



AGENDA

Regular Meeting

Monday December 11, 2023 - 7:00 PM

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: Garcia_____Banks_____Eayrs _____LaRiviere_____ Collie-Mason_____

PLEDGE OF ALLEGIANCE:

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 that is not on the agenda; 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 three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

- A. Administrator Monthly Report
- B. Police Department Monthly Report
- C. Fire Department Monthly Report
- D. Public Works Monthly 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. Regular Meeting September 11, 2023
- ii. Regular Meeting November 13, 2023

b) Ratification of Disbursements: November 1 through 30, 2023

c) Review Budget vs. Actual for July 1, 2023, through November 30, 2023

DISCUSSION / REPORTS: ACTION ITEMS:

2. Discuss, review, and act on boundary line adjustment for Sally Gephart – Newton/Carlock Street
3. Discuss, review, and act on Advertising for Walker Field
4. Discuss, review, and act on Fee Schedule
5. Discuss, review, and act on Utilities Application
6. Discuss, review, and act on Cost-of-Living Adjustment (COLA).
7. Discuss, review, and act on exception to policy for Health Benefits
8. Discuss, review, and act on revision to Accounting Clerk position description.
9. Discuss, review, and act on adoption of a policy of non-discrimination.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on January 8, 2023, at 7:00 p.m.

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

Fort Jones Town Council
Regular Meeting
September 11, 2023

CERTIFICATION OF POSTING AGENDA

I, Carolin Hoefer, Customer Service Clerk, for the Town of Fort Jones, hereby certify that the agenda for the September 11, 2023 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, outside Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on September 8, 2023.

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

Carolin Hoefer, Customer Service Clerk

ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 7:00 p.m. In addition to the mayor, councilmembers present were Kathye Banks, Mark Eayrs, Julia Collie-Mason, and Alexander LaRiviere.

Staff present: Chief Josh Short – Etna P.D., Chief Joseph Hess – F.J. Fire Department.

Note: Public Works Employee Everett Hullquist and Interim Town Administrator Adam Cox not present.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

Note: A moment of silence was taken after the pledge of allegiance in memory of 9-11.

PUBLIC COMMENTS:

Madeleine Ayres: Gave an economic development report from the meeting that was held on the 7th of Sept. Several members of the public attended. They discussed the audits, pickleball, First Friday, losing our bookkeeper, and housing - what can or cannot be done. In general, herself and the public are upset about the audits and feel that we need to be more transparent.

Kevin Hullquist: Wants to know where we are at with audits and wants more transparency about them; wants a status update on a hearing officer - we need to get one; disappointed about giving back the parks grant; LOLA meetings - why was he not notified of the last one; agenda packet needs to be out earlier; consulting fees on payables - where is this money going?

Bill Beckwith: Wants to know about consulting fees, what is this for and who is it going to; Budget - we need the budget done, he thinks we are operating illegally; he feels we are scaring off employees.

DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:

A. Police Monthly Report

Written report in packet; verbal report - talked about U-turn problems and how they dealing with problem; updated public that the police contract is at the attorney's office to ensure legality; explained to the public that a hearing officer does not need to be paid if time is volunteered; offered ride a longs to anyone who wanted to do so.

B. Fire Department Monthly Report

Written report in packet; verbal report - department was assigned to the Head Fire; the new engine is now in service; engine 1312 caught on fire in the pump depart - no one hurt; council member LaRiviere asked how the strike team worked and Chief explained.

C. Public Works Monthly Report

Written report in packet - Everett Hullquist not present; Kevin Hullquist, from the audience, explained that someone has been driving through the triangle park and that someone broke glass down at the Paul Garrison Pavilion - it was all over the grass.

D. Administrator Monthly Report

Adam Cox not present, no written report submitted.

CONSENT CALENDAR:

1. 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, 2023

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

Note: Item C was removed from consideration by the mayor because that report was not submitted.

Motion: Banks moves to accept the consent calendar with the following corrections to the August 14th, 2023 regular meeting minutes.

Corrections as follows:

- a. Present at meeting: Change Chief Josh Short as not being present (he was sick)
- b. Public Comments: Add to comments for Michelle DeCausmaker that she thinks we should donate to the pool and maybe the 4-H or Girl Scouts. She was upset how quickly the council got rid of the parks grant.
- c. Fire Dept Report: Add that Chief is looking into fire prevention up Moffett Creek.
- d. Public Works Report: remove that "Audience members note.....". Put in that the well level is at 24 feet and that he discussed the upcoming meeting with Cal-Trans.
- e. #6 Class A License: Mayor stated that this item was tabled at the last meeting pending final budget. Unless there is new information this should not be on the agenda. No new information was presented.
- f. #9 Pool Donation: Correct the motion so that it states the price of \$5000.

- g. #12 Ordinance Committee: Correct the motion so that it states the committee is re-established as an Ad Hoc committee.
- h. #13 Surplus Equipment: Add the motion "Eayrs moved to put both vehicles up for sale"
- i. #14 Parks Grant: Since we had a "no" vote, list who were "yes" votes

Second: LaRiviere

Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere

Nyes: None

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

2. Accounting Clerk Job Description and Job Posting

Discussion: No discussion

Motion: Banks moved to accept the job description as written and to post the job for hire.

Second: Collie-Mason

Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere

Nays: None

Motion: Passes

3. Museum – Board of Directors

Discussion: No discussion

Motion: Collie-Mason moved to accept the Fort Jones Museums new board of directors.

Second: Eayrs

Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere

Nays: None

Motion: Passes

4. Ray's Advertising Banner

Discussion:

Julia Collie-Mason explained that the CEO of Rays came through town and noticed that the banner was gone. He is hoping that a new one can be put in its place. It was brought to our attention from a member of the public said that all signs were taken down in 2016, or around there for clean-up and never put back up. Council discussed making standard advertising fees and then getting back to Ray's.

Motion: Banks moved to turn matters over to the policy/ordinance committee to make fees for advertisement banners.

Second: LaRiviere

Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere

Nays: None

Motion: Passes

5. FJ Website Updates

Discussion:

Sherry Glendenning does not like the yellow smiley face on the top heading. She wants other pictures. Council suggested she get the pictures herself and submitted them to the office for possible usage. Michelle DeCausmaker wants the current picture of the town hall building on the website. Other input was removing the chicken, cats, dog section or at least moving it to ordinances.

No action taken on this item. Updates and discussion only.

STAFF COMMENTS:

Chief Josh Short gave an update for code enforcement stating the complaint about employees of the Chevron living in an RV on the property is fixed; Violation letters for address 101 Butte Street have been sent out; FJ Motel has had some court dates - they are waiting on Adam for directions.

COUNCIL COMMENTS:

Garcia requested a special meeting for the approval of the final budget; to discuss replacement of a fire engine; Essex spay/neuter project. Meeting was agreed upon by all members for the 18th of Sept at 6 pm.

ADJOURNMENT:

The meeting was adjourned at 8:06 p.m. The next regular town council meeting is scheduled to be held on October 9, 2023 at 7:00 p.m.

Attest:

Adam Cox, Town Administrator

Approved:

Mercedes Garcia, Mayor

Fort Jones City Council
Regular Meeting
November 13, 2023

CERTIFICATION OF POSTING AGENDA

I, Joshua Stanshaw City Clerk for the Town of Fort Jones, hereby certify that the agenda for the November 13, 2023 meeting of the City Council was posted in City Hall, near the door of the City Council Chambers, Ray's Food Place, Scott Valley Family Resource Center, Outside Frontier Hardware and on the City's website www.fortjonesca.org on November 10, 2023.

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

Joshua Stanshaw, Town Administrator & Clerk

The regular meeting of the Fort Jones City Council was called to order in person by Mayor Mercedes Garcia at 7:00 p.m. In addition to Mayor Mercedes Garcia council members present were Mark Eayrs, Alex LaRiviere, and Julia Collie-Mason. Mayor Pro Tem Kathye Banks was absent.

Also present: Joshua Stanshaw; Town Administrator/Clerk; Carolin Hoefer, Customer Service Clerk; Joseph Hess, Fire Chief; Everett Hulquist, Public Works; Josh Short, Etna PD Chief.

Mayor Mercedes Garcia led the flag salute.

Public Comment:

Mayor Mercedes Garcia gave a brief introduction of the new Town Administrator and Clerk, Joshua Stanshaw.

Ronda Zinkle gave public comment regarding tree limbs possibly falling into the roadway on Main Street. Mayor Garcia advised that she should contact CalTrans.

Michelle DeCausemaker gave public comment inquiring if the MOU with the Library had been approved. Mayor Garcia advised the MOU had been approved.

No further public comment.

Discussion/Reports: Non-Action Items:

A) Scott Valley Resource Center: Correspondence regarding Fort Jones Community Garden Contract by Mecca Foos

Mecca Foos of the Scott Valley Resource Center gave a presentation about how the Resource Center would like to take over the contract for the Fort Jones Community Garden. Mecca provided examples of how the Scott Valley Resource Center could leverage resources for the Community Garden.

Mecca was advised that the Community Garden has an existing Advisory Board, of which Council Member Collie-Masson is a member, and that the Scott Valley Resource Center should reach out to the existing Advisory Board regarding Community Gardens operations and the contract. The contract for the Community Gardens expires in February of 2024.

B) Police Department Monthly Report

Police Chief Josh Short was present and provided a written report. Chief Short noted that the call volume continues to increase for the Town.

C) Cat Spay & Neuter Clinic Report

Code Enforcement Officer Kelly York provided a written report for the Spay and Neuter Clinic put on by Essex Veterinary Services. Officer York provided comment and answered questions via phone. Several members of the public provided comment on the positive results of the clinic. Town Council gave a directive to staff to review the budget for any additional funding to help offset the costs.

D) Fire Department Monthly Report

Fire Chief Joseph Hess was present and provided a written report. Chief Hess gave an update on the Fire Department's work on securing grant funds to upgrade critical equipment.

E) Public Works Monthly Report

Everett Hulquist was present and provided a written report. There were no questions or comments on the Public Works Report.

F) Administrator Monthly Report

Town Administrator and Clerk, Joshua Stanshaw, provided a verbal report. Mr. Stanshaw was hired full-time as the Administrator and Clerk for the town and started on November 1, 2023. Mr. Stanshaw announced that an Accounting Clerk had been hired, and that she brings 20 years of municipal finance experience to the position. Additionally, the annual Streets and Roads Report had been submitted and the Draft Housing Element had been posted for public comment.

Consent Calendar:

Discussion: No discussion

Motion: Council Member Eayrs motioned to approve the Consent Calendar.

Second: Collie-Mason

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

Council Member Eayrs motioned to approve the Consent Calendar. Council Member Collie-Mason seconded the motion. Council Members Eayrs, LaRiviere, Collie Mason, and Mayor Garcia voted Aye. Mayor Pro Tem Banks was absent.

Discussion/Reports: Action Items:

2. Discuss, review and act on boundary line adjustment for Sally Gephart – Newton/Carloc Street

Discussion: Documents were reviewed and it was noted that not all property owners had signed the application. Before the boundary line adjustment could be approved all property owners must sign.

Motion: Council Member Eayrs motioned to table the item until all property owners provide written approval.

Second: LaRiviere

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

3. Discuss and approve changing bank signers on accounts at Mechanics Bank.

Discussion: Mayor Garcia provided background; stating that the former Administrator was still listed as a signer for the bank account. The former Administrator needed to be removed and the new Administrator needed to be added.

Motion: Council Member Eayrs motioned to Remove former Administrator Adam Cox; add current Town Administrator and Clerk Joshua Stanshaw, and keep Council Members Mercedes Garcia, Kathye Banks, and Mark Eayrs as signers.

Second: Collie-Mason

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nays: None

Absent: Banks

Motion: Passes

4. Discuss and act on Class A license school for Everett Hullquist

Discussion: Everett provided background that the Town possesses a truck and trailer that are necessary for repair and maintenance of the water and sewer infrastructure. The truck and trailer require a Class A license to operate. There is a Class A course provided by Jiffy Truck in Redding. Obtaining the license is important and funding must be verified before taking the course.

Motion: Council Member Collie-Mason motioned to approve Class A training for employee Everett Hullquist.

Second: Eayrs

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

5. Discuss and act on donating the surplus Ford truck to Elijah Smith for his Senior Project

Discussion: There was council discussion and public comment regarding proper procedure for sale of surplus public property. Concerns were raised regarding the gift of public funds and or property.

Motion: Council Member Collie-Mason motioned to place the truck for sale or auction.

Second: LaRiviere Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

6. Discuss and approve Leave of Absence form an update wording the Employee Handbook reflecting usage of this leave for requests.

Discussion: Mayor Garcia provided background on the needed updates to the leave of absence forms and related wording in the employee handbook.

Motion: Council Member LaRiviere motioned to approve the leave form and necessary updates to the employee handbook to reflect the new leave form.

