY PARK		
05/05/2023 08:57	2305050004	4230029	M	220 COLLIER WAY		
05/06/2023 10:40	2305060011		VEH STOP	MAIN ST/MATHEWS ST		
05/07/2023 18:27	2305070033		M	815 BRYAN ST		
05/08/2023 10:02	2305080007		VEH STOP	504 MAIN ST	.	
05/09/2023 14:11	2305090041		TC	15 TELCO WY		
05/09/2023 16:04	2305090046		NARC	900 CALLAHAN WAY	1	
05/09/2023 17:15	2305090051		ANIMAL	HOWELL AVE/CHURCH ST		
05/09/2023 20:01	2305090073	4230030	VEH STOP	SAWYERS BAR		
05/13/2023 12:14	2305130020		VEH STOP	00 MAIN ST		

05/13/2023 15:52	2305130034	OWAS	OAK ST/DIGGLES ST
05/14/2023 15:09	2305140035	VEH STOP	N HWY 3/SCOTT VALLEY RD
05/14/2023 21:36	2305140051	DP	209 COLLIER WAY
05/15/2023 13:11	2305150036	OWAS	110 INDUSTRIAL PKY
05/17/2023 12:17	2305170025	OWAV	000 ISLAND RD
05/17/2023 13:21	2305170031	FLP	711 HOWELL AVE
05/17/2023 17:40	2305170055	FLP	104 SCOTT ST
05/18/2023 11:32	2305180024	SCHOOL	400 HOWELL AVE
05/18/2023 12:46	2305180029	M	937 CALLAHAN WAY
05/18/2023 12:58	2305180031	M	155 DIGGLES ST
05/18/2023 14:30	2305180040	VEH STOP	COLLIER WAY/MAIN ST
05/19/2023 08:21	2305190010	FLP	857 VERNON ST
05/19/2023 09:18	2305190015	ANIMAL	857 HIGHLAND ST
05/19/2023 10:22	2305190021	TRSP	ETNA CITY PARK
05/19/2023 15:52	2305190051	MMIS	OAK ST/DIGGLES ST
05/20/2023 17:21	2305200032	ANIMAL	331 COLLIER WAY
05/21/2023 12:14	2305210023	M	OAK ST/DIGGLES ST
05/21/2023 12:44	2305210026	M	342 WOODLAND ST

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TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/22/2023 07:26	2305220005		ANIMAL	FORT JONES EL		
05/23/2023 11:42	2305230022		NCRM	155 DIGGLES ST		

05/23/2023 11:43	2305230023		NCRM	155 DIGGLES ST	.
05/23/2023 11:43	2305230024		NCRM	155 DIGGLES ST	.
05/23/2023 11:48	2305230025		M	155 DIGGLES ST	.
05/23/2023 12:54	2305230029		NCRM	112 MAIN ST	
05/25/2023 11:34	2305250024		VEH STOP	COLLIER WAY/MAIN ST	
05/26/2023 22:13	2305260059		ALARM	510 COLLIER WAY	
05/27/2023 13:34	2305270025		VEH STOP	DIGGLES ST/OAK ST	
05/27/2023 22:23	2305270049		VEH STOP	DIGGLES ST/WAGNER WAY	
05/28/2023 22:34	2305280046		TC	41.457410, -122.892410	
05/31/2023 08:36	2305310014	4230039	ANIMAL	514 WOODLAND ST	
05/31/2023 11:43	2305310026		FLP	15 TELCO WY	
06/01/2023 09:35	2306010013		SCHOOL	400 HOWELL AVE	
06/05/2023 09:40	2306050019		M	723 MAIN ST	

TOTAL CALLS: 44

Fort Jones Fire Department Monthly Report
June 2023



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 43 calls for service in the month of May. Members participated in 25 hours of scheduled training, numerous hours of online training and several specialized classes out of the area. The Fire Department has responded to 182 calls year to date.

May 2023 Calls

Call Type	City Limits	Out of City
MEDICAL AID	13	22
PUBLIC ASST.	1	2
TRAFFIC ACCIDENT	0	1
CANCELLED	0	2
POSSIBLE ILLEGAL BURN	1	0
POSSIBLE LIGHTING FIRE	0	1
Total	15	28

We held our annual joint agency MCI drill. We had participation from Fort Jones Fire, Etna Fire, Scott Valley Fire, CalFire, Etna Ambulance, Etna Police Department, Siskiyou County Sheriff's Office, and CHP. We had lots of positive feedback and fulfilled several state required annual training needs.

I attended an instructor 2 class in Roseville. Once I complete the task book for it, I will be able to start teaching and issuing certifications for a selection of basic State Fire classes. At that point I will be able to start the process of teaching more advanced classes. This will enable us to do more in house vs paying to send our firefighters elsewhere for these classes.

Fort Jones Public Works Department Monthly Report
June 2023

Water- The month of May we read all of the meters. We noticed an uptick in the amount of water being pumped by The Towns well. Everett completed the monthly drought reporting. We exercised some of the Towns gate valves. We worked with the office with shut offs for non-payment. Everett is going to school at CRWA every week. Everett sat for his D2 state examination and passed. He is waiting to receive his D2 license from the State. Everett met with Ryan Mitchell, from the State Water Board Division of Financial Assistance, Paul Rueter from PACE engineering, Adam, and Sandra to change the scope of work on the water improvement planning project to include a water rate study. Paul Rueter from PACE is currently working on the water rate study for The Town. We also discussed the water meter replacement project, and reimbursement for some of the soft cost to the Town for this project.

Wastewater- Everett met with Daniel Alvarado, Community Programs Specialist, from the USDA to learn more about the grant process for sewer collection systems. Unfortunately, The Town is not able to apply for any USDA grants right now because of our lapsed account with SAM.gov. The office is currently working on getting The Towns account, as well as the Fire Departments account back up and running again. Everett looked into creating a new FFAST account that will be used to apply for a CWSRF grant to replace sections of our sewer system, relocate parts of our sewer system, and map the Town of Fort Jones sewer system. We solicited bids to replace about 80 feet of sewer main on Marbleview. We received and opened the bid. We notified the Town Administrator of the bid and were told to go ahead and hire RB Aldrich Construction to replace the 80 feet of clay sewer main with new plastic pipe. We assisted RB Aldrich in the construction.

Parks- In the month of May the Public Works department has been busy keeping all of the parks mowed. We have fixed some sprinklers at Walker Fields. We replaced a broken drive belt on the John Deere mower. We serviced the John Deere mower. We sprayed Walker Fields, the Exercise Park and the Horseshoe Park to help keep the weeds down. We picked up all of the trash left by park goers daily. We programmed the Towns sprinkler systems to run in the middle of the night. We fixed a malfunctioning urinal as well as an electrical issue at Walker Fields. We adjusted/replaced some of the sprinklers.

Roads- We mowed and used the weed eater along the sides of roads in numerous locations including, but not limited to, Scott River Road, Hwy 3, the two bridges in Town, Mathews Street, Oakmill Drive, High Street, Sterling Street, East Street, Allison Way, Butte Street, and Marbleview to make the Town more fire resilient and esthetically pleasing. We sprayed for weeds on Main Street. We serviced the dump truck, changed the oil, greased, ect. We removed a dead deer and a cat from Hwy 3 and disposed of them properly.

Fort Jones Town Administrator Monthly Report
June 2023

[VERBAL]

CONSENT CALENDAR

APPROVAL OF MINUTES

Fort Jones City Council
Special Meeting
May 8, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the May 8, 2023 Special 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 May 5th, 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 7:02pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathy Banks, Mark Eayrs, and Julia Collie-Mason.

Also present: City Clerk Rachel Agron, Interim City Administrator Adam Cox, Public Works Supervisor Everett Hullquist, Fire Chief Joseph Hess, and Police Chief Josh Short.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

Jamie Shearer requests a variance to apply for a permit for the 5' fence in front of his house. Mercedes Garcia directs Adam Cox to put the item on the June Agenda and to research issuing this type of variance.

Dawn Schott of the Fort Jones Volunteer Fire Department expresses disappointment that the Fire Chief's job description and salary schedule did not appear on the agenda for the May Council Meeting in spite of Mayor Garcia's directions at the April meeting. Mercedes directs Adam to put the Fire Chief's job description and salary schedule on the June agenda.

Kevin Hullquist asks about the status of the 2019-2021 audit. Mercedes Garcia responds that there has been no audit since 2018 and that a new audit is underway. Adam Cox expands that the Town is in the pre-audit process of preparing documents for the auditor.

Dustin Wales of the Fort Jones Volunteer Fire Department urges the Council to raise the Fire Chief's pay.

Madeleine Ayers inquires about the Town's weed spray suggests that the Town use something not harmful to bees.

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

David Barnes submits a letter of interest. David Barnes and Alexander LaRiviere both address the Council, expressing interest in the Council seat.

The Council schedules a special meeting to select a new Council Member. The meeting is ultimately scheduled for May 16th at 6:00pm.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

A. Police Department Monthly Report: The written report appears in the May Council Packet. Police Chief Josh Short gives verbal report. Loose dogs continue to be a problem. Several of the repeat offenders have been transferred and are no longer in the community. The Department recently dealt with a mountain lion that was eating local pets.

B. Fire Department Monthly Report: The written report appears in the May Council Packet. Fire Chief Joseph Hess provides a verbal report. April was a slow month, allowing for joint trainings with the Etna Fire Department and Scott Valley Fire in preparation for the summer. The Fort Jones Fire Department received positive feedback about the joint trainings. Mark Eayrs asks about the mutual aid agreements between the local fire organizations. Joseph Hess reports that everything has been signed.

C. Public Works Monthly Report: The written report appears in the May Council Packet. Kathye Banks notes that she has located the city limits/population sign.

D. Economic Development Report: The written report appears in the May Council Packet. The next Economic Development Committee Meeting is scheduled for May 9th. The Committee is expecting a guest to join remotely from the Rural Community Assistance Corporation to talk about hazard mitigation and housing.

E. City Administrator's Report: Adam Cox gave a verbal report. April was a very busy month. The pre-audit has begun. After gathering the documents requested by Charlie Pillon, the pre-auditor, it was discovered that Charlie didn't ask enough questions (this is his first year auditing the Town). Down the road, the State Department of Water Resources will want to see the Town's most recent three audits in order to move forward with construction loans. The size of the Town's program qualifies it for an expedited construction process, but the state of the audits nullifies that eligibility. It will take between 18 months and several years to complete the audit, and another two years after that to obtain the construction grant. These projects are being held, not cancelled. The Town can still do months of planning work before the projects go on hold. The Town will proceed as far as possible into the construction grant process before the state stops us. Rachel Agron will be leaving in June and her position will be posted in the next couple of days. The Town has a lot of old clay pipes that are beginning to fail, some of them under Hwy 3. Adam Cox is going through ordinances to see whether rules have been established for unusual cases (such as a water meter that is across the highway from the home it services).

Work on the Housing Element is ongoing. There is a closed session scheduled for later in the evening to discuss code enforcement. The Town has issued several minor building permits in the last few months. Adam Cox will begin compiling monthly or quarterly reports on these types of permits. Staff has collected as many cross connections surveys as they can and the Town will be moving forward with disconnections to get the remaining few surveys. Most accounts respond the same day when disconnected. The cross connection control survey process is creating an opportunity to refine the water system's contact information for customers. The Town is enforcing past due account penalties and setting up payment plans. There is a particular issue with rental units. In the future, the Town may need to require the property owner to receive a duplicate bill each month so that they know if the tenant isn't paying. Mercedes Garcia asks Adam Cox to look into Tom Jopson's building permit. Kathye Banks asks if Adam Cox has heard back from the County Library people. Adam Cox reports that he has left the librarian a message.

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 April 10, 2023
- b) Ratification of Disbursements: April 1 through 30
- c) Review Budget vs. Actual for July 1, 2022 through April 30, 2023

Julia notes that Elmar requested that a dead end sign be placed Oak Mill Dr.

Moves: mark (with amendment)
Seconds: Julia
Aye: all
No:

DISCUSSION / REPORTS: ACTION ITEMS:

4. CALWARN

Moves: Mark moves to join
Seconds: julia
Aye: All
No:

5. Golf Cart Surplus

Moves: Julia moves to transfer them to surplus
Seconds: mark
Aye: All
No:

6. Fire Department Portal

Moves: Mark moves to adopt reso 1121
Seconds: Kathye
Aye: Mark, Kathye, Mercedes
No:

Julia Abstains (she's a member of the fire dept)

7. Fire Department Fire Lanes

Moves: Mark moves to adopt reso 1122
Seconds: Kathy seconds
Aye: Mark, Kathy, Mercedes
No:
Julia abstains

8. Public Works Director Job Description

Moves: mark moves to table until the next regular meeting for revisions
Seconds: Julia
Aye: mark, Julia, kathy, mercedes
No:

9. City Clerk Job Description

Kathy wants a timeframe for the certified municipal clerk cert requirement

Moves: Mark moves to table until the special meeting on the 15th so Adam can make revisions.
Seconds: Julia
Aye: all
No:

10. City Caretaker Job Description

Moves: Mark moves to table until the next regular meeting so Adam can make the proposed revisions.
Seconds: Julia
Aye: All
No:

11. 457 Plan

Adam Cox recommends that the Council table items 11-16 until the next regular meeting.

Kathy Banks moves to table items 11-16 until the next regular meeting so that the correct documents can be included. Mark Eayrs seconds.

Aye: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia
No: None

The motion passes.

12. Fee Schedule for Non-Event Use

Julia Collie-Mason moves to table the fee schedule until the next regular meeting so that the Council can determine a definition of "non-profit" and "public agency." Mark Eayrs seconds.

Aye: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia
No: None

The motion passes.

