



AGENDA

Special Meeting

October 20, 2023 – 6:00 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: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time regarding the subject matter of this special meeting only. There is a three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS: NONE

DISCUSSION / REPORTS: ACTION ITEMS:

1. Review and approve First 5 Siskiyou Proclamation
2. Review and approve Resolution 1124 certifying and accepting calculations for AB2788 MOE – Prop 172
3. Review and approve amended budget line item for the Law Enforcement Growth Allocation
4. Discuss and approve the hiring of Town Admin/Clerk - Joshua Stanshaw
5. Review and approve Resolution 1125 changing compensation and part-time status of Town Clerk
6. Discuss and resolve the Fort Jones Museum bank account.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

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

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you 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.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 9, 2023
From: First 5 Siskiyou Children and Families Commission
Subject: Review and approve First 5 Siskiyou Proclamation

Background

First 5 Siskiyou, in partnership with Siskiyou County Library and the Family/Community Resource Centers, dedicates one day each year to promote early literacy by providing the same titled book to be read by guest readers to children in various pre-schools, kindergartens, childcare settings, libraries and online events throughout Siskiyou County on the same day and provide each child with a copy of that book to take home.

First 5 Siskiyou would like the Town of Fort Jones to proclaim November 8, 2023 as the 16th anniversary of “Read Across Siskiyou”.

Recommendation

Staff recommends that the council review and approve the First 5 Siskiyou Proclamation proclaiming November 8, 2023, as the 16th anniversary of “Read Across Siskiyou”.



Siskiyou County

PROCLAMATION of the 16th ANNUAL “READ ACROSS SISKIYOU” event

Sponsored By First 5 Siskiyou Children and Families Commission

WHEREAS, the ultimate goal of the First 5 Siskiyou Children and Families Commission is that all of Siskiyou’s children from prenatal through 5 years of age will be healthy, ready to learn, and supported in safe, nurturing families and communities; and

WHEREAS, children in Siskiyou County from prenatal through 5 years of age have a successful start in life through daily reading with supportive and nurturing families, caregivers, educators and community leaders; and

WHEREAS, early literacy is the foundation for academic, social emotional, and economic success; and

WHEREAS, First 5 Siskiyou, in partnership with Siskiyou County Library and the Family/Community Resource Centers, dedicates one day each year to promote early literacy by providing the same titled book to be read by guest readers to children in various pre-schools, kindergartens, child care settings, libraries and online events throughout Siskiyou County on the same day and provide each child with a copy of that book to take home.

THEREFORE, the City of Fort Jones hereby proclaims November 8 2023 as the 16th anniversary of “Read Across Siskiyou” and be it that this body enthusiastically endorses daily reading, singing and playing with children as a critical foundation for healthy development and life long success.

Signed _____ Date: _____

Mercedes Garcia, City of Fort Jones





The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 20, 2023
From: Siskiyou County Auditor-Controller – Jeff Heign
Subject: Resolution 1124 - Maintenance of Effort (MOE) requirements for Proposition 172

Background

Town of Fort Jones is required to calculate and certify AB2788 Maintenance of Effort (MOE) requirements concerning the use of Proposition 172 revenues to the Siskiyou County Auditor.

Attached are the Maintenance-of-Effort Certification Form and Form B/C.

These figures are making sure that the Town of Fort Jones is spending the appropriate level on law enforcement compared to a baseline level from 1992/1993.

Recommendation

Staff recommends that the council review and approve Resolution 1124 certifying the calculations for the AB2788 Maintenance of Effort requirements for Proposition 172.



Gateway to the Marble Mountains

RESOLUTION 1124

**RESOLUTION OF THE FORT JONES TOWN COUNCIL
AB2788 MAINTENANCE-OF-EFFORT REQUIREMENT PUBLIC SAFETY**

BE IT RESOLEVED by the Town Council of the Town of Fort Jones as follows:

WHEREAS the Town of Fort Jones is required to calculate and certify AB2788 Maintenance of Effort (MOE) requirements concerning the use of Proposition 172 revenues to the Siskiyou County Auditor; and

WHEREAS the Town of Fort Jones' calculations are over the MOE base year by \$161,014 as shown on AB2788 (Chapter 886/94) Maintenance-of-Effort Certification Form and Form B/C attached; and

WHEREAS the Fort Jones Town Council approves the calculations and directs the Interim Town Clerk to execute and forward the 2023/2024 Certification to the Auditor-Controller for Siskiyou County.

IT IS HEREBY CERTIFIED that the foregoing Resolution 1124 was introduced, passed, and duly adopted at a special meeting by the Town Council on this ____ day of October 2023 by the following vote:

Ayes:

Nyes:

Absent:

Abstain:

ATTEST:

Carolyn Hoefer, Interim Town Clerk

APPROVED:

Mercedes M. Garcia, Mayor

Siskiyou County
Auditor-Controller
AB2788 (Chapter 886/94)
Maintenance-of-Effort Certification Form

Name of City/County: City of Fort Jones

Fiscal Year of Certification: 2023-2024

AB2788 Maintenance-of-Effort (MOE) Calculation:

Total Public Safety Adopted Budget (Amount of Line 4.1 from Form A)	<u>\$215,982</u>
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Less: Public Safety MOE (Amount of Line 3.2 from Form A)	<u>\$ 54,968</u>
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Difference: Over/(Under) AB2788 MOE Requirements	<u>\$161,014</u>
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Certification Statement:

I hereby certify that the City/County of Fort Jones is over under (please circle one) the AB2788 Maintenance-of-Effort requirements concerning the use of Proposition 172 revenues in the amount of \$161,014. Forms A, B, and C are submitted in support of this calculation. Detailed records concerning this calculation are available upon request and will be retained.