Second: Eayrs

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

7. Discuss and act on re-wording the insurance benefits section of the Employee Handbook to include dependents for coverage and clarify options for private insurance.

Discussion: Mayor Garcia provided background on the need to clarify the benefits provided to employees of the Town. The employee handbook does not clearly state coverage options for employees. Additionally, under advisement from Legal Counsel the town will no longer offer to pay employees for health benefits not provided by the Town. Employees that currently receive this benefit will continue to receive it.

Motion: Council Member Eayrs motioned to approve revising the employee handbook to clarify coverage of employees and dependents as well as no longer pay premiums for health benefits not provided by the Town. Employees currently having premiums paid would continue to receive that benefit.

Second: LaRiviere

Ayes: Eayrs, LaRiviere, Collie Mason, and Garcia

Nayes: None

Absent: Banks

Motion: Passes

8. Discuss, review, and act on the fire department request to purchase RIT-paks and cylinders.

Discussion: Mayor Garcia moved this action item to the beginning of the action items to accommodate Chief Hess' prior appointment. Chief Hess provided background regarding the necessity for new RIT-paks to be compatible with newer Self-Contained Breathing Apparatus equipment.

Motion: Council Member LaRiviere motioned to approve the purchase of two RIT-paks and cylinders.

Second: Eayrs

Ayes: Eayrs, LaRiviere, and Garcia

Nayes: None

Abstain: Collie-Mason

Absent: Banks

Motion: Passes

STAFF COMMENTS:

No comments

COUNCIL MEMBER COMMENTS:

Council Member Eayrs made a reminder announcement of the annual Christmas parade on December 9th and the Tree lighting on December 2nd.

The meeting adjourned 8:13 p.m. The next regular Town Council meeting is scheduled to be held on December 11, 2023 at 7:00 p.m.

Attest:

Joshua Stanshaw, Town Administrator & Clerk

Approved:

Mayor Mercedes Garcia

Bill Pmt -Check	11/01/2023	26435	A1 Drains	installing clean out for city sewer main	2000 - Accounts Payable	-278.22
Bill Pmt -Check	11/01/2023	26436	Aldrich Const.	repair water leak 10-01-2023	2000 - Accounts Payable	-1,311.25
Bill Pmt -Check	11/01/2023	26437	American Industrial Door LLC	64832 Fire Hall Door	2000 - Accounts Payable	-688.90
Bill Pmt -Check	11/01/2023	26438	gWorks		2000 - Accounts Payable	-1,077.00
Bill Pmt -Check	11/01/2023	26439	Saber Stitching	Graphic / Upholstery new fire truck	2000 - Accounts Payable	-672.08
Paycheck	11/02/2023	26433	Hess, Samantha F		-SPLIT-	-344.32
Paycheck	11/02/2023	26434	Hoefer, Carolin B		-SPLIT-	-968.44
Liability Check	11/02/2023		QuickBooks Payroll Service	Created by Payroll Service on 10/31/2023	-SPLIT-	-438.83
Paycheck	11/10/2023	26449	Hoefer, Carolin B		-SPLIT-	-1,034.85
Paycheck	11/10/2023	26450	Hullquist*, Kevin		-SPLIT-	-1,210.13
Paycheck	11/10/2023	26451	Hullquist, Everett		-SPLIT-	-2,031.06
Paycheck	11/10/2023	26452	McFall, Celeste J		-SPLIT-	-83.11
Paycheck	11/10/2023	26454	Stanshaw, Joshua J		-SPLIT-	-2,451.14
Paycheck	11/10/2023	26455	Whitworth, Barbara A		-SPLIT-	-156.99
Paycheck	11/10/2023	26448	Hess, Joseph E		-SPLIT-	-1,655.09
Paycheck	11/10/2023	26447	Font *, Ron		-SPLIT-	-1,469.21
Paycheck	11/10/2023	26453	Nobles, Suzanne		-SPLIT-	-495.79
Liability Check	11/10/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/09/2023	-SPLIT-	-3,458.83
Bill Pmt -Check	11/15/2023	26456	AT&T	FD iPads	2000 - Accounts Payable	-281.68
Bill Pmt -Check	11/15/2023	26457	Basic Laboratory	Invoice 2309733-28	2000 - Accounts Payable	-133.92
Bill Pmt -Check	11/15/2023	26458	CalPers	Reimbursement for medical expenses for Kevin Hu	2000 - Accounts Payable	-314.00
Bill Pmt -Check	11/15/2023	26459	Charles W. Pillon	18/19 audit prep and State Controller Report	2000 - Accounts Payable	-2,343.18
Bill Pmt -Check	11/15/2023	26460	City of Medford Finance Department	Fire Dept- Fleet Services-Oct 2023	2000 - Accounts Payable	-4,341.56
Bill Pmt -Check	11/15/2023	26461	Dawn Schott	Reimbursement for Walmart & Costco - Food	2000 - Accounts Payable	-77.06
Bill Pmt -Check	11/15/2023	26462	E&S Engineers and Surveyors		2000 - Accounts Payable	-995.00
Bill Pmt -Check	11/15/2023	26463	Everett Hulquist *	Travel and medical exam for license	2000 - Accounts Payable	-148.06
Bill Pmt -Check	11/15/2023	26464	Fort Jones Ace Hardware	Oct 2023 statement Acct 112265	2000 - Accounts Payable	-387.05
Bill Pmt -Check	11/15/2023	26465	Fort Jones Lumber		2000 - Accounts Payable	-196.48
Bill Pmt -Check	11/15/2023	26466	Life Assist	Acct 96032FD 1373282	2000 - Accounts Payable	-215.67
Bill Pmt -Check	11/15/2023	26467	Mt. Shasta Spring Water	Acct 136371	2000 - Accounts Payable	-72.02
Bill Pmt -Check	11/15/2023	26468	Prentice Long	Oct 2023 invoices	2000 - Accounts Payable	-5,345.00
Bill Pmt -Check	11/15/2023	26469	Quad-B Systems	Invoice 10206 and 10213	2000 - Accounts Payable	-3,034.90
Bill Pmt -Check	11/15/2023	26470	Scott Valley Auto Parts	Oct billing Inv # 377316	2000 - Accounts Payable	-55.48
Bill Pmt -Check	11/15/2023	26471	Scott Valley Disposal	Oct billing Acct. 350	2000 - Accounts Payable	-310.00
Bill Pmt -Check	11/15/2023	26472	Siskiyou County Economic Council	Invoice - Nov '23	2000 - Accounts Payable	-416.67
Bill Pmt -Check	11/15/2023	26473	Siskiyou County Tax Collector		2000 - Accounts Payable	-171.21
Bill Pmt -Check	11/15/2023	26474	Siskiyou Telephone	Oct billing	2000 - Accounts Payable	-87.41

11:58 AM
 02-810025 - GF
 12/08/23
 Accrual Basis

Type	Date	Num	Name	Memo	Split	Amount
Bill Pmt -Check	11/15/2023	26475	State Water Resources Control Board		2000 - Accounts Payable	-145.00
Bill Pmt -Check	11/15/2023	26476	US Bank Equipment Finance	Invoice number 514193309	2000 - Accounts Payable	-660.03
Bill Pmt -Check	11/15/2023	26477	Valley Pacific Petroleum Services	Account: C302016	2000 - Accounts Payable	-1,416.06
Bill Pmt -Check	11/15/2023	26478	Valley Tire	Invoice number 54710	2000 - Accounts Payable	-220.74
Bill Pmt -Check	11/15/2023	26479	Verizon Wireless	Cell phones Oct billing 9947430079	2000 - Accounts Payable	-118.97
Bill Pmt -Check	11/16/2023	26480	David Dunn	monthly stipend for services in Oct and Nov	2000 - Accounts Payable	-700.00
Bill Pmt -Check	11/20/2023	26436	R.B. Aldrich Construction	repair water leak 10-01-2023	2000 - Accounts Payable	-1,311.25
Paycheck	11/24/2023	26488	Hoefer, Carolin B		-SPLIT-	-1,054.27
Paycheck	11/24/2023	26489	Hullquist*, Kevin		-SPLIT-	-1,170.17
Paycheck	11/24/2023	26490	Hullquist, Everett		-SPLIT-	-2,096.92
Paycheck	11/24/2023	26491	McFall, Celeste J		-SPLIT-	-316.46
Paycheck	11/24/2023	26492	Nobles, Suzanne		-SPLIT-	-565.27
Paycheck	11/24/2023	26493	Stanshaw, Joshua J		-SPLIT-	-2,999.20
Paycheck	11/24/2023	26495	Whitworth, Barbara A		-SPLIT-	-78.50
Paycheck	11/24/2023	26494	Stephen, Cherie I		-SPLIT-	-141.33
Bill Pmt -Check	11/24/2023	26481	A1 Drains	snaked Cowan St	2000 - Accounts Payable	-150.00
Bill Pmt -Check	11/24/2023	26482	Mean Gene's Gas	Invoice 166718 Museum	2000 - Accounts Payable	-314.70
Bill Pmt -Check	11/24/2023	26483	PlaceWorks	Housing Element 6th cycle	2000 - Accounts Payable	-11,108.75
Bill Pmt -Check	11/24/2023	26484	Quadient	Invoice: 60603697, Acct: 8098511	2000 - Accounts Payable	-107.73
Bill Pmt -Check	11/24/2023	26485	SHN Consulting Engineers & Geologists	Invoice 119282	2000 - Accounts Payable	-559.25
Paycheck	11/24/2023	26486	Font *, Ron		-SPLIT-	-2,139.18
Paycheck	11/24/2023	26487	Hess, Joseph E		-SPLIT-	-1,671.12
Liability Check	11/24/2023		QuickBooks Payroll Service	Created by Payroll Service on 11/22/2023	-SPLIT-	-4,280.90
Bill Pmt -Check	11/29/2023	26496	CSAA insurance Exchange	Policy # CAH3223005248 - Gomez	2000 - Accounts Payable	-1,632.15
Bill Pmt -Check	11/29/2023	26497	Basic Laboratory	Invoice 2310290-28	2000 - Accounts Payable	-376.08
Bill Pmt -Check	11/29/2023	26498	R.B. Aldrich Construction	repair water leak 11-23-2023	2000 - Accounts Payable	-23,421.88
Bill Pmt -Check	11/29/2023	26499	Us Bank Corporate Payment Systems	statement date 11.16.23, acct # 486691455551642	2000 - Accounts Payable	-630.40
Bill Pmt -Check	11/29/2023	26500	Valley Pacific Petroleum Services	Account: C302016 ;11-15-2023	2000 - Accounts Payable	-1,165.42
Bill Pmt -Check	11/29/2023	26501	Valley Tire	Invoice number 55066	2000 - Accounts Payable	-552.81
Bill Pmt -Check	11/29/2023	26503	HydroKleen	Invoice # 74	2000 - Accounts Payable	-300.00
Bill Pmt -Check	11/29/2023	26504	FailSafe Testing	Inv #13186 ladder testing	2000 - Accounts Payable	-1,109.82
Bill Pmt -Check	11/30/2023	26505	Cascade Fire Equipment Company	Fire Dept. Invoice # 9031	2000 - Accounts Payable	-455.54
Bill Pmt -Check	11/30/2023	26506	Prentice Long	Nov 2023 invoices	2000 - Accounts Payable	-962.50
Total 02-810025 - GF						-103,443.70
TOTAL						-103,443.70