13. Waiver and Release of Liability

Kathy Banks moves to approve the Waiver and Release of Liability for the pickleball group.
Julia Collie-Mason seconds.
Aye: Mark Eayrs, Julia Collie-Mason, Kathy Banks, Mercedes Garcia

No: None

The motion passes.

STAFF COMMENTS:

Everett Hullquist notes that he has been operating under the understanding that it's appropriate to drive the flusher truck within city limits during an emergency.

COUNCIL MEMBER COMMENTS:

Mark Eayrs thanks everyone for attending and participating.

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

Everett Hullquist notes that the sewer line that has been having issues passes by the motel, and that disconnecting the sewer there would make the problem easier to address. He asks whether we have an easement to go on the property. Adam Cox offers to investigate. Josh Short notes that the Town can request an inspection through code enforcement.

ADJOURN TO CLOSED SESSION:

The Council adjourned to closed session at 9:16pm.

CLOSED SESSION:

The Council met pursuant to Government Code §54956.9 to consult with legal counsel regarding the ongoing litigation with Mr. Pinassi.

RETURN TO OPEN SESSION:

The Council returned to open session at 9:40pm.

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

No action was taken.

ADJOURNMENT: The meeting was adjourned at 9:41pm. The next Regular City Council Meeting is scheduled to be held on June 12, 2023 at 7:00 p.m.

Attest:

Rachel Agron, City Clerk

Approved:

Mayor Mercedes Garcia

DISBURSEMENTS

6:41 PM

06/02/23

Accrual Basis

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

Type	Date	Num	Name	Memo	Amount
02-810025 - GF					
Bill Pmt -Check	05/04/2023	26031	Basic Laboratory	Invoice 2303...	-133.92
Bill Pmt -Check	05/04/2023	26032	E&S Engineers an...		-500.00
Bill Pmt -Check	05/04/2023	26033	Fort Jones Ace Ha...	April 2023 s...	-389.58
Bill Pmt -Check	05/04/2023	26034	Fort Jones Lumber	5010	-638.58
Bill Pmt -Check	05/04/2023	26035	Pacific Power	April 2023 b...	-4,675.31
Bill Pmt -Check	05/04/2023	26036	Quad-B Systems	Invoice 10156	-847.45
Bill Pmt -Check	05/04/2023	26037	Scott Valley Dispo...	April billing ...	-310.00
Bill Pmt -Check	05/04/2023	26038	Sectaris Partners	City Admin ...	-8,600.00
Bill Pmt -Check	05/04/2023	26039	Suburban Propane	1638-04261...	-969.98
Bill Pmt -Check	05/04/2023	26040	US Bank Equipme...	Invoice num...	-242.80
Bill Pmt -Check	05/04/2023	26041	Valley Tire	Invoice num...	-119.48
Bill Pmt -Check	05/04/2023	26042	Verizon Wireless	Cell phones ...	-118.78
Bill Pmt -Check	05/11/2023	26052	Golden State Risk ...	EB000834	-779.00
Bill Pmt -Check	05/11/2023	26053	Prentice Long	April 2023 i...	-455.00
Bill Pmt -Check	05/11/2023	26054	Scott Valley Auto ...		-216.57
Bill Pmt -Check	05/11/2023	26055	Siskiyou Telephone	Apr billing	-815.76
Bill Pmt -Check	05/11/2023	26056	Suburban Propane	1638-04261...	-1,371.10
Bill Pmt -Check	05/11/2023	26057	Valley Pacific Petr...	Account: C3...	-358.63
Paycheck	05/12/2023	26043	Agron, Rachel		-1,768.30
Paycheck	05/12/2023	26045	Hess, Samantha F		-506.84
Paycheck	05/12/2023	26046	Hoefer, Carolin B		-855.38
Paycheck	05/12/2023	26047	Hullquist*, Kevin		-1,170.17
Paycheck	05/12/2023	26048	Hullquist, Everett		-1,934.27
Paycheck	05/12/2023	26049	McFall, Celeste J		-405.20
Paycheck	05/12/2023	26044	Hess, Joseph E		-1,025.82
Paycheck	05/12/2023	26050	Nobles, Suzanne		-397.88
Paycheck	05/12/2023	26051	Whitworth, Barbar...		-156.99
Liability Check	05/12/2023		QuickBooks Payro...	Created by P...	-2,767.01
Paycheck	05/26/2023	26058	Agron, Rachel		-1,484.01
Paycheck	05/26/2023	26060	Hess, Samantha F		-305.07
Paycheck	05/26/2023	26061	Hoefer, Carolin B		-844.89
Paycheck	05/26/2023	26062	Hullquist*, Kevin		-1,170.17
Paycheck	05/26/2023	26063	Hullquist, Everett		-1,936.76
Paycheck	05/26/2023	26064	McFall, Celeste J		-331.08
Paycheck	05/26/2023	26065	Nobles, Suzanne		-426.28
Paycheck	05/26/2023	26066	Whitworth, Barbar...		-230.50
Paycheck	05/26/2023	26059	Hess, Joseph E		-1,025.81
Liability Check	05/26/2023		QuickBooks Payro...	Created by P...	-2,478.91
Bill Pmt -Check	05/31/2023	26069	AT&T	FD iPads	-281.68
Bill Pmt -Check	05/31/2023	26070	Basic Laboratory	Invoice 2304...	-597.24
Bill Pmt -Check	05/31/2023	26071	Big Valley Sanitati...		-400.00
Bill Pmt -Check	05/31/2023	26072	County of Siskiyou	22-23 LAFCO	-476.15
Bill Pmt -Check	05/31/2023	26073	David Dunn	monthly stip...	-700.00
Bill Pmt -Check	05/31/2023	26074	Fort Jones Ace Ha...	May 2023 st...	-278.87
Bill Pmt -Check	05/31/2023	26075	Mt. Shasta Spring ...	Acct 136371	-40.49
Bill Pmt -Check	05/31/2023	26076	PAPE Machinery		-134.86
Bill Pmt -Check	05/31/2023	26077	PlaceWorks		-9,096.25
Bill Pmt -Check	05/31/2023	26078	Quad-B Systems	Invoice 10165	-1,287.45
Bill Pmt -Check	05/31/2023	26079	Quadiant	Invoice: 601...	-107.73
Bill Pmt -Check	05/31/2023	26080	Samantha Hess	Team Viewe...	-83.40
Bill Pmt -Check	05/31/2023	26081	SHN Consulting E...	Invoice 1172...	-1,268.75
Bill Pmt -Check	05/31/2023	26082	SWRCB-DWOC	Grade 2 cert ...	-60.00
Bill Pmt -Check	05/31/2023	26083	Valley Pacific Petr...	Account: C3...	-531.61
Bill Pmt -Check	05/31/2023	26084	Valley Tire	Invoice num...	-225.03
Bill Pmt -Check	05/31/2023	26085	Verizon Wireless	Cell phones ...	-118.78
Total 02-810025 - GF					-58,451.57

Year To Date Budget Vs. Actual and Profit & Loss

	<u>Jul '22 - May 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income				
1I - General Government Income				
4099 - Property Taxes				
Slater Fire Prop Tax	342.00			
4100 - Secured Current	100,127.51	117,333.33	-17,205.82	85.34%
4101 - Unsecured Current	4,294.03	3,666.67	627.36	117.11%
4102 - Unsecured Delinquent	30.86			
4106- Supp Int	2.62			
4108- Supp Del	145.13			
4507 - Homeowner Alloc	1,519.15	1,100.00	419.15	138.11%
4508 - VLF Net	90,271.20	59,583.33	30,687.87	151.5%
4512 - Off Highway Vehicle Tax	0.00	1,008.33	-1,008.33	0.0%
4514- Unsec Interest	2.62			
4516- Sup Current	1,661.89	1,100.00	561.89	151.08%
4518 - CA Fish& Game PILT	0.00	73.33	-73.33	0.0%
Total 4099 - Property Taxes	198,397.01	183,864.99	14,532.02	107.9%
4111 - Sales Tax	220,689.39	265,833.33	-45,143.94	83.02%
4214 - Land Use	100.00	137.50	-37.50	72.73%
4215e - Tax Allocation - Parks	0.00	112,291.67	-112,291.67	0.0%
4216 - Franchises	7,720.14	6,875.00	845.14	112.29%
4218 - Business License	6,378.03	5,500.00	878.03	115.96%
4301- Fees Booking	0.00	36.67	-36.67	0.0%
4302- Fees Collection Cost	-5.25	-41.25	36.00	12.73%
4303 - Vehicle Fees	54.91	91.67	-36.76	59.9%
4400 - Rent	5,875.00	3,666.67	2,208.33	160.23%

4410 - Interest General Fund	18.33			
4730 - Miscellaneous	8,831.02	27.50	8,803.52	32,112.8%
Transfer In - Admin	0.00	373,780.92	-373,780.92	0.0%
Transfer Out - Tax Allocation	0.00	449,166.67	-449,166.67	0.0%
Total 1I - General Government	448,058.58	1,401,231.34	-953,172.76	31.98%
Income 2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	127.21	45,833.33	-45,706.12	0.28%
4112 - COPS Allocation	165,271.27	91,666.67	73,604.60	180.3%
4116 - Prop172	4,395.87	1,145.83	3,250.04	383.64%
4117 - Tax Allocation - Law Enf	0.00	67,375.00	-67,375.00	0.0%
Animal Control				
4230 - Dog Licenses	330.00			
Total Animal Control	330.00			
Total 2a - Law Enforcement	170,124.35	206,020.83	-35,896.48	82.58%
2b - Fire Protection				
4740 - Fire Dept.	31,165.90	2,200.00	28,965.90	1,416.63%
4741 - Tax Allocation - Fire	0.00	112,291.67	-112,291.67	0.0%
4750 - Strike Team Income	145,152.88	320,833.33	-175,680.45	45.24%
Total 2b - Fire Protection	176,318.78	435,325.00	-259,006.22	40.5%
Total 2I - Public Safety	346,443.13	641,345.83	-294,902.70	54.02%
Income 3I - Public Works				
Income				
3a - Streets Income				
4499 - Gas Tax 2103	5,007.25	4,583.33	423.92	109.25%
4500 - Gas Tax 2106	7,201.34	5,500.00	1,701.34	130.93%
4501 - Gas Tax 2107	4,851.05	3,666.67	1,184.38	132.3%

4502 - Gas Tax 2107.5	1,000.00	916.67	83.33	109.09%
4503 - Gas Tax 2105	3,571.93	3,666.67	-94.74	97.42%
4530 - Local Transportation	8,795.55	3,666.67	5,128.88	239.88%
4534-Prop 42 TCRF	0.00	733.33	-733.33	0.0%
4538-Vehicle License Fee	711.21	366.67	344.54	193.97%
4540 - Tax Allocation - Roads	0.00	67,375.00	-67,375.00	0.0%
SB1	8,796.31	6,416.67	2,379.64	137.09%

Total 3b - Sewer Income	136,885.60	133,833.33	3,052.27	102.28%
3c - Water Income				
4810 - Water Revenue	143,311.23	128,333.33	14,977.90	111.67%
4812 - Bulk Water Sales	415.00			
4815 - Tax Allocation - Water	0.00	22,458.33	-22,458.33	0.0%
4820 - Water Interest	42.46			
4830 - Water Connections	500.00	275.00	225.00	181.82%
4840 - Gretchen Acres Assess	2,751.38	2,750.00	1.38	100.05%
3c - Water Income - Other	6,457.64			

Total 3c - Water Income	153,477.71	153,816.66	-338.95	99.78%
Total 3I - Public Works Income	330,297.95	384,541.67	-54,243.72	85.89%
5I - American Rescue Plan Act				
4915 - ARPA Income	83,712.28			

4900 - CBDG Interest	11,718.35			
4901 - SCORE Reimbursement	1,872.00			
4903 - Library Reimbursement	9,686.35	7,791.67	1,894.68	124.32%
4904 - SWRCB Reimbursement	15,220.00			
4911 Coronavirus Relief Fund	-514.80			
4950-Housing Interest	1,826.00			
Housing Interest	18,191.38			
Total Income	1,266,511.22	2,434,910.51	-1,168,399.29	52.02%
Gross Profit	1,266,511.22	2,434,910.51	-1,168,399.29	52.02%
Expense				
1E- General Government Expense				
2285 - IT Services	14,943.44	11,916.67	3,026.77	125.4%
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Total 3a - Streets Income	39,934.64	96,891.68	-56,957.04	41.22%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	67,375.00	-67,375.00	0.0%
4212 - Sewer Revenue	124,835.68	66,000.00	58,835.68	189.15%
4213 - Connections & Fees	7,500.00	458.33	7,041.67	1,636.38%
3b - Sewer Income - Other	4,549.92			
5100- Council/Election	1,261.59	3,666.67	-2,405.08	34.41%
5110- Mayor Payroll	1,980.00	2,291.67	-311.67	86.4%
5210- Clerk Payroll	3,800.00	3,300.00	500.00	115.15%
5220-	4,369.06	3,666.67	702.39	119.16%
Supp\USPO\Petty 5400				
- Professional Fees				
5401 - Legal Fees	23,290.05	32,665.42	-9,375.37	71.3%
5402 - Accounting Fees	8,358.75	10,083.33	-1,724.58	82.9%
5403 - Consulting Fees	83,540.20	68,750.00	14,790.20	121.51%
5404 - Engineering Fees - Annex	0.00	28,875.00	-28,875.00	0.0%
5405 - Reimbursed Expenses	2,001.20	2,750.00	-748.80	72.77%
Total 5400 - Professional Fees	117,190.20	143,123.75	-25,933.55	81.88%
5500- Planning				
5502 - City Promotion	4,501.63	9,166.67	-4,665.04	49.11%
5501 - Economic Development	3,750.03	6,233.33	-2,483.30	60.16%
5500- Planning - Other	1,500.00	458.33	1,041.67	327.28%
Total 5500- Planning	9,751.66	15,858.33	-6,106.67	61.49%
5550- Library Payroll	9,739.00	7,700.00	2,039.00	126.48%
5555 - Admin Payroll	62,322.99	97,865.17	-35,542.18	63.68%

