



AGENDA

Regular Meeting

MONDAY September 11, 2023 – 7:00 P.M.

The Town of Fort Jones (City Hall)
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.

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

1. 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:

- i Special Meeting May 16th, 2023
- ii Regular Meeting August 14th, 2023
- iii Special Meeting August 29th, 2023

b) Ratification of Disbursements: August 1 through 31

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

DISCUSSION/REPORTS: ACTION ITEMS

2. Vote to Approve and Post Accounting Clerk Job Description
3. Museum
4. Ray's Store
5. Fort Jones Website Updates

STAFF COMMENTS

COUNCIL MEMBER COMMENTS

ADJOURNMENT

The next Fort Jones Town Council Meeting is scheduled to be held on October 9, 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
July 2023

Fort Jones Police Department Monthly Report: August 2023

Happy September everyone! Per request from city administration, all police department reports and statistical data in the future will include information from the first day to the last of the prior month of the council meeting. This will ensure town staff has time to collect and submit correct information for the council packet and agenda. In most months there may be an approximate two-week gap between the last day of the month to the council meeting. If council has a question regarding something that occurs during those gap weeks, please ask during the meeting and I will address the issue at that time. It would then be included within stats for the following meeting. Summer is officially over with the start of the new school year, so we have been transitioning our schedules to accommodate different needs of the community and school district. As Fall approaches we will have several local events including holiday related activities taking place in the Main Street area as usual. Thank you for supporting these events as they continue to bring safe community gatherings into our town that benefit our constituents and business owners in many ways. As you can see from the attached statistical reports, both towns have been very busy with calls for service as well as significant case reports. As a reminder each one of these cases doesn't end with the call for service and often require many hours of follow-up and investigation. Thank you to our officers for putting in the extra time to make sure the adjudication of all our calls for service finds the correct outcome.

Traffic- These past couple months several citations were issued for various violations in and around town. We have focused on downtown and Main Street areas as we continued to receive and observe traffic-related violations in this area. It has appeared the violations we observe, especially in the Main Street area have begun to decline. While we will always have violators here and there it is nice to see the proactive stance of the PD has made an impact. With the start of the new school year, we will also be focusing our presence on each school campus. If you see a problematic area, please let us know so we can address it appropriately. Our new radar/message board should be arriving any day and will be put into service as soon as possible. We can utilize this sign for both towns, helping educate drivers and pedestrians. One benefit to having this particular radar trailer is its ability to log and retain speeds helping us keep an accurate record of actual traffic behavior. Speeds of vehicles can be categorized into times, days, weeks, months, even years to help us better understand what our communities' needs will be with traffic related issues.

Schools- The new school year began on August 23 this year and is already off to a busy start. Officers have worked in partnership with school officials to ensure the safety of our students. A focus on traffic hazards and violations will continue well into the school year especial during pick up and drop off of students. We will also be working on new programs in conjunction with the school district in order to provide a well-rounded environment to students in need of focused instruction. Our PAL program will also be starting up fall-related athletic programs as we have for the past 22 years.

Animal Control- Recently we have had an uptick in cat-related calls. We have been working on helping people place the kittens as well as make arrangements for spaying or

neutering. Kelly has been working on a potential grant partnering with the snip program in order to provide free fixing of felines around town. Although we saw an increase in cat calls for service, we have seen overall animal control cases decline with the exception of a few dogs' at large issues. We continue to successfully rehome problematic dogs utilizing our partnership with the Mt. Shasta Humane society and the rescue ranch. Utilizing our face book page and local social media we are also able to locate owners and come to a successful conclusion while hopefully preventing a future problem when it comes to lost dogs. While we will always have animal control related issues it has been nice to see them slowly declining. Again, education is a large part of maintaining voluntary compliance with any ordinance violation especially with animal control issues. July has brought us a new year for dog licensing and showing proof of vaccinations. We along with city hall have been continuing to remind dog owners of the new year in hopes to gain a high number of compliances.

Reports/Cases- Attached you will find last month's event logs showing the diversity in calls for service and activity levels. This also includes calls for service in the outlying areas of Ft. Jones and Etna. This year has already brought us up to over 75 written cases and shows no sign of slowing down. As mentioned above Officers have been doing a great job and are keeping up with the demand for service while continuing our proactive approach to community service. Our scheduling may differ to accommodate this demand, but we are still available 24 hours for any needs. Many of our cases continue to be officer generated due to our officers being so proactive in the community. Presence is a huge factor in preventing crime and it is our mission to be seen as often and continually as possible. The increase of traffic enforcement also comes with an increase of cases generated. Anytime a traffic issue entails a misdemeanor or above, a written case is generated that is sent to the District Attorney for prosecution. It is anticipated that Ft. Jones will have generated over 100 cases for this year, which is a substantial increase from previous years after seeing a decline. Times and laws have definitely changed bringing change and a higher workload for the department.

Calls for Service- As with the written reports we have seen an increase in calls for service including mutual aid requests and response to EMS/Fire calls. It is anticipated this year we will have responded to well over 2000 calls for service. We also 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 and other agencies suffering from low staffing we have been called upon by outside agencies to assist often. 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 has been a great working partnership we have fostered and will continue to do so in the future. We have also been able to attend training recently involving our mutual aid partners which has not only given us a better response but the ability to understand the complexities in everyone's policies and procedures.

Ordinance Enforcement- Kelly has been closing out several code enforcement cases recently, sending several through to the review and prosecution process. Kelly has been very active in the process of code enforcement recently and is looking into the revising and addition of ordinances to streamline and make Ft. Jones a safer place to live. She has sent out numerous

letters to households that need to address code enforcement issues. Many are immediately addressed with the reminder and have already found a solution. Code enforcement and animal control has always been a long process but worth the work as local ordinances will continue to be tailored to the Town of Ft. Jones and our lifestyle. The biggest improvement we have seen is the accountability of everyone to do their part in our efforts. It is nice to drive around town and see the many accomplishments of the town's requests come to fruition.

PAL- With the new school year comes our new PAL year. We will be beginning our soccer and flag football programs as well as continuing our Mentoring program. We were successful in obtaining a 3-year grant to help with the continuation of our programs. We will be setting up future fishing expeditions with our Pal mentoring group which has always been a fun outdoor activity for our youth. Our Youth Mentoring program was very successful this summer providing numerous programs and opportunities to local youth. We hope to continue these programs while adding additional programs to help meet the needs of our youth.

Training- Recently our officers have been attending several training courses in perishable skills as well as advanced officer trainings. We have numerous upcoming training courses scheduled and look forward to the specialties our officers will now be experts in. Several of the recent trainings attended have been RADAR operator, interview and interrogation, patrol rifle, and DUI courses.