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Income				
1I - General Government Income				
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	0.00	0.00	0.0%
4100 - Secured Current	4,450.91	53,333.31	-48,882.40	8.35%
4101 - Unsecured Current	4,496.13	1,666.69	2,829.44	269.76%
4102 - Unsecured Delinquent	277.36	0.00	277.36	100.0%
4106- Supp Int	19.55	0.00	19.55	100.0%
4108- Supp Del	0.00	0.00	0.00	0.0%
4507 - Homeowner Alloc	0.00	500.00	-500.00	0.0%
4508 - VLF Net	0.00	27,083.31	-27,083.31	0.0%
4512 - Off Highway Vehicle Tax	0.00	458.31	-458.31	0.0%
4514- Unsec Interest	0.00	0.00	0.00	0.0%
4516- Sup Current	2,367.16	500.00	1,867.16	473.43%
4518 - CA Fish& Game PILT	0.00	33.31	-33.31	0.0%
Total 4099 - Property Taxes	11,611.11	83,574.93	-71,963.82	13.89%
4111 - Sales Tax	107,969.35	120,833.31	-12,863.96	89.35%
4214 - Land Use	529.00	62.50	466.50	846.4%
4215e - Tax Allocation - Parks	0.00	51,041.69	-51,041.69	0.0%
4216 - Franchises	0.00	3,208.31	-3,208.31	0.0%
4218 - Business License	1,966.00	2,500.00	-534.00	78.64%
4301- Fees Booking	0.00	16.69	-16.69	0.0%
4302- Fees Collection Cost	-6.92	-18.75	11.83	36.91%
4303 - Vehicle Fees	6.45	41.69	-35.24	15.47%
4400 - Rent	2,520.00	1,666.69	853.31	151.2%
4410 - Interest General Fund	2.79	0.00	2.79	100.0%
4730 - Miscellaneous	12.10	12.50	-0.40	96.8%
Transfer In - Admin	0.00	169,900.44	-169,900.44	0.0%
Transfer Out - Tax Allocation	0.00	204,166.69	-204,166.69	0.0%
1I - General Government Income - Other	203.28			
Total 1I - General Government Income	124,813.16	637,006.69	-512,193.53	19.59%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	0.00	0.00	0.00	0.0%
4112 - COPS Allocation	110,956.74	41,666.69	69,290.05	266.3%
4115 - 17-18 Growth Allocation	0.00	20,833.31	-20,833.31	0.0%
4116 - Prop172	1,815.95	520.81	1,295.14	348.68%
4117 - Tax Allocation - Law Enf	0.00	30,625.00	-30,625.00	0.0%
Animal Control				
4230 - Dog Licenses	60.00	250.00	-190.00	24.0%
Total Animal Control	60.00	250.00	-190.00	24.0%
Total 2a - Law Enforcement	112,832.69	93,895.81	18,936.88	120.17%
2b - Fire Protection				
4740 - Fire Dept.	0.00	1,000.00	-1,000.00	0.0%
4741 - Tax Allocation - Fire	0.00	51,041.69	-51,041.69	0.0%
4750 - Strike Team Income	4,437.47	145,833.31	-141,395.84	3.04%
Total 2b - Fire Protection	4,437.47	197,875.00	-193,437.53	2.24%

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Total 2I - Public Safety Income	117,270.16	291,770.81	-174,500.65	40.19%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	2,915.39	2,083.31	832.08	139.94%
4500 - Gas Tax 2106	3,429.98	2,500.00	929.98	137.2%
4501 - Gas Tax 2107	2,456.27	1,666.69	789.58	147.37%
4502 - Gas Tax 2107.5	1,000.00	416.69	583.31	239.99%
4503 - Gas Tax 2105	1,783.28	1,666.69	116.59	107.0%
4530 - Local Transportation	2,159.08	1,666.69	492.39	129.54%
4534-Prop 42 TCRF	0.00	333.31	-333.31	0.0%
4538-Vehicle License Fee	0.00	166.69	-166.69	0.0%
4540 - Tax Allocation - Roads	0.00	30,625.00	-30,625.00	0.0%
SB1	2,714.02	2,916.69	-202.67	93.05%
Total 3a - Streets Income	16,458.02	44,041.76	-27,583.74	37.37%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	30,625.00	-30,625.00	0.0%
4212 - Sewer Revenue	57,217.95	30,000.00	27,217.95	190.73%
4213 - Connections & Fees	0.00	208.31	-208.31	0.0%
3b - Sewer Income - Other	0.00	0.00	0.00	0.0%
Total 3b - Sewer Income	57,217.95	60,833.31	-3,615.36	94.06%
3c - Water Income				
4810 - Water Revenue	62,338.68	58,333.31	4,005.37	106.87%
4812 - Bulk Water Sales	0.00	0.00	0.00	0.0%
4815 - Tax Allocation - Water	0.00	10,208.31	-10,208.31	0.0%
4820 - Water Interest	0.00	0.00	0.00	0.0%
4830 - Water Connections	0.00	125.00	-125.00	0.0%
4840 - Gretchen Acres Assess	2,108.46	1,250.00	858.46	168.68%
3c - Water Income - Other	0.00	0.00	0.00	0.0%
Total 3c - Water Income	64,447.14	69,916.62	-5,469.48	92.18%
3I - Public Works Income - Other	100.00			
Total 3I - Public Works Income	138,223.11	174,791.69	-36,568.58	79.08%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	0.00	0.00	0.0%
Total 5I - American Rescue Plan Act	0.00	0.00	0.00	0.0%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	0.00	0.00	0.0%
4900 - CBDG Interest - Other	1,864.41	0.00	1,864.41	100.0%
Total 4900 - CBDG Interest	1,864.41	0.00	1,864.41	100.0%
4903 - Library Reimbursement	8,163.98	3,541.69	4,622.29	230.51%
4911 Coronavirus Relief Fund	0.00	0.00	0.00	0.0%
4950-Housing Interest	0.00	0.00	0.00	0.0%
Housing Interest	3,608.70	0.00	3,608.70	100.0%
Total Income	393,943.52	1,107,110.88	-713,167.36	35.58%
Gross Profit	393,943.52	1,107,110.88	-713,167.36	35.58%
Expense				
1E- General Government Expense				

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
2285 - IT Services	7,012.80	5,416.69	1,596.11	129.47%
5100- Council/Election	1,560.00	1,666.69	-106.69	93.6%
5110- Mayor Payroll	720.00	900.00	-180.00	80.0%
5210- Clerk Payroll	153.04	1,500.00	-1,346.96	10.2%
5220- Supp\USPO\Petty	1,582.05	1,666.69	-84.64	94.92%
5400 - Professional Fees				
5401 - Legal Fees	6,850.64	14,847.94	-7,997.30	46.14%
5402 - Accounting Fees	3,905.68	4,583.31	-677.63	85.22%
5403 - Consulting Fees	79,923.75	31,250.00	48,673.75	255.76%
5404 - Engineering Fees - Annex	0.00	13,125.00	-13,125.00	0.0%
5405 - Reimbursed Expenses	0.00	0.00	0.00	0.0%
5400 - Professional Fees - Other	1,500.00	1,250.00	250.00	120.0%
Total 5400 - Professional Fees	92,180.07	65,056.25	27,123.82	141.69%
5500- Planning				
5502 - City Promotion	0.00	4,166.69	-4,166.69	0.0%
5501 - Economic Development	1,666.68	2,833.31	-1,166.63	58.82%
5500- Planning - Other	4,062.00	208.31	3,853.69	1,949.98%
Total 5500- Planning	5,728.68	7,208.31	-1,479.63	79.47%
5550- Library Payroll	5,753.00	3,500.00	2,253.00	164.37%
5555 - Admin Payroll	11,975.00	44,484.19	-32,509.19	26.92%
5600- Misc.	0.00	166.69	-166.69	0.0%
5700- Publication	0.00	208.31	-208.31	0.0%
5705 - Dues and Subscriptions	771.21	416.69	354.52	185.08%
6205- Health Insurance	565.20	7,083.31	-6,518.11	7.98%
6300- Insurance				
6204- Workers Compensation	10,505.67	4,541.69	5,963.98	231.32%
6303- Liability Insurance	847.05	1,930.44	-1,083.39	43.88%
6304 -Property Insurance	0.00	842.94	-842.94	0.0%
6305 - Crime Insurance	8.01	62.50	-54.49	12.82%
6300- Insurance - Other	0.00	666.69	-666.69	0.0%
Total 6300- Insurance	11,360.73	8,044.26	3,316.47	141.23%
6301- Insurance Expense	0.00	104.19	-104.19	0.0%
6400- Property Tax	171.21	400.00	-228.79	42.8%
6406- 98 Bank Charge	10.00	0.00	10.00	100.0%
9150-City Hall Expenses				
1-012 - City Hall Power	1,221.76	2,020.81	-799.05	60.46%
133000- City Hall water	152.85	125.00	27.85	122.28%
2281- City Hall Phone	0.00	833.31	-833.31	0.0%
6601-Library Expense	0.00	208.31	-208.31	0.0%
9154 - Disposal 2 yd Bin	620.00	1,250.00	-630.00	49.6%
9155 - Equipment Finance	1,965.56	1,500.00	465.56	131.04%
9150-City Hall Expenses - Other	0.00	0.00	0.00	0.0%
Total 9150-City Hall Expenses	3,960.17	5,937.43	-1,977.26	66.7%
9152- Propane	0.00	5,000.00	-5,000.00	0.0%
1E- General Government Expense - Other	95.47	0.00	95.47	100.0%
Total 1E- General Government Expense	143,598.63	158,759.70	-15,161.07	90.45%
2E- Public Safety Expense				

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	16,990.00	-16,990.00	0.0%
7125 - Law Enforcement Services	0.00	62,106.69	-62,106.69	0.0%
7135- Police Maintenance	0.00	3,333.31	-3,333.31	0.0%
7145- Dispatch	0.00	4,270.81	-4,270.81	0.0%
7180 - Law Enforcement - Other	0.00	2,083.31	-2,083.31	0.0%
7181 - Law Enforcement Phones	914.05	1,000.00	-85.95	91.41%
Animal Control				
7930- Animal Control	200.00	208.31	-8.31	96.01%
Total Animal Control	200.00	208.31	-8.31	96.01%
Total 2EA- Law Enforcement Expense	1,114.05	89,992.43	-88,878.38	1.24%
2EB- Fire Department Expense				
7515 - FD Sleeper Grocery	682.61	0.00	682.61	100.0%
7532 - FF Training	0.00	625.00	-625.00	0.0%
Crime Insurance	13.68	0.00	13.68	100.0%
7550 - Misc Expense _ Fire Dept	679.08	125.00	554.08	543.26%
6310- Property Insurance	170.81	666.69	-495.88	25.62%
7500 - Admin Allocation - Fire	0.00	42,475.00	-42,475.00	0.0%
7505 - Liability Insurance	924.03	2,250.00	-1,325.97	41.07%
7506 - Work Comp Insurance	1,531.75	8,333.31	-6,801.56	18.38%
7507 - Auto Insurance	1,367.29	6,666.69	-5,299.40	20.51%
7510- Fire Dept Payroll	1,009.34	6,250.00	-5,240.66	16.15%
7511- Firefighter Physicals	0.00	41.69	-41.69	0.0%
7512 - Live Scan	0.00	83.31	-83.31	0.0%
7513 - Calls & Meetings	6,854.00	3,750.00	3,104.00	182.77%
7520- Fire Dept Supl & Mtnce	8,886.95	9,583.31	-696.36	92.73%
7525- Pub Safety Fuel & Oil				
7527- Gas Reimbursement	93.61			
7525- Pub Safety Fuel & Oil - Other	4,374.34	3,750.00	624.34	116.65%
Total 7525- Pub Safety Fuel & Oil	4,467.95	3,750.00	717.95	119.15%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	836.81	1,666.69	-829.88	50.21%
2261- Fire Dept. Phone	1,923.55	1,791.69	131.86	107.36%
2262 - Disposal	620.00	416.69	203.31	148.79%
7541- Propane	0.00	83.31	-83.31	0.0%
Total 7540- Fire Dept. Utilities	3,380.36	3,958.38	-578.02	85.4%
2EB- Fire Department Expense - Other	65,425.32	0.00	65,425.32	100.0%
Total 2EB- Fire Department Expense	95,393.17	88,558.38	6,834.79	107.72%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	29,000.00	30,000.00	-1,000.00	96.67%
Crime Insurance	13.68	0.00	13.68	100.0%
6311 - Property Insurance	165.32	0.00	165.32	100.0%
7502 - Auto Insurance	1,367.29	0.00	1,367.29	100.0%
7505b - Liability Insurance	926.03	0.00	926.03	100.0%
7506b - Workers Comp Ins	1,531.75	0.00	1,531.75	100.0%
7513 Fleet Maintenance - Strike	0.00	10,000.00	-10,000.00	0.0%
7515 - Strike Team Payroll	78,459.23	70,000.00	8,459.23	112.09%