5600- Misc.	2,322.26	366.67	1,955.59	633.34%
5700- Publication	0.00	458.33	-458.33	0.0%
5705 - Dues and Subscriptions	2,390.15	916.67	1,473.48	260.74%
6205- Health Insurance	12,586.86	15,583.33	-2,996.47	80.77%
6300- Insurance				
6204- Workers Compensation	6,395.42	9,991.67	-3,596.25	64.01%
6303- Liability Insurance	3,578.97	4,246.92	-667.95	84.27%
6304 -Property Insurance	0.00	1,854.42	-1,854.42	0.0%
6305 - Crime Insurance	29.45	137.50	-108.05	21.42%
6300- Insurance - Other	0.00	1,466.67	-1,466.67	0.0%
Total 6300- Insurance	10,003.84	17,697.18	-7,693.34	56.53%
6301- Insurance Expense	0.00	229.17	-229.17	0.0%
6400- Property Tax	341.90	880.00	-538.10	38.85%
6406- 98 Bank Charge	558.00			
9150-City Hall Expenses				
1-012 - City Hall Power	4,066.10	4,445.83	-379.73	91.46%
133000- City Hall water	344.23	275.00	69.23	125.18%
2281- City Hall Phone	0.00	1,833.33	-1,833.33	0.0%
6601-Library Expense	0.00	458.33	-458.33	0.0%
9154 - Disposal 2 yd Bin	1,699.00	2,750.00	-1,051.00	61.78%
9155 - Equipment Finance	3,566.23	3,300.00	266.23	108.07%
9150-City Hall Expenses - Other	563.85			
Total 9150-City Hall Expenses	10,239.41	13,062.49	-2,823.08	78.39%
9152- Propane	14,116.17	11,000.00	3,116.17	128.33%
1E- General Government Expense - Other	1,607.64			
Total 1E- General Government Expense	279,524.17	349,582.77	-70,058.60	79.96%

2E- Public Safety Expense

2EA- Law Enforcement Expense

7120 - Admin Allocation - Law E	0.00	37,378.00	-37,378.00	0.0%
7125 - Law Enforcement Services	158,181.00	136,634.67	21,546.33	115.77%
7135- Police Maintenance	4,000.00	7,333.33	-3,333.33	54.55%
7145- Dispatch	5,125.00	9,395.83	-4,270.83	54.55%
7181 - Law Enforcement Phones	1,839.17	2,200.00	-360.83	83.6%
2EA- Law Enforcement Expense - Other	37.21			

Total 2EA- Law Enforcement Expense	<u>169,182.38</u>	<u>192,941.83</u>	<u>-23,759.45</u>	<u>87.69%</u>
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2EB- Fire Department Expense

7515 - FD Sleeper Grocery	1,035.79			
7532 - FF Training	1,399.00	1,375.00	24.00	101.75%
Crime Insurance	53.52			
7550 - Misc Expense _ Fire Dept	3,639.19	275.00	3,364.19	1,323.34%
6310- Property Insurance	741.01	1,466.67	-725.66	50.52%
7500 - Admin Allocation - Fire	0.00	93,445.00	-93,445.00	0.0%
7505 - Liability Insurance	3,932.38	4,950.00	-1,017.62	79.44%
7506 - Work Comp Insurance	7,032.72	18,333.33	-11,300.61	38.36%
7507 - Auto Insurance	5,346.85	14,666.67	-9,319.82	36.46%
7510- Fire Dept Payroll	28,615.44	28,416.67	198.77	100.7%
7511- Firefighter Physicals	0.00	91.67	-91.67	0.0%
7512 - Live Scan	0.00	183.33	-183.33	0.0%
7513 - Calls & Meetings	12,049.62	8,250.00	3,799.62	146.06%
7520- Fire Dept Supl & Mtnce	45,223.85	21,083.33	24,140.52	214.5%
7525- Pub Safety Fuel & Oil	10,909.38	8,250.00	2,659.38	132.24%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	4,029.41	3,666.67	362.74	109.89%
2261- Fire Dept. Phone	4,168.47	3,941.67	226.80	105.75%

	2262 - Disposal	1,699.00	916.67	782.33	185.35%	
	7541- Propane	<u>524.21</u>	<u>183.33</u>	<u>340.88</u>	<u>285.94%</u>	
	Total 7540- Fire Dept. Utilities	10,421.09	8,708.34	1,712.75	119.67%	
	2EB- Fire Department Expense - Other	<u>1,465.40</u>	<u></u>	<u></u>	<u></u>	
	Total 2EB- Fire Department Expense	131,865.24	209,495.01	-77,629.77	62.94%	Crime Insurance
6.58	2EC - Strike Team Expenses					
	7514 Seasonal FF Payroll	24,900.00	18,600.00	6,300.00	133.87%	
	Crime Insurance	53.52				1-000 - Street Lights
	6311 - Property Insurance	743.19				
	7502 - Auto Insurance	5,346.85				
	7505b - Liability Insurance	3,932.09				
	7506b - Workers Comp Ins	7,032.72				
	7513 Fleet Maintenance - Strike	19,938.76	22,000.00	-2,061.24	90.63%	
	7515 - Strike Team Payroll	64,878.03	154,000.00	-89,121.97	42.13%	
	Total 2EC - Strike Team Expenses	126,825.16	194,600.00	-67,774.84	65.17%	
	Total 2E- Public Safety	427,872.78	597,036.84	-169,164.06	71.67%	
	Expense 3E- Public Works					
	Expense					
	3EA- Streets					
	8505 - Clothes Allowance	<u>0.00</u>	<u>22.92</u>	<u>-22.92</u>	<u>0.0%</u>	
	02 HPSV Lights	<u>491.07</u>	<u>550.00</u>	<u>-58.93</u>	<u>89.29%</u>	
	02 HPSV Metal Lights	231.73	91.67	140.06	252.79%	
	10 HPSV Wood Lights	3,059.08	3,208.33	-149.25	95.35%	
	11 HPSV Lights	1,274.36	458.33	816.03	278.04%	
	72 HPSV Lights	<u>10,279.10</u>	<u>11,000.00</u>	<u>-720.90</u>	<u>93.45%</u>	

Total 1-000 - Street Lights	15,335.34	15,308.33	27.01	100.18%
6306- Property Insurance	0.00	366.67	-366.67	0.0%
8110 - Admin Allocation - Stree	0.00	56,067.00	-56,067.00	0.0%
8120- Street Mtnce/Utilities				
1-005 - Barn Power	1,828.57	1,833.33	-4.76	99.74%
1-006 Barn Maintenance	786.62			
1-007 - Phone Bill	962.60	1,100.00	-137.40	87.51%
8121- Street Maintenance				
8126- LTC	0.00	91.67	-91.67	0.0%
8127- STIP Project - Consulting	3,482.75			
8121- Street Maintenance - Other	1,261.47			
Total 8130- Equipment Maintenance	4,801.50	5,041.66	-240.16	95.24%
8136 -Auto Insurance	0.00	550.00	-550.00	0.0%
8137- Mobile Equip	148.45			
8199- Road Payroll	15,497.00	9,771.67	5,725.33	158.59%
8200- Major Street Const.	1,431.75			
8250 - Street Engineering	0.00	916.67	-916.67	0.0%
8509 - Liability Insurance	414.34	733.33	-318.99	56.5%
8511 - Work Comp Insurance	764.44	1,375.00	-610.56	55.6%
Total 3EA- Streets	46,819.41	93,178.25	-46,358.84	50.25%

Total 3E- Public Works Expense	46,819.41	93,178.25	-46,358.84	50.25%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	22.92	-22.92	0.0%
Crime Insurance	4.58			
6308-Property Insurance	983.86	595.83	388.03	165.12%
8505 - Admin Allocation - Sewe	0.00	77,322.67	-77,322.67	0.0%
8510- Sewer Payroll	9,213.50	15,015.00	-5,801.50	61.36%
8520- Sewer Expenses				
1-015 - Sewer Power bill	294.13	183.33	110.80	160.44%
1-019 bbp sewer	161.68	275.00	-113.32	58.79%
8521- Sewer Rep & Mtnce	1,017.09	1,833.33	-816.24	55.48%
8527 Fuel-Oil	0.00	458.33	-458.33	0.0%
Total 8121- Street Maintenance		91.67	4,652.55	5,175.33%
4,744.22 8120- Street				
Mtnce/Utilities - Other 98.00				
Total 8120- Street Mtnce/Utilities	8,420.01	3,025.00	5,395.01	278.35%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	1,833.33	-1,833.33	0.0%
8132- Repairs	0.00	1,833.33	-1,833.33	0.0%
8133- Parts & Supplies	4,801.50	458.33	4,343.17	1,047.61%
8135- Roads	0.00	916.67	-916.67	0.0%

Total 1-000 - Water Power	12,434.12 41	13,750.00	-1,315.88	90.43%
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1-001 - Water Phones						8553- Auro Insurance		
						631.76	595.83	35.93
106.03%	468-2598	2,539.12	2,291.67	247.45	110.8%			
	468-5864	792.94	825.00	-32.06	96.11%			
	Cell	1,477.45						
Total 1-001 - Water Phones		4,809.51	3,116.67	1,692.84	154.32%			
Total 8640- Water Utilities		17,243.63	16,866.67	376.96	102.24%			
8650- Water Engineering		28,442.50						
8660- Water Interest								
Total 8520- Sewer Expenses		2,104.66	3,345.82	-1,241.16	62.9%			
8522 - Waste Water Monitoring		10,024.48	4,583.33	5,441.15	218.72%			
8530- Sewer Supplies		115.46	916.67	-801.21	12.6%			
8535-Office		375.00						
8540- State Fees		28,140.00	19,250.00	8,890.00	146.18%			
8549- Mobile Equip.		148.45	91.67	56.78	161.94%			
8550 - Liability Insurance		552.81	733.33	-180.52	75.38%			
8551 - Work Comp Insurance		1,019.91	1,833.33	-813.42	55.63%			
8552 - Training		340.00	275.00	65.00	123.64%			
Sewer Testing		304.51	1,833.33	-1,528.82	16.61%			
Total 3EB- Sewer Expense		53,327.22	125,818.90	-72,491.68	42.38%			
3EC- Water Expense								
8618 - Clothes Allowance		0.00	22.92	-22.92	0.0%			
Crime Insurance		4.58						
6307-Property Insurance		3,453.90	1,558.33	1,895.57	221.64%			
8605 - Allocate Admin - Water		0.00	74,756.00	-74,756.00	0.0%			
8609- Water Training		4,240.69	458.33	3,782.36	925.25%			

8610- Water Parts & Supplies		3,856.81	916.67	2,940.14	420.74%
8612- Water Office & Postage		4,156.27	4,583.33	-427.06	90.68%
8615- Water Payroll		58,021.75	17,636.67	40,385.08	328.98%
8620- Water Repairs & Mtnc		22,307.57	4,583.33	17,724.24	486.71%
8623- Mobile Equip.		148.45	137.50	10.95	107.96%
8624 - Auto Insurance		631.76	595.87	35.89	106.02%
8625- Water Liability Ins		691.59	733.33	-41.74	94.31%
8626 - Work Comp		1,275.25	2,750.00	-1,474.75	46.37%
8627 - Fuel-Oil		4,737.44			
8630- Water Fees & Testing		4,277.47	3,666.67	610.80	116.66%
8640- Water Utilities					
1-000 - Water Power					
New Pump		11,790.40	12,833.33	-1,042.93	91.87%
Old pump		643.72	916.67	-272.95	70.22%
8632 - Revenue Bond Interest	5,527.50		6,750.00	-1,222.50	81.8%
Total 8660- Water Interest	5,527.50		6,750.00	-1,222.50	81.8%
3EC- Water Expense - Other	4,257.70				
Total 3EC- Water Expense		163,274.86	136,015.62	27,259.24	120.04%
3EG -8690 -Water Planning Grant		592.50			
4E- Parks & Recreation Expense					
9151- City Hall Maintenance		16,551.67	5,500.00	11,051.67	300.94%
9115 - Clothes Allowance		0.00	22.92	-22.92	0.0%
Crime Insurance		4.58			
9116 - Janitorial Payroll		7,393.30	4,790.50	2,602.80	154.33%
02 Admin Allocation - Parks		0.00	37,378.00	-37,378.00	0.0%
03 Parks & Recreation Grants					

2020 Per Capita - Scout Hall	11,654.12			
2020 Per Capita - LLP				
Improvements	28,485.32			
LLP Project Payroll	4,899.50			
2020 Per Capita - LLP - Other	2,979.00			
Total 2020 Per Capita - LLP	<u>36,363.82</u>			
Total 03 Parks & Recreation Grants	48,017.94			
6305- Property Ins Parks				
9104- Mobile Equip.	148.45			
6305- Property Ins Parks - Other	3,950.69	2,291.67	1,659.02	172.39%
Total 6305- Property Ins Parks	<u>4,099.14</u>	<u>2,291.67</u>	<u>1,807.47</u>	<u>178.87%</u>
9105- Auto Insurance	631.76	641.67	-9.91	98.46%
9106 - Work Comp Parks	2,041.70	2,750.00	-708.30	74.24%
9107 - Liability Ins Parks	1,108.17	1,833.33	-725.16	60.45%
9108 - L.L. Park	4,632.95			
9109- Parks Payroll	14,816.50	26,693.33	-11,876.83	55.51%
9110 - Park Expense	400.00	1,833.33	-1,433.33	21.82%
9130- Ball Park Expenses				
1-002 - LLP Snack	372.47	183.33	189.14	203.17%
1-013 - BBP lights	2,056.28	2,291.67	-235.39	89.73%
1-014 - LLP lights	244.00	275.00	-31.00	88.73%
1-017 - BBP pump	182.82			
9131- Maintenance & Supplies	4,096.03	4,583.33	-487.30	89.37%
9130- Ball Park Expenses - Other	0.00	183.33	-183.33	0.0%
	<u> </u>	<u> </u>	<u> </u>	<u> </u>