Patrol Hours- The patrol hours and time in the office are maintained with 3 fulltime officers, part time detective, part time CSO, and 2 reserve officers. Countless security checks, home checks, and business checks are made daily making sure our community is safe. We continue to hear compliments and appreciation on a daily basis for the service we provide our constituents. It makes all the hard work worthwhile when we can see and especially hear the difference our officers make in the community. Due to how important the town of Ft. Jones is to me and your police department, the following is a repeat from last month to reiterate the high level of service the town is receiving and how that should never be questioned.

Coverage/Service- We have two open positions with potential officers completing background. It is important for us to fill these vacancies with highly trained compassionate officers who are vested in our community as much as we are. Sometimes this takes a little extra time finding those who want to serve our little community, but it will be worth the wait. We are very fortunate to have the officers we do and provide our community with many services that in many cases are not put on a timecard. It is with great pride we are able to serve the town of Ft. Jones. It will always be our pledge to provide the highest quality law enforcement services to our Scott valley area. We continue to feel the support of our community which is very important these days, so thank you for your continued support and please feel free to come out on a ride along to see the outstanding services our community has to offer.

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 = 08/01/2023 to 08/31/2023,
Primary Unit = ETNA%, Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/03/2023 11:08	2308030026		ASST	9929 S HWY 3		
08/13/2023 16:15	2308130043		MH	507 E CALLAHAN RD		
08/19/2023 15:19	2308190030		FLP	507 CALLAHAN ST		
08/20/2023 11:10	2308200019		VEH STOP	00 HORN LN		
08/22/2023 13:05	2308220021		M	507 CALLAHAN ST		
08/25/2023 16:23	2308250036	1231254	WI	425 CALLAHAN ST		
08/26/2023 11:24	2308260021		TRSP	425 CALLAHAN ST		
08/26/2023 13:41	2308260029		DP	1441 SAWYERS BAR RD		

TOTAL CALLS: 8



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 = 08/01/2023 to 08/31/2023,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/02/2023 14:10	2308020026	4230063	RO	323 COLLIER WAY		
08/03/2023 17:36	2308030050		CIV	617 OAK ST		
08/03/2023 17:40	2308030051		CIV	627 WAGNER WAY		
08/04/2023 19:04	2308040052		VEH STOP	400 HOWELL AVE		
08/04/2023 20:09	2308040059	4230064	VEH STOP	COLLIER WAY/MAIN ST		
08/05/2023 03:32	2308050011	4230065	OWAV	00 CALLAHAN ST		
08/05/2023 05:58	2308050013	4230066	OWAV	00 CALLAHAN ST		
08/05/2023 07:02	2308050016		VEH STOP	HWY 3/ BUTTE ST		
08/06/2023 13:07	2308060024		VEH STOP	HOWELL AVE/HARRISON ST		
08/10/2023 11:42	2308100036	4230067	FLP	511 MAIN ST		
08/11/2023 14:46	2308110048		VEH STOP	PIG ALY/DIGGLES ST		
08/11/2023 15:14	2308110052		ANIMAL	400 HOWELL AVE		

08/11/2023 16:56	2308110061		VEH STOP	COLLIER WAY/CENTER ST	
08/12/2023 18:45	2308120055		VEH STOP	HWY 3/TELCO WAY	
08/13/2023 12:15	2308130025		VEH STOP	00 BRYAN ST	
08/15/2023 08:59	2308150012	4230069	SCAM	407 MAIN ST	19
08/16/2023 01:38	2308160003		ALARM	8 COMMERCIAL ST	
08/17/2023 11:27	2308170039		WI	840 BRYAN ST	
08/17/2023 18:46	2308170091	4230072	DP	247 COLLIER WAY	
08/18/2023 09:32	2308180019		VEH STOP	N HWY 3/HOWELL AVE	
08/18/2023 14:19	2308180037		TRSP	317 COLLIER WAY	
08/18/2023 17:44	2308180043	4230074	AB	317 COLLIER WAY	
08/18/2023 18:41	2308180047		FLP	317 COLLIER WAY	
08/18/2023 21:13	2308180064		ALARM	8 COMMERCIAL ST	
08/19/2023 06:51	2308190006	4230075	M	124 COLLIER WAY	
08/19/2023 17:34	2308190038		PTFT	317 COLLIER WAY	
08/20/2023 08:45	2308200013		DP	711 HIGHLAND ST	
08/22/2023 07:54	2308220006		MMIS	119 SCOTT ST	
08/22/2023 15:13	2308220028		FLP	841 HIGHLAND ST	
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TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT FINAL TYPE
08/23/2023 08:14	2308230014		NCRM	400 HOWELL AVE	
08/24/2023 08:36	2308240011		TRAF	595 COLLIER WAY	
08/25/2023 15:55	2308250034		M	220 COLLIER WAY	

08/28/2023 13:38	2308280047	CIV	317 COLLIER WAY
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TOTAL CALLS: 33

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CFS EVENT LIST REPORT



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CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 08/01/2023 to 08/31/2023,
Primary Unit = ETNA%, Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/02/2023 15:28	2308020036		VEH STOP	SCOTT RIVER RD/N 3		
08/02/2023 19:58	2308020057		VEH STOP	N HWY 3/LIGHTHILL RD		
08/04/2023 07:41	2308040006		VEH STOP	HWY 3/CARLOCK		
08/04/2023 15:34	2308040040		VEH STOP	MAIN ST/MATHEWS ST		
08/04/2023 17:05	2308040047		VEH STOP	2000 N HWY 3		
08/04/2023 21:35	2308040061		ASST	N HWY 3/PEACH ORCHARD RD		
08/15/2023 10:17	2308150017		VEH STOP	N HWY 3/PATTERSON CREEK RD		
08/17/2023 15:14	2308170072		VEH STOP	COLLIER/SNAKE ALLEY		
08/18/2023 10:24	2308180024		WI	6225 DOE RUN		
08/22/2023 16:10	2308220031		VEH STOP	N HWY 3/DANVILLE RD		
08/30/2023 15:47	2308300059		VEH STOP	MAIN ST/MATHEWS ST		

TOTAL CALLS: 11

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 = 08/01/2023 to 08/31/2023,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/14/2023 18:21	2308140064		VEH STOP	6737 N HWY 3		
08/17/2023 23:11	2308170112		VEH STOP	QUARTZ VALLEY RD/N 3		
08/19/2023 16:49	2308190033		ANIMAL	6745 MAIN ST		