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
7516 - Payroll Taxes				
7517 - FICA	0.00	5,625.00	-5,625.00	0.0%
7518 - Medicare	0.00	1,140.81	-1,140.81	0.0%
7519 - SUI	0.00	1,875.00	-1,875.00	0.0%
Total 7516 - Payroll Taxes	0.00	8,640.81	-8,640.81	0.0%
Total 2EC - Strike Team Expenses	111,463.30	118,640.81	-7,177.51	93.95%
2E- Public Safety Expense - Other	362.45			
Total 2E- Public Safety Expense	208,332.97	297,191.62	-88,858.65	70.1%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	10.44	-10.44	0.0%
Crime Insurance	2.17	0.00	2.17	100.0%
1-000 - Street Lights				
02 HPSV Lights	163.00	250.00	-87.00	65.2%
02 HPSV Metal Lights	75.27	41.69	33.58	180.55%
10 HPSV Wood Lights	1,059.48	1,458.31	-398.83	72.65%
11 HPSV Lights	413.94	208.31	205.63	198.71%
72 HPSV Lights	3,483.78	5,000.00	-1,516.22	69.68%
Total 1-000 - Street Lights	5,195.47	6,958.31	-1,762.84	74.67%
6306- Property Insurance	0.00	166.69	-166.69	0.0%
8110 - Admin Allocation - Stree	0.00	25,485.00	-25,485.00	0.0%
8120- Street Mtnce/Utilities				
1-005 - Barn Power	163.22	833.31	-670.09	19.59%
1-006 Barn Maintenance	0.00	0.00	0.00	0.0%
1-007 - Phone Bill	485.74	500.00	-14.26	97.15%
8121- Street Maintenance				
8126- LTC	0.00	41.69	-41.69	0.0%
8127- STIP Project - Consulting	0.00	0.00	0.00	0.0%
8121- Street Maintenance - Other	200.00	0.00	200.00	100.0%
Total 8121- Street Maintenance	200.00	41.69	158.31	479.73%
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnce/Utilities	848.96	1,375.00	-526.04	61.74%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	833.31	-833.31	0.0%
8132- Repairs	0.00	833.31	-833.31	0.0%
8133- Parts & Supplies	911.54	208.31	703.23	437.59%
8135- Roads	0.00	416.69	-416.69	0.0%
Total 8130- Equipment Maintenance	911.54	2,291.62	-1,380.08	39.78%
8136 -Auto Insurance	0.00	250.00	-250.00	0.0%
8137- Mobile Equip	38.41	0.00	38.41	100.0%
8199- Road Payroll	7,684.00	4,441.69	3,242.31	173.0%
8200- Major Street Const.	0.00	0.00	0.00	0.0%
8250 - Street Engineering	0.00	416.69	-416.69	0.0%
8300- Secondary Street Const.	24,733.13			
8509 - Liability Insurance	92.21	333.31	-241.10	27.67%
8511 - Work Comp Insurance	177.62	625.00	-447.38	28.42%

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
3EA- Streets - Other	93.21			
Total 3EA- Streets	39,776.72	42,353.75	-2,577.03	93.92%
3E- Public Works Expense - Other	194.68			
Total 3E- Public Works Expense	39,971.40	42,353.75	-2,382.35	94.38%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	10.44	-10.44	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6308-Property Insurance	251.72	270.81	-19.09	92.95%
8505 - Admin Allocation - Sewe	0.00	35,146.69	-35,146.69	0.0%
8510- Sewer Payroll	4,255.75	6,825.00	-2,569.25	62.36%
8520- Sewer Expenses				
1-015 - Sewer Power bill	59.62	83.31	-23.69	71.56%
1-019 bbp sewer	47.89	125.00	-77.11	38.31%
8521- Sewer Rep & Mtnce	578.22	833.31	-255.09	69.39%
8527 Fuel-Oil	0.00	208.31	-208.31	0.0%
8553- Auro Insurance	162.31	270.81	-108.50	59.94%
Total 8520- Sewer Expenses	848.04	1,520.74	-672.70	55.77%
8522 - Waste Water Monitoring	1,400.00	2,083.31	-683.31	67.2%
8530- Sewer Supplies	53.62	416.69	-363.07	12.87%
8535-Office	0.00	0.00	0.00	0.0%
8540- State Fees	0.00	8,750.00	-8,750.00	0.0%
8549- Mobile Equip.	38.41	41.69	-3.28	92.13%
8550 - Liability Insurance	124.19	333.31	-209.12	37.26%
8551 - Work Comp Insurance	237.50	833.31	-595.81	28.5%
8552 - Training	0.00	125.00	-125.00	0.0%
Sewer Testing	0.00	833.31	-833.31	0.0%
3EB- Sewer Expense - Other	773.55			
Total 3EB- Sewer Expense	7,983.87	57,190.30	-49,206.43	13.96%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	10.44	-10.44	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6307-Property Insurance	882.95	708.31	174.64	124.66%
8605 - Allocate Admin - Water	1,077.00	33,980.00	-32,903.00	3.17%
8609- Water Training	1,668.49	208.31	1,460.18	800.97%
8610- Water Parts & Supplies	1,128.75	416.69	712.06	270.89%
8612- Water Office & Postage	952.64	2,083.31	-1,130.67	45.73%
8615- Water Payroll	28,077.38	8,016.69	20,060.69	350.24%
8620- Water Repairs & Mtnce	801.92	2,083.31	-1,281.39	38.49%
8623- Mobile Equip.	38.41	62.50	-24.09	61.46%
8624 - Auto Insurance	162.31	270.81	-108.50	59.94%
8625- Water Liability Ins	124.19	333.31	-209.12	37.26%
8626 - Work Comp	297.37	1,250.00	-952.63	23.79%
8627 - Fuel-Oil	3,543.33	541.69	3,001.64	654.13%
8630- Water Fees & Testing	2,005.27	1,666.69	338.58	120.32%
8640- Water Utilities				
1-000 - Water Power				
New Pump	4,919.90	5,833.31	-913.41	84.34%

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Old pump	210.47	416.69	-206.22	50.51%
Total 1-000 - Water Power	5,130.37	6,250.00	-1,119.63	82.09%
1-001 - Water Phones				
468-2598	1,405.63	1,041.69	363.94	134.94%
468-5864	391.45	375.00	16.45	104.39%
Cell	594.22	0.00	594.22	100.0%
Total 1-001 - Water Phones	2,391.30	1,416.69	974.61	168.8%
Total 8640- Water Utilities	7,521.67	7,666.69	-145.02	98.11%
8650- Water Engineering	0.00	0.00	0.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	5,625.00	-5,625.00	0.0%
Total 8660- Water Interest	0.00	5,625.00	-5,625.00	0.0%
3EC- Water Expense - Other	0.00	0.00	0.00	0.0%
Total 3EC- Water Expense	48,282.77	64,923.75	-16,640.98	74.37%
3EG -8690 -Water Planning Grant	765.00	0.00	765.00	100.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	580.81	3,333.31	-2,752.50	17.42%
9115 - Clothes Allowance	0.00	10.44	-10.44	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
9116 - Janitorial Payroll	6,035.00	2,177.50	3,857.50	277.15%
02 Admin Allocation - Parks	0.00	16,990.00	-16,990.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	110.00	0.00	110.00	100.0%
2020 Per Capita - LLP				
Improvements	116.00	0.00	116.00	100.0%
LLP Project Payroll	114.00	0.00	114.00	100.0%
2020 Per Capita - LLP - Other	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	230.00	0.00	230.00	100.0%
Total 03 Parks & Recreation Grants	340.00	0.00	340.00	100.0%
6305- Property Ins Parks				
9104- Mobile Equip.	38.41	0.00	38.41	100.0%
6305- Property Ins Parks - Other	1,010.78	1,041.69	-30.91	97.03%
Total 6305- Property Ins Parks	1,049.19	1,041.69	7.50	100.72%
9105- Auto Insurance	162.31	291.69	-129.38	55.65%
9106 - Work Comp Parks	474.99	1,250.00	-775.01	38.0%
9107 - Liability Ins Parks	250.53	833.31	-582.78	30.06%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	7,869.50	12,133.31	-4,263.81	64.86%
9110 - Park Expense	31.25	833.31	-802.06	3.75%
9130- Ball Park Expenses				
1-002 - LLP Snack	123.22	83.31	39.91	147.91%
1-013 - BBP lights	634.56	1,041.69	-407.13	60.92%
1-014 - LLP lights	30.21	125.00	-94.79	24.17%
1-017 - BBP pump	55.90	0.00	55.90	100.0%
9131- Maintenance & Supplies	661.40	2,083.31	-1,421.91	31.75%
9130- Ball Park Expenses - Other	0.00	77.94	-77.94	0.0%

	Jul - Nov 23	Budget	\$ Over Budget	% of Budget
Total 9130- Ball Park Expenses	1,505.29	3,411.25	-1,905.96	44.13%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	92.53	229.19	-136.66	40.37%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	92.53	229.19	-136.66	40.37%
9160- Museum Expenses				
1-004 - Museum Electricity	183.83	416.69	-232.86	44.12%
1-XXX - Museum Monitor Fuel	1,433.05	833.31	599.74	171.97%
5568- Museum Phone	486.55	625.00	-138.45	77.85%
9161- Museum Maintenance	39.20			
Total 9160- Museum Expenses	2,142.63	1,875.00	267.63	114.27%
4E- Parks & Recreation Expense - Other	0.00	0.00	0.00	0.0%
Total 4E- Parks & Recreation Expense	20,535.12	44,410.00	-23,874.88	46.24%
4EF - Sewer Grant	3,954.12	0.00	3,954.12	100.0%
5E - American Rescue Plan				
6.1 - Government Expense	0.00	0.00	0.00	0.0%
Total 5E - American Rescue Plan	0.00	0.00	0.00	0.0%
6504- Payroll Taxes				
Federal Unemployment	417.04	0.00	417.04	100.0%
6506- FICA	13,312.81	7,269.56	6,043.25	183.13%
6508- Medicare	3,113.48	3,490.81	-377.33	89.19%
6512- SUI	4,264.74	1,591.69	2,673.05	267.94%
6516 - ETT	0.00	4.19	-4.19	0.0%
6504- Payroll Taxes - Other	0.00	0.00	0.00	0.0%
Total 6504- Payroll Taxes	21,108.07	12,356.25	8,751.82	170.83%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	631.75	0.00	631.75	100.0%
Housing Loans				
Gomez	0.00	0.00	0.00	0.0%
Johnson P	-49.10			
Vasquez	-244.82			
Total Housing Loans	-293.92	0.00	-293.92	100.0%
Total 9700- CBDG Const Housing	337.83	0.00	337.83	100.0%
Payroll Expenses	25,987.76	1,041.69	24,946.07	2,494.77%
Reconciliation Discrepancies	2.00	0.00	2.00	100.0%
Total Expense	520,859.54	678,227.06	-157,367.52	76.8%
Net Income	-126,916.02	428,883.82	-555,799.84	-29.59%



The Town of Fort Jones

December 2023 Report Town Administrator/Clerk

CDBG:

We are currently working on auditing the CDBG loans. Our new Accounting Clerk, Cherie, has been focused on reconciling payments to accounts to ensure that records of payments received match up to deposit records at Mechanic's Bank. Cherie is the point of contact regarding all CDBG loans. The audit of the loans will proceed in layers beginning with the most recent years and working as far back as needed to achieve accurate reconciliation. Account statements will be issued at the end of December or beginning of January contingent on the audit process. Working in parallel to the audit process we are working to establish processes to send statements monthly via US mail. Part of the monthly statement process will be ensuring that the correct receivables are generated in the accounting system, creating permanent records of payments.

Utilities:

Residents will be receiving their water and sewer bills in a new format starting with the December billing. The bills will no longer be sent as postcards. They will be sent as full sheet statements. The change in billing format is aimed at reducing instances of bills becoming lost or hung up in the postal system. The small postcard sized bills can become easily stuck together or lost. Further, the full-page billing format will enable additional information and notes to be added to bills to help keep residents informed about utilities and other critical town information.

Another project regarding utilities is an update to the Town's water/sewer agreements. Currently, residents are establishing services without effective agreements regarding rights and responsibilities. The update to these agreements enables the Town to more effectively manage these services.

General Office:

The Town Office will be closed December 25 and 26 and January 1 for the holidays. If residents have a public works emergency (such as burst pipes, sewer blockages) please contact the County Sheriff Dispatch at 530-842-9200. The Sheriff dispatch will be able to relay back to Etna Police and public works staff.

The office is implementing new procedures, most notably for receipt of payments, and we ask for residents' patience as we work on making these new procedures flow smoothly. It is our goal to provide services as efficiently as possible while ensuring accuracy and transparency.

Ft. Jones Police Chief's Monthly Report

November 2023

Fortunately, after seeing an increase in town of calls for service, we received a very welcome calm November. This allowed us the opportunity to play catchup on issues, cases, and follow-up before the Christmas festivities and holidays approach. While we will see at the end of the year a significant rise in cases, a slowdown in activity does show us the hard work has paid off giving in to adjudication and conclusions to ongoing calls for service. We hope this trend continues into the new year providing a consistently safe community for our constituents to enjoy.

Traffic- Traffic in town has also had a slowdown in activity with a few issues coming up here and there.

Officers consistent presence in and around town and in problematic areas has helped to see the decline in activity. We continue to focus on the need of the community and welcome any information that will help us be proactive in enforcement and education. Outside the two communities of Etna and Ft. Jones we have observed a huge increase in traffic which has led to several accidents, complaints on driving behavior, and dui's. With this increase we have partnered with chp and allied agencies to hopefully create a safer environment on our roads outside city limits. Several operations have been scheduled including saturation patrols in the attempt to make our roads safer.

Schools- Our school district continues to work towards Christmas vacation and has had many activities we have been fortunate to be part of. We continue our partnership with the schools and make sure we meet on a consistent basis to develop and evolve the current curriculum and programs to fit the needs of our youth. This partnership has also enabled us to work hand in hand with the district in handling critical issues within the school system. It is with this success that we hope to develop our School Resource Officer program into a indefinite program.

