



AGENDA

Regular Meeting

Monday June 10, 2024 – 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: Led by Mayor

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones 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. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Accounting Clerk Monthly Report
- E. Presentation from Cal Trans on the Fort Jones Pavement Project (30 min)

CONSENT CALENDAR:

1. Items listed on the consent calendar 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 May 13, 2024

b.) Ratification of Disbursements: May 1 through 31, 2024

c.) Review Budget vs Actual July 1, 2023, through May 31, 2024

PUBLIC HEARING: BUDGET AND RESOLUTIONS:

2. Review, discuss and possible action to approve the Draft Operations Budget 2024/2025.

DISCUSSION / REPORTS: ACTION ITEMS:

3. Discuss and take action to approve Resolution 1127 adopting the Draft Operations Budget as the Final Operations Budget for 2024/2025.

4. Discuss possible action to enter into negotiations for a maintenance agreement for the Fort Jones Pavement Project.

5. Discuss and possible action to continue to support the Etna City Pool with a \$5000 dollar donation.

6. Discuss possible action to appoint Cherie Stephen Interim Administrator/Town Clerk.

7. Review, discuss, and possible action to approve Resolution 1128 giving notice of the general municipal election and requesting consolidation with the statewide election.

8. Review, discuss, and possible action to approve the exchange agreement with Siskiyou County Local Transportation Commission for the Scott River Road chip seal project.

9. Review, discuss and possible action to approve the horseshoe pit area next to Walker Field as a dog park for Fort Jones.

10. Review, discuss and possible action to approve the Water and Sewer Payment Agreement.

11. Review, discuss and take action to approve the MOU regarding strike team pay, pay per call, and pay per meeting.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on July 8th, 2024, 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.

Ft. Jones Police Chief's Monthly Report

May 2024

Traffic- Along with recent traffic enforcement details, we have attempted to up our presence in key areas along Main Street and school zones. A multitude of citations have been issued for various moving violations throughout the month. We hope this continued effort with increasing traffic stops will remedy the historic traffic problem we have seen of late. With additional presence of officers being added to staff recently, we hope to consistently see the decline of traffic related problems, making our roads safer for all. In the immediate future you will see our message board and traffic retention trailer on Main Street. Next month a detailed traffic report will be attached to our pd report reflecting traffic details of the month. This should provide us with better insight of specific traffic problems and times.

Schools- By the time of this meeting, our school district will have celebrated the last day of the school year and have held multiple graduations. We at the PD will continue our partnership with the district through the summer and help design upcoming programs to meet our youths' needs. As of late, we have been issuing citations to parents and students who have violated sarb contracts and continue to be habitually truant. We continue to work with individual children to help support their needs but also understand at some point accountability needs to occur. By the start of next year, we are planning new programs which will help our youth to be more successful in their school attendance.

Animal Control- Dogs at large continue to be a problem this past month with several citations being issued. We did utilize the Ft. Jones kennels several times which helped our officers not only safely detain animals, but also provided a secure area not assessable by the public. While we always hope to sparsely use the kennels it is nice knowing they are there when we do need them. We also continue to educate dog owners on the town's registration process and encourage them to register before they are held accountable by citation.

Reports/Cases- Currently we have pulled over 45 cases within the town of Ft. Jones this year. This is within pace of last year and averages around 10 written cases a month. Several of these cases have been major felonies resulting in many hours of investigation and several arrests. We are fortunate to have a highly skilled police officers and a detective on staff, which has proven to be a necessity these days as cases become more complex. While we are on pace with last year, I see some light at the end of the tunnel as several cases last year were adjudicated and suspects no longer live in our jurisdiction. I hope over time we continue to see a decline in written cases and an increase in positive calls for service. One item which is specifically higher than usual is as mentioned above our citations issued for traffic-related problems. Currently there are approximately 5 to 10 citations issued per week.

Calls for Service- Service calls remain steady but many being a positive experience. The PD continues to work with other public safety entities as well as EMS. Allied agency assistance is at an all-time high as other areas in the county are seeing increased issues. This isn't necessarily a bad thing. This is often reflective of our community holding its own with national epidemics we see on the news daily. PD presence is often requested with specific events or times of increased activity in an area. This not only helps us be part of community events but often leads to a decrease in problems or negative contacts.