Signature of City/County Official: _____

Date signed: _____

Form A: AB2788 MOE Calculation Worksheet
2023-2024: Ft Jones

Step #1: Define Public Safety Services

A City or County should establish their definition of public safety services that is consistent with Government Code Section 30052. Please list all departments included in this definition below.

Step #2: Determine Base Year

The city or county should determine their AB2788 base year by using the 1992-93 Adopted Budget for all defined public safety departments. Please complete Form B to provide the following:

Line 2.1: Total Base Year \$ 52,000
(Total Adjusted AB2788 Base Year detailed in Form B)

Step #3: Determine Base Amount for Local Agency

AB2788 includes a growth factor provision that is equal to the previous years growth in Proposition 172 revenues. The Auditor-Controller's Office will provide cities and counties with this amount. If appropriate, this amount should be added to the AB2788 Base Year.

Line 3.1: Growth Amount \$ 2,968

Line 3.2: Total Base Amount for Local Agency \$ 54,968
(Total 2.1 and 3.1)

Step #4: Determine AB2788 Public Safety Budget for Certification Year

The City or County should determine the AB2788 Public Safety Budget for the certification year. The City or County should include the same departments and adjustments that were included in their AB2788 base year calculation. Please complete Form C to provide the following:

Line 4.1: Total AB2788 Public Safety Budget \$215,982
(Total Adjusted AB2788 Budget for Certification Year detailed in Form C)

Step #5: AB2788 Maintenance-of-Effort (MOE) Calculation

Please complete the Auditor-Controller AB2788 Certification form using the above information. The calculation would be as follows:

Amount of Line 4.1 – Amount of Line 3.2 = Amount Over or (Under) AB2788 MOE Requirement.

FORM B/C

SCHEDULE OF MOE CALCULATIONS (Based on Actual Allocation)*

Town of Fort Jones

RECEIPTS

ESTIMATED

ACTUAL

92/93

93/94

94/95

94/95

95/96

96/97

97/98

98/99

99/00

00/01

01/02

02/03

03/04

04/05

05/06

06/07

General Fund Appropriation

52,000

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

50,216

Prop 172*

NA

1,784

2,337

2,337

2,429

1,880

1,842

1,878

1,961

2,119

1,997

2,025

2,025

2,410

2,586

2,669

Funding Available

52,000

52,000

52,553

52,553

52,645

52,096

52,058

52,094

52,177

52,335

52,213

52,241

52,241

52,626

52,802

52,886

Minimum budget MOE

52,000

52,000

52,553

52,553

52,645

52,096

52,058

52,094

52,177

52,335

52,213

52,241

52,241

52,626

52,802

52,886

Amount of excess (deficit) of MOE

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

0

RECEIPTS	ESTIMATED			ACTUAL														
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23		
General Fund Appropriation	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	50,216	GROWTH 2,968	
Prop 172*	2,657	2,416	2,287	2,339	2,484	2,867	2,928	3,074	3,092	3,184	3,276	3,360	3,198	3,255	4,797	4,752		
Funding Available	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492	53,576	53,415	53,471	55,013	54,968		
Minimum budget MOE	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492	53,576	53,415	53,471	55,013	54,968		
Amount of excess (deficit) of MOE	0	0	0	0	0	0	0	0	0	0	-	-	0	0	0	0		

MAINTENANCE OF EFFORT (MOE) CALCULATION - ADJUSTING BASE AMOUNT																
EXPENDITURES		ESTIMATED														
		92/93	93/94	94/95	95/96	96/97	97/98	98/99	99-00	00/01	01/02	02/03	03/04	04/05	05/06	06/07
BASE AMOUNT (92/93 LESS ADJ)		52,000		52,000	52,553	52,553	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626
CALC OF BASE AMT ADJUSTMENT		NA		553	0	92	(549)	(38)	36	83	158	(122)	28	0	385	176
ADJUSTMENT TO BASE AMOUNT				553	0	92	(549)	(38)	36	83	158	(122)	28	0	385	176
ADJUSTED MOE REQUIREMENT		52,000		52,553	52,553	52,645	52,096	52,058	52,094	52,177	52,335	52,213	52,241	52,241	52,626	52,802
LOCAL ADOPTED BUDGET		0		53,100	55,000	59,500	63,800	60,600	63,200	57,000	56,300	60,300	61,000	57,500	52,506	71,000
REDUCTION IN PSAF ALLOCATION		NA		(547)	(2,447)	(6,855)	(11,704)	(8,542)	(11,106)	(4,823)	(3,965)	(8,087)	(8,759)	(5,259)	120	(18,198)