Animal Control- After several weeks of consistent animal control issues, especially with animals at large, we finally saw a break in the cycle. Numerous citations, dog detainments, and rehoming of animals were performed in the month of November, and we hope to see this issue decline. The good news that comes with this activity is that we were able to relocate and rehome many problematic dogs outside of our community. These events seem to come in waves, and we have been able to keep up with the demand, however we look to develop some new programs and opportunities in the near future to help keep these calls for service to a minimum.

Reports/Cases- As mentioned above, by the end of the year we will see the number of reports at a high. I suspect we will have around 130 to 150 written cases for the year which will probably be an increase of 40 to 50 percent from the previous year. Again, with the high number of cases we have seen many of these ongoing issues resolved. This in turn should result in a decline of cases for 2024. If not and activity continues to rise, we will be ready to respond and handle the workload given. Two additional officers will be trained and on duty at the beginning of the year, which will again give us amazing coverage for both towns.

Calls for Service- Calls for service tend to go hand in hand with written reports to an extent. Many of our calls for service are good encounters and provide us the availability to work together with citizens, organizations, and our allied agencies to bring many amazing programs, events, and opportunities to our communities. By the time of this meeting, we will have had several events including the PAL Christmas party, tree lightings, and the Ft Jones Christmas parade occur. These events are staples in our community and are several of the many opportunities we have to work with our constituents.

Code Enforcement- Several new code enforcement issues arose in the month of November, however most were concluded with voluntary compliance. A couple issues are under investigation with the help of city staff. Public Works has been great in helping with our investigations, providing critical historical information and details we normally would not have. We hope to see these cases concluded soon and not turn into a large issue. City Management is also helping us develop an in-house hearing procedure while providing a hearing officer to manage those cases. Some really good news that has developed this past month is the sale of the ft jones motel is official and has new owners. We will be working with these new owners on bringing much needed housing to ft jones.

PAL- Pal has concluded its soccer and flag football programs for the year with approximately 150 youth taking part. We also held our 22 annual PAL Holiday party which continued to be a huge success. Games, food, and crafts were provided free of charge to all attendees, while Santa made a visit. We also provided approximately \$3,000 in gifts to our community's youth along with coupons to be used throughout our valley's businesses. This program is a huge undertaking and is only successful due to the many volunteers and businesses working together. A big thank you to everyone who helped create a successful event for our kids.

Training- Department training continues to be a monthly occurrence and will continue throughout the year as normal. Again, our continual advanced officer training and perishable skills not only keep us in compliance with POST but also provide crucial training that brings a higher level of service to our community. We will always strive to be the best trained department possible, while providing a compassionate response to our constituents.

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



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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 11/01/2023 to 12/06/2023,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
11/02/2023 09:07	2311020009		DP	19 CARLOCK ST		
11/02/2023 09:44	2311020012		TRSP	I DANCE		
11/02/2023 10:00	2311020016		FLP	12855 MARBLE VIEW AVE		
11/02/2023 11:14	2311020021		MMIS	11501 MATHEWS ST		
11/02/2023 17:57	2311020055		TC	N HWY 3/HAMILTON ST		
11/03/2023 09:41	2311030016		FLP	12855 MARBLE VIEW AVE		
11/03/2023 15:38	2311030044		FLP	11913 EAST ST		
11/03/2023 17:06	2311030053		FLP	11307 MAIN ST		
11/03/2023 18:54	2311030061		FLP	11307 MAIN ST		
11/04/2023 06:48	2311040017		DB	101 BUTTE ST	3	
11/05/2023 17:30	2311050049		M	25 DOUGLAS ST		
11/07/2023 16:00	2311070035		FLP	12315 MAIN ST		
11/13/2023 13:05	2311130030		NCRM	118 CARLOCK ST		
11/14/2023 15:22	2311140038		ALARM	223 HIGH ST		
11/18/2023 13:19	2311180025	5230115	ANIMAL	12079 MAIN ST		
11/18/2023 13:49	2311180027	5230116	ANIMAL	101 BUTTE ST	3	
11/18/2023 14:22	2311180028		VEH STOP	MAIN ST/STERLING ST		
11/18/2023 19:26	2311180059		VEH STOP	12725 MARBLE VIEW AVE		
11/18/2023 19:57	2311180063	5230117, 5230118	OWAS	MAIN ST/BUTTE ST		
11/19/2023 17:19	2311190038		FLP	101 BUTTE ST	3	
11/19/2023 18:54	2311190042		M	101 BUTTE ST	3	
11/21/2023 16:52	2311210034		FLP	12855 MARBLE VIEW AVE		
11/25/2023 22:39	2311250062		VEH STOP	CARLOCK ST/MAIN ST		
11/28/2023 08:24	2311280013		AVEH	12361 MAIN ST		
11/29/2023 15:01	2311290024		M	11842 DIGGLES ST		
11/30/2023 13:48	2311300022		ANIMAL	1172 MATHEWS ST		
11/30/2023 19:36	2311300052	5230119	DP	12345 MAIN ST		
12/01/2023 09:10	2312010011		PTRL	11542 MATHEWS ST		
12/01/2023 22:38	2312010065		ANIMAL	MAIN ST/BUTTE ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
12/05/2023 13:00	2312050027		FLP	MOUNTAIN CREST GARDENS		

TOTAL CALLS: 30



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 34 calls for service in the month of November. Members participated in 20 hours of scheduled training and numerous hours of online and out of area training. The Fire Department has responded to 408 calls year to date.

November 2023 Calls

Call Type	City Limits	Out of City
MEDICAL AID	9	15
PUBLIC ASST.	0	3
TRAFFIC ACCIDENT	0	2
CANCELLED	0	2
ILLEGAL BURN	0	0
FALSE ALARM	0	1
STRUCTURE FIRE	0	1
CO ALARM	1	0
Total	10	24

E-1311 was sent to Medford shop for annual maintenance and repairs. Over the last couple months it has had various issues with the coolant system. We would like to thank Craig Shvonski, a local retired mechanic, for his assistance diagnosing and repairing it sufficiently to get it to Medford for definitive repairs. His assistance saved us thousands in further repairs and towing charges if we had to have it towed.

I received my State Fire Instructor 2 certification. This will allow us to begin putting on various state and federal certification classes. This will reduce the need to send our firefighters elsewhere for many basic classes and get new firefighters the training they need sooner and at lower cost.

Public Works Report

November 2023

Sewer

We responded to a sewer back up on Cowan St. We researched buying a new sewer snake. We certified that there were no spills in the month of November on the CIWQS system. We updated the Towns sanitary sewer management plan and uploaded that document onto the CIWQS system. We certified that there were no spills from the sewer system for the month of November onto the CIWQS system. We received the laboratory report for the wastewater ponds and filed it into the Towns system. We recorded the flows at the wastewater treatment plant. We updated the Towns base map. Everett took a DOT physical exam and passed. He has been studying to take the written exam at the DMV. Everett sent in all of the necessary paperwork to the SWRCB to gain his wastewater 1 license. It is currently under review by the State. We are working with code enforcement to try to stop any further encroachment onto The Towns water sewer easements from happening.

Water

We researched where to buy sodium hypochlorite to treat the Towns water in case of a positive bacteriological test. After much discussion with CRWA, we were able to buy some NSF rated Sodium hypochlorite for use in The Towns peristaltic pump. We read all of the water meters and entered the readings into the Towns billing software system. We recorded the flows pumped from well three daily. We handed out

disconnection notices to various places around Town. We shut off various residences for nonpayment. We responded to an emergency after hour's water leak at a residence on Newton St. and on OakMill Road. We are working on exercising all of the Towns gate valves and marking their locations/status on the Towns base map. We completed the monthly drought report. We worked with the office to draft/edit a notification letter to send out to people who need to have backflow prevention devices installed. We sent out 2 notices to install backflow prevention devices to service connections where backflow conditions exist. We are expecting to be sending out quite a few more in the coming months. We worked with the office to get some of the cross connection paper work uploaded onto the Towns website. Kevin finished his operations and maintenance class from Sacramento State and passed. He then filled out and sent in all the paperwork necessary to sit for his D1 exam. The State is currently reviewing his application. We are working on fixing the Towns tank/pump issues.

Roads

We attended a meeting with Caltrans on 11/13/23 to help facilitate communication between Fort Jones and Caltrans. We cleaned out the gutters at various places around Town. We researched buying some cold mix to fill in some of the potholes around Town. We fixed the shoulder on Fern Way with some base rock. We picked up numerous dead animals off of the roadway and disposed of them. We researched how to get some funding for the Towns bridges. After much discussion with Caltrans it was determined that the bridges are eligible for funding through the BPMP

(bridge preventative maintenance program). We bought some new batteries for the speed trailer and installed them.

Parks

We raked up leaves at all of the parks and disposed of them. We cleaned out the gutters at Town Hall and the Museum. We fixed a kerosene leak at the Museum. We set up for all of the Council meetings. We removed all of the trash weekly.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: November 13, 2023
From: Siskiyou Land Surveying – Lindsay Magranet
Subject: Review and act on boundary line adjustment for Sally Gephart – Newton/Carlock Street

Background

Siskiyou Land Surveying and Sally Gephart is asking to have Ms. Gephart's boundary lines adjusted so that the barn that is now located on 137 Carlock Street, if adjusted, will be on 136 Newton Street.

Attached to this background is the application for adjustment, deeds, property maps and legal descriptions of both properties.

Recommendation

It is recommended that the council review and act on the boundary line adjustment for Sally Gephart's properties at 137 Carlock Street and 136 Newton Street.

Town of Fort Jones

Application for a Use Permit, Variance, Lot Split or Rezoning

To the Planning Commission of the Town of Fort Jones

The undersigned hereby apply for a boundary line adjustment as to the property and for the purpose set forth below. Hereto are attached plans and elevations necessary to show the detail of the proposed use of the land or building.

1. Description of the property:

- a. Assessor's Parcel Number: 055-051-170 and 055-051-180
- b. Owners name if different from applicant: Sally Gephart (Owner and Applicant)
- c. Location: 136 Newton St and 137 Carlock St, Fort Jones CA 96032

2. Purpose: Move common boundary line between my two parcels so that the barn is located on 136 Newton Street (APN 055-051-170) instead of 137 Carlock St (APN 055-051-180)

Fee accompanying this application: \$ _____

Date:

10/24/23

Sally Gephart

Signature of Applicant(s)

Date:

Approved subject to the following conditions:

Town of Fort Jones

Application for a Use Permit, Variance, Lot Split or Rezoning

To the Planning Commission of the Town of Fort Jones

The undersigned hereby apply for a boundary line adjustment as to the property and for the purpose set forth below. Hereto are attached plans and elevations necessary to show the detail of the proposed use of the land or building.

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- b. Owners name if different from applicant: Sally Gephart (Owner and Applicant)
- c. Location: 136 Newton St and 137 Carlock St, Fort Jones CA 96032

2. Purpose: Move common boundary line between my two parcels so that the barn is located on 136 Newton Street (APN 055-051-170) instead of 137 Carlock St (APN 055-051-180)

Fee accompanying this application: \$ _____

Date: 10/24/23

Sally Gephart

Signature of Applicant(s)

Charles T. Gephart
Charles T. Gephart

Date: _____ Approved subject to the following conditions:

NOTES

- **ACREAGE**

APN	EXISTING AC.	ADJUSTMENT	RESULTANT AC.
055-051-170	0.31	+0.08	= 0.39
055-051-180	0.31	-0.08	= 0.23
- **ZONING = R-3 HIGH DENSITY RESIDENTIAL, SETBACKS ARE SHOWN BASED OFF THE RESULTANT PARCEL CONFIGURATION AS FOLLOWS:**
 - R-3 SINGLE FAMILY DWELLING SETBACKS AS SHOWN: 20 FT FRONT, 6 FT SIDE AND 10 FT REAR
 - R-3 APARTMENT SETBACKS AS SHOWN: 15 FT FRONT, 6 FT SIDE AND 10 FT REAR
 - ACCESSORY BUILDING SETBACKS NOT SHOWN
- A TITLE REPORT WAS NOT OBTAINED THEREFORE ENCUMBRANCES MAY EXIST THAT ARE NOT SHOWN HEREON. RESULTANT PARCELS WILL REMAIN SUBJECT TO EXISTING EASEMENTS OF RECORD.
- **REFERENCE MAPS:** 2 TMB 1-2 & J.M. DAVIDSON FIELD BOOK 18, 5 PMB 6, 5 PMB 136, 7 PMB 155, 14 RSB 92-93
- NO UTILITIES SERVICE THE BARN THAT IS CHANGING PARCELS