Code Enforcement- We continue to see improvement in once problematic areas and keep assisting those in accomplishing projects. I've noticed while patrolling around there has been more progress in the last few months than we have seen in a while. It is great to see these constant improvements to town and citizens enjoying them. Several ongoing code cases continue to see improvements and we hope to close out soon. Numerous would-be ordinance violations were proactively avoided due to officers noticing potential issues and following up on citizen concerns. It is our hope in the future that most cases will be handled this way by solving them before they occur.

PAL- The PAL swim team has begun practices and looks to have another great season. Our Pal director and board continue to work on mentoring services we can provide for our youth while bringing new and exciting programs to the valley. We have several fundraisers planned in the near future including the bluegrass festival in July. Please come enjoy the festivities this summer and help support these critical programs/projects.

Training/Staffing- Hopefully most of you have noticed a familiar face in our town patrolling around. We are excited to have Officer Buell back and it's been great working with him. If you see him around, please say Hi and welcome him back. Officers have been and will be attending advanced officer training within the month bringing back amazing experience to help the community in the future.



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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 05/01/2024 to 06/02/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/03/2024 09:36	2405030014		DP	11501 MATHEWS ST		
05/04/2024 12:14	2405040016		FLP	41 DON ST		
05/04/2024 14:08	2405040021		VEH STOP	HWY3 / MINERAL RANGE		
05/05/2024 07:19	2405050007		M	215 DALE AVE		
05/07/2024 09:37	2405070015	5240037	VEH STOP	NEWTON ST/MAIN ST		
05/07/2024 14:14	2405070030		FLP	11513 MAIN ST		
05/08/2024 13:40	2405080023		MMIS	11730 MATHEWS ST		
05/08/2024 22:59	2405080055		NCRM	11714 EAST ST		
05/09/2024 17:51	2405090041	5240038	PTFT	11730 MATHEWS ST		
05/10/2024 08:34	2405100008		M	11918 MAIN ST		
05/13/2024 13:56	2405130025		M	215 DALE AVE		
05/15/2024 12:19	2405150020		FLP	12613 MAIN ST		
05/16/2024 10:53	2405160015		VNDL	11710 MAIN ST		
05/16/2024 16:59	2405160047		NCRM	12800 MARBLE VIEW AVE		
05/17/2024 13:09	2405170025		VEH STOP	MAIN ST/ALLISON WAY		
05/17/2024 17:26	2405170047		VEH STOP	11300 N HWY 3		
05/18/2024 12:05	2405180015		M	11300 N HWY 3		
05/18/2024 13:30	2405180019		VEH STOP	HWY3 / MINERAL RANGE		
05/18/2024 13:43	2405180020		VEH STOP	HWY3 / MINERAL RANGE		
05/18/2024 14:47	2405180025	5240040	VNDL	11307 MAIN ST		
05/19/2024 17:13	2405190036		TRSP	11549 MAIN ST		
05/19/2024 17:52	2405190039	5240041	TRSP	11549 MAIN ST		
05/20/2024 16:58	2405200029	5240043	FLP	12103 OAK MILL DR		
05/21/2024 10:41	2405210014		OWAV	MAIN ST/DOUGLAS ST		
05/21/2024 15:09	2405210035		ANIMAL	11931 DIGGLES ST		
05/23/2024 14:05	2405230036		VEH STOP	11219 N HWY 3	C	
05/24/2024 08:38	2405240006		WI	12345 MAIN ST		
05/24/2024 17:35	2405240049	5240042	M	322 SCOTT RIVER RD	.	
05/26/2024 14:17	2405260036		VEH STOP	MAIN ST/ALLISON WAY		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/26/2024 14:36	2405260039		VEH STOP	MAIN ST/STERLING ST		
05/27/2024 17:13	2405270045		CIV	12345 MAIN ST		
05/28/2024 11:00	2405280014		FLP	12071 OAK MILL DR		
05/29/2024 09:30	2405290013		ANIMAL	EAST ST/STERLING ST		
05/29/2024 10:58	2405290019		CODE	236 HIGH ST		
05/31/2024 16:22	2405310035		VEH STOP	MAIN ST/DON ST		
05/31/2024 17:06	2405310041		VEH STOP	MAIN ST/NEWTON ST		
06/01/2024 10:03	2406010009		VEH STOP	HWY3 / MC ADAMS		
06/01/2024 13:56	2406010017		FLP	11708 EAST ST		