TOTAL CALLS: 3



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 = 08/01/2023 to 08/31/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/02/2023 02:35	2308020004	5230079	DP	243 STERLING ST		
08/02/2023 04:11	2308020006	5230080	RO	12079 MAIN ST	B	
08/02/2023 19:25	2308020052		VEH STOP	MAIN ST/HORN ST		
08/03/2023 05:05	2308030008		ALARM	11300 N HWY 3		
08/04/2023 06:41	2308040004		PTRL	0 FT JONES		
08/04/2023 15:16	2308040036		VEH STOP	MAIN ST/STERLING ST		
08/05/2023 10:06	2308050023		AB	12154 MAIN ST		
08/05/2023 20:17	2308050045		DP	130 NEWTON ST		
08/06/2023 08:44	2308060014		M	12313 MAIN ST		
08/06/2023 13:42	2308060026		VEH STOP	MAIN ST/DON ST		
08/06/2023 13:48	2308060027		VEH STOP	MAIN ST/STERLING ST		
08/06/2023 14:42	2308060030		VEH STOP	MAIN ST/ALLISON WAY		

08/06/2023 15:57	2308060034		VEH STOP	MAIN ST / EASTSIDE RD
08/06/2023 16:30	2308060035		VEH STOP	MAIN ST/CARLOCK ST
08/06/2023 21:29	2308060046		VEH STOP	11300 N HWY 3
08/06/2023 22:38	2308060053		VEH STOP	HWY 3/EASTSIDE
08/07/2023 10:29	2308070021		TRSP	124 CARLOCK ST
08/10/2023 10:00	2308100023		NCRM	215 HIGH ST
08/10/2023 16:12	2308100059		VEH STOP	MAIN ST/STERLING ST
08/10/2023 20:22	2308100074		OWAS	MAIN ST/STERLING ST
08/11/2023 15:25	2308110055		VEH STOP	MAIN ST/ALLISON WAY
08/11/2023 16:33	2308110060		PTFT	11300 N HWY 3
08/13/2023 11:03	2308130022		VEH STOP	MAIN ST/ALLISON WAY
08/14/2023 11:03	2308140027		M	11300 N HWY 3
08/14/2023 12:06	2308140037		VEH STOP	SCOTT RIVER RD / MAIN ST
08/15/2023 11:58	2308150022		VEH STOP	11307 MAIN ST
08/15/2023 21:14	2308150049		MH	11513 MAIN ST
08/17/2023 10:10	2308170028		DP	00 OAK MILL DR
08/18/2023 00:13	2308180001	5230085	DP	447 STERLING ST

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TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
08/18/2023 13:55	2308180033		FLP	11718 EAST ST		
08/18/2023 14:09	2308180036		VEH STOP	MAIN/MARBLE		
08/20/2023 19:09	2308200049		ASST	12301 DOUGLAS ST		

08/20/2023 20:00	2308200051	FIRE	11725 EAST ST
08/22/2023 07:43	2308220005	ANIMAL	11954 MAIN ST
08/24/2023 08:27	2308240009	ANIMAL	111 BOWER ST
08/24/2023 11:39	2308240023	PTRL	11960 EAST RD
08/25/2023 15:21	2308250032	RWAY	11501 MATHEWS ST
08/26/2023 23:45	2308260057	BURG	313 NEWTON ST
08/30/2023 11:08	2308300035	CODE	101 BUTTE ST
08/30/2023 11:57	2308300042	FIRE	11736 MAIN ST

TOTAL CALLS: 40

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Fort Jones Fire Department Monthly Report
August 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 39 calls for service in the month of August. Members participated in 8 hours of scheduled training and numerous hours of online training. The Fire Department has responded to 310 calls year to date.

August 2023 Calls

Call Type	City Limits	Out of City
MEDICAL AID	6	12
PUBLIC ASST.	1	3
TRAFFIC ACCIDENT	0	0
CANCELLED	1	7
WILDLAND/LIGHTING FIRE	0	8
FALSE ALARM	1	0
STRUCTURE FIRE	0	0
VEHICLE FIRE	0	0
Total	9	30

Engine 1311 was requested and responded to the Head Fire on the 15th for immediate need structure protection. In total it was assigned to the Head Fire and Happy Camp complex for two and a half weeks until being released in September.

Engine 1314 was received from Ben Lomond fire and has already been put to use, currently being assigned to the Scott Valley Heli-base providing crash rescue support for the Happy Camp Complex.

Engine 1312 suffered an electrical fire in the pump compartment and is currently out of service pending a council decision on what to do with it. This is the same engine that was declared surplus for replacement approximately two years ago.

Fort Jones Public Works Department Monthly Report
July 2023

Water: We received a notification of a positive bacteriological test from PACE labs for the presence of coliform. We then consulted with The Towns bacteriological site sampling plan and Craig Bunas from the SWRCB for the next course of action. It was determined that 4 more samples of water should be tested for bacteria within 24 hours. Unfortunately, PACE Labs was unable to do the repeat sampling on such short notice. Everett personally delivered repeat water samples from upstream, downstream, at the original location and at Well 3 to PACE Labs in Redding to satisfy the SWRCB requirements. PW staff made sure that the peristaltic pump was in working order and that The Town had enough chlorine to dose the water should we need to. The samples came back within acceptable ranges, which meant that there was no need to chlorinate. We worked with homeowners and PACE Labs to complete the Towns lead and copper sampling. We set up a water meter for the Forest Service to use at Town Hall. We read all of the water meters and recorded the amounts. We uploaded all of the water usage information into the Towns billing software. We trimmed some bushes back from the water meter boxes on Oakmill. We responded to a report of water overflowing onto a private residence on Eastside road. It was determined that the sensor/ electrical equipment that tells the pump to turn on and off was malfunctioning. We turned the pump off and have been running it manually since then.

Wastewater: We used the backhoe to dig out the Towns Imhoff septic tank at the Sewer treatment plant, which is a semiannual chore that needs to be done to avoid an overflow of the tank/ short-circuiting of the system. We inspected numerous manholes to make sure that everything is working properly. We cleaned a sewer main on Carlock St. We notified the Forest Service about their non-compliance with the Towns ordinances regarding infiltration and inflow of unapproved water sources to the Towns sewer system. The Forest Service Complex located on Bridge Street has a vehicle cleaning station that is connected to the Towns sewer system, allowing dirt, debris and a substantial amount of rainwater to enter into the Towns sewer. We hope that this issue will be resolved in the near future. We responded to an alarm going off at the pumping station at the Chevron. We fixed the issue by cleaning out and lubricating the swing check valve.

Parks: We mowed all of the parks and removed all trash weekly. We sprayed for puncture vine and the two ballparks.

Roads: We trimmed some trees overgrowing the sidewalk along Oak mill in preparation for the first day of school. We repainted about half of the curbs in front of the fire hydrants red again. We repainted the crosswalks at the intersection of Mathews and Carlock and at Mathews/Newton Streets. We trimmed a tree blocking the view of traffic on Scott River Road. We met with a Caltrans engineer on 8/17 in front of Ray's Food Place to discuss their upcoming culvert replacement project. We located all Town underground utilities in the area. They will be replacing the existing culvert that runs under Scott River Road to the other side of the Rays driveway in about 2 years stated the engineer. We spoke with Ray's management about shopping carts that end up abandoned on The Town's sidewalks. Ray's policy is to allow people to take the carts home with them and then they are supposed to bring them back. We pulled the old Ford out in preparation to sell it.