Total 9130- Ball Park Expenses	6,951.60	7,516.66	-565.06	92.48%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	844.41	504.17	340.24	167.49%
9141- Scout Hall Repairs	3,971.04			
Total 9140- Scout Hall Expenses	4,815.45	504.17	4,311.28	955.12%
9160- Museum Expenses				
1-004 - Museum Electricity	717.45	916.67	-199.22	78.27%
1-XXX - Museum Monitor Fuel	5,676.96	1,833.33	3,843.63	309.65%
5568- Museum Phone	963.97	1,375.00	-411.03	70.11%
Total 9160- Museum Expenses	7,358.38	4,125.00	3,233.38	178.39%
4E- Parks & Recreation Expense - Other	648.29			
Total 4E- Parks & Recreation Expense	119,471.43	95,880.58	23,590.85	124.6%
4EF - Sewer Grant	20,747.05			
5E - American Rescue Plan				
6.1 - Government Expense	48,338.83			
Total 5E - American Rescue Plan	48,338.83			
6504- Payroll Taxes				
Federal Unemployment	1,349.05			
6506- FICA	23,060.85	28,368.08	-5,307.23	81.29%
6508- Medicare	5,393.26	10,189.67	-4,796.41	52.93%

6512- SUI	8,337.81	7,626.67	711.14	109.32%
6516 - ETT	0.00	9.17	-9.17	0.0%
6504- Payroll Taxes - Other	559.98			

	<u>1,206,036.15</u>	<u>1,445,998.22</u>	<u>-239,962.07</u>	<u>83.41%</u>
	<u><u>60,475.07</u></u>	<u><u>988,912.29</u></u>	<u><u>-928,437.22</u></u>	<u><u>6.12%</u></u>
Total 6504- Payroll Taxes	38,700.95	46,193.59	-7,492.64	83.78%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	7,167.65			
Housing Loans				
Gomez	582.82			
Total Housing Loans	<u>582.82</u>			
Total 9700- CBDG Const Housing	7,750.47			
Payroll Expenses	73.48			
Reconciliation Discrepancies	-457.00			
Uncategorized Expenses	0.00	2,291.67	-2,218.19	3.21%

Total Expense

Net Income

Income**1I - General Government Income 4099 - Property Taxes**

Slater Fire Prop Tax	342.00
4100 - Secured Current	100,127.51
4101 - Unsecured Current	4,294.03
4102 - Unsecured Delinquent	30.86
4106- Supp Int	2.62
4108- Supp Del	145.13
4507 - Homeowner Alloc	1,519.15
4508 - VLF Net	90,271.20
4514- Unsec Interest	2.62
4516- Sup Current	1,661.89
Total 4099 - Property Taxes	198,397.01
4111 - Sales Tax	220,689.39
4214 - Land Use	100.00
4216 - Franchises	7,720.14
4218 - Business License	6,378.03
4302- Fees Collection Cost	-5.25
4303 - Vehicle Fees	54.91
4400 - Rent	5,875.00
4410 - Interest General Fund	18.33
4730 - Miscellaneous	8,831.02
Total 1I - General Government Income	448,058.58
2I - Public Safety Income	
2a - Law Enforcement	
4111- Growth Alloc	127.21
4112 - COPS Allocation	165,271.27
4116 - Prop172	4,395.87
Animal Control	
4230 - Dog Licenses	330.00
Total Animal Control	330.00

Total 2a - Law Enforcement	170,124.35
2b - Fire Protection	
4740 - Fire Dept.	31,165.90
4750 - Strike Team Income	145,152.88
Total 2b - Fire Protection	176,318.78
Total 2I - Public Safety Income	346,443.13
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	5,007.25
4500 - Gas Tax 2106	7,201.34
4501 - Gas Tax 2107	4,851.05
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	3,571.93
4530 - Local Transportation	8,795.55
4538-Vehicle License Fee	711.21
SB1	8,796.31
Total 3a - Streets Income	39,934.64
3b - Sewer Income	
4212 - Sewer Revenue	124,835.68
4213 - Connections & Fees	7,500.00
3b - Sewer Income - Other	4,549.92
Total 3b - Sewer Income	136,885.60
3c - Water Income	
4810 - Water Revenue	143,311.23
4812 - Bulk Water Sales	415.00
4820 - Water Interest	42.46
4830 - Water Connections	500.00
4840 - Gretchen Acres Assess	2,751.38
3c - Water Income - Other	6,457.64
Total 3c - Water Income	153,477.71

Total 3I - Public Works Income	330,297.95
5I - American Rescue Plan Act	
4915 - ARPA Income	83,712.28
Total 5I - American Rescue Plan Act	83,712.28
4900 - CBDG Interest	11,718.35
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	18,191.38
Total Income	
Gross Profit	1,266,511.22
Expense	
1E- General Government Expense	
2285 - IT Services	14,943.44
5100- Council/Election	1,261.59
5110- Mayor Payroll	1,980.00
5210- Clerk Payroll	3,800.00
5220- Supp USPO Petty 5400 - Professional Fees	4,369.06
5401 - Legal Fees	23,290.05
5402 - Accounting Fees	8,358.75
5403 - Consulting Fees	83,540.20
5405 - Reimbursed Expenses	2,001.20

1,266,511.22

Total 5400 - Professional Fees	117,190.20
5500- Planning	
5502 - City Promotion	4,501.63
5501 - Economic Development	3,750.03
5500- Planning - Other	1,500.00
Total 5500- Planning	9,751.66
5550- Library Payroll	9,739.00
5555 - Admin Payroll	62,322.99
5600- Misc.	2,322.26
5705 - Dues and Subscriptions	2,390.15
6205- Health Insurance	12,586.86
6300- Insurance	
6204- Workers Compensation	6,395.42
6303- Liability Insurance	3,578.97
6305 - Crime Insurance	29.45
Total 6300- Insurance	10,003.84
6400- Property Tax	341.90
6406- 98 Bank Charge	558.00
9150-City Hall Expenses	
1-012 - City Hall Power	4,066.10
133000- City Hall water	344.23
9154 - Disposal 2 yd Bin	1,699.00
9155 - Equipment Finance	3,566.23
9150-City Hall Expenses - Other	563.85
Total 9150-City Hall Expenses	10,239.41
9152- Propane	14,116.17
1E- General Government Expense - Other	1,607.64

Total 1E- General Government Expense		279,524.17
2E- Public Safety Expense		
2EA- Law Enforcement Expense		
7125 - Law Enforcement Services		158,181.00
7135- Police Maintenance		4,000.00
7145- Dispatch		5,125.00
7181 - Law Enforcement Phones		1,839.17
2EA- Law Enforcement Expense - Other		37.21
Total 2EA- Law Enforcement Expense		169,182.38
2EB- Fire Department Expense		
7515 - FD Sleeper Grocery		1,035.79
7532 - FF Training		1,399.00
Crime Insurance		53.52
7550 - Misc Expense Fire Dept		3,639.19
6310- Property Insurance		741.01
7505 - Liability Insurance		3,932.38
7506 - Work Comp Insurance		7,032.72
7507 - Auto Insurance		5,346.85
7510- Fire Dept Payroll	28,615.44	
7512 - Live Scan	0.00	
7513 - Calls & Meetings	12,049.62	
7520- Fire Dept Supl & Mtnce	45,223.85	
7525- Pub Safety Fuel & Oil	10,909.38	
7540- Fire Dept. Utilities		
1-001- Fire Dept. Power Bill	4,029.41	
2261- Fire Dept. Phone	4,168.47	
2262 - Disposal	1,699.00	
7541- Propane	524.21	
Total 7540- Fire Dept. Utilities	10,421.09	
2EB- Fire Department Expense - Other	1,465.40	

Total 2EB- Fire Department Expense	131,865.24
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	24,900.00
Crime Insurance	53.52
6311 - Property Insurance	743.19
7502 - Auto Insurance	5,346.85
7505b - Liability Insurance	3,932.09
7506b - Workers Comp Ins	7,032.72
7513 Fleet Maintenance - Strike	19,938.76
7515 - Strike Team Payroll	64,878.03
Total 2EC - Strike Team Expenses	<u>126,825.16</u>
Total 2E- Public Safety Expense	427,872.78
3E- Public Works Expense 3EA- Streets	
Crime Insurance	6.58
1-000 - Street Lights	
02 HPSV Lights	491.07
02 HPSV Metal Lights	231.73
10 HPSV Wood Lights	3,059.08
11 HPSV Lights	1,274.36
72 HPSV Lights	10,279.10
Total 1-000 - Street Lights	<u>15,335.34</u>
6306- Property Insurance	0.00
8120- Street Mtnc/Utilities	
1-005 - Barn Power	1,828.57
1-006 Barn Maintenance	786.62
1-007 - Phone Bill	962.60
8121- Street Maintenance	
8127- STIP Project - Consulting	3,482.75
8121- Street Maintenance - Other	1,261.47
Total 8121- Street Maintenance	<u>4,744.22</u>

8120- Street Mtnce/Utilities - Other	98.00
Total 8120- Street Mtnce/Utilities	8,420.01
8130- Equipment Maintenance	
8133- Parts & Supplies	4,801.50
Total 8130- Equipment Maintenance	4,801.50
8136 -Auto Insurance	0.00
8137- Mobile Equip	148.45
8199- Road Payroll	15,497.00
8200- Ma or Street Const.	1,431.75
8509 - Liability Insurance	414.34
8511 - Work Comp Insurance	764.44
	46,819.41
Total 3EA- Streets	
Total 3E- Public Works Expense	46,819.41
3EB- Sewer Expense	
Crime Insurance	4.58
6308-Property Insurance	983.86
8510- Sewer Payroll	9,213.50
8520- Sewer Expenses	
1-015 - Sewer Power bill	294.13
1-019 bbp sewer	161.68
8521- Sewer Rep & Mtnce	1,017.09
8553- Auro Insurance	631.76
Total 8520- Sewer Expenses	2,104.66
8522 - Waste Water Monitoring	10,024.48
8530- Sewer Supplies	115.46
8535-Office	375.00
8540- State Fees	28,140.00

8549- Mobile Equip.	148.45
8550 - Liability Insurance	552.81
8551 - Work Comp Insurance	1,019.91
8552 - Training	340.00
Sewer Testing	304.51
Total 3EB- Sewer Expense	53,327.22
3EC- Water Expense	
Crime Insurance	4.58
6307-Property Insurance	3,453.90
8609- Water Training	4,240.69
8610- Water Parts & Supplies	3,856.81
8612- Water Office & Postage	4,156.27
8615- Water Payroll	58,021.75
8620- Water Repairs & Mtnce	22,307.57
8623- Mobile Equip.	148.45
8624 - Auto Insurance	631.76
8625- Water Liability Ins	691.59
8626 - Work Comp	1,275.25
8627 - Fuel-Oil	4,737.44
8630- Water Fees & Testing	4,277.47
8640- Water Utilities	
1-000 - Water Power	
New Pump	11,790.40
Old pump	643.72
Total 1-000 - Water Power	12,434.12
1-001 - Water Phones	
468-2598	2,539.12
468-5864	792.94
Cell	1,477.45
Total 1-001 - Water Phones	4,809.51

Total 8640- Water Utilities	17,243.63
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	4,257.70
Total 3EC- Water Expense	163,274.86
3EG -8690 -Water Planning Grant	592.50
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	16,551.67
Crime Insurance	4.58
9116 - Janitorial Payroll 03 Parks & Recreation Grants	7,393.30
2020 Per Capita - Scout Hall	11,654.12
2020 Per Capita - LLP	
Improvements	28,485.32
LLP Pro ect Payroll	4,899.50
2020 Per Capita - LLP - Other	2,979.00
Total 2020 Per Capita - LLP	36,363.82
Total 03 Parks & Recreation Grants	48,017.94
6305- Property Ins Parks	
9104- Mobile Equip.	148.45
6305- Property Ins Parks - Other	3,950.69
Total 6305- Property Ins Parks	4,099.14
9105- Auto Insurance	631.76
9106 - Work Comp Parks	2,041.70
9107 - Liability Ins Parks	1,108.17
9108 - L.L. Park	4,632.95

9109- Parks Payroll	14,816.50
9110 - Park Expense	400.00
9130- Ball Park Expenses	
1-002 - LLP Snack	372.47
1-013 - BBP lights	2,056.28
1-014 - LLP lights	244.00
1-017 - BBP pump	182.82
9131- Maintenance & Supplies	4,096.03
Total 9130- Ball Park Expenses	6,951.60
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	844.41
9141- Scout Hall Repairs	3,971.04
Total 9140- Scout Hall Expenses	4,815.45
9160- Museum Expenses	
1-004 - Museum Electricity	717.45
1- - Museum Monitor Fuel	5,676.96
5568- Museum Phone	963.97
Total 9160- Museum Expenses	7,358.38
4E- Parks & Recreation Expense - Other	648.29
Total 4E- Parks & Recreation Expense	119,471.43
4EF - Sewer Grant	20,747.05
5E - American Rescue Plan	
6.1 - Government Expense	48,338.83
Total 5E - American Rescue Plan	48,338.83
6504- Payroll Taxes	
Federal Unemployment	1,349.05
6506- FICA	23,060.85
6508- Medicare	5,393.26

6512- SUI		8,337.81
6516 - ETT		0.00
6504- Payroll Taxes - Other		559.98
Total 6504- Payroll Taxes		38,700.95
9700- CBDG Const Housing		
Gen Adm & Program Delivery		7,167.65
Housing Loans		
Gome		582.82
Total Housing Loans		582.82
Total 9700- CBDG Const Housing		7,750.47
Payroll Expenses		73.48
Reconciliation Discrepancies		-457.00
Uncategori ed Expenses	0.00	
Total Expense		1,206,036.15
Net Income		60475.07

DISCUSSION / REPORTS

ACTION ITEMS



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023

Regular Meeting Subject

Job Descriptions: Fire Chief

Type of Action

Action of approval

Background & Summary of the Issue(s)

Job descriptions for the fire chief have not been updated for some time now. Chief Hess is proposing an updated version for council review and possible approval.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback in order to ensure this document meets with their approval.