LEGEND

- PROPERTY LINE
- ... SETBACKS
- x — x — FENCE LINE
- ===== BUILDING LINE

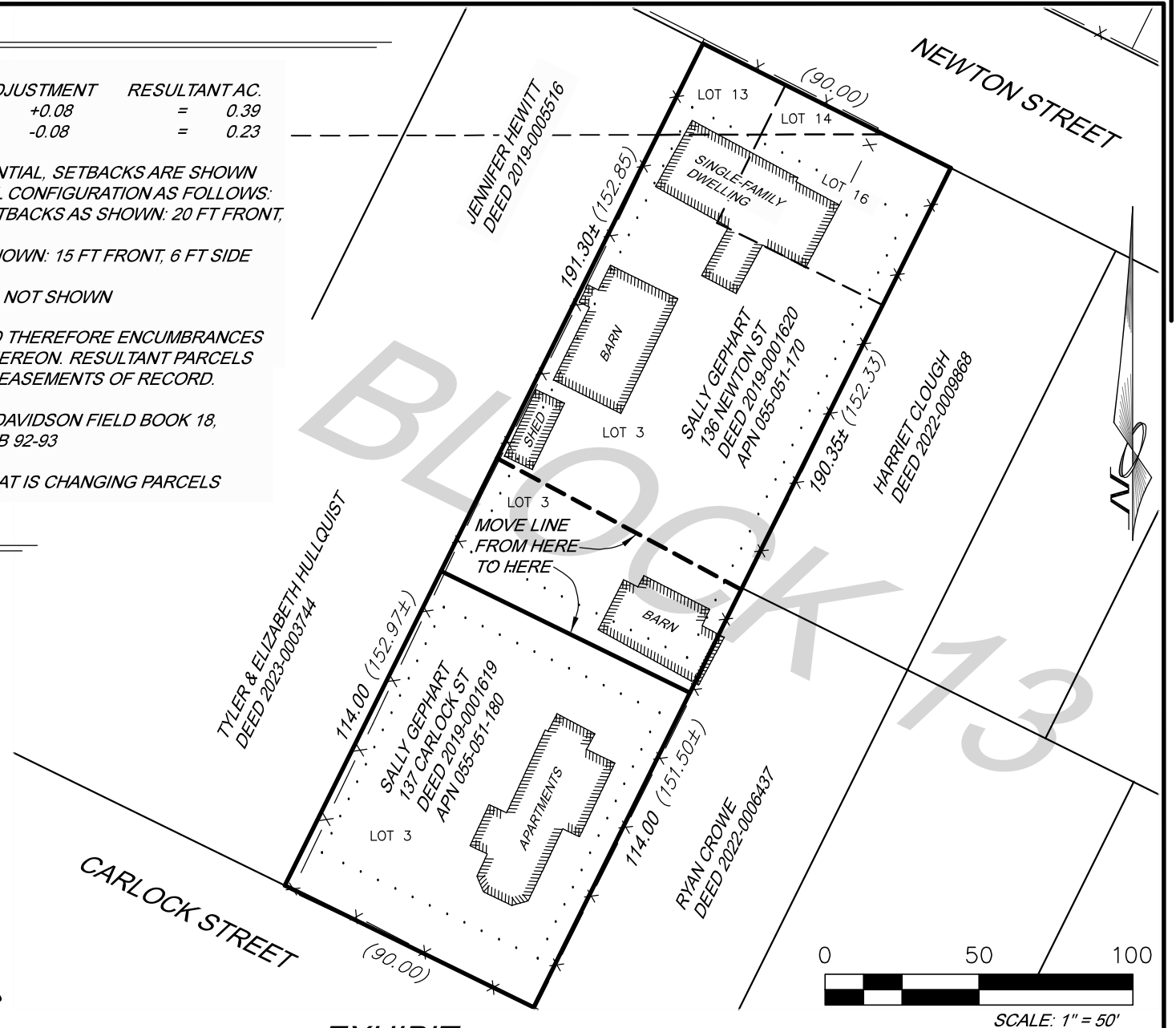


Wade DeDobbeleer
WADE DEDOBDELEER L.S. 9458

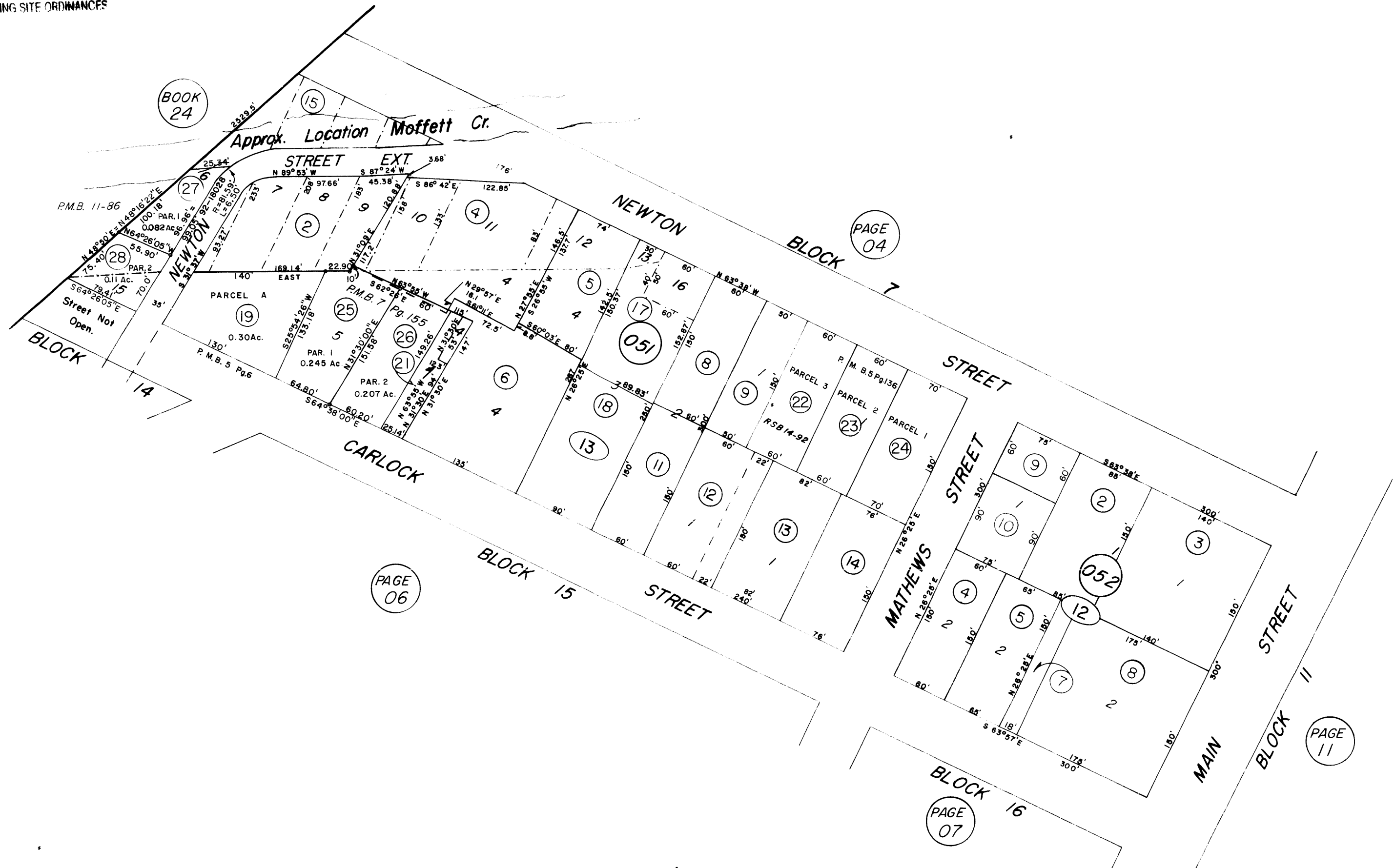
SISKIYOU
LAND SURVEYING
SISKIYOUSURVEYING@GMAIL.COM

FILE: 02023
DATE: 10.24.23

EXHIBIT FOR SALLY GEPHART BOUNDARY LINE ADJUSTMENT



A PORTION OF SECTION 2, T 43 N, R 9 W, M.D.M.,
BLOCK 13, CITY OF FORT JONES,
COUNTY OF SISKIYOU, STATE OF CALIFORNIA
SHEET 1 OF 1



Siskiyou County Recorder
Mike Mallory, Recorder

RECORDING REQUESTED BY:
Siskiyou Escrow Services, Inc.
LSI
Order No. 18317021
Escrow No. 14-1242-KE
Parcel No. 055-051-170

DOC - 14-0005033
Acct 3-Siskiyou Escrow Services, Inc
Friday, JUN 20, 2014 10:15:50
Ttl Pd \$89.60 Nbr-0000247716
LAK/C2/1-2

AND WHEN RECORDED MAIL TO:

RICHARD C. FLYNN
5833 DUNSMUIR AVE
DUNSMUIR, CA 96025

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S) THAT DOCUMENTARY TRANSFER TAX IS \$72.60

- ☒ computed on full value of property conveyed, or
☐ computed on full value less liens or encumbrances remaining at the time of sale.
☐ unincorporated area: **X Fort Jones, and**

FOR A VALUABLE CONSIDERATION, receipt of which is hereby acknowledged,
Thomas M. Mathews and Linda S. Mathews, as the Initial Trustees of the Mathews Family Revocable Living Trust of August 29, 2013

hereby GRANT(S) to **Richard C. Flynn and Sally K. Flynn, Husband and Wife and Clyde T. Gephart, a single man, all as Joint Tenants**

the following described real property in the County of **Siskiyou**, State of California:
of See Exhibit 'A' Attached hereto and made a part hereof

Date June 18, 2014

The Mathews Family Revocable Living Trust of August 29, 2013

Thomas M. Mathews TRUSTEE
Thomas M. Mathews

Linda S. Mathews TRUSTEE
Linda S. Mathews

STATE OF CALIFORNIA

COUNTY OF Siskiyou

}
} S.S.
}

On 6/19/2014, before me, Kimberley Eastman Notary Public, personally appeared **Thomas M. Mathews and Linda S. Mathews**, who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature [Signature] (Seal)

Mail Tax Statement to : Same as Above



LEGAL DESCRIPTION

Exhibit A

The following described property:

All that Real Property situate in the State of California, County of Siskiyou, described as follows:

Parcel 1 (Newton Street):

A fractional portion of Lot 3 of Block 13 of the Town of Fort Jones more particularly described as follows:

Beginning at an iron pipe marking the Northwesterly corner of Lot 3 of Block 13 of the Town of Fort Jones;

Thence along the Southerly boundary of Newton Street S 63 degrees 52' 30" E a distance of 90.40 feet.
(Rec. S 63 degrees 38' E 90.00 feet);

Thence S 25 degrees 45' 48" W along the Easterly boundary of said Lot 3 a distance of 152.87 feet;

Thence N 62 degrees 16' 30" W a distance of 89.83 feet to the Southeast corner of the L. Landrum Lot;

Thence N 25 degrees 31' 42" E (Rec. N 26 degrees 25' E) along the Westerly boundary of said Lot 3 a distance of 150.37 feet to the point of beginning.

Assessor's Parcel No: 055-051-170

RECORDING REQUESTED BY:
Siskiyou Escrow Services, Inc.
LSI
Order No. 18317046
Escrow No. 14-1243-KE
Parcel No. 055-051-180

Siskiyou County Recorder
Mike Mallory, Recorder

DOC - 14-0005036
Acct 3-Siskiyou Escrow Services, Inc
Friday, JUN 20, 2014 10:15:50
Ttl Pd \$167.70 Nbr-0000247719
LAK/C2/1-2

AND WHEN RECORDED MAIL TO:

RICHARD C. FLYNN
6224 HILL ST
DUNSMUIR, CA 96032

SPACE ABOVE THIS LINE FOR RECORDER'S USE

GRANT DEED

THE UNDERSIGNED GRANTOR(S) DECLARE(S) THAT DOCUMENTARY TRANSFER TAX IS \$150.70

- ☒ computed on full value of property conveyed, or
☐ computed on full value less liens or encumbrances remaining at the time of sale.
☐ unincorporated area: **X Fort Jones, and**

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

Thomas M. Mathews and Linda S. Mathews, as the initial Trustees of the Mathews Family Revocable Living Trust of August 29, 2013

hereby GRANT(S) to **Richard C. Flynn and Sally K. Flynn, Husband and Wife and Clyde T. Gephart, an unmarried man, all as joint tenants**

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

of See Exhibit 'A' Attached hereto and made a part hereof

Date June 18, 2014

Thomas M. Mathews and Linda S. Mathews, as the
initial Trustees of the Mathews Family Revocable
Living Trust of August 29, 2013

Thomas M. Mathews TRUSTEE
Thomas M Mathews, Trustee
STATE OF CALIFORNIA

Linda S. Mathews Trustee
Linda S Mathews, Trustee

COUNTY OF Siskiyou

}
} S.S.
}

On June 19, 2014, before me, Kimberly Eastman, Notary Public,
personally appeared **Thomas M. Mathews and Linda S. Mathews**, who proved to me on the basis of satisfactory
evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that
he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the
instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is
true and correct.

WITNESS my hand and official seal.