Fort Jones Town Administrator Monthly Report
July 2023

[VERBAL]

CONSENT CALENDAR

APPROVAL OF MINUTES

Fort Jones City Council
Special Meeting
May 16, 2023

I, Rachel Agron, City Clerk for the Town of Fort Jones, hereby certify that the agenda for the May 16, 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 15th, 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 6:00pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathy Banks, Mark Eayrs, and Julia Collie-Mason.

Also present: City Clerk Rachel Agron and Public Works Supervisor Everett Hullquist. Interim City Administrator Adam Cox attended remotely.

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

Michelle DeCausmaker asks whether Alexander LaRiviere has an up-to-date permit to live in his travel trailer and whether an expired permit would disqualify him from serving on the Council. Adam Cox reminds the Council and the public that both candidates were verified as eligible to serve on the City Council by the County Election Board and that permitting status is not relevant.

SELECTION OF NEW COUNCIL MEMBER:

1. Review letters of interest for vacant Council seat and approve by majority vote:
Mark Eayrs moves to appoint David Barns to the office of City Council Member. Mercedes Garcia seconds.

AYE: None

NO: Mark Eayrs, Kathy Banks, Julia Collie-Mason, Mercedes Garcia.

ABSTAIN: None

Motion fails.

Julia Collie-Mason moves to appoint Alexander LaRiviere to the office of City Council Member. Mark Eayrs seconds.

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

NO: None

ABSTAIN: None

Motion passes.

2. Administer Oath of Office

Alexander LaRiviere is not present. Adam Cox notes that Alexander LarRiviere needs to be sworn in as soon as possible. Mercedes Garcia offers to schedule a time.

DISCUSSION / REPORTS :ACTION ITEMS:

3. City Clerk Job Description

Mark Eayrs moves to accept the job description with the following amendments: That “GRE” be changed to “GED,” and that “City” be changed to “Town.” Kathy Banks seconds.

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

NO: None

ABSTAIN: None

Motion passes.

Mercedes Garcia directs Rachel Agron to keep a binder of job descriptions and adoption dates.

STAFF COMMENTS:

None

COUNCIL MEMBER COMMENTS:

None

ADJOURNMENT: 6:14pm.

The next Fort Jones 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

Fort Jones City Council
Regular Meeting
August 14, 2023

I, Adam Cox, Interim Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the August 14, 2023 Regular Meeting of the Town Council was posted at City Hall near the door of the Town Council Chambers, at Ray's Food Place, at Scott Valley Family Resource Center, at the Post Office, Outside Ace Hardware and on the Town's website, www.fortjonesca.org on August 11th, 2023.

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

Adam Cox, Interim Town Administrator

ROLL Call

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

Also present: Interim Town 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:

- Brenda Mendenhall (Chair of Fort Jones Museum) expressed concerns about the museum board no longer having signature authority on a city-owned checking account.
- Bill Beckwith expressed concerns about hiring a new city administrator and the lack of a negotiated contract with Etna PD.
- Michelle DeCausmaker expressed concern over the council agenda being filled with errors and had several comments about the public works job description.
- Madeline Ayres spoke about the recent economic development committee meeting facilitated by the USDA, specifically about some of the opportunities available to increase housing stock.

DISCUSSION / REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:

- A. Police Department Monthly Report: The written report appears in the August Council Packet.
- B. Fire Department Monthly Report: The written report appears in the August Council Packet. Fire Chief Hess shared that the new engine from Ben Lomond Fire has now been picked up.
- C. Public Works Monthly Report: The written report appears in the August Council Packet. Audience members note that the little league field looks very nice and clean.

D. Town Administrator's Report: Adam Cox gave a verbal report. Updates on the pre-audit work, grant monies and other activities were provided.

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.

2. a) Approval of Minutes: Special Meeting June 29, 2023
b) Approval of Minutes: Regular Meeting July 10, 2023
c) Ratification of Disbursements: July 1 through 31
d) Review Budget vs. Actual for July 1, 2022 through June 30, 2023

There was a question about when the final budget would be passed and Town Administrator Cox replied that it is scheduled for a future meeting. Mayor Garcia mentioned a change on the July 10 meeting minutes to show that at the end it was a town employee who asked about COLA raises and it was not the council that asked.

Moves: Banks
Seconds: Eayrs
Aye: all
No:

DISCUSSION / REPORTS: ACTION ITEMS:

3. Fire Chief Job Description

The mayor explained that this did not need another vote and just came back to council to see if all changes has been sufficiently made. There were no comments.

4. Town Caretaker Job Description

- Banks mentioned that a driver license be required along with minimum age of 18.

Moves: Eayrs to adopt the description with the suggested changes.
Seconds: Banks
Aye: all
No:

5. Public Works I Job Description

The mayor explained that this did not need another vote and just came back to council to see if all changes has been sufficiently made.

6. Class A License School for Public Works Supervisor

The mayor said that this item should be tabled until there is a final budget and/or additional information.

7. Horn Street Rehabilitation Project Plans and Bidding Authorization

Moves: Banks to adopt the plans and specifications and authorize bidding of this project
Seconds: Collie-Mason
Aye: all
No:

8. Etna Police Department Contract

- This item will be tabled until an updated contract has been received by Etna.

Moves: Collie-Mason to table item

Seconds: LaRiviere

Aye: all

No:

9. Annual Donation to Etna Pool

- Town Administrator Cox and Mayor Garcia explained that this item is on the agenda to ensure the Fort Jones Council wants to continue supporting the Etna Pool. Discussion ensued regarding the separate \$20,000 Parks Per Capita grant funds that Fort Jones forwarded to Etna for physical upgrades to the pool.

Moves: Banks to approve the donation for FY 2023-24

Seconds: Collie-Mason

Aye: all

No:

10. Town Website Update

- There was discussion of the news features of a PayGov website for the Town.

Moves: Banks to approve the website upgrade.

Seconds: LaRiviere

Aye: all

No:

11. Salary Schedule

- The mayor described the requirement that the council approve town salaries publicly. Everett Hullquist asked why his position wasn't listed on the salary schedule and the mayor explained that he would fall under Public Works 1 even though his current salary already exceeds all the steps for the Public Works 1 position.

Moves: Banks moves to adopt the salary schedule.

Seconds: LaRiviere

Aye: all

No:

12. Ordinance and Policy Committee

- The mayor explained that she spoke to the Town Attorney to get direction on re-establishing the Ordinance and Policy Committee by appointing voting members.

Moves: Banks moves to re-establish the committee and appoint new members Trevor Eastlick, Mercedes Garcia, Kathye Banks and Lacey Gemaehlich.

Seconds: LaRiviere

Aye: all

No:

13. Surplus Equipment

- Everett explained the state and usefulness of the equipment.