Next Steps

The updated job description will be added upon approval by the Council.

Fiscal Analysis (as appropriate)

None.

Attachment(s)

Attachment 1: Fire Chief Job Description (2 pages)

FIRE DEPARTMENT JOB DESCRIPTIONS

FIRE CHIEF (FC)

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

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

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

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

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

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

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

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

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

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

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

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

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



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Job Descriptions: Public Works Director

Type of Action

Action of approval

Background & Summary of the Issue(s)

Job description to be created for a Public Works Director

Recommendation

The Town of Fort Jones recommends that the Council approve the creation of this position and provide suggestions and feedback to ensure this document meets with their approval.

Next Steps

The position will be created and an updated job description will be added upon approval by the Council.

Fiscal Analysis (as appropriate)

None.

Attachment(s)

Attachment 1: Public Works Director Job Description (3 pages)



PUBLIC WORKS DIRECTOR (Full-Time)

The Town of Fort Jones' Parks, Parks, Public Works & Utilities & Utilities Department is seeking a hard-working, customer-service oriented person to serve as Parks, Public Works & Utilities Director for the Town of Fort Jones. This is a full-time, executive management position that requires significant administrative, analytical, and technical skills.

Examples of Duties

The Parks, Public Works & Utilities Director manages the overall operation of the Department of Parks, Public Works & Utilities including engineering, traffic engineering, streets, sewer, water operations, as well as maintenance and repair of facilities and equipment. Under the supervision of the Town Administrator, the Parks, Public Works & Utilities Director exercises direct supervision over key engineering, Parks, Public Works & Utilities, and maintenance staff members, as needed.

Duties include:

Plans, organizes, directs and controls divisions to perform a wide variety of Parks, Public Works & Utilities maintenance, engineering, and operations tasks and projects; Studies departmental organization, personnel distribution, and project requirements to effect efficient and economical utilization of resources; Establishes, develops, and oversees compliance with major policies, town rules, long term programs, and operating procedures; Directs the preparation and administration of the annual budget and analyzes divisional budget estimates; Directs and prepares studies and reports; Presents technical information and recommends action to the Town Council; Conducts field inspections and reviews progress to insure the accomplishment of projects and implementation of policies; Reviews and participates in the preparation of environmental impact reports; Assists in the review and approval of tentative subdivision maps; Supervises and reviews final subdivision maps; Supervises and reviews improvement plans and conducts inspections of improvements; Coordinates master plan support of water, sewer, and street systems to meet general plan objectives; Develops, implements, and administers the Town/District's capital improvement program which includes preparation of contract documents including preliminary design, Surveying and preparation of plan specifications; Conducts financial analyses related to Parks, Public Works & Utilities including fee analyses and water and sewer rate studies to appropriately determine and recommend charges.

Other job-related duties are:

Reviews equipment needs and makes recommendations for replacement in budget; Represents Town/District at meetings; Confers with local, state and federal agencies, civic groups and professional organizations; Approves final subdivision maps.

Minimum Qualifications

KNOWLEDGE OF:

- Construction and maintenance methods;
- Materials and equipment relevant to municipal Parks, Public Works & Utilities;
- Principles and practices of municipal engineering;
- Administrative and budgetary procedures; and
- Principles, practices and techniques of management and training.

ABILITY TO:

- Anticipate municipal needs;
- Develop and implement rules, regulations, programs, policies and procedures;
- Prepare oral and written reports;
- Plan, organize, direct and monitor the work of others;
- Establish and maintain effective and efficient working relationships with others;
- Recognize and respond to organizational and operational difficulties;
- Understand, evaluate and analyze a wide variety of technical, engineering, construction, and financial data, reports, blueprints, and contract documents; and
- Understand land surveying methods.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit, stand, walk, kneel, stoop, and crouch; make field inspections and visits to construction sites, climb, and descend vertical ladders up to 30 feet; communicate clearly and effectively with others; apply mental alertness and comprehension to learn and retain technical information, terminology, equipment, and guidelines required for performance of essential duties and functions.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

TRAINING AND EXPERIENCE

Equivalent to a Bachelor of Science degree in civil engineering, public administration, or a related discipline. A graduate degree in engineering or public administration is desirable.

Four years of increasingly responsible full-time paid professional experience in work related to parks, public works, and utilities, including two years in a supervisory, administrative role.

Previous experience working with the public is highly desirable.

SPECIAL REQUIREMENTS

This position requires on-call response to emergency conditions during non-business hours for consultation and direction, and frequent attendance at Town Council meetings.

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid California Class “C” Driver’s license is required. Distribution and wastewater licenses are also preferred. Licensing as a Land Surveyor or Civil Engineer prior to January 1, 1982 (with a license number before 33966), is also desirable to allow full performance of land surveying, and statement of technical accuracy of final maps.

Registration: Registration as a Professional Civil Engineer with the California State Board of Registration for Civil and Professional Engineers is desirable. Certification in CPR/AED and First Aid is also desirable.

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application via email to Adam Cox, Town Administrator at adam@sectarisparkers. If you have any questions about this position, please contact the Town Clerk’s office at (530) 468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management Department at (530) 468-2281 well in advance of the testing process to allow arrangement for such accommodation.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Job Descriptions: Public Works Specialist I

Type of Action

Action of approval

Background & Summary of the Issue(s)

Job description to be created for a Public Works Specialist I

Recommendation

The Town of Fort Jones recommends that the Council approve the creation of this position and provide suggestions and feedback in order to ensure this document meets with their approval.

Next Steps

The position will be created and an updated job description will be added upon approval by the Town Council.

Fiscal Analysis (as appropriate)

None.

Attachment(s)

Attachment 1: Public Works Specialist I Job Description (3 pages)



PUBLIC WORKS SPECIALIST I

Under the supervision of the Public Works Supervisor, performs a variety of skilled and semi-skilled tasks in support of the Public Works Department programs, which generally includes the maintenance, repair and operation of streets, sidewalks, storm drains, parks, buildings and building equipment, cemeteries and related facilities; and performs related work, as assigned.

Examples of Duties

Duties may include, but are not limited to the following:

- Operates and cleans trucks, vehicles, and other large pieces of power equipment commonly used by the department.
- Safely uses and maintains pneumatic equipment, and small power and hand tools, such as mowers, blowers, weed eaters, chainsaws, shovels, picks, rakes, hoes, and hammers, as examples.
- Maintains public facilities by performing such duties as mowing, weed eating, edging, raking, hand weeding, picking up trash, watering system maintenance, and like activities.
- Applies paint to various interior and exterior surfaces by hand, roller, or spray equipment.
- Perform manual labor in the collection of garbage, waste material, and animal remains.
- Participate in minor street repair; maintenance to sidewalks, curbs, gutters, and storm drains; and masonry construction.
- Perform custodial duties such as sweeping, mopping, vacuuming, scrubbing, waxing, and minor repairs.
- Loading and unloading supplies and materials, lifting and moving heavy objects.
- May include responsibilities for the development and maintenance of maps of Town grounds and plots; record keeping; preparation of periodic reports; and grounds maintenance.

Minimum Qualifications

KNOWLEDGE AND ABILITIES

- Ability to establish and maintain effective relationships with co-workers and members of the public contacted during the course of work.
- Ability to do heavy physical work including the lifting and moving of tables/chairs

- Ability to follow written and oral instructions
- Ability to use sound judgment and maturity when dealing with unexpected issues
- Basic computer knowledge highly desirable
- Knowledge of methods, terminology, tools, procedures, and equipment common to a full range of public works activities.
- Knowledge of building maintenance/repair as well as building equipment and repair, such as electrical systems, plumbing, HVAC systems, etc.
- Knowledge of welding and tree pruning techniques.
- Knowledge of safe work, driving, and economical operation practices of and for trucks, vehicles, heavy and light power equipment, and hand tools.

PHYSICAL STANDARDS

The physical standards described are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee is regularly required to sit for long periods of time; talk or hear in person, during meetings, and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. The employee is also frequently required to stand, bend, twist, lift, walk, and set-up/move equipment weighing up to 50 pounds.

While performing duties, the employee is regularly required to use written and oral communication skills; read and interpret information and room layout specifications; as well as interact with Town employees and the public.

TRAINING AND EXPERIENCE

High School diploma or GED equivalent with ability to read and write at the level required. Must be 18 years or older.

Two years direct work experience in construction or maintenance work with hand tools, small and large power equipment and vehicles.

Experience working with the public is desirable.

SPECIAL REQUIREMENTS

This position requires the ability to work a flexible schedule which may include evening, holidays, and weekends.

Must have, and wear on the job, steel or safety toe boots.

As a condition of employment, incumbents must pass a background check and will be required to be fingerprinted in accordance with State of California law.

LICENSES AND CERTIFICATES

Licenses: Possession of a valid Class C California Drivers License and a responsible driving record required.

Certification: Certification in CPR/AED and First Aid (desirable)

Supplemental Information

TO APPLY: All applicants must submit a completed Town of Fort Jones application via email to Adam Cox, Town Administrator at adam@sectarisparkers. If you have any questions about this position, please contact the Town Clerk's office at (530) 468-2281 or visit the Town of Fort Jones website at <https://fortjonesca.org/> for additional information.

SCREENING PROCESS: Applications will be reviewed as received and candidates with backgrounds that most closely fit our requirements may be invited for an interview.

REQUIREMENTS: Employment offers are conditional pending the results of all screening processes that are applicable to this position, which may include the following: confirmation of citizenship or legal right to work in the United States; completion of a pre-employment medical review and exam (which may include drug and alcohol testing); reference checks; and fingerprinting.

EQUAL OPPORTUNITY EMPLOYER/REASONABLE ACCOMMODATION: The Town of Fort Jones is an Equal Opportunity Employer. All aspects of employment shall be without regard to sex, disability, race, political affiliation, religious creed, color, natural origin, or age. Reasonable accommodations will be made for disabled applicants to participate in the application and examination processes. Applicants needing any special accommodation must contact the Personnel, Accounting & Risk Management Department at (530) 468-2281 well in advance of the testing process to allow arrangement for such accommodation



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for June 2023 Regular Meeting

Subject

Salary Schedule

Type of Action

Approval of Salary Schedule

Background & Summary of the Issue(s)

The Town of Fort Jones needs an updated salary schedule.

Recommendation

The Town of Fort Jones staff recommend that the Council approve the updated salary schedule.

Fiscal Analysis

None

Attachment(s)

Attachment 1: Fort Jones Salary Schedule (5 pages)

Salary Schedule 2022-27

ADOPTED:

Step Calculation method:

3%, \$1 for Certs.

POSITION	STEP%		TIME		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
TOWN ADMINISTRATION:									
Town Administrator			Contract		By Council Contract				
Accounting Clerk I	3%		HOURLY		17.00	17.51	18.04	18.58	19.13
			ANNUAL		35,360.00	36,420.80	37,513.42	38,638.83	39,797.99
Accounting Clerk II	3%		HOURLY		19.71	20.30	20.91	21.54	22.18
			ANNUAL		40,991.93	42,221.69	43,488.34	44,792.99	46,136.78
Administrative Assistant I	3%		HOURLY		16.50	17.00	17.50	18.03	18.57
			ANNUAL		34,320.00	35,349.60	36,410.09	37,502.39	38,627.46
Administrative Assistant II/Deputy Town Clerk	3%		HOURLY		20.00	20.60	21.22	21.85	22.51
			ANNUAL		41,600.00	42,848.00	44,133.44	45,457.44	46,821.17
TOWN CLERK OFFICE:									
Town Clerk	3%		HOURLY		23.00	23.69	24.40	25.13	25.89
			ANNUAL		47,840.00	49,275.20	50,753.46	52,276.06	53,844.34
Water Accounts Specialist I	3%		HOURLY		16.50	17.00	17.50	18.03	18.57
			ANNUAL		34,320.00	35,349.60	36,410.09	37,502.39	38,627.46

Water Account Specialist II	3%		HOURLY		20.00	20.60	21.22	21.85	22.51
			ANNUAL		41,600.00	42,848.00	44,133.44	45,457.44	46,821.17
Social Media Specialist	3%		HOURLY		19.15	19.72	20.32	20.93	21.55
			ANNUAL		39,832.00	41,026.96	42,257.77	43,525.50	44,831.27
Grants Administrator	3%		HOURLY		21.00	21.63	22.28	22.95	24.16
			ANNUAL		43,680.00	44,990.40	46,340.11	47,730.32	50,260.02
CDBG Housing Coordinator	3%	PT	HOURLY		17.55	18.08	18.62	19.18	19.75
Part time			ANNUAL		8,775.00	9,038.25	9,309.40	9,588.68	9,876.34
CDBG Loan Packager	3%	PT	HOURLY		16.50	17.21	17.73	18.26	18.81
			ANNUAL		8,250.00	8,604.75	8,862.89	9,128.78	9,402.64
Office Assistant	3%	PT	HOURLY		17.00	17.51	18.04	18.58	19.13
Part time			ANNUAL		8,500.00	8,755.00	9,017.65	9,288.18	9,566.82
Janitor	3%	PT	HOURLY		16.00	16.48	16.97	17.48	18.01
Public Works Dept.									
Public Works Director	3%		HOURLY		28.00	28.84	29.71	30.60	31.51
			ANNUAL		58,240.00	59,987.20	61,786.82	63,640.42	65,549.63
Public Works Supervisor	3%		HOURLY		22.00	22.66	23.34	24.04	24.76
			ANNUAL		45,760.00	47,132.80	48,546.78	50,003.19	51,503.28