MAINTENANCE OF EFFORT (MOE) CALCULATION - ADJUSTING BASE AMOUNT																	
EXPENDITURES	ESTIMATED																
	07/08	08/09	09/10	10/11	11/12	12/13	13/14	14/15	15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23	23/24
BASE AMOUNT (92/93 LESS ADJ)	52,802	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492	53,576	53,415	53,471	55,013
CALC OF BASE AMT ADJUSTMENT	84	(13)	(241)	(128)	52	145	383	61	146	18	92	92	84	(162)	57	1,542	(45)
ADJUSTMENT TO BASE AMOUNT	84	(13)	(241)	(128)	52	145	383	61	146	18	92	92	84	(162)	57	1,542	(45)
ADJUSTED MOE REQUIREMENT	52,886	52,873	52,632	52,504	52,555	52,700	53,083	53,144	53,290	53,308	53,400	53,492	53,576	53,415	53,471	55,013	54,968
LOCAL ADOPTED BUDGET	94,000	78,250	71,000	83,500	85,000	85,000	92,000	90,000	83,500	83,500	83,500	168,747	198,698	129,898	282,462	215,982	215,982
REDUCTION IN PSAF ALLOCATION	(41,114)	(25,377)	(18,368)	(30,996)	(32,445)	(32,300)	(38,917)	(36,856)	(30,210)	(30,192)	(30,100)	(115,255)	(145,122)	(76,483)	(228,991)	(160,969)	(161,014)

**Verified Prop 172 receipts with Banner



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 20, 2023
From: Siskiyou County Auditor-Controller – Jeff Heign
Subject: Review and approve amended 23/24 budget for Law Enforcement Growth Allocation

Background

Jeff Heign, Supervising Accountant-Auditor, from the Siskiyou County Auditor Controller's Office has informed the Town of an unexpected increase of 32% in the growth allocation on COPS money for 23/24. See below for a quick illustration:

- 19/20: \$55,947.62
- 20/21: \$56,726.58
- 21/22: \$61,284.84
- 22/23: \$65,271.25
- 23/24: \$86,158.95!

As per the COPS procedure this money needs to be budgeted for in our Law Enforcement budget for 23/24 before the funds to be released.

Since the Towns' budget for 23/24 has already been filed, an amended budget with the new growth allocation figures must be approved.

See attached the amended 23/24 budget containing the adjusted line-item figures for the Law Enforcement Growth Allocation.

Recommendation

Staff recommends that the council review and approve the amended 23/24 budget with the adjusted law enforcement growth allocation.

THE TOWN OF FORT JONES



FINAL

INCOME AND EXPENSE BUDGET Fiscal Year 2023-2024

Submitted

9-18-23

Approved

9-29-23

Amended

10-20-2023

2023-2024 Administration Budget

23-24 Budget Administration

Income	
11 - General Government Income	
4099 - Property Taxes	
4100 - Secured Current	128,000
4101 - Unsecured Current	4,000
4507 - Homeowner Alloc	1,200
4508 - VLF Net	65,000
4512 - OHV Tax	1,100
4516- Sup Current	1,200
4518 - CA Fish& Game PILT	80
Total 4099 - Property Taxes	200,000
4111 - Sales Tax	290,000
4214 - Land Use	150
4218 - Business License	6,000
4301- Fees Booking	40
4302- Fees Collection Cost	-45
4303 - Vehicle Fees	100
4730 - Miscellaneous	30
Transfer In - Admin	407,761
Transfer Out - Tax Allocation	-490,000
Total 11 - General Government Income	414,036
4901 - SCORE Reimbursement	0
4903 - Library Reimbursement	8,500
4911 - Corona Virus Relief Fund	0
Total Income	422,536
Gross Profit	422,536
Expense	
1E- General Government Expense	
2285 - IT Services	13,000
5100- Council/Election	4,000
5110- Mayor Payroll	2,500
5210- Clerk Payroll	3,600
5220- Supp\USPO\Petty	4,000
5400 - Professional Fees	
5401 - Legal Fees	35,635
5402 - Audit	11,000
5403 - Consulting Fees	75,000
5404 - Contract Planner	31,500
5400 - Other-training	3,000
Total 5400 - Professional Fees	156,135
5500- Planning	
5501 - Economic Development	6,800
5502 - City Promotion	10,000
5500- Planning - Other	500
Total 5500- Planning	17,300