Signature [Signature] (Seal)

Mail Tax Statement to : Same as Above



LEGAL DESCRIPTION

Exhibit A

The following described property:

All that Real Property situate in the State of California, County of Siskiyou, described as follows:

Parcel 2 (Carlock Street):

Lots 3, 13, 14 and 16, in Block 3, in the Town of Fort Jones, on File in the Office of the Siskiyou County Recorder.

Excepting therefrom:

A fractional portion of Lot 3 of Block 13 of the Town of Fort Jones more particularly described as follows:

Beginning at an iron pipe marking the Northwesterly corner of Lot 3 of Block 13 of the Town of Fort Jones;

Thence along the Southerly boundary of Newton Street S 63 degrees 52' 30" E a distance of 90.40 feet, (Rec. S 63 degrees 38' E, 90.00 feet);

Thence S 25 degrees 45' 48" W along the Easterly boundary of said Lot 3 a distance of 152.87 feet;

Thence N 62 degrees 16' 30" W a distance of 89.83 feet to the Southeast corner of the L. Landrum Lot;

Thence N 25 degrees 31' 42" E (Rec. N 26 degrees 25' E) along the Westerly boundary of said Lot 3 a distance of 150.37 feet to the Point of Beginning.

Assessor's Parcel No: 055-051-180

-LEGAL DESCRIPTION-
BOUNDARY LINE ADJUSTMENT

RESULTANT PARCEL:

ALL THAT REAL PROPERTY SITUATED IN THE CITY OF FORT JONES, COUNTY OF SISKIYOU, STATE OF CALIFORNIA, BEING A PORTION OF SECTION 2, TOWNSHIP 43 NORTH, RANGE 9 WEST, MOUNT DIABLO MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

LOTS 3, 13, 14 AND 16 OF BLOCK 13 AS SHOWN ON THAT CERTAIN MAP ENTITLED "FORT JONES, CAL" DATED JANUARY 1898 AND FILED IN BOOK 2 OF TOWN MAPS AT PAGES 1 THROUGH 2 INCLUSIVE, SISKIYOU COUNTY RECORDS;

EXCEPTING THEREFROM THE SOUTHWESTERLY 114.00 FEET OF LOT 3 AS MEASURED AT RIGHT ANGLES TO THE NORTHEASTERLY RIGHT OF WAY OF CARLOCK STREET

SUBJECT TO EXISTING EASEMENTS AND RIGHTS OF WAY OF RECORD.

WADE DEDOBBELEER L.S. 9458
SISKIYOU LAND SURVEYING LLP
FILE# 02023

DATE

-LEGAL DESCRIPTION-
BOUNDARY LINE ADJUSTMENT

RESULTANT PARCEL:

ALL THAT REAL PROPERTY SITUATED IN THE CITY OF FORT JONES, COUNTY OF SISKIYOU, STATE OF CALIFORNIA, BEING A PORTION OF SECTION 2, TOWNSHIP 43 NORTH, RANGE 9 WEST, MOUNT DIABLO MERIDIAN, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

THE SOUTHWESTERLY 114.00 FEET OF LOT 3 OF BLOCK 13 AS SHOWN ON THAT CERTAIN MAP ENTITLED "FORT JONES, CAL" DATED JANUARY 1898 AND FILED IN BOOK 2 OF TOWN MAPS AT PAGES 1 THROUGH 2 INCLUSIVE, SISKIYOU COUNTY RECORDS, AS MEASURED AT RIGHT ANGLES TO THE NORTHEASTERLY RIGHT OF WAY OF CARLOCK STREET

SUBJECT TO:

EXISTING EASEMENTS AND RIGHTS OF WAY OF RECORD.

WADE DEDOBBELEER L.S. 9458
SISKIYOU LAND SURVEYING LLP
FILE# 02023

DATE



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Policy and Ordinance Committee
Subject: Agreement and Advertising Fees for Businesses and Events at Walker Field

Background

Over the years the Town of Fort Jones has let businesses and event advertisement be allowed at the Walker Field without cost.

In the regular town council meeting on September 11th, 2023, the council voted to have the current policy and ordinance committee meet and propose fees and guidelines for future advertising at Walker Field.

The Policy and Ordinance Committee presented an agreement with fee and guidelines to advertising. The public and staff suggested some recommendations and the agreement was sent back to the committee for revision.

Presented in the attachment are the proposed fees, updated guidelines, and agreement document that the policy and ordinance committee propose.

Recommendation

Staff recommends that council review and approve the fees and updated guidelines for future advertising at Walker Field.



Gateway to the Marble Mountains

Advertising Agreement – Walker Field

Name of Business or Event: _____

Responsible Party: _____

Mailing Address: _____ **City:** _____

State: _____ **Zip Code:** _____

Phone Number: _____ **Cell Phone:** _____

Email Address: _____

Long Term:

1. Year-round advertising is \$500.00
2. Banner must be 4x8 feet
3. Advertisement will be placed above ten feet off the ground on the grandstands.

Short Term:

1. Monthly for short term event advertising is \$50.00 a month.
 - a. Examples: Fall Festival, Flick Fest, and Concerts in the Park
2. Banner may be any size, but not to exceed 4x8 feet.
3. Advertisement will be placed at the bottom ten feet of the grandstands.

Additional Requirements:

1. Content on banners must be approved by the Town Clerk or Town Administrator prior to being placed on the grandstands.
2. Banners must stay in good condition as follows or advertisement will be taken down.
 - a. Colors and wording must not be faded beyond legibility.
 - b. Banners must not have holes or become torn.
 - c. Public Works will place and remove advertisements, not the advertiser.

Agreement:

Yearly – all year advertisement for \$500.00: _____ Paid (cash,ck) _____

Start Date: _____ End Date: _____

Monthly – short term event advertisement for \$50.00 a month: _____ Paid (cash,ck) _____

Start Date: _____ End Date: _____

Signature of Responsible Party: _____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator/Clerk
Subject: Public Works Fee Schedule

Background

The Town of Fort Jones provides water and sewer services for residents. In general, the Town is responsible for the maintenance and improvement of these systems up to the service connections for property owners. In general, repairs and improvements to water and sewer systems on the owner's side of the connections are the responsibility of the owner. In the event that Public Works staff provide repairs, improvements, or installations that are the responsibility of property owners the Town needs to recover costs for these services. The attached fee schedule provides for that cost recovery.

Recommendation

Staff recommends that council review and approve the fees for Public Works Services.



Gateway to the Marble Mountains

Fee Schedule
Public Works Service Fees

Fort Jones Standard Labor Charges

Public Works Staff: \$40.00/Hour during business hours, per person, 15 min increments
\$60.00/Hour after-hours business rate, per person, minimum 1 hour

Fort Jones Standard Equipment Charges

Backhoe: \$75.00/Hour, 15 min increments
Dump Truck: \$100.00/Hour, 15 min increments
Sewer Flusher Truck: N/A

Fee Schedule
Water Service Fees

Residential/Commercial Water Fees- Misc.

Water Turn On/Off (5pm-8:00am)	\$50.00 (each call for customer/landlord repairs)
Water Reconnect Fee (8am-5pm)	\$42.00 (reconnect from delinquent account)
Water Reconnect Fee (5pm-8:00am)	\$100.00 (reconnect from delinquent account – after business hours)
Water Modification Fee	\$50.00 (shut-off or activation by request of landlord/property owner)
Water Meter Tampering Fee:	\$100.00
Utilities Deposit Water/Sewer:	\$250.00 (twice monthly amount for full basic service + fees)
Utility Account Changes	\$25.00 (admin. fee)
Delinquent Bill Fees:	\$1.00 (each 30 days delinquent)



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator/Clerk
Subject: Water and Sewer Application and Agreement

Background

The Town of Fort Jones provides water and sewer services for residents. At this time when residents come to establish services there are no agreements or other documentation generated. This leaves the Town limited recourse for recovering unpaid fees. Additionally, residents are not clearly advised of their rights and responsibilities when it comes to services provided by the Town. The attached agreement is designed to provide a binding agreement for these services. This also ensures that landlords/property owners can be held responsible for their tenants unpaid utilities.

Ensuring the town provides legal agreements for services is an essential step in coving liabilities and improves the Town's ability to apply the 218 process and apply for grants.

Recommendation

Staff recommends that council review and approve the Agreement for Services.

11960 East Street
P.O. Box 40
Fort Jones, CA, 96032



530-468-2281
www.fortjonesca.com

Gateway to the Marble Mountains

APPLICATION FOR SERVICES: WATER & SEWER

TODAY'S DATE: _____ SERVICE START DATE: _____

SERVICE ADDRESS: _____

BILLING ADDRESS: _____ CITY _____ ST _____ ZIP _____

APPLICANT(S) INFORMATION:

NAME _____ DRIVERS LICENSE/ID# _____

SOCIAL SECURITY NO _____ DATE OF BIRTH _____ PHONE# _____

EMPLOYER: _____ WORK PHONE # _____ CELL# _____

EMAIL _____ EMERGENCY CONTACT _____ PHONE _____

NAME: _____ DRIVERS LICENSE/ID# _____

SOCIAL SECURITY NO _____ DATE OF BIRTH _____ PHONE# _____

EMPLOYER: _____ WORK PHONE # _____ CELL# _____

EMAIL _____ EMERGENCY CONTACT _____ PHONE _____

☐ **RENTER-** If you are the RENTER/LESSEE, a copy of your RENTAL/LEASE AGREEMENT is required to establish a service account with the Town of Fort Jones plus a government issued PHOTO ID of all adult tenants named in the rental/lease agreement along with a utility deposit.

☐ **PROPERTY OWNER-** If you are the PROPERTY OWNER, please provide the date for transfer of ownership for this property: _____. If property is to be used as a rental, you will need to notify this office of each tenant transfer and the effective move-in/move-out dates. Monthly sewer rates and water usage charges will revert back to the property owner upon tenant account termination regardless if termination was voluntary or involuntary. Water and sewer charges will apply whether or not the water is on or off or if the structure is occupied or vacant. Service will remain as such until the new Renter/Lessee establishes services with the Town.

PREVIOUS ACCOUNT HISTORY - List prior Town of Fort Jones service address, dates of service, and name(s) service was under

(maiden/married): Account Name: _____ Service Address: _____ Dates of Service: _____

Town of Fort Jones Non-Discrimination Statement

The Town of Fort Jones prohibits discrimination against its customers, employees, and applicants for employment on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, clients and customers.

OVER 

<u>Monthly Water Service Charges:</u> Base Rate (up to 1,500 cu ft.): \$21.00 \$0.50 every 100-cu ft. for next 1000 cubic feet \$0.75 every 100-cu ft. over 2,500 cubic feet	<u>Monthly Sewer Charges:</u> \$41.00 – Residential Single Family (Subject to Prop 218 increases until 2026)
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TERMS, CONDITIONS AND FEES FOR UTILITY SERVICE WITH THE TOWN OF FORT JONES:

- A. Upon moving IN or OUT of a residence, it is the responsibility of each CUSTOMER to establish and terminate their own service. Failure to do so may result in additional charges.
- B. Customers with prior unpaid accounts with the Town of Fort Jones will be required to clear their outstanding debt before new service can be established. Outstanding utility debts may also be sent for collection. Debts sent for collection must be paid at the collection agency, and proof of payment brought to Town Hall before new Town utility service can be established. The Town also reserves the right to place property liens for outstanding utility debts. Town fees are subject to modification by the Fort Jones Town Council. Utility rates are subject to modification by the CA Proposition 218 process.
- C. A **\$42.00 Reconnecting Fee** must be paid, along with the back amount due, before water will be turned back on after it has been disconnected for non-payment.
- D. A Water Meter Tampering Fee of **\$100.00** will be added to any account who has tampered with the Town water meters.
- E. After Hours Call Out Fee (weekends, holidays & weekdays 3:30 pm—8:00 am) to re-establish water reconnection, due to a non- payment shut-off, is an additional **\$100.00**.
- F. After Hours Water Turn off/on for customer repairs is **\$50.00** each call, at the discretion of the Town Administrator.
- G. Water Service Modification for shut-off or activation by request of landlord/property owner is **\$50.00**.
- H. Utility Account Changes for Name/Responsible Party will be a **\$25.00** admin fee.
- I. Returned Payment Fee is **\$25.00**. If the town receives two NSF checks, future payments will only be accepted as money orders, cashier’s checks or credit cards.
- J. Deposit for Town Utilities is the amount which is *twice* the monthly amount for the full basic service charges for water, sewer and any associated fees (currently \$120).
- K. For property owners, utility billing will automatically revert back to the owner’s name upon tenant account termination and charges will apply whether water is on or off and even when the home is vacant. Service shall remain in the owner’s name until the owner notifies this office of new tenant occupancy. Owners may opt to keep services in their name and have no tenant transfers.
- L. Should a property owner fail to pay their own utility bill on the rental property, no new service will be given to a subsequent tenant until the property owner’s utility accounts are paid in full.
- M. The undersigned hereby applies for water, sewer and garbage services with the Town of Fort Jones and agrees to pay all charges, as stated above, each month. Billing shall occur monthly approximately the 20th of each month and be mailed by the last working day of the month. Bills are due by the 10th of each month and will be considered delinquent if not paid by the 20th, and are subject to penalties (18% per annum) if paid after the 20th. A shut-off notification will be sent approximately 10 days before the specified water shut -off date. Full payment must be made prior to the water shut-off date to avoid water disconnection. Failure to receive a utility bill does not excuse payment, penalty or shut-off.
- N. UTILITY PAYMENTS MAY BE MADE BY CHECK, CASHIER’S CHECK, MONEY ORDER, CREDIT CARD OR CASH.
- O. By signing this application, I hereby agree that I have read, understand, and will abide by the terms, conditions and fees set forth in this policy.