Public Works Person	3%		HOURLY		16.50	17.00	17.50	18.03	18.93
			ANNUAL		34,320.00	35,349.60	36,410.09	37,502.39	39,377.51
Certified Wastewater Operator OIT	3%		HOURLY		26.25	27.04	27.85	28.68	29.54
			ANNUAL		54,600.00	56,238.00	57,925.14	59,662.89	61,452.78
Certified Wastewater Operator I	3%		HOURLY		19.00	19.57	20.16	20.76	21.38
			ANNUAL		39,520.00	40,705.60	41,926.77	43,184.57	44,480.11
Certified Wastewater Operator II	3%		HOURLY		20.00	20.60	21.22	21.85	22.51
			ANNUAL		41,600.00	42,848.00	44,133.44	45,457.44	46,821.17
Certified Wastewater Operator III	3%		HOURLY		21.00	21.63	22.28	22.95	23.64
			ANNUAL		43,680.00	44,990.40	46,340.11	47,730.32	49,162.22
Wastewater Treatment Plant Person	3%		HOURLY		18.00	18.90	19.85	20.84	21.88
			ANNUAL		37,440.00	39,312.00	41,277.60	43,341.48	45,508.55
Certified Water Distribution I	3%		HOURLY		20.00	20.60	21.22	21.85	22.51
			ANNUAL		41,600.00	42,848.00	44,133.44	45,457.44	46,821.17
Certified Water Distribution II	3%		HOURLY		21.00	21.63	22.28	22.95	23.64
			ANNUAL		43,680.00	44,990.40	46,340.11	47,730.32	49,162.22
Water Lead Person	3%		HOURLY		22.00	22.66	23.34	24.04	24.76

			ANNUAL		45,760.00	47,132.80	48,546.78	50,003.19	51,503.28
Water Person	3%		HOURLY		18.00	18.54	19.10	19.67	20.26
			ANNUAL		37,440.00	38,563.20	39,720.10	40,911.70	42,139.05
Road Maintenance Supervisor	3%		HOURLY		24.55	25.78	27.07	28.42	29.84
			ANNUAL		51,064.00	53,617.20	56,298.06	59,112.96	62,068.61
Seasonal/Temp *	3%	PT	HOURLY		17.25	17.94	18.66	19.40	20.18
*Depends on season			ANNUAL		8,625.00	8,970.00	89,328.80	9,701.95	10,090.03
FIRE DEPT:									
Fire Chief*			HOURLY		30.77				
Part-time			ANNUAL	15/wk	24,000.60	-	-	-	-
			ANNUAL	20/wk	32,000.80	-	-	-	-
<i>*(Contract Negotiated Annually)</i>									
Assistant Fire Chief	\$1/Step		HOURLY		20.00	21.00	22.00	23.00	24.00
Part-time			ANNUAL	15/wk	15,600.00	16,380.00	17,160.00	17,940.00	18,720.00
			ANNUAL	20/wk	20,800.00	21,840.00	22,880.00	23,920.00	24,960.00
Seasonal Fire Fighter	4%	PT	Per Shift		150.00	175.00	200.00	225.00	250.00
(5 month position)									



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: Full-Time and Part-Time Employees

Type of Action

Action

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the section on Full-Time and Part-Time Employees.

Next Steps

The Town of Fort Jones staff and Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 29 (1 page)

EMPLOYMENT STATUS

Full-Time Employees: Regular full-time employees are those normally scheduled to work and who do work a schedule of 40 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

Page 10 of 44

Revised and Adopted June 2020, 13 Sept 2021.

Part-Time Employees: Part-time employees are those who are scheduled to work less than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as needed basis. Part-time employees are eligible for some, but not all employee benefits described in this handbook.

Page 11 of 44

Revised and Adopted June 2020, 13 Sept 2021.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: Work Schedules

Type of Action

Action of approval

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the section on Work Schedules.

Next Steps

The Town of Fort Jones staff and Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 80 (1 page)

WORK SCHEDULES

The Town Hall employees will work Monday through Friday from 9:00 a.m. to 5:00 p.m. (excluding meal periods). Town Hall employees will have a half hour, alternating meal break. Your supervisor will assign your individual work schedule. All employees are expected to be at their desks or workstations at the start of their scheduled shifts, ready to perform their work.

Public Works employees will work Monday through Friday, 8-hour workday (excluding meal breaks), generally from 8:00 a.m. to 4:30 p.m. The hours of Public Works employees are flexible and the start times of an 8-hour workday may be adjusted according to need and weather conditions. Public Works employees will have a half hour meal break.

Page 11 of 44

Revised and Adopted June 2020, 13 Sept 2021.

Exchanging work schedules with other employees is discouraged. However, if it is necessary to exchange schedules, notify your supervisor, who may authorize an exchange if possible. Work schedule exchanges will not be approved for mere convenience or if the exchange will result in a disruption of or interference with normal operations or will result in excessive overtime.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: Holidays

Type of Action

Action

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council, have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the section on Holidays.

Next Steps

The Town of Fort Jones staff and Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 107 (1 page)

HOLIDAYS

Full-time employees are entitled to twelve eight-hour holidays in a calendar year and part-time employees who work a schedule of more than twenty (20) hours per week are entitled to twelve holidays at a proportionate rate.

The Town Clerk/Town Administrator will distribute a list of paid holidays, approved by the Town Council, prior to January 1st of each year.

Employees receive the following paid holidays:

1. January 1st — New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day last Monday in May
5. July 4th — Independence Day
6. Labor Day — September
7. Columbus Day - October
8. November 11th — Veterans Day
9. Thanksgiving Day - November
10. Day after Thanksgiving Day
11. December 25th - Christmas Day
12. December 26th - Day after Christmas

When a holiday falls on a Sunday, Monday will be observed as the paid holiday. When a holiday falls on a Saturday, the preceding Friday will be observed as the paid holiday. Employees who work on an official holiday shall receive holiday compensation at straight time the hours worked in addition to receiving their regular pay.

To be eligible for holiday pay, you must be regularly scheduled to work on the day on which the holiday is observed and must work your regularly scheduled working day immediately preceding and immediately following the holiday, unless an absence is approved in advance by your supervisor/Town Administrator.

All Holidays shall be paid at eight (8) hours' time regardless of the employee's normal work schedule and shall be paid at the straight hourly rate at the end of each pay period.

Page 28 of 44 Revised and

Adopted June 2020, 13 Sept 2021.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: Vacation

Type of Action

Action of approval

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the section on Vacation.

Next Steps

The Town of Fort Jones staff and Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 107 (1 page)

VACATIONS

Regular employees accrue paid vacations in accordance with the following policy:

➤ Day 1 through 4 th year:	10 days per year
➤ 5 th year through 14 th year: ➤	15 days per year
15 th year and thereafter:	20 days per year

Vacation can accrue from year to year to a maximum of four weeks of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period the accrued vacation compensation was at the cap. Vacations generally can be taken after six months of active service whenever work schedules permit. Vacation schedules should be coordinated and cleared with your supervisor/Town Administrator. It should be recognized that in some cases it may be difficult to fit in vacation time and that vacations might have to be deferred.

An employee whose employment terminates will be paid for accrued unused vacation days on a pro-rated basis.

While every reasonable effort will be made to accommodate employee requests for vacation time off the needs of the Town shall take precedence. Nothing in this section shall preclude the Administrator, or his/her designated representative, from requiring mandatory vacation during periods that better serve the operations of the Town and reduce accrued vacation time.

The Administrator, or his/her designated representative, shall have discretion to allow for an extension of time to use accrued vacation leave.

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Revised and Adopted June 2020, 13 Sept 2021.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: 457 Plan

Type of Action

Action

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the section for the 457 Plan.

Next Steps

The Town of Fort Jones staff and Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 109 (1 page)

INSURANCE BENEFITS

Deferred Compensation 457 Plan: The Town provides a plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits and tax status, contact the Town Clerk/Town Administrator. All eligible participants will receive a summary plan description.

From day one of employment the employee may contribute to the deferred compensation plan. The Town will contribute 1% (1/7 of the employees' contribution) after one year of full-time service and an additional 1% at the end of each year thereafter for five years. At that time the Town will contribute 7% of the employee's contribution. [As an example, in the first year if an employee contributes \$100 of their income each month into a pretax 457 Plan, the Town will contribute \$12 that year. After 6 years, the Town will contribute \$84 per year (\$12 per year x 7%)].

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Revised and Adopted June 2020, 13 Sept 2021.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Agenda Item for June 2023 Regular Meeting

Subject

Employee Handbook: Sick Leave

Type of Action

Action of approval

Background & Summary of the Issue(s)

The Fort Jones Employee Handbook has not been reviewed and updated for some time. The Town of Fort Jones staff, in collaboration with the Council have begun updating this document. Certain sections will be edited and approved today as the first part of a more detailed, and very necessary, process to update this document.

Recommendation

The Town of Fort Jones recommends that the Council provide suggestions and feedback that will help to inform the working draft of the Employee Handbook and approve edits specifically for the sections on Sick Leave.

Next Steps

The Town of Fort Jones staff and the Council will continue to collaboratively work on the updates to the Employee Handbook.

Fiscal Analysis (as appropriate)

None

Attachment(s)

Attachment 1: DRAFT Fort Jones Employee Handbook: Page 109 (1 page)

SICK LEAVE

Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only when required to recover from illness or off-the-job injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. The Town will not tolerate abuse or misuse of your sick leave privilege.

The Town offers paid sick leave to regular employees who have completed a 90-day introductory period. After completion of your introductory period, you will accrue paid sick leave as follows:

- After 90-days: 5 days
- Years 1 thru 4: 10 days on each anniversary date
- Years 5 thru 9: 15 days on each anniversary date

Page 30 of 44

Revised and Adopted June 2020, 13 Sept 2021.

- Year 10 and after: 20 days on each anniversary date

Accrued sick leave does carry over from year to year. The Town does not provide pay in lieu of unused sick leave. You may accrue up to 6 months sick leave.

If you are absent due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the Town, may be required before sick pay will be given. If there is reason to believe that sick leave has been misused, sick pay may not be awarded.

Page 31 of 44

Revised and Adopted June 2020, 13 Sept 2021.



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for June 2023 Regular Meeting

Subject

Proposed Fee Schedule for Non-Event Use

Type of Action

Action of approval

Background & Summary of the Issue(s)

A fee schedule has been adopted for event use of Town buildings and parks but not for non-event use. These fees would cover meetings, private individual use, and trainings.

Recommendation

The Town of Fort Jones recommends that the Council approve and adopt the attached Proposed Fee Schedule for non-event use of Town buildings and parks.

Next Steps

The Proposed Fee Schedule will immediately be adopted for non-event use of Town buildings and parks.

Fiscal Analysis (as appropriate)

None.

Attachment(s)

Attachment 1: Proposed Fee Schedule (1 page)

Fee Schedule For Non Event Use

- Background
 - A fee schedule has been adopted for event use of Town buildings and parks but not for non event use. These fees would cover meetings , private individual use and trainings.
 - Here is what other local Cities charge.
 - Yreka \$50 for a room at the Community Center
 - Montague \$120 for a room including kitchen for day
 - Dorris \$15 per hour
 - Weed \$100 for a small room with projector and screen for day
 - Mount Shasta has a breakdown by classification. I have included the ones that would be relevant to Fort Jones.
 - b. Non profit / Public Agency group
 - c. Private Individual
 - e. Commercial for profit / Organization/ Private group
- b.\$25 per hour
- c.\$30 per hour
- e.\$45 per hour
- Instructional classes \$25 per hour (minimum of 2 hours)



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for June 2023 Regular Meeting

Subject

Fort Jones Library Summer Reading Program

Type of Action

Action of approval

Background & Summary of the Issue(s)

The Friends of the Fort Jones Branch Library have respectfully requested \$250 from the library budget to fund the "Kick Off Event" for this year's Summer Reading Program.

Recommendation

The Town of Fort Jones recommends approval of use of \$250 from the library budget to fund the Kick-Off Event for the Fort Jones Library Summer Reading Program.

Next Steps

The Fort Jones Branch Library Summer Reading Program will take place June 12-July 17, 2023

Fiscal Analysis (as appropriate)

The funds will be used for: Kick Off Event supplies (\$50 Rays Gift Card); Quiz Show Prizes: \$60 in Manicure Gift Cards, \$50 in Marble Grounds Gift Cards, \$50 in Mary's Burger House Gift Cards, and \$40 in Maria's Gift Cards

Attachment(s)

Attachment 1: Summer Reading Program Outline (2 pages)



Friends of the Fort Jones Branch Library

P.O. Box 632

Fort Jones, CA 96032

May 11, 2023

Dear Fort Jones City Council,

The Friends of the Fort Jones Branch Library respectfully requests \$250 from the library budget line item to fund the "Kick Off Event" for this year's Summer Reading Program.

Please see enclosed the outline of the Summer Reading Program.

We ask that the City fund the *Kick-Off Event (highlighted).

The funds to be utilized accordingly:

Kick Off Event supplies:

\$50 Rays Gift Card

Quiz Show Prizes:

\$60 (4-\$15) Manicure Gift Cards

\$50 (5-\$10) Marble Grounds Gift Cards

\$50 (2-\$20) Mary's Burger House Gift Cards

\$40 (2-\$20) Maria's Gift Cards

Thank you for your continued support of the Fort Jones Branch Library.