2023-2024 Administration Budget

	23-24 Budget Administration
5550- Library Payroll	8,400
5555 - Admin Payroll	106,762
5600- Misc.	400
5700- Publication	500
5705 - Dues and Subscriptions	1,000
6205 Health Insurance	17,000
6300- Insurance	
6204- Workers Compensation	10,900
6303- Liability Insurance	4,633
6304 -Property Insurance	2,023
6305 - Crime Insurance	150
6300- Insurance - Other	1,600
Total 6300- Insurance	19,306
6301- Insurance Expense	250
6400- Property Tax	960
9150-City Hall Expenses	
1-012 - City Hall Power	4,850
133000 - City Hall Water Service	300
2281- City Hall Phone	2,000
6601-Library Expense	500
9151- City Hall Maintenance	6,000
9154 - Disposal 2-yd Bin	3,000
9155 - Equipment Lease	3,600
9150-City Hall Expenses - Other	0
Total 9150-City Hall Expenses	20,250
9152- Propane	12,000
Total 1E- General Government Expense	387,363
6504- Payroll Taxes	
6506- FICA	12,773
6508- Medicare	7,435
6512- SUI	1,740
Total 6504- Payroll Taxes	21,948
6600- Medical Insurance	
6601- Medical Ins Company	0
Total 6600- Medical Insurance	0
Payroll Expenses	2,500
Total Expense	411,811
Net Income	10,725

2023-2024 Wastewater Budget

23-24 Budget
Waste Water
(Public Works)

Income	
1I - General Government Income	
3b - Sewer Income	
4215 - Sewer Arrearages	0
4210 - Tax Allocation - Sewer	73,500
4212 - Sewer Revenue	72,000
4213 - Connections & Fees	500
Total 3b - Sewer Income	146,000
Gross Profit	146,000
Expense	
3E- Public Works Expense	
3EB- Sewer Expense	
6308-Property Insurance	650
8134- Equipment Purchases	0
8505 - Admin Allocation - Sewer	84,352
8510- Sewer Payroll	16,380
8520- Sewer Expenses	
1-015 - Sewer Power bill	200
1-019 bbp sewer	300
8521- Sewer Rep & Mtnce 8527	2,000
Fuel-Oil	500
8553- Auto Insurance	650
8520- Sewer Expenses - Other	0
Total 8520- Sewer Expenses	3,650
8522 - Waste Water Monitoring	5,000
8530- Sewer Supplies	1,000
8540- State Fees	21,000
8545 - Clothes Allowance	25
8549- Mobile Equip.	100
8550 - Liability Insurance	800
8551 - Work Comp Insurance	2,000
8552 - Sewer Training	300
Sewer Testing	2,000
Total 3EB- Sewer Expense	137,257
6504- Payroll Taxes	
6506- FICA	1,015
6508- Medicare	205
6512- SUI	560
6516 - ETT	0
Total 6504- Payroll Taxes	1,780
Total Expense	139,037
Net Income	6,963

2023-2024 Water Budget

23-24 Budget

Water

(Public Works)

Income	
1I - General Government Income	
3C - Water Income	
4810 - Water Revenue	140,000
4815 - Tax Allocation - Water	24,500
4830 - Water Connections	300
4860 - State Arrearages	
4840 - Gretchen Acres Assess	3,000
3C - Water Income - Other	0
Total 3c - Water Income	167,800
Total 3I - Public Works Income	167,800
Gross Profit	167,800
Expense	
3EC- Water Expense	
6307-Property Insurance	1,700
8605 - Allocate Admin - Water	81,552
8609- Water Training	500
8610- Water Parts & Supplies	1,000
8612- Water Office & Postage	5,000
8615- Water Payroll	19,240
8618 - Clothes Allowance	25
8620- Water Repairs & Mtnce	5,000
8623- Mobile Equip.	150
8624 - Auto Insurance	650
8625- Water Liability Ins	800
8626 - Work Comp	3,000
8627 - Fuel-Oil	1,300
8630- Water Fees & Testing	4,000
8640- Water Utilities	
1-000 - Water Power	
New Pump	14,000
Old pump	1,000
Total 1-000 - Water Power	15,000
1-001 - Water Phones	
468-2598	2,500
468-2946	0
468-5864	900
468-6003	0
468-6004	0
530-917-6004	0
Total 1-001 - Water Phones	3,400
Total 8640- Water Utilities	18,400
8632 - Revenue Bond Interest	13,500
Total 8660- Water Interest	13,500

2023-2024 Water Budget

	23-24 Budget
	Water
	(Public Works)
Total 3EC- Water Expense	<u>155,817</u>
6504- Payroll Taxes	
6506- FICA	1,193
6508- Medicare	241
6512- SUI	560
6516 - ETT	<u>10</u>
Total 6504- Payroll Taxes	<u>2,004</u>
Total Expense	<u>157,821</u>
Net Income	<u><u>9,979</u></u>

2023-2024 Law Enforcement Budget

23-24 Budget
Law Enforcement

Income	
1I - General Government Income	
2I - Public Safety Income	
2a - Law Enforcement	
4112 - COPS Allocation	100,000
4115 - 17-18 Growth Allocation	87,000
4116 - Prop 172	1,250
4117 - Tax Allocation - Law Enf	73,500
Animal Control	
4230 - Dog Licenses	600
Total Animal Control	600
Total 2I - Public Safety Income	262,350
Total Income	262,350
Gross Profit	262,350
Expense	
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7120 - Admin Allocation - Law E	40,776
7125 - Etna Contract	149,056
7135 - Police Maint.	8,000
7145 - Dispatch	10,250
7181 - Law Enforcement Phones	2,400
Animal Control	
7930- Animal Control	500
Total Animal Control	500
2EA- Law Enforcement Expense - Other	5,000
Total 2EA- Law Enforcement Expense	215,982
Total 2E- Public Safety Expense	215,982
Net Income	46,368