Moves: Eayrs

Seconds: LaRiviere

Aye: all

No:

14. Statewide Parks Grant

- The mayor read the item background; discussion ensued about what the dollars can be used for and if they could be used to rehabilitate existing parks. Town Administrator Cox responded that this particular grant can only be used for establishment of new park spaces and not for existing locations. Motion made by Banks to return the grant money to the State and further questions/discussions from audience members ensued.

Moves: Banks
Seconds: LaRiviere
Aye:
No: Collie-Mason

STAFF COMMENTS:

Town Administrator Cox announced that this would likely be his last meeting as he will be on vacation for the September meeting and there will hopefully be a new Town Administrator by the October meeting.

COUNCIL MEMBER COMMENTS:

Council Member Banks spoke about a special trash collection program coming up at the landfill in Yreka.

Council Member Collie-Mason asked why more money couldn't be spent on speeding the audits up and the mayor explained that it was not a matter of money but of time and ability by the auditing firm.

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)*

None.

ADJOURN TO CLOSED SESSION:

The Council adjourned to closed session at 8:37 pm.

CLOSED SESSION:

The Council met pursuant to Section 54954.5(e) of the Government regarding the Public Employee Appointment for the Town Clerk/Town Administrator.

RETURN TO OPEN SESSION:

The Council returned to open session at 9:09 pm.

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

Mayor Garcia reported that direction was given to staff.

ADJOURNMENT: The meeting was adjourned at 9:10 pm. The next Regular City Council Meeting is scheduled to be held on September 11, 2023 at 7:00 p.m.

Attest:

Adam Cox, Interim Town Administrator

Approved:

Mayor Mercedes Garcia

Fort Jones City Council
Special Meeting
August 29, 2023

I, Adam Cox, Interim Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the August 29th, 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 August 28th, 2023.

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

Adam Cox, Interim Town Administrator

ROLL Call

The special meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 6:31 pm. In addition to Mayor Mercedes Garcia, Council Members present were Kathy Banks, Mark Eayrs, and Alex LaRiviere. Council Member Collie-Mason was absent.

Also present: Kelly York, Officer Missy Martin Etna PD

Mayor Garcia led the flag salute.

PUBLIC COMMENTS:

None

DISCUSSION / REPORTS :ACTION ITEMS:

Jamie Essex was available by phone to discuss the grant details. Motion made by LaRiviere to fund up to \$2000 to the project, pending figures on final budget in Sept and to allow the Essex's to use the Town Hall for the 3-day project.

Moves: LaRiviere

Seconds: Eayrs

Aye: all

No:

STAFF COMMENTS:

None

COUNCIL MEMBER COMMENTS:

None

ADJOURNMENT: 7:08pm.

The next Fort Jones City Council Meeting is scheduled to be held on September 11, 2023 at 7:00 p.m.

Attest:

Adam Cox, Interim Town Administrator

Approved:

Mayor Mercedes Garcia

DISBURSEMENTS

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

Type	Date	Num	Name	Memo	Split	Amount
02-810025 - GF						
Bill Pmt -Check	08/03/2023	26222	E&S Engineers an...		2000 - Accou...	-1,325.00
Bill Pmt -Check	08/03/2023	26223	Fort Jones Ace Ha...	July 2023 st...	2000 - Accou...	-76.07
Bill Pmt -Check	08/03/2023	26224	Fort Jones Lumber	5010	2000 - Accou...	-1,136.54
Bill Pmt -Check	08/03/2023	26225	Prentice Long	July 2023 in...	2000 - Accou...	-310.00
Bill Pmt -Check	08/03/2023	26226	Quad-B Systems	Invoice 10185	2000 - Accou...	-957.45
Bill Pmt -Check	08/03/2023	26227	US Bank Equipme...	Invoice num...	2000 - Accou...	-224.28
Bill Pmt -Check	08/03/2023	26228	Valley Tire	Invoice num...	2000 - Accou...	-185.34
Paycheck	08/04/2023	26230	Eayrs, Mark		-SPLIT-	-92.35
Paycheck	08/04/2023	26229	Banks, Kathye J		-SPLIT-	-92.35
Paycheck	08/04/2023	26231	Garcia, Mercedes M		-SPLIT-	-166.23
Paycheck	08/04/2023	26232	Font *, Ron		-SPLIT-	-1,616.71
Paycheck	08/04/2023	26233	Hess, Joseph E		-SPLIT-	-1,608.00
Paycheck	08/04/2023	26234	Hess, Samantha F		-SPLIT-	-1,027.03
Paycheck	08/04/2023	26235	Hoefer, Carolin B		-SPLIT-	-1,029.36
Paycheck	08/04/2023	26236	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	08/04/2023	26237	Hullquist, Everett		-SPLIT-	-1,935.09
Paycheck	08/04/2023	26239	Nobles, Suzanne		-SPLIT-	-397.89
Paycheck	08/04/2023	26238	McFall, Celeste J		-SPLIT-	-375.95
Paycheck	08/04/2023	26240	Whitworth, Barbar...		-SPLIT-	-156.99
Liability Check	08/04/2023		QuickBooks Payro...	Created by P...	-SPLIT-	-3,153.75
Check	08/07/2023	ACH	MissionSquare		Company	-280.64
Bill Pmt -Check	08/10/2023	26241	Basic Laboratory	Invoice 2307...	2000 - Accou...	-133.92
Bill Pmt -Check	08/10/2023	26242	Charles W. Pillon	18/19 audit ...	2000 - Accou...	-275.00
Bill Pmt -Check	08/10/2023	26243	Everett Hulquist *	Reimbursem...	2000 - Accou...	-35.03
Bill Pmt -Check	08/10/2023	26244	Norco		2000 - Accou...	-39.52
Bill Pmt -Check	08/10/2023	26245	Pacific Power	July 2023 bil...	2000 - Accou...	-4,729.89
Bill Pmt -Check	08/10/2023	26246	Scott River Pump		2000 - Accou...	-3.99
Bill Pmt -Check	08/10/2023	26247	Scott Valley Auto ...	July billing	2000 - Accou...	-9.42
Bill Pmt -Check	08/10/2023	26248	Scott Valley Dispo...	July billing ...	2000 - Accou...	-341.25
Bill Pmt -Check	08/10/2023	26249	Siskiyou Telephone	July billing	2000 - Accou...	-841.89
Bill Pmt -Check	08/10/2023	26250	Valley Pacific Petr...	Account: C3...	2000 - Accou...	-569.26
Paycheck	08/18/2023	26251	Andrew, Juliusson		-SPLIT-	-458.06
Paycheck	08/18/2023	26252	Font *, Ron		-SPLIT-	-1,843.86
Paycheck	08/18/2023	26253	Hess, Joseph E		-SPLIT-	-2,269.08