Betty Petry

Betty Petry, Tazi@Sisgtel.net

Friends of the Fort Jones Library, Administrator

Fort Jones Library

Fort Jones Branch Library Summer Reading Program 2023

June 12-July 17, 2023

Theme: *Discover...* *Kick Off Event:

- Register Participants: Child and Parent signatures
- Distribute Book Lists
- Delineate Rules
 1. Weekly Check-in with Miss Celeste on Mondays
 2. Reading List Books earn raffle tickets
 3. Complete Book Trivia Questions correctly and earn additional raffle tickets
 4. Book Trivia Q&A to be used in the Quiz Show
 5. Raffle for prizes at End of Program Celebration

Display of Program Participation

- Bulletin Board in Hallway
 - Participants
 - Books Read
 - Number of Raffle Tickets Earned

End of Program *Celebration!* July 22, 2023 2 p.m.

(co-sponsored by FJ Lions & FJ Library Friends)

- Book Trivia Info “Quiz Show”
 - Use Spinning Wheel of Questions
- Raffle for Prizes
- Gift Bags
- Light Refreshments
- Introduce Young Adult Book Club



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for June 2023 Regular Meeting

Subject

National Rural Water Association (NRWA) Per/Poly-Fluoroalkyl Substances (PFAS)
Cost Recovery Program: Forever Chemicals in Drinking Water

Type of Action

Seeking authority to enter into litigation and file a PFAS cost recovery action against the global manufacturers of the PFAS forever compounds using no-cost legal representation from the law firm of Napoli Shkolnik.

Background & Summary of the Issue(s)

PFAS are forever chemicals found in everyday items, including drinking water. The Environmental Protection Agency (EPA) is going to pass legislation to limit the amount of PFAS in drinking water, potentially requiring treatment on the part of water systems.

Water systems could recoup some or all of the costs associated with treatment by signing the retainer with Napoli Shkolnik. The National Rural Water Association Board of Directors, which is governed by California Rural Water, and 49 other state rural water affiliates, voted to engage with the law firm of Napoli Shkolnik for this litigation. The sole purpose is to provide an opportunity for water and wastewater systems to recover any expenses they may have or expenses they may incur in the future for testing, treatment, and remediation of PFAS contamination.

1. The action is cost recovery, not punitive
2. It is filed against the global manufacturers of the compounds and does not impact local companies who may have used them
3. There is zero upfront cost to register the utility onto the cost rolls, however, a system must be registered prior to a settlement being reached in order to benefit.

Recommendation

The Town of Fort Jones staff recommend that the Council approve signature of the retainer to engage with the law firm Napoli Shkolnik and file a PFAS cost recovery action against the global manufacturers of the PFAS chemicals.

Fiscal Analysis

None.

Attachment(s)

Attachment 1: Message from the PFAS recovery team (4 pages)

Attachment 2: Retainer page for signature (11 pages)

Attachment 3: RED ALERT flyer with PFAS deadlines (2 pages)

A MESSAGE FROM THE PFAS COST RECOVERY TEAM

OUR EXPERIENCE AND LEADERSHIP

Napoli, with over 30 years of experience, has the capability to successfully advise and represent Your community. Our firm has demonstrated, through national leadership roles in numerous mass tort and class action cases, that we have both the financial resources and the legal, human, intellectual, and technological capital to successfully pursue and obtain substantial results to benefit its clients in this PFAS Cost Recovery Program. Notable examples of this expertise include leadership in the current AFFF litigation (Aqueous Film Forming Foam), as well as in Opioid and other related drug and device cases. Our firm is able and prepared, as necessary, to advance and invest millions of dollars in time and out-of-pocket expenses, with the firm's recovery contingent upon a successful outcome, in the pursuit of the Your community claims in PFAS contamination matters.

OUR TEAM

The legal team Napoli has committed to this litigation is comprised of five partners, eighteen associates, as well as paralegal and technology support staff. We maintain low rates of turnover, assuring consistency in our work.

Mr. Paul Napoli will be serving as our primary attorney in this litigation and is nationally renowned for his leadership in the area of environmental mass tort, complex liability cases, and representing municipalities, with more than 25 years of experience. Notably, and specifically important in this case, Paul has been appointed Co-Lead Counsel in the *In re: Aqueous Film-Forming Foams (AFFF) Products Liability Multi District Litigation* (MDL) 2873 by Judge Richard M. Gergel, the District Judge in the District of South Carolina overseeing the AFFF MDL. In short, Paul has been and will be at the table for every significant decision, procedure and activity in this case. This will mean that our ability to represent the interests of Your community will be front and center.

Mr. Napoli and our team of attorneys tackling this litigation have significant experience in environmental litigation, and is organized to address PFOA contamination, environmental hazards, air pollution, pesticides, hazardous waste, oil spills, water contamination disease clusters, fracking and energy exploration and soil contamination.

INDUSTRY RECOGNITION

Napoli attorneys have been recognized by some of the most prestigious publications, including the "Top 100 Trial Lawyers" and "Top 10 Environmental Trial Lawyers" by National Trial Lawyers. We have also been included in the

invitation-only Multi-Million Dollar Advocates Forum® for the numerous multi-million-dollar verdicts and settlements we have been able to secure on behalf of our clients.

Fortune Magazine has recognized Napoli as “America’s Premier Lawyers”, our attorneys are regularly named to Super Lawyers® lists across the country, and the firm was selected as one of the “Best Law Firms in New York” in 2021 by *U.S. News & World Report*. In all, our team is not just able to demonstrate consistency and stability in practice, but rather, exceeding this requirement by demonstrating a stellar track record that would be instrumental in representing Towns in this PFAS Cost Recovery Action and progress.

OUR RESULTS

Napoli Shkolnik PLCC has the capacity to successfully represent Your community in this cost recovery litigation. We are able and prepared, as necessary, to advance and invest considerable resources in time and out-of-pocket expenses necessary for proposed representation cost recovery program. In recent years our firm has successfully resolved and self-funded the following mass litigations:

1. \$816.45 million settlement for World Trade Center recovery workers;
2. \$1.2 billion settlement of pharmaceutical litigation;
3. \$52 million settlement of an MTBE environmental litigation;
4. \$28 million supplemental settlement for World Trade Center recovery workers; and
5. \$10 million+ awarded for asbestos victims.

In a sense, your community is ahead of the curve, having taken action to begin planning and remediating the impact of PFAS/PFOA. This forward-looking action by your administration will help to set you up for success.

OUR RESOURCES

Our firm has the significant resources required to handle the voluminous motion practice and discovery demands which will be required in this lawsuit. We are committed and prepared to fund this complex and expansive litigation leveraging our significant experience in litigating mass tort and class action matters which normally require the receipt, organization, and analysis of millions of documents. Please take a moment to consider our success in the past as evidence of our ability to produce an outstanding result for your community in this case.

Thank you for taking the time to consider Napoli's proposal to represent your community in this litigation. If Your community chooses to retain this firm, you will have counsel who is available and accessible, both in person and virtually, always. to advise your community in this quickly changing regulatory environment.

Additionally, Napoli maintains a full-time lobbying component in Washington, DC. We are tracking developments in the infrastructure legislation and other water and related legislation coming out of the House and Senate. Our goal is to keep our clients aware of other funding opportunities in addition to our cost recovery program. We truly feel ours is a full-service law firm.

We are proud to be representing the National Rural Water Association in this PFAS Cost Recovery Litigation and look forward to representing your community to lessen the financial burden on your utility and ratepayers resulting from these forever and everywhere chemicals.

REFERENCES

The below client list is included as documentation of the vast experience Napoli has in representing governmental entities and water and wastewater utilities. In the AFFF MDL, Napoli currently represents over one hundred counties, cities, private and public water district providers, other governmental entities and is Counsel to the National Rural Water Association, and organization with over 31,000 members.

A list of some of these entities with references is below:

Nassau County	Jared A. Kasschau, Esq.	Nassau County Attorney	(516) 571-3056	One West Street Mineola, NY 11501
Hicksville Water District	Nicholas Brigandi	Chairman of the Board	(516) 931-01844	4 Dean Street Hicksville, NY 11801
Town of Southampton	Jay Schneiderman	Supervisor	(631) 287-5740	116 Hampton Road Southampton, NY 11968
City of Dayton	John C. Musto	Chief Trial Counsel, Department of Law, Civil Division	(937) 333-4116	101 West 3 rd Street Dayton, OH 45401

City of Tucson	Mike Rankin		(520) 791-4221 mike.rankin@tucsonaz.gov	255 W Alameda Street Tucson, AZ 85701
Town of Marana	Frank Cassidy	City Attorney Town of Marana Legal Department	fcassidy@maranaaz.gov	11555 W Civic Center Dr Bldg A3 Marana, Arizona, 85653- 7006
Hampton Bays Water District	James Burke	Town Hall	(631) 287-3065 jburke@southamptontownny.gov	116 Hampton Road, Southampton, NY 11968
Southside Water Works and Sewer Board	Brandon Sewell	Maintenance Superintendent	(256) 442-8707	3001 AL-77 Southside, AL 35907
Weirton Water Board	Butch Mastrantoni		(304) 797-8591	200 Municipal Plaza Weirton, WV 26062

Other Environmental Clients past and present relevant to this project include the following:

Albertson Water District	Bethpage Water District	City of Glen Cove Water District	Greenlawn Water District	Manhasset-Lakeville Water District
		Freon Contamination of Supply Wells (2010-2015)	VOC contamination for supply wells (Present)	

Aqua NY of Sea Cliff	Carle Place Water District	Garden City Park Water District	Hampton Bays Water District	Oyster Bay Water District
Town of Huntington/Dix Hills Water District	Town of Southampton	Village of Garden City	Village of Mineola	Tampa Bay Water District (Florida)
VOC contamination for supply wells (Present)				
Pascoag Utility District (Rhode Island)	National Rural Water Association Sam Wade, CEO Emeritus	Hicksville Water District 1,4- Dioxane Contamination of Supply Well #4 VOC Contamination of Supply Well #5 (2013-2014) Perchloroethylene (PERC) Contamination of Supply Well 11-1 (2009- 2012)	Alligator Water and Sewer District (South Carolina) DBCP and EDB pesticide contamination of supply wells (2012-2015)	Methyl Tertiary Butyl Ether (MTBE) Contamination Clients (2001-2014)
Manhasset-Lakeville Water District	Plainview Water District	South Huntington Water District	Tampa Bay Water District (Florida)	City of Crystal River (Florida)
Oyster Bay Water District	South Farmingdale Water District	Town of East Hampton	Homosassa Water District (Florida)	Village of Westbury
Town of Riverhead Water District	Village of Hempstead	Village of West Hempstead Water District		



RETAINER AGREEMENT

THIS CONTRACT IS SUBJECT TO ARBITRATION UNDER THE FEDERAL ARBITRATION ACT AND THE STATE OF CALIFORNIA GENERAL ARBITRATION STATUTE

Town of Fort Jones

(Client), retains the Law Firm of Napoli Shkolnik PLLC, as our attorneys to prosecute any legal claim for negligence (or other viable causes of action) against any and all parties individuals and/or corporations that are found to be liable under the law for injuries and/or property damages suffered by us and/or our members arising out of the contamination of water supplies by per- and polyfluoroalkyl and related substances (PFAS/PFOA), 1,4 Dioxane and other emerging hazardous contaminants. We specifically agree as follows:

1. FEE PERCENTAGE: Client and Law Firm agree that the Law Firm shall be paid Twenty-Five Percent (25%) of the sum recovered, whether by suit, settlement or otherwise. *Client will not be liable to pay the Law Firm any legal fee if there is not any form of recovery.*

2. DISBURSEMENTS: In the event there is no recovery, the Client shall not be obligated to pay the Law Firm a legal fee for services rendered. Disbursements may include some of the following expenses: court filing fees, sheriff fees, medical and hospital report/record fees, doctor's report, court stenographer fees, deposition costs, expert fees for expert depositions and court appearances, trial exhibits, computer on-line search fees, express mail, postage, photocopy charges, document management charges, long distance telephone charges among other charges. Document management charges are the fees charged by the law firm for processing documents during litigation, such as medical records, documents produced by defendant(s) and/or other parties, etc. Processing of the documents may include but is not limited to the following: (1) scanning; (2) conversion of native files to PDF documents; (3) OCR (optical code recognition); and/or (4) indexing. At the time of settlement and distribution of proceeds, these expenses shall be deducted from the Client's share after computation of the Attorney's Fee.

3. COMPUTATION OF FEES. The contingency fee shall be computed on the gross recovery, resulting in a net settlement (or judgment), from which all appropriate disbursements in connection with the institution and prosecution of this claim is deducted, as set forth in paragraph 2 above. Examples of how a contingency fee is computed are as follows:



Gross settlement	\$100.00
25% Attorney's Fee	\$ 25.00
Net settlement	\$ 75.00
Disbursements	-\$ 10.00
Net to Client	\$ 65.00

4. **WITHDRAWAL:** The Law Firm expressly reserves the right to withdraw its representation at any time upon reasonable notification to the client. In the event that the client advises the Law Firm to discontinue the handling of this claim, or if the client fails to cooperate with the Law Firm in the handling of this claim, client agrees to compensate the Law Firm a reasonable amount for its services, and for the time spent on this claim on an hourly basis or under such other arrangement that may be agreed upon by the parties. The client understands that the Law Firm have conditionally accepted this case based upon independent confirmation of all facts and injuries claimed to have been sustained by Client. In the event that the client desires to transfer the file from this office, the client shall be responsible to compensate the Law Firm for the reasonable value of their services. Such transfer shall not include documents or attorney work product regarding the general liability of the defendants.

5. **APPEALS:** The above contingency fee does not contemplate any appeal. The Law Firm are under no duty to perfect or prosecute such appeal until a satisfactory fee arrangement is made in writing regarding costs and counsel fees.