2023-2024 Fire & Strike Team Budget

23-24 Budget

Total Fire
(Public Safety)

Income	
2b - Fire Protection	
4740 - Fire Dept.	2,400
4741 - Tax Allocation - Fire	122,500
4745 - FD Training Earnings	0
4750 - Strike Team Income	350,000
Total 2b - Fire Protection	474,900
Total 2I - Public Safety Income	474,900
Gross Profit	474,900
Expense	
2E- Public Safety Expense	
2EB- Fire Department Expense	
6310- Property Insurance	1,600
7500 - Admin Allocation - Fire	101,940
7505 - Liability Insurance	5,400
7506 - Work Comp Insurance	20,000
7507 - Auto Insurance	16,000
7510- Fire Dept Payroll	
7513 - Calls & Meetings	9,000
7510- Fire Dept Payroll - Other	51,000
Total 7510- Fire Dept Payroll	60,000
7511- Firefighter Physicals	100
7512 - Live Scan	200
7520- Fire Dept Supl & Mtnce	23,000
7525- Pub Safety Fuel & Oil	
7527- Gas Reimbursement	0
7525- Pub Safety Fuel & Oil - Other	9,000
Total 7525- Pub Safety Fuel & Oil	9,000
7526- Training	1,500
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	4,000
2261- Fire Dept. Phone	4,300
2262 - Disposal	1,000
7541- Propane	200
Total 7540- Fire Dept. Utilities	9,500
2EB- Fire Department Expense - Other	300
Total 2EB- Fire Department Expense	248,540
2EC - Strike Team Expenses	
7501 - Admin Allocation - Strik	incl
6311 - Porperty Insurance	incl
7505b - Liability Insurance	incl
7506b - Workers Comp Ins	incl
7502 - Auto Insurance	incl
7520- Fire Dept Supl & Mtnce	24,000

2023-2024 Fire & Strike Team Budget

23-24 Budget	
Total Fire (Public Safety)	
7515 - Strike Team Payroll	168,000
Total 2EC - Strike Team Expenses	192,000
Total 2E- Public Safety Expense	440,540
6504- Payroll Taxes	
6506- FICA	13,500
6508- Medicare	2,738
6512- SUI	4,500
6516 - ETT	0
Total 6504- Payroll Taxes	20,738
Total Expense	461,278
Net Income	13,622

2023-2024 Streets and Roads Budget

23-24 Budget Streets and Roads (Public Works)

Income		
1I - General Government Income		
3I - Public Works Income		
3a - Streets Income		
4109- LTC Alloc		0
4499 - Gas Tax 2103		5,000
4500 - Gas Tax 2106		6,000
4501 - Gas Tax 2107		4,000
4502 - Gas Tax 2107.5		1,000
4503 - Gas Tax 2105		4,000
4530 - Local Transportation		4,000
4534 - Prop 42 TCRF		800
4537 - STIP		0
4538 - Vehicle License		400
4540 - Tax Allocation - Roads		73,500
SB1		7,000
Total 3I - Public Works Income		105,700
Total Income		105,700
Gross Profit		105,700
Expense		
3E- Public Works Expense		
3EA- Streets		
1-000 - Street Lights		
02 HPSV Lights		600
02 HPSV Metal Lights		100
10 HPSV Wood Lights		3,500
11 HPSV Lights		500
72 HPSV Lights		12,000
Total 1-000 - Street Lights		16,700
3E - 8505 - STAGE Transit Expense		
5403 - Consulting Fees		
5700- Publication and Notices		
6306- Property Insurance		400
8110 - Admin Allocation - Stree		61,164
8120- Street Mtnce/Utilities		
1-005 - Barn Power		2,000
1-006 - Barn Maintenance		0
1-007 - Phone Bill		1,200
8121- Street Maintenance		
8126- LTC		100
8127- STIP Project - Consulting		0
8121- Street Maintenance - Other		0
Total 8121- Street Maintenance		100
Total 8120- Street Mtnce/Utilities		3,200

2023-2024 Streets and Roads Budget

	23-24 Budget Streets and Roads (Public Works)
8130- Equipment Maintenance	
8131- Fuel & Oil	2,000
8132- Repairs	2,000
8133- Parts & Supplies	500
8135- Roads	1,000
8134- Equipment Purchases	0
8136 - Equipment Rental	0
Total 8130- Equipment Maintenance	5,500
8136 -Auto Insurance	600
8137- Mobile Equip	0
8199- Road Payroll	10,660
8200- Major Street Const.	
8245 - STIP	0
Total 8200- Major Street Const.	
8250 - Street Engineering	1,000
8500- Street Reports	0
8505 - Clothes Allowance	25
8509 - Liability Insurance	800
8511 - Work Comp Insurance	1,500
Total 3EA- Streets	100,949
Total 3E- Public Works Expense	100,949
6500- Payroll Expenses	
6503- Retirement Company	0
Total 6500- Payroll Expenses	0
6504- Payroll Taxes	
6506- FICA	661
6508- Medicare	133
6512- SUI	400
6516 - ETT	0
Total 6504- Payroll Taxes	1,194
6600- Medical Insurance	
6601- Medical Ins Company	0
6602- Medical Ins Employee	0
Total 6600- Medical Insurance	0
Total Expense	102,143
	3,557