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

Type	Date	Num	Name	Memo	Split	Amount
Paycheck	08/18/2023	26254	Hess, Samantha F		-SPLIT-	-1,429.90
Paycheck	08/18/2023	26255	Hoefer, Carolin B		-SPLIT-	-1,016.43
Paycheck	08/18/2023	26256	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	08/18/2023	26257	Hullquist, Everett		-SPLIT-	-1,959.92
Paycheck	08/18/2023	26258	McFall, Celeste J		-SPLIT-	-316.46
Paycheck	08/18/2023	26259	Nobles, Suzanne		-SPLIT-	-482.08
Paycheck	08/18/2023	26260	Varga*, Alex		-SPLIT-	-461.75
Paycheck	08/18/2023	26261	Wedgley, Shannon		-SPLIT-	-257.66
Paycheck	08/18/2023	26262	Whitworth, Barbar...		-SPLIT-	-230.49
Bill Pmt -Check	08/18/2023	26263	AT&T	FD iPads	2000 - Accou...	-281.68
Bill Pmt -Check	08/18/2023	26264	Mt. Shasta Spring ...	Acct 136371	2000 - Accou...	-80.83
Bill Pmt -Check	08/18/2023	26265	Siskiyou County E...	Invoice - Au...	2000 - Accou...	-416.67
Bill Pmt -Check	08/18/2023	26266	USA Bluebook	Customer #: ...	2000 - Accou...	-254.84
Liability Check	08/18/2023		QuickBooks Payro...	Created by P...	-SPLIT-	-3,737.63
Paycheck	08/21/2023	26267	Font *, Ron		-SPLIT-	-259.99
Paycheck	08/21/2023	26268	Hess, Joseph E		-SPLIT-	-313.35
Paycheck	08/21/2023	26269	Hess, Samantha F		-SPLIT-	-281.64
Paycheck	08/21/2023	26270	Varga*, Alex		-SPLIT-	-961.12
Liability Check	08/21/2023		QuickBooks Payro...	Created by P...	-SPLIT-	-400.05
Bill Pmt -Check	08/31/2023	26271	Basic Laboratory	Invoice 2307...	2000 - Accou...	-440.60
Bill Pmt -Check	08/31/2023	26294	Dawn Schott	Reimbursem...	2000 - Accou...	-93.61
Bill Pmt -Check	08/31/2023	26295	E&S Engineers an...		2000 - Accou...	-500.00
Bill Pmt -Check	08/31/2023	26296	Fort Jones Ace Ha...	Aug 2023 st...	2000 - Accou...	-174.78
Bill Pmt -Check	08/31/2023	26297	Fort Jones Lumber	5012: \$9.65,...	2000 - Accou...	-336.38
Bill Pmt -Check	08/31/2023	26298	Golden State Risk ...	Quarterly Pa...	2000 - Accou...	-14,968.50
Page 1						
Total 02-810025 - GF						-66,736.78
						-66,736.78

12:22 PM

09/05/23

Accrual Basis

Town of Fort Jones TOTAL

Account QuickReport

As of August 31, 2023

Type	Date	Num	Name	Memo	Split	Amount
Bill ~~Pmt~~ -Check	08/31/2023	26299	Invoice Processing...	I712395003...	2000 - ~~Accou...~~	-7.00
Bill ~~Pmt~~ -Check	08/31/2023	26300	~~PlaceWorks~~		2000 - ~~Accou...~~	-1,887.50
Bill ~~Pmt~~ -Check	08/31/2023	26301	~~Quadient~~	Invoice: 603...	2000 - ~~Accou...~~	-107.73
Bill ~~Pmt~~ -Check	08/31/2023	26302	SHN Consulting E...	Invoice 1182...	2000 - ~~Accou...~~	-932.50
Bill ~~Pmt~~ -Check	08/31/2023	26303	Us Bank Corporat...	statement da...	2000 - ~~Accou...~~	-1,601.64
Bill ~~Pmt~~ -Check	08/31/2023	26304	USA Bluebook	Customer #: ...	2000 - ~~Accou...~~	-50.11
Bill ~~Pmt~~ -Check	08/31/2023	26305	Valley Pacific Petr...	Account: C3...	2000 - ~~Accou...~~	-1,399.18
Bill ~~Pmt~~ -Check	08/31/2023	26306	Valley Tire	Invoice num...	2000 - ~~Accou...~~	-238.43
Bill ~~Pmt~~ -Check	08/31/2023	26307	Verizon Wireless	Cell phones ...	2000 - ~~Accou...~~	-118.80
Bill ~~Pmt~~ -Check	08/31/2023	26308	David Dunn	monthly stip...	2000 - ~~Accou...~~	-700.00

Year To Date Budget Vs. Actual and Profit & Loss

Budget Vs. Actual

NOT AVAILABLE

	Jul 1 - Sep 5, 23
Income	
1I - General Government Income 4099 - Property Taxes	
4100 - Secured Current	4,450.91
4101 - Unsecured Current	14.89
4102 - Unsecured Delinquent	277.36
4106- Supp Int	19.55
4516- Sup Current	2,367.16
Total 4099 - Property Taxes	7,129.87
4111 - Sales Tax	52,768.28
4214 - Land Use	504.00
4218 - Business License	510.00
4302- Fees Collection Cost	-6.92
4303 - Vehicle Fees	6.45
4400 - Rent	715.00
4410 - Interest General Fund	0.72
Total 1I - General Government Income	61,627.40
2I - Public Safety Income	
2a - Law Enforcement	
4116 - Prop172	338.23
Animal Control	
4230 - Dog Licenses	60.00
Total Animal Control	60.00
Total 2a - Law Enforcement	398.23
2b - Fire Protection	
4750 - Strike Team Income	2,624.35
Total 2b - Fire Protection	2,624.35
Total 2I - Public Safety Income	3,022.58
3I - Public Works Income	
3a - Streets Income	
4499 - Gas Tax 2103	1,015.49
4500 - Gas Tax 2106	1,359.30
4501 - Gas Tax 2107	952.23
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	697.58
4530 - Local Transportation	2,159.08
SB1	2,714.02
Total 3a - Streets Income	9,897.70
3b - Sewer Income	

	Jul 1 - Sep 5, 23
4212 - Sewer Revenue	17,292.72
Total 3b - Sewer Income	17,292.72
3c - Water Income	
4810 - Water Revenue	20,426.16
4840 - Gretchen Acres Assess	1,246.95
Total 3c - Water Income	21,673.11
3I - Public Works Income - ther	100.00
Total 3I - Public Works Income	48,963.53
4900 - CBDG Interest	1,437.80
4903 - Library Reimbursement	8,163.98
Housing Interest	2,769.08
Total Income	
Gross Profit	125,984.37
Expense	
1E- General Government Expense	
2285 - IT Services	1,914.90
5100- Council/Election	800.00
5110- Mayor Payroll	360.00
5220- Supp USP Petty	1,319.63
5400 - Professional Fees	
5401 - Legal Fees	310.00
5402 - Accounting Fees	812.50
5403 - Consulting Fees	13,487.50
Total 5400 - Professional Fees	14,610.00
5500- Planning	
5501 - Economic Development	833.34
5500- Planning - ther	1,825.00
Total 5500- Planning	2,658.34
5550- Library Payroll	2,982.00
5555 - Admin Payroll	5,233.25
5705 - Dues and Subscriptions	584.00
6300- Insurance	
6204- Workers Compensation	1,531.75
6303- Liability Insurance	847.05
6305 - Crime Incurance	8.01