TOTAL CALLS: 38



SISKIYOU COUNTY SHERIFF'S OFFICE

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

CFS EVENT LIST REPORT

CFS EVENT LIST SEARCH

Agency = %,
CFS Report Date = 05/01/2024 to 06/02/2024,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
05/04/2024 14:20	2405040023		VEH STOP	N HWY 3/AIR FORCE WAY		
05/06/2024 15:22	2405060034		ANIMAL	4020 N HWY 3		
05/07/2024 15:58	2405070039		CIV	5906 BIRD TRACKS LN		
05/08/2024 08:44	2405080011		FLP	331 COLLIER LN		
05/14/2024 15:46	2405140039		ASST	N HWY 3/AIR FORCE WAY		
05/15/2024 20:53	2405150048		VEH STOP	N HWY 3/IDA WAY		
05/17/2024 09:41	2405170010		FLP	31 COLLIER LN		
05/17/2024 14:38	2405170033		VEH STOP	N HWY 3/MARBLE VIEW AVE		
05/17/2024 15:07	2405170035		VEH STOP	N HWY 3/ELLER LN		
05/18/2024 10:08	2405180010		VEH STOP	N HWY 3/FRANKLIN LN		
05/19/2024 11:14	2405190015		VEH STOP	N HWY 3/LIGHTHILL RD		
05/21/2024 09:13	2405210009		OWAV	N HWY 3/PEACH ORCHARD RD		
05/21/2024 10:59	2405210017		VEH STOP	N HWY 3/PEACH ORCHARD RD		
05/24/2024 16:35	2405240045		TC	N HWY 3/MCADAMS CREEK RD		
05/25/2024 14:36	2405250034		VEH STOP	N HWY 3/HOLZHAUSER LN		
05/26/2024 09:03	2405260010		VEH STOP	N HWY 3/HOLZHAUSER LN		
05/26/2024 13:37	2405260032		VEH STOP	N HWY 3/AIR FORCE WAY		
05/26/2024 13:57	2405260035		VEH STOP	15000 N HWY 3		
05/27/2024 10:46	2405270020		ASST	1216 S KIDDER CREEK RD		
05/29/2024 15:46	2405290046		VEH STOP	N HWY 3/SERPA LN		

TOTAL CALLS: 20



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 37 calls for service in the month of May. Members participated in 24 hours of scheduled training and numerous hours of online and out of area training. The department has responded to 176 calls in 2024.

May 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	6	14
PUBLIC ASSIST	3	4
TRAFFIC ACCIDENT	0	3
STRUCTURE FIRE	0	0
FALSE ALARM	1	2
ILLEGAL BURN	0	1
CANCELLED	0	2
WILDLAND FIRE	1	1
Total	10	27

U-1351 has been having major ongoing issues with various systems. The latest issues were related to the coolant system and ended up requiring a new water pump and complete system flush. Given the ongoing issues with it, it would be wise for us to begin looking into a new utility pickup.

We received the final 5 SCBAs from the FEMA grant and have placed them all into service.

We received the 2 Holmatro combi tools and have placed them into service. We'll be doing in-service training on them this coming week with other agencies who also received new tools.

Public Works Report

May 2024

Roads

We are pleased to announce that The Town of Fort Jones has received **\$55,000** dollars to perform much need preventative maintenance on the whole portion of Scott River Road inside Town limits through the Regional Surface Transportation Program. This is a non-matching grant. The work will most likely be complete as soon as summer 2025. We wanted to thank Mellissa Cummins and E and S engineers for their help along the way. We have been trying to keep the weeds down along the shoulders of the roadways to prevent any possible fires from happening. We appreciate all the help that we can get. We met with Caltrans to discuss possible alternatives to the “pop out” sidewalks on Mainstreet as well as drainage concerns in a number of different locations throughout Town. We had emergency repairs performed on the 2002 ford dually to repair the rear brakes, emergency brakes, axles seals and the u-joint.

Sewer

We completed the CIWQS reporting for the month of May. We dug out the Towns Imhoff sludge digester to prevent a sewer blockage at the treatment plant. We mowed and weedeated around the important pieces of equipment at the plant. We corresponded with Pace Labs and SHN to schedule our required quarterly water samples for the State. We recorded the required information for the quarterly report. We responded to an after hours sewer back up on May 28th on Cowan Street. Since this sewer main is only 4 inches in diameter,

we were unable to use the flusher truck. A plumber cleared the blockage with his 150 foot snake. All sewer mainlines are supposed to be at least 6 inches. All homeowners are supposed to have their own dedicated lateral to the Towns main line. The sewer mains are supposed to have associated utility easements when the public sewer/water is ran through a parcel of private property. This is not the case on this particular street. We are working towards this goal of establishing a 20 foot utility easement through 2 parcels in the area by contacting homeowners to discuss possible deed amendments. Once established the Town will be able to upsize this stretch of sewer main and install a place to use the flusher truck for cleaning to be able to better serve these residences. We responded to another sewer back up at a residence on East Street on 5/31. It is another case of incorrect installation of the sewer lateral, where one house ties into the next house. All parcel shall have their own dedicated sewer lateral to the Towns main. We advised the homeowner of this issue.