6. **STATUTE OF LIMITATIONS:** We understand that any lawsuit must be commenced within a certain limited time period, (that may vary, depending upon the defendant) starting from the "discovery of the injury" or of "the date when through the exercise of reasonable diligence such injury should have been discovered... whichever is earlier". We further understand that the Statute of Limitations period for any case must be investigated and that this Agreement is made subject to that investigation as well as an investigation of the entire case.

7. **FINANCING OF CASE:** If the firm borrows money from any lending institution to finance the cost of the client's case, the amounts advanced by this firm to pay the cost of prosecuting or defending a claim or action or otherwise protecting or promoting the client's interest will bear interest at the highest lawful rate allowed by applicable law. In no event will the interest be greater than the amount paid by the firm to the lending institution.

8. **RESULTS NOT GUARANTEED:** No attorney can accurately predict the outcome of any legal matter, accordingly, no representations are made, either expressly

or impliedly, as to the final outcome of this matter. We further understand that we must immediately report any changes in address and telephone number to the Law Firm.

9. APPROVAL NECESSARY FOR SETTLEMENT: Attorneys are hereby granted a power of attorney so that they may have full authority to prepare, sign and file all legal instruments, pleadings, drafts, authorizations, and papers as shall be reasonably necessary to conclude this representation, including settlement and/or reducing to possession any and all monies or other things of value due to the Client under the claim as fully as the Client could do so in person. Attorneys are also authorized and empowered to act as Client's negotiator in any and all negotiations concerning the subject of this Agreement.

10. ASSOCIATION OF OTHER ATTORNEYS: The Law Firm may, at its own expense, use or associate other attorneys in the representation of the aforesaid claims of the Client. Client understands that Law Firm employs numerous attorneys that may work on Client's case.

11. ASSOCIATE COUNSEL: The Law Firm may participate in the division of fees in this case and assume joint responsibility for the representation of the client either in the event that the Attorney retains associate counsel or that the client later chooses new counsel, provided that the total fee to the client does not increase as a result of the division of fees and that the attorneys involved have agreed to the division of fees and assumption of joint responsibility. The Client will be advised of such joint responsibility and full disclosure will be made to Client regarding the division of fees so that the consent of the Client can be obtained.

12. CALIFORNIA OR APPLICABLE LAW TO APPLY: This Agreement shall be considered construed under and in accordance with the laws of the State of California or applicable law and the rights, duties and obligations of Client and of Attorneys regarding Attorney's representation of Client and regarding anything covered by this Agreement shall be governed by the laws of the State of California or applicable law.

13. ARBITRATION: Any and all disputes, controversies, claims or demands arising out of or relating to (1) this Agreement or (2) any provision hereof or (3) the providing of services by the Law Firm to Client or (4) the relationship between the Law Firm and Client, whether in contract, tort or otherwise, at law or in equity, for damages or any other relief, shall be resolved by binding arbitration pursuant to the Federal Arbitration Act in accordance with the Commercial Arbitration Rules then in effect with the American Arbitration Association. Any such arbitration proceeding shall be conducted in California. This arbitration provision shall be enforceable in either federal or state court in California pursuant to the substantive federal laws established by the Federal Arbitration Act. Any party to any award rendered in such arbitration

proceeding may seek a judgment upon the award and that judgment may be entered by any Court in California having jurisdiction.

14. PARTIES BOUND: This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representative, successors and assigns. Client or the Law Firm can execute this document electronically, by indicating "I agree" (or similar language) via electronic mail after receiving the Agreement via electronic mail. By indicating "I agree" (or similar language) Client will be bound by the terms of the Agreement and is executing the document electronically via Client's electronic signature, indicated as "/s/" in the signature field and elects the Law Firm advance disbursements.

15. LEGAL CONSTRUCTION: In case any one or more of the provisions contained in this Agreement shall for any reason be held invalid, illegal or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provisions thereof and this Agreement shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

16. PRIOR AGREEMENTS SUPERSEDED: This Agreement constitutes the sole and only Agreement of the parties hereto and supersedes any prior understandings or written or oral agreement between the parties respecting the within subject matter.

We certify and acknowledge that we have had the opportunity to read this Agreement and have answered any questions pertaining thereto. We further state that we have voluntarily entered into this Agreement fully aware of the terms and conditions.

SIGNED AND ACCEPTED ON THIS _____ day of _____,
20____

**THIS CONTRACT IS SUBJECT TO ARBITRATION
UNDER THE FEDERAL ARBITRATION ACT AND
THE CALIFORNIA GENERAL ARBITRATION STATUTE**

(Name of Client)

NAPOLI SHKOLNIK, PLLC

By: _____

Printed Name

Printed Name of Attorney

Email Address: _____

Title: _____

Address: _____

Phone: _____

CONTACT INFORMATION

Client: _____

Main contact person: _____

Phone number: _____

Email address: _____

Address: _____

Legal counsel: _____

Phone number: _____

Email address: _____

Address: _____

Public Works Superintendent: _____

Phone number: _____

Email address: _____

Address: _____

Environmental Engineering Firm (if applicable): _____

Phone number: _____

Email address: _____

Address: _____

GENERAL INFORMATION

1. Number of connections used year-round by residents. _____
2. Population served by system: _____
3. Is the system owned by a State, territory of the United States, or the federal government.

4. Have you tested for PFAS and received positive results?
Circle One: YES ☐ NO ☐

IF YES, please list all the dates and attach any Reports that include results and data for all tests that you have conducted related to the presence of PFAS contamination.

5. Maximum Historical Flow Rate in Millions of Gallons Per Day (MGD):

6. Has there been any known usage of AFFF or Class B firefighting foam in the area (fire extinguishing, fire department training, etc.)?

Circle One: YES ☐ NO ☐

If YES, who used them and (if known) what type(s) of AFFF were used?

--

7. Are there or have there ever been any airports nearby?

Circle One: YES ☐ NO ☐

If YES, what are/were they?

--

8. Are there any military bases or military training facilities nearby?

Circle One: YES ☐ NO ☐

If YES, has there been any AFFF usage there?

Circle One: YES ☐ NO ☐

Are there any PFAS testing results available of groundwater, surface water or soil (circle all that apply)?

9. Do you know of any facility that may be storing AFFF, such as airports, fire departments or fire training facilities?

Circle One: YES ☐ NO ☐

If YES, what are they?

--

10. Do you know of any local landfills or recycling centers?

Circle One: YES ☐ NO ☐

If YES, please list them:

11. Are you aware of any other potential source of PFAS contamination?

Circle One: YES ☐ NO ☐

If YES, please provide a list:

12. Have you received/issued any Drinking Water Advisories related to PFAS?

Circle One: YES ☐ NO ☐

13. Have you received/issued any Fish Consumption Advisories related to PFAS?

Circle One: YES ☐ NO ☐

14. Have you obtained any recovery or reimbursement of funds for investigation, testing, or remediation from any other entities (public or private) in connection with the alleged presence of PFAS in that water system?

Circle One: YES ☐ NO ☐

If YES, please provide details:

15. Has there been any remedial actions taken by the water district?

Circle One: YES ☐ NO ☐

If yes, what are they:

16. Has The Water System expended monetary resources to initiate the design and/or installation of a Water Treatment System specifically for PFAS (granular activated carbon (GAC), Ion Exchange, or reverse osmosis (RO))?

Circle One: YES ☐ NO ☐

If yes, what are they:

17. Does The Water District have existing and operable treatment systems installed and intended to remove contaminants **other than** PFAS (granular activated carbon (GAC), Ion Exchange, or reverse osmosis (RO))?

Circle One: YES ☐ NO ☐

18. Has The Water District tested positive for any other man-made, organic chemical that is regulated by the Federal Safe Drinking Water Act and could reasonably be eliminated by the same treatment technologies used for PFAS?

Circle One: YES ☐ NO ☐

If yes, which ones:

19. Are there any PFAS regulations in the water district's location?

Circle One: YES ☐ NO ☐

If yes, what are they:

IF YOU OPERATE A WASTE STORAGE FACILITY, LANDFILL, OR RECYCLING CENTER, PLEASE ANSWER THE FOLLOWING:

1. Do you treat effluent/leachate internally or is it sent to a wastewater treatment plant?

Which Wastewater Treatment Plant:

* If you treat the effluent/leachate internally, please refer to the Wastewater Treatment questions.

2. Have you ever had failures of the landfill liner that led to leachate seeping or seepage of leachate outside the bounds of this liner?

Circle One: YES ☐ NO ☐

IF YOU OPERATE A DRINKING OR WASTEWATER TREATMENT PLANT, PLEASE ANSWER THE FOLLOWING:

1. Is the water treatment facility equipped with a method for treating water that is capable of removing PFAS contamination?

Circle One: YES ☐ NO ☐

If YES, please specify:

2. Do you use biological treatment processes at your facility?

Circle One: YES ☐ NO ☐

3. Do you dispose of treated biosolids (circle all that apply):

Sell for agricultural purposes

Send to a landfill

Other:

4. Do you test effluent biosolids for PFAS?

Circle One: YES ☐ NO ☐

Thank you for taking the time fill out this information sheet!

RED ALERT:

PFAS COST RECOVERY PROGRAM DEADLINE APPROACHING



In 2018, NRWA engaged with Napoli Shkolnik to represent them in the PFAS Cost Recovery lawsuit.

In November of last year, the Court appointed a settlement mediator, and appointed Napoli Shkolnik Partner Paul Napoli to lead coordination of settlement discussions in this litigation.

We anticipate that the Court will soon set a deadline for participation. If you do not elect to participate in the multi-district litigation (MDL) soon, you may be left out of initial rounds of settlement, and may risk losing access to available funds, accordingly.

If your utility has any detections of PFAS, let us help you file a complaint immediately to benefit from any impending settlement. Even if your utility hasn't tested yet, please register so you do not miss out on any potential future benefits.

The deadline is fast approaching for water utilities and municipalities to register for the PFAS Cost Recovery Program and Multi-District Litigation, *In Re: Aqueous Film-Forming Foams (AFFF) Products Liability Litigation*, MDL No. 2873 (D.S.C.)

On March 14, 2023 EPA Proposed National Mandatory Maximum Contaminant Levels

The key details include:

- ❖ PFOA and PFOS will be subject to a MCL of 4 ppt (parts per trillion). This will be determined by a running annual average. The MCLG for PFOA and PFOS will be zero.
- ❖ 4 additional PFAS (PFNA, PFHxS, PFBS, and GenX) will be subject to an MCL determined by a unitless "hazard index"- which will be the sum of the individual ratios of these 4 PFAS. This is intended to regulate the individual chemicals plus a mixture of these chemicals.
- ❖ The rule contains standard monitoring, public notice, and treatment requirements.
- ❖ EPA is taking comments for 60 days on the rule, plus their decision to regulate the 4 additional PFAS. The rule is expected to be finalized at the end of 2023 or the beginning of 2024. Compliance will begin 3 years after the rule is promulgated.

REGISTER TODAY:
www.napolilaw.com/nrwa-pfas

**FREE LEGAL CONSULTATION
NO UPFRONT LEGAL FEES**

**ALREADY REGISTERED? BE SURE YOUR UTILITY HAS
SIGNED THE REQUIRED RETAINER AGREEMENT.**

There is zero cost to register into the litigation and if there is no recovery specifically for your utility, there is zero cost to the utility.

More information and/or to request a presentation to your utility.
Contact **SAM WADE** at **(580) 917-1425**.

WHAT SETS US APART

Nationwide Representation

- ❖ Experience Managing Large, Complex Litigation
- ❖ Dedicated Environmental Department
- ❖ Regular Communication
- ❖ Conflict Free, Work with Local Counsel
- ❖ Investigative Resources

A Cost Recovery Program

- ❖ Cost Recovery, Not Punitive
- ❖ Does not impact local companies
- ❖ No Upfront costs, but you must register
- ❖ Zero cost if no recovery specifically for your system
- ❖ Positive Action for the Rate Payer

YOUR TEAM



Paul J. Napoli
Partner



Andrew Croner
Partner



Coral Odier-Rivera
Partner



Sam Wade
Water Consultant
former NRW CEO



Thomas Jawin
Environmental
Engineer



Steve Acquario
Of Counsel



PRINCIPAL OFFICE

360 LEXINGTON AVENUE, 11TH FLOOR
NEW YORK, NEW YORK 10017



The Town of Fort Jones (City Hall)
11960 East Street
Fort Jones, California 96032

The Town of Fort Jones Proposed Agenda Item for June 2023 Regular Meeting

Subject

Sewer line replacement

Type of Action

Replacing of sewer main

Background & Summary of the Issue(s)

The Town of Fort Jones has been having issues with a particular stretch of sewer main line. This particular stretch has outlived its usefulness and needs to be replaced.

Recommendation

The Town of Fort Jones staff recommend that the Council approve (1) declaration of a public works emergency to perform this work and (2) use of wastewater capital replacement funds.

Fiscal Analysis

R.B. Aldrich Construction submitted a bid of \$10,450.00. Morgan Eastlick, representing our Fort Jones Engineer: E & S Engineers & Surveyors, Inc., reviewed and confirmed the validity of the bid.

Attachment(s)

Attachment 1: Sewer Bid (1 page)

R.B. Aldrich Construction
15148 N. Hwy 3 P.O. Box 927
Fort Jones
CA. 96032-0927.

Estimate

Date	Estimate #
5/15/2023	102

Name / Address
Town of Fort Jones East St. Fort Jones CA>96032, Ca

			DIR 1000012562
Description	Qty	Rate	Total
Remove 80 lin. ft. of sewer and reinstall new 6" SDR 26 sewer pipe and make 2 new tie ins.	80	95.00	7,600.00
3 existing services to property line to be replaced with new 4" SDR 26 sewer pipe	3	950.00	2,850.00
		Total	\$10,450.00