 Jul 1 - Sep 5, 23

	125,984.37
	2,386.81
Total 6300- Insurance	
9150-City all Expenses	
1-012 - City all Power	527.56
133000- City all water	80.83
9154 - Disposal 2 yd Bin	155.00
9155 - Equipment Finance	224.28
	987.67
Total 9150-City all Expenses	
Total 1E- General Government Expense	33,836.60
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7181 - Law Enforcement Phones	364.63
Total 2EA- Law Enforcement Expense	364.63
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	226.23
Crime Insurance	13.68
7550 - Misc Expense Fire Dept	7.00
6310- Property Insurance	170.81
7505 - Liability Insurance	924.03
7506 - Work Comp Insurance	1,531.75
7507 - Auto Insurance	1,367.29
7510- Fire Dept Payroll	817.10
7513 - Calls & Meetings	4,165.00
7520- Fire Dept Supl & Mtnce	1,653.09
7525- Pub Safety Fuel & il	
7527- Gas Reimbursement	93.61
7525- Pub Safety Fuel & il - ther	2,254.25
Total 7525- Pub Safety Fuel & il	2,347.86
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	263.80

	Jul 1 - Sep 5, 23
2261 - Fire Dept. Phone	788.66
2262 - Disposal	155.00
	1,207.46
Total 7540- Fire Dept. Utilities	
Total 2EB- Fire Department Expense	14,431.30
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	14,000.00
Crime Insurance	13.68
6311 - Property Insurance	165.32
7502 - Auto Insurance	1,367.29
7505b - Liability Insurance	926.03
7506b - Workers Comp Ins	1,531.75
7515 - Strike Team Payroll	36,630.47
Total 2EC - Strike Team Expenses	54,634.54
Total 2E- Public Safety Expense	69,430.47
3E- Public Works Expense 3EA- Streets	
Crime Insurance	2.17
1-000 - Street Lights	
02 PSV Lights	54.31
02 PSV Metal Lights	25.08
10 PSV Wood Lights	353.02
11 PSV Lights	137.93
72 PSV Lights	1,160.76
Total 1-000 - Street Lights	1,731.10
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	54.50
1-007 - Phone Bill	193.76
8121- Street Maintenance	200.00
Total 8120- Street Mtnce/Utilities	448.26
8130- Equipment Maintenance	
8133- Parts & Supplies	751.79
Total 8130- Equipment Maintenance	751.79
8136 -Auto Insurance	0.00
8137- Mobile Equip	38.41
8199- Road Payroll	3,725.50
8509 - Liability Insurance	92.21
8511 - Work Comp Insurance	177.62
3EA- Streets - ther	93.21

	Jul 1 - Sep 5, 23
8630- Water Fees & Testing	1,043.47
8640- Water Utilities	
1-000 - Water Power	
Sew Pump	1,687.92
Id pump	69.64
Total 1-000 - Water Power	1,757.56
1-001 - Water Phones	
468-2598	562.77
468-5864	156.06
Cell	356.38
Total 3EA- Streets	7,060.27
Total 3E- Public Works Expense	7,060.27
3EB- Sewer Expense	
Crime Insurance	1.09
6308-Property Insurance	251.72
8510- Sewer Payroll	1,562.75
8520- Sewer Expenses	
1-015 - Sewer Power bill	19.75
1-019 bbp sewer	15.85
8553- Auto Insurance	162.31
Total 8520- Sewer Expenses	197.91
8522 - Waste Water Monitoring	1,050.00
8530- Sewer Supplies	0.00
8549- Mobile Equip.	38.41
8550 - Liability Insurance	124.19
8551 - Work Comp Insurance	237.50
Total 3EB- Sewer Expense	3,463.57
3EC- Water Expense	
Crime Insurance	1.09
6307-Property Insurance	882.95
8610- Water Parts & Supplies	967.05
8612- Water office & Postage	952.64
8615- Water Payroll	12,096.00
8620- Water Repairs & Mtnce	348.46
8623- Mobile Equip.	38.41
8624 - Auto Insurance	162.31
8625- Water Liability Ins	124.19
8626 - Work Comp	297.37
8627 - Fuel- il	587.37

	Jul 1 - Sep 5, 23
Total 1-001 - Water Phones	
Total 8640- Water Utilities	
	1,075.21
	2,832.77
Total 3EC- Water Expense	20,334.08
3EG -8690 -Water Planning Grant	127.50
4E- Parks & Recreation Expense	
9151- City all Maintenance	151.27
Crime Insurance	1.09
9116 - Janitorial Payroll 03 Parks & Recreation Grants	2,618.00
2020 Per Capita - Scout all	110.00
2020 Per Capita - LLP	
Improvements	116.00
LLP Project Payroll	114.00
	230.00
Total 2020 Per Capita - LLP	
Total 03 Parks & Recreation Grants	340.00
6305- Property Ins Parks	
9104- Mobile Equip.	38.41
6305- Property Ins Parks - ther	1,010.78
Total 6305- Property Ins Parks	1,049.19
9105- Auto Insurance	162.31
9106 - Work Comp Parks	474.99
9107 - Liability Ins Parks	250.53
9109- Parks Payroll	3,866.00
9110 - Park Expense	31.25
9130- Ball Park Expenses	
1-002 - LLP Snack	36.29
1-013 - BBP lights	211.25
1-014 - LLP lights	10.07
1-017 - BBP pump	19.75
9131- Maintenance & Supplies	610.67

	Jul 1 - Sep 5, 23
Total 9130- Ball Park Expenses	888.03
9140- Scout all Expenses	
1-006 - Scout all Power	21.79
Total 9140- Scout all Expenses	21.79
9160- Museum Expenses	
1-004 - Museum Electricity	60.62
5568- Museum Phone	194.10
9161- Museum Maintenance	4.28
Total 9160- Museum Expenses	259.00
Total 4E- Parks & Recreation Expense	10,113.45
4EF - Sewer Grant	3,394.87
6504- Payroll Taxes	
Federal Unemployment	202.31
6506- FICA	5,967.28
6508- Medicare	1,395.57
6512- SUI	2,068.26
6516 - ETT	0.00
Total 6504- Payroll Taxes	9,633.42
9700- CBDG Const Housing	
Gen Adm & Program Delivery Housing Loans	631.75
Johnson P	-49.10
Vasque	-244.82
Total Housing Loans	-293.92
Total 9700- CBDG Const Housing	337.83
Payroll Expenses	7,439.69

Total Expense Net Income

Jul 1 - Sep 5, 23

165,171.75
-39,187.38

DISCUSSION / REPORTS

ACTION ITEMS



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: SEPTEMBER 11, 2023
FROM: TOWN OF FORT JONES MUSEUM
**SUBJECT: AGENDA ITEM 01- Vote to Approve and Post
Accounting Clerk Job Description**

BACKGROUND/SUMMARY OF THE ISSUES

The Town of Fort Jones must hire an Accounting Clerk.