2023-2024 Parks Budget

23-24 Budget

Parks, Rec &
Buildings

Income	
1I - General Government Income	
4215e - Tax Allocation - Parks	122,500
4216 - Franchises	7,700
4400 - Rent	4,000
Total 1I - General Government Income	134,200
Total Income	134,200
Gross Profit	134,200
Expense	
1E- General Government Expense	
Janitorial Payroll	5,226
9151- City Hall Maintenance	2,000
Total 9150-City Hall Expenses	7,226
9152- Propane	0
Total 1E- General Government Expense	7,226
4E- Parks & Recreation Expense	
02 Admin Allocation - Parks	40,776
8134- Equipment Purchases	0
6305- Property Ins Parks	2,500
9105- Auto Insurance	700
9106 - Work Comp Parks	3,000
9107 - Liability Ins Parks	2,000
9109- Parks Payroll	29,120
9110 - Park Expense	2,000
9115 - Clothes Allowance	25
9130- Ball Park Expenses	
1-002 - LLP Snack	200
1-013 - BBP lights	2,500
1-014 - LLP lights	300
9131- Maintenance & Supplies	5,000
9130- Ball Park Expenses - Other	187
Total 9130- Ball Park Expenses	8,187
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	550
9140- Scout Hall Expenses - Other	
Total 9140- Scout Hall Expenses	550
9160- Museum Expenses	
1-004 - Museum Electricity	1,000
1-XXX - Museum Monitor Fuel	2,000
5568- Museum Phone	1,500
Total 9160- Museum Expenses	3,700

2023-2024 Parks Budget

23-24 Budget Parks, Rec & Buildings

4E- Parks & Recreation Expense - Other	0
Total 4E- Parks & Recreation Expense	99,784
6504- Payroll Taxes	
6506- FICA	1,805
6508- Medicare	364
6512- SUI	560
6516 - ETT	0
Total 6504- Payroll Taxes	2,729
6600- Medical Insurance	
6601- Medical Ins Company	0
6602- Medical Ins Employee	0
Total 6600- Medical Insurance	0
Total Expense	73,435
Net Income	60,765



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 20, 2023
From: Mercedes Garcia - Mayor
Subject: Discuss and approved hiring Town Administrator/Clerk

Background

On September 27th 2023, the town held interviews for candidates that applied for the Town Administrator/Clerk position.

One candidate stood out and the interview panel agreed that this individual was our choice. An offer letter was presented to this candidate after the council discussed their options and agreed to move forward.

Joshua Stanshaw has accepted the offer to be an employee of the Town of Fort Jones, with an annual salary of \$95,000 and benefits that are outlined in the Employee Handbook. Tentative start date is November 1, 2023, pending a majority council vote to hire.

Recommendation

It is recommended that the council discuss and approve hiring Joshua Stanshaw as the new Town Administrator/Clerk.

Joshua J Stanshaw

EXPERIENCE

Siskiyou County Office of Education — *Human Resources Coordinator*

May 2023 – Present

- Assist Human Resources Director in maintaining and updating procedures for staff recruitment, hiring, onboarding and training
- Coordinate staff recruitment, hiring, and onboarding efforts
- Prepare professional grade written publications
- Serve as lead administrator for software and digital platforms
- Maintain, publish and distribute employee handbook
- Assign mandated training and oversee completion of coursework as needed
- Document receipt of employee evaluations
- Process timesheets and Leave Requests
- Coordinate grant opportunities to promote careers in education
- Explore opportunities to institutes of higher education
- Act as liaison to school districts to promote opportunities to advance the teaching profession
- Maintain and update job descriptions for SCOE staff
- Schedule and administer LiveScan background checks
- Communicate appropriate changes and deadlines to staff
- Prepare reports related to compensation, employee benefits, and labor relations

City of Yreka — *Grants & Fiscal Compliance Manager*

July 2021 – April 2023

- Review financial data to ensure compliance with policy and terms/conditions of grants.
- Perform monthly bank reconciliation of the primary DDA account.
- Assist in the review and preparation of budgets.
- Develop reporting templates within Springbrook for compliance with grant obligations.
- Monitor federal and state sources for updates for grants, fiscal policy requirements.
- Participate in annual financial audits.
- Serve as primary IT support and point of contact for Managed IT Service provider with duties including:
 - Local admin rights for basic software troubleshooting/installations
 - Coordinating major IT projects and improvements
 - Total responsibility for all mobile device management including ordering, troubleshooting, and deployment of MaaS360.

Quartz Valley Indian Reservation — *Health Administrator*

January 2021 – July 2021

- Oversee all aspects of the Anav Tribal Health Clinic.
- Responsible for creation and monitoring of budgets and other grant related financials.
- Recruit, hire, train, retain staff at all levels.
- Coordinate internal committees including Quality Improvement and Purchased Referred Care
- Ensure timely programmatic and financial reporting to major SAMHSA, CDC, and Indian Health Service Grants
- Advise governing body on legislation, funding, advocacy, and other issues regarding intergovernmental coordination.