 Applicant Signature

 Date

 Applicant Signature

 Date

For Office Use only

Date Deposit Paid _____
 Amount Paid \$ _____
 Reference _____

Notes _____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator/Clerk
Subject: Cost of Living Adjustment

Background

Cost of Living Adjustments or COLAs are annual revisions to salary schedules to ensure that wages remain competitive and keep up with inflation. The COLA set by the Social Security Administration is a mirror of the Consumer Price Index or CPI. The CPI is a measure of how much it costs for the purchase of goods and calculated as a percentage.

Many organizations utilize the COLA percentage that is applied for recipients of Social Security benefits. The Social Security Administration publishes an annual cost of living adjustment. The COLAs for the last three years were: 1.3% in 2020, 5.9% in 2021, 8.7% in 2022. For 2023 the Social Security Administration has announced a COLA of 3.2%.

Upon review of payroll records it appears that COLAs have not been recommended in previous years. Ensuring that wages are both competitive and relevant to inflation is vital to reducing staff turnover and attractive qualified individuals to fill vacancies. The Town is fortunate to employ staff with the skills and knowledge to provide services to citizens. The skills possessed by staff have the potential for higher earnings with other local organizations or government entities. Attached are proposed cost of living adjustments and their fiscal impact for the remainder of the 2023-2024 fiscal year.

Recommendation

Staff recommends that council review and approve a Cost-of-Living Adjustment for the salary schedule.



The Town of Fort Jones

Position	3.2% COLA									
	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
Accounting Clerk										
	\$17.54		\$18.07		\$18.61		\$19.17		\$19.75	
Customer Service Clerk	\$36,491.52		\$37,586.27		\$38,713.85		\$39,875.27		\$41,071.53	
	\$17.03		\$17.54		\$18.07		\$18.61		\$19.17	
Town Clerk (w/certification)	\$35,418.24		\$36,480.79		\$37,575.21		\$38,702.47		\$39,863.54	
	\$21.67		\$22.32		\$22.99		\$23.68		\$24.39	
Town Deputy Clerk	\$45,077.76		\$46,430.09		\$47,823.00		\$49,257.69		\$50,735.42	
(required to get certification)	\$19.61		\$20.20		\$20.80		\$21.43		\$22.07	
	\$40,784.64		\$42,008.18		\$43,268.42		\$44,566.48		\$45,903.47	
TOWN HALL MAINTENANCE										
Custodian/Janitor										
	\$16.51	\$0.00	\$17.01	\$0.00	\$17.52	\$0.00	\$18.04	\$0.00	\$18.58	
PUBLIC WORKS DEPT.	\$34,344.96	\$0.00	\$35,375.31	\$0.00	\$36,436.57	\$0.00	\$37,529.67	\$0.00	\$38,655.56	
Public Works Director										
Public Works 1										
(two positions)	\$17.03	\$0.00	\$17.54	\$0.00	\$18.07	\$0.00	\$18.61	\$0.00	\$19.17	
	\$35,418.24	\$0.00	\$36,480.79	\$0.00	\$37,575.21	\$0.00	\$38,702.47	\$0.00	\$39,863.54	
FIRE DEPT.	\$73,669,939.20	\$0.00	\$75,880,037.38	\$0.00	\$78,156,438.50	\$0.00	\$80,501,131.65	\$0.00	\$82,916,165.60	
Fire Chief										
	\$24.81	\$0.00	\$25.55	\$0.00	\$26.32	\$0.00	\$27.11	\$0.00	\$27.92	
	\$51,603.30	\$0.00	\$53,151.40	\$0.00	\$54,745.94	\$0.00	\$56,388.32	\$0.00	\$58,079.97	

Estimated Additional Cost for 23-24 \$3,100



The Town of Fort Jones

Position	5% COLA									
	STEP 1		STEP 2		STEP 3		STEP 4		STEP 5	
Accounting Clerk	\$17.85		\$18.39		\$18.94		\$19.51		\$20.09	
	\$37,128.00		\$38,241.84		\$39,389.10		\$40,570.77		\$41,787.89	
Customer Service Clerk	\$17.33		\$17.84		\$18.38		\$18.93		\$19.50	
	\$36,036.00		\$37,117.08		\$38,230.59		\$39,377.51		\$40,558.84	
Town Clerk (w/certification)	\$22.05		\$22.71		\$23.39		\$24.09		\$24.82	
	\$45,864.00		\$47,239.92		\$48,657.12		\$50,116.83		\$51,620.34	
Town Deputy Clerk	\$19.95		\$20.55		\$21.16		\$21.80		\$22.45	
(required to get certification)	\$41,496.00		\$42,740.88		\$44,023.11		\$45,343.80		\$46,704.11	
TOWN HALL MAINTENANCE										
Custodian/Janitor	\$16.80		\$17.30		\$17.82		\$18.36		\$18.91	
	\$34,944.00		\$35,992.32		\$37,072.09		\$38,184.25		\$39,329.78	
PUBLIC WORKS DEPT.										
Public Works Director										
Public Works 1	\$17.33		\$17.84		\$18.38		\$18.93		\$19.50	
(two positions)	\$36,036.00		\$37,117.08		\$38,230.59		\$39,377.51		\$40,558.84	
	\$74,954,880.00	\$0.00	\$77,203,526.40	\$0.00	\$79,519,632.19	\$0.00	\$81,905,221.16	\$0.00	\$84,362,377.79	
FIRE DEPT.										
Fire Chief	\$25.24		\$26.00		\$26.78		\$27.58		\$28.41	
	\$52,503.36		\$54,078.46		\$55,700.81		\$57,371.84		\$59,092.99	

Estimated Additional Cost for 23-24 \$4,800



The Town of Fort Jones

Position	8% COLA				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accounting Clerk	\$18.36 \$38,188.80	\$18.91 \$39,334.46	\$19.48 \$40,514.50	\$20.06 \$41,729.93	\$20.66 \$42,981.83
Customer Service Clerk	\$17.82 \$37,065.60	\$18.35 \$38,177.57	\$18.91 \$39,322.90	\$19.47 \$40,502.58	\$20.06 \$41,717.66
Town Clerk (w/certification)	\$22.68 \$47,174.40	\$23.36 \$48,589.63	\$24.06 \$50,047.32	\$24.78 \$51,548.74	\$25.53 \$53,095.20
Town Deputy Clerk (required to get certification)	\$20.52 \$42,681.60	\$21.14 \$43,962.05	\$21.77 \$45,280.91	\$22.42 \$46,639.34	\$23.10 \$48,038.52
TOWN HALL MAINTENANCE					
Custodian/Janitor	\$17.28 \$35,942.40	\$17.80 \$37,020.67	\$18.33 \$38,131.29	\$18.88 \$39,275.23	\$19.45 \$40,453.49
PUBLIC WORKS DEPT.					
Public Works Director					
Public Works 1 (two positions)	\$17.82 \$37,065.60	\$18.35 \$38,177.57	\$18.91 \$39,322.90	\$19.47 \$40,502.58	\$20.06 \$41,717.66
FIRE DEPT.					
Fire Chief	\$25.96 \$54,003.46	\$26.74 \$55,623.56	\$27.54 \$57,292.27	\$28.37 \$59,011.03	\$29.22 \$60,781.37

Estimated Additional Cost for 23-24 \$7,700



The Town of Fort Jones

Position	10% COLA				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Accounting Clerk	\$18.70 \$38,896.00	\$19.26 \$40,062.88	\$19.84 \$41,264.77	\$20.43 \$42,502.71	\$21.05 \$43,777.79
Customer Service Clerk	\$18.15 \$37,752.00	\$18.69 \$38,884.56	\$19.26 \$40,051.10	\$19.83 \$41,252.63	\$20.43 \$42,490.21
Town Clerk (w/certification)	\$23.10 \$48,048.00	\$23.79 \$49,489.44	\$24.51 \$50,974.12	\$25.24 \$52,503.35	\$26.00 \$54,078.45
Town Deputy Clerk (required to get certification)	\$20.90 \$43,472.00	\$21.53 \$44,776.16	\$22.17 \$46,119.44	\$22.84 \$47,503.03	\$23.52 \$48,928.12
TOWN HALL MAINTENANCE					
Custodian/Janitor	\$17.60 \$36,608.00	\$18.13 \$37,706.24	\$18.67 \$38,837.43	\$19.23 \$40,002.55	\$19.81 \$41,202.63
PUBLIC WORKS DEPT.					
Public Works Director					
Public Works 1 (two positions)	\$18.15 \$37,752.00	\$18.69 \$38,884.56	\$19.26 \$40,051.10	\$19.83 \$41,252.63	\$20.43 \$42,490.21
FIRE DEPT.					
Fire Chief	\$26.44 \$55,003.52	\$27.24 \$56,653.63	\$28.05 \$58,353.23	\$28.90 \$60,103.83	\$29.76 \$61,906.95
Estimated Additional Cost for 23-24 \$9,600					



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator
Subject: Policy Exception: Waiting period for Health Benefits

Background

The Town of Fort Jones offers a health benefits package through Golden State Risk Management. The Employee Handbook stipulates that employees are eligible for this benefit after their first ninety days of employment. The Town of Fort Jones has a small pool of employees, many of which do not elect to receive this benefit. There is potential for the Town to be dropped from the health insurance pool due to lack of participation. Therefore, it is requested that an exception to the waiting period be granted for the Town Administrator to ensure the maximum number of employees possible are in the insurance pool.

Recommendation

Staff recommends that council review and approve an exception to the waiting period for the health benefits for the Town Administrator.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator
Subject: Accounting Clerk – Part-time to Full-time

Background

The Accounting Clerk position is currently a part-time position. The volume and complexity of the work involved for the Accounting Clerk necessitates the position be full-time. The Accounting Clerk position plays a key role not only in the day-to-day functioning of the office but also a significant role in ensuring the Town is compliant with accounting and recordkeeping requirements. Some of these duties include working with auditors, reconciliation of bank accounts, and division of duties for cash handling.

Recommendation

Staff recommends that council review and approve the Accounting Clerk position as a full-time position.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 11, 2023
From: Joshua Stanshaw, Town Administrator
Subject: Non-Discrimination Policy

Background

The Town of Fort Jones is required to meet non-discrimination requirements set by federal and state regulations and statutes. The attached policy which has been prepared by Town legal counsel attests the Town is compliant with applicable state and federal regulations. Further, this policy fulfils requirements established in many grant opportunities and therefore ensures the Town maintains eligibility for such funding opportunities.

Recommendation

Staff recommends that council review and approve the Non-Discrimination Policy.



Gateway to the Marble Mountains

Town of Fort Jones

Title VI Non-Discrimination Policy

The Town of Fort Jones is committed to ensuring that no person is excluded from participation in or denied the benefits of its federally assisted programs on the basis of various factors as outlined below pursuant to Federal civil rights laws and is committed to providing its programs and services without discrimination in accordance with:

- *Title VI of the Civil Rights Act of 1964*, which prohibits discrimination based on **race, color, or national origin** (including **language**).
- *Section 504 of the Rehabilitation Act of 1973*, which prohibits discrimination based on **disability**.
- *Title IX of the Education Amendments Act of 1972*, which prohibits discrimination based on **sex** in education programs or activities.
- *Age Discrimination Act of 1975*, which prohibits discrimination based on **age**.
- *U.S. Department of Homeland Security regulation 6 C.F.R. Part 19*, which prohibits discrimination based on **religion** in social service programs.

The Town of Fort Jones, as a federal grant recipient, is required to conform to Title VI of the Civil Rights Act of 1964 and its amendments. Therefore, the Town of Fort Jones's mission includes the equal and equitable access to its programs, activities, and services. For more information about the Town of Fort Jones's Title VI Program, please contact the Title VI Coordinator at (530) 468-2281.

It is against the law for the Town of Fort Jones to retaliate against anyone who takes action to oppose discrimination, files a grievance, or participates in the investigation of a grievance in accordance with the above authorities.

For additional information visit: www.dhs.gov/crci or call: 202-401-1474 Toll-Free: 1-866-644-8360