RECOMMENDATION

The Town of Fort Jones recommends that the Council review and vote to approve the Accounting Clerk Job Description for posting.

FISCAL ANALYSIS (AS APPROPRIATE)

None

ATTACHMENTS

Attachment 1: Accounting Clerk Job Description (2 pages)



TOWN OF FORT JONES

11960 East Street / P.O. Box 40

Fort Jones, CA 96032

(530) 468-2281

Agenda Item 1 Attachment 1

Job Description: Accounting Clerk

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

Job Duties:

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

Minimum Qualifications:

- High school diploma or GED
- Some postsecondary courses in relevant subjects such as accounting, or two years on the job experience (desirable)
- The ability to act responsibly and ethically when working with sensitive financial information, whether it is information for the Town or for individuals
- Familiarity with office machines (including fax/copier/scanner, telephones, computers)

- Working knowledge of accounting software and basic bookkeeping
- Excellent proficiency in MS Office Suite (including MS Excel, MS Word, MS Outlook, etc.)
- Solid written and verbal communication skills
- Good organizational and multitasking abilities
- Problem-solving skills

Desired Certificates:

- American Institute of Professional Bookkeepers Certification, **or**
- National Association of Certified Public Bookkeepers Certification



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: SEPTEMBER 11, 2023
FROM: TOWN OF FORT JONES MUSEUM
SUBJECT: AGENDA ITEM 02-Museum Request

BACKGROUND/SUMMARY OF THE ISSUES

The Town of Fort Jones Museum has amended the Fort Jones Museum Board Of Directors Slate of Officers and seeks approval of this list as well as clarification of specific Fort Jones Museum roles and responsibilities.

RECOMMENDATION

The Town of Fort Jones recommends that the Council approve the Amended Fort Jones Museum Board Of Directors Slate of Officers.

FISCAL ANALYSIS (AS APPROPRIATE)

None

ATTACHMENTS

Attachment 1: Fort Jones Museum Board Of Directors Slate of Officers (2 pages)

Fort Jones Museum

Agenda Item 2
Attachment 1

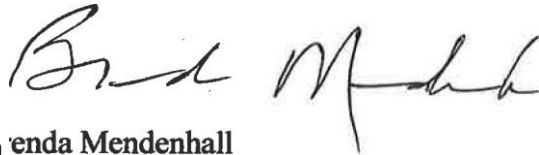
August 1, 2023

To the Fort Jones Town Council

Fort Jones Museum representatives Brenda Mendenhall and Cecelia Reuter respectfully request inclusion into the August 14, 2023 Regular Town Council Meeting Agenda for the purpose of:

1. submitting the Amended Fort Jones Museum Board of Directors Slate of Officers for acceptance and approval by the Fort Jones Town Council.
2. seeking clarification of specific Fort Jones Museum managerial duties.

Thank you,

A handwritten signature in black ink, appearing to read "Brenda Mendenhall". The signature is fluid and cursive, with the first name "Brenda" and last name "Mendenhall" clearly distinguishable.

Brenda Mendenhall

Mendenhall

Board Chair

Fort Jones Museum

August 1, 2023

Fort Jones Town Council:

Mayor Mercedes Garcia,
Kathye Banks
Mark Eayrs
Julie Collie-Mason
Alexander Lariviere

To the Town Council:

The Fort Jones Museum Board of Directors was formed in 1991. The Slate of Officers was submitted to the Town Council and was accepted at that time. That original Slate of Officers was amended in 2000, 2004, 2005, 2008, 2014, 2019.

The Fort Jones Museum requests the Fort Jones Town Council approve the amended Slate of Officers:

Fort Jones Museum Board of Directors

(August 1, 2023)

Brenda Mendenhall, Chair

Amended Michelle Decausemaker, Vice Chair

(retired Pat Leno)

Amended Jan Walton, Secretary/Treasurer

(retired Janet Muzinich)

Amended Sherry Glendenning, Board Member

(retired Dick Berry)

Amended Mercedes Garcia, Board Member

(retired Michelle Decausmaker)

*This seat is designated to the Town of Fort Jones Parks Commissioner

Respectfully submitted by Brenda Mendenhall, Board Chair



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: SEPTEMBER 11, 2023
FROM: Town Hall Office
SUBJECT: AGENDA ITEM 03-Ray's Store

BACKGROUND/SUMMARY OF THE ISSUES

Ray's Food Store, in The Town of Fort Jones, used to have a 4 x 8 plywood advertising sign at the Fort Jones Ballpark. A while ago, this sign disappeared. Ray's is asking for permission to put up a new advertising sign in the form of a vinyl banner instead of plywood.

RECOMMENDATION

The Town of Fort Jones recommends that the Council approve purchase of the banner and inform Ray's store of any possible fees for putting the sign up.

FISCAL ANALYSIS (AS APPROPRIATE)

Ray's store will provide cost estimate for banner purchase and fee rates will be discussed.

ATTACHMENTS

None



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL
MEETING DATE: SEPTEMBER 11, 2023
FROM: Town Hall Office
SUBJECT: AGENDA ITEM 04-Fort Jones Website Updates

BACKGROUND/SUMMARY OF THE ISSUES

The Town of Fort Jones has been working on updating the website for the Town of Fort Jones. Several of our council members have been working collaboratively with Town staff on this project to inform development. Once complete, the final draft will be brought before the Council for approval before posting.

RECOMMENDATION

The Town of Fort Jones recommends that the Council review the progress thus far and provide further feedback and input to guide development moving forward.

FISCAL ANALYSIS (AS APPROPRIATE)

None

ATTACHMENTS

- Attachment 1: Fort Jones Website Home page (1 page)
- Attachment 2: History Tab Menu (1 page)
- Attachment 3: Visitors Tab Menu (1 page)
- Attachment 4: Government Tab Menu (1 page)
- Attachment 5: Community Tab Menu (1 page)



The TOWN OF
FORT JONES
California
Gateway to the Marble Mountains

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[HOW TO GET THERE](#)

[WHAT TO DO \(ART/ENTERTAINMENT/SWIMMING/HIKING\)](#)

[LODGING](#)

[RESTAURANTS](#)

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