Quartz Valley Indian Reservation — *Grants Contracts Compliance Officer*

February 2019 – January 2021

- Administer federal, state and private funding contracts, grants, compacts and associated agreements.
- Assists in tracking of budgets, project performance and variances, including contract modification.

- Develops procedures for quality control.
- Researches and interprets relevant regulations, guidelines and standards and informs Directors and Tribal Administrator.
- Coordinates with Directors to ensure requirements are met in accordance with the approved Scope of Work identified for each funded program managed by the QVIR

Health & Human Services, Karuk Tribe — Operations/Project Manager

January 2017 – February 2019

- Working closely with the CEO of Health & Human Services (HHS), I plan, direct, coordinate and implement the daily operations of three rural clinics and the Senior Nutrition Program.
- Direct Supervision includes all three Clinic Managers, Senior Nutrition Supervisor and the Executive Assistant.
- In charge of all major procurement and purchases relating to the HHS program, buildings, and staff.
- Review financial statements and data, provide informed recommendations to the CEO.
- Coordinate with Human Resources to develop and execute recruitment and placement of required personnel.
- Assist, create, and manage proposals for grants.
- Serve as the Safety Officer and chair the Safety and Infection Control Committee.
- Continue to perform all functions of the Project Manager.
- Operate as Interim CEO during vacancy of the CEO position.
- Create, execute all project plans. Revising as necessary to meet changing needs of HHS or vendors, as well as minimizing the risk for failure.
- Assign responsibility to necessary individuals and identify future needs to promote finishing the project(s).
- Provide effective communication to all parties involved while motivating the completion of projects and reducing conflict.
- Maintain day-to-day operations of projects: apply current methodology and enforce Project Management Standards, review product deliverables to ensure project remains true to time, scope, and budget.
- Prepare for engagement reviews, quality assurance procedures and facilitate stakeholder meetings.

Nor-Cal Products — Engineering Technician for R&D/Machinist II

October 2014 - November 2015

- Create sketches, calculations, 3D models and 2D drawings in order to design new products, upgrade current products or modify existing valve assemblies/parts and electronic enclosures.
- Set up procurement of materials through established vendors.
- Create bill-of-material, time and labor estimates, raw material specifications and specific operational instructions.
- Support interdepartmental personnel by assisting and consulting on issues involving mechanical, metallurgical, and vacuum engineering principals.
- Test newly designed parts and parts that failed in the field.
- Machinist II: Responsible for the set up and operation of complex projects on horizontal and vertical CNC lathes. Verify finished product conforms to established standards and integrity.

Lincare Holdings, Inc. - Center Manager

May 2013 - October 2014

- Interviewing, hiring, training and supervising quality candidates as well as current employees.
- Sole person in charge of procurement and purchasing for all center and employee needs. Initiate management of inventory using internal systems.
- Provide effective and intelligent communication between medical providers, administrators, directors of respiratory therapy departments and other individuals involved in referral processes.
- Make routine sales calls on existing and potential customers that required having extensive product and medical knowledge. Assumed responsibility for growth of patient base through excellent customer service.
- Implement Lincare safety programs, including maintaining records in compliance with all local, state, and federal regulations that apply to DOT and the FDA.
- Maintain a fleet of leased company vehicles including establishing routine preventative maintenance programs and follow-up of any major services rendered. Record keeping and weekly inspections of vehicles was a critical part of this responsibility.
- Perform equipment setups and teaching opportunities in patient's homes as needed to provide continued quality service and relieve Service Representatives when emergencies arose.

County of Siskiyou - Fiscal Technician/ASA II

June 2012 - May 2013

- Performed a variety of the most complex and technical specialized fiscal and statistical tracking for the Behavioral Health department of Social Services.
- Took charge and provided consistency of all purchases and contract administration from several other staff.
- Developed new tracking system to manage accounts payable that provided real time data on accounts, encumbrances, and contracts, as well as calculated budget projections for the fiscal year to provide timely management of underspending and shortfalls.
- Provided leadership, training, and direction to other fiscal staff. Promote open communication and cooperation within the working atmosphere.
- Coordinate projects between self, staff, and other entities.
- Read and understand codes, statutes and other information related to financial and statistical record keeping.
- Gather and organize data and information, assist with budget preparation and expenditure control as well as routine reports.
- Complete mathematical calculations quickly and accurately.
- Tactful and courteous communication between other staff, the public and vendors when providing explanation of the functions and policies of the fiscal department.
- Proficiency using a variety of specialized and non-specialized computer programs related to record keeping and fiscal functions.
- Maintain specialized or general knowledge of office functions, procedures, equipment, and filing systems.
- Analyze and prioritize situations involving rules and regulations, demonstrate good judgment when making decisions.
- Interact with individuals from various educational, socioeconomic, and ethnic backgrounds.

Kla-Mo-Ya Casino Slot Technician/Shift Supervisor

July 2009 - June 2011

- Maintain constant awareness of all slot department activity and monitor performance of staff to ensure adherence to casino policies, procedures, internal controls, and overall integrity of operations to protect customer relations.
- Settle disputes between staff and customers and maintain strict confidentiality.
- Advise Department Manager of stock/inventory to determine future purchasing needs.
- Verify slot machine transactions and ensuring the Slot Department is in compliance with federal currency transaction reporting requirements (Title 31).
- Assure proficiency of guest services, staff morale and to help maintain effective staffing of Slot Supervisors and Slot Attendants.
- Utilize management and leadership skills to make sound, educated decisions for the betterment of the company.
- Emphasize knowledge of all departmental operations and casino promotions and all staff are made aware of any changes as they occur.
- Assist in training and disciplining staff alongside upper management.
- Monitors cleanliness and safety of casino floor, taking action on any deficiencies in a timely manner.
- Responsible for repair and maintenance (preventive and routine) of all slot machines and related items.
- Perform install, overhaul and configuration of slot machines as directed by management.
- Verify all machines internal communications are in working order, researches and resolves any issues that may arise.

EDUCATION

Oregon Institute of Technology, Oregon — *Mechanical Engineering*

2007-2011

College of the Siskiyous, California — *Emergency Medical Technician 2022*

VOLUNTEER EXPERIENCE

City of Yreka — *Volunteer Firefighter, EMT*

October 2021 – Present

- Respond to alarm calls.
 - Structure fire: fire suppression, search, rescue, and recovery of victims, overhaul and hazard mitigation
 - Wildland fire: fire suppression through both direct and indirect attack
 - Hazardous Materials/Conditions: maintain scene safety for emergency personnel and general public, contain and mitigate hazards as possible
 - Medical aid: perform patient assessments including recording vital signs, patient history, provide first aid, and basic life support/CPR.
- Attend all trainings and meetings as needed.
- Assist in overall quality improvement and process improvement for Yreka Fire Department



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 20, 2023
From: Mercedes Garcia - Mayor
Subject: Review and approve Resolution 1125 – Changing compensation and part-time status of the Town Clerk.

Background

On December 10th 2018, the Town Council approved Resolution 1046 changing the Town Clerk position to a part-time position. Since then, the council has determined a need to have the position changed to a full-time position.

According to Resolution 1046 another resolution is needed to supersede it before a change can be made.

Attached is Resolution 1125 changing the compensation and part-time status of the Town Clerk.

Recommendation

It is recommended that the council review and approve Resolution 1125 changing the compensation and part-time status of the Town Clerk.



Gateway to the Marble Mountains

RESOLUTION 1125

**A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES
CHANGING THE TOWN CLERK'S COMPENSATION AND PART-TIME STATUS**

WHEREAS, the Town Council of the Town of Fort Jones has determined a need for a full-time Town Clerk; and

WHEREAS, the Town Council has established a full-time position for a Town Clerk with compensation found in the Town's salary schedule; and

WHEREAS, the Town Clerk will provide the duties mandated by Government Code 40801, et.seq, and Fort Jones Municipal Code 2.24.000, et.seq; and

WHEREAS, the previous stipend of \$300 dollars a month shall be removed from position; and

WHEREAS, the Town Clerk's compensation shall be amended from time to time by resolution by the Town Council; and

NOW, THEREFORE, BE IT RESOLVED: the Town Council of the Town of Fort Jones hereby establishes a full-time position and compensation for the Town Clerk.

This resolution shall take effect immediately from the adoption of this resolution and shall remain in force until such time as a subsequent resolution supersedes it.

DULY PASSED AND ADOPTED this 20th day of October, 2023, by the Town of Fort Jones by motion, second (/), and the following vote:

Ayes:

Nyes:

Abstain:

Absent:

Attest:

Carolyn Hoefer, Interim Town Clerk

Approved:

Mercedes M. Garcia, Mayor



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 20, 2023
From: Mercedes Garcia - Mayor
Subject: Discuss and resolve the Fort Jones Museum bank account

Background

In July of this year Cecelia Reuter, volunteer managing director, of the Fort Jones Museum was informed by Mechanics Bank, due to their current policies, that her and Brenda Mendenhall were removed from the account signature card for the Fort Jones Museum bank account.

The current council and administration at the time did not even know that the Fort Jones Museum had an account, under the umbrella of the Town, in which they were signers until after the bank took them off the signature cards and Cecelia had contacted the town hall.

After discussing this in depth with Mechanics Bank and legal counsel the following has been determined.

Bank accounts for the Town are set up to have administrative employees and elected officials as signers. Since the volunteers at the museum are not employees, councilmembers, or administration for the Town, they are unable to be signers on any Town accounts.

The funds in this account are donations given to or raised by the museum. Since these funds do not belong to the Town, they cannot be in the Town's bank accounts.

Therefore, the funds need to be returned to the museum in the form of a cashier's check, made out to the Fort Jones Museum and the bank account associated to the Town closed.

Recommendation

It is recommended by the Town's legal counsel to close this account and return the donated funds back to the Fort Jones Museum.