Water

The Fort Jones Public Works Department will be hosting one of the SWRCB's Principle Engineer's for an inspection on June 5th. While we were able to correct most of the items from the last inspection 3 years ago such as the sample station at the tanks and the gaskets/ nuts on the top vent of the bolted tank, a few problem areas remain. Mainly, the rusting car and engine situation within 60 feet upstream of the Towns only water supply. Automotive parts and engines leach heavy metals into the ground, which will eventually reach the water table, and then to your taps. We recommend, as we have in the past, that this car be removed in a timely manner and placed in a spot that won't affect the current or future citizens of Fort Jones

drinking water quality. We are also diligently working on the Lead Service Line Inventory which is required by the EPA. This involves cataloging what types of pipe are going to the customers homes, on both side of the meter for all 400 connections as well as the Towns distribution system. We replaced meter on High Street. We submitted the monthly SAFER reporting. The reports are available for review online. We spoke with the USFS about their water usage from the Towns hydrant located on Bridge St for their prescribed burn. We informed them that the Towns give free water for fires for “initial attack only” and not for a planned operation. They are working on proposing a land use agreement for the use of the water at the hydrant on bridge street.

Parks

We looked into why the Museum roof is leaking. There is a seam where the hardware store and the museum meet. The tin that is on the Hardware store has worked its way up a few inches in some spots. We spoke with the owners of the Hardware Store and informed them of the situation. They also have leaks in their building. They are open to the idea that The Town and the Hardware store split the cost of installing a new roof on that side of the building proportionally. We reached out the local roofing contractors and are soliciting bids for the work. We mowed all of the parks weekly as well as took out the trash. We assisted with the pouring of the new slab for the BBQ pit that is going in at the Little League Park. We worked on the landscaping around that area, (moving sprinklers, changing the grade, seeding grass, ect). Now that it is complete we can find someone to bid on doing the rock work/ setting the BBQ pit in place for use. We hope to have this project completed in the near future. As a

reminder, this project was made available with funding from Proposition 68 and is a non-matching grant.



MONTHLY FINANCE REPORT

MAY 2024

- Department of Housing and Community Development: Contacted Staff Services Analyst, Elizabeth Blanez, from Housing and Community Development to confirm person approved to sign 20-LEAP-15250 Agreement. It was confirmed that only either the former Town Administrator, current Town Administrator, or Interim Town Administrator can sign. Once there is one appointed, the agreement will be signed and sent to HCD.
- 2024-25 Preliminary Budget: Went through most accounts in Quickbooks to ensure income and expenses were entered into the proper account. Made adjustments to reflect correct amounts in correct accounts. Create Public Hearing letter and posted on website, Ray's Market, Fort Jones Post Office, and Town Hall announcing FY 2024-2025 Budget Draft as required. Contacted Golden State Risk Management to get increase for upcoming year. Put together Draft for Council Meeting.
- Financial Transaction Report: Working with CPA, Charlie Pilon, and CPA Dave Wallace on submitting the report. An extension was granted for June 15, 2024, deadline.
- Water Account: Reconciled the Water Account and entered all Direct Deposit amounts from UB Maxx into QuickBooks.
- Horn Street Project: Met with Melissa Cummins from Siskiyou County Local Transportation Commission to go over how to prepare invoice to send out to Cal Trans for Reimbursement. This will be the invoice that covers Plan Specs and Estimate portion of Horn Street Project SB2. Contacted Advanced Paving and Excavation requesting status of when the Award letter would be signed and returned. They are waiting on Bonds to be finalized and will submit when received.
- Placeworks On Call Agreement: Agreement was signed and returned to Placeworks for On Call services.
- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll and made sure all was entered into QuickBooks correctly for later reconciliation.
- Audit: Continue to assist CPA Dave Wallace in clarifying some questions on payroll. I will be working on finding the issues.
- CDBG: I will be working on sending out a 2nd letter to customers who did not respond to the 1st letter. Work on a few accounts that still need to be adjusted due to prior accounting errors. Create and initiate monthly statements to be sent out to customers.

In addition to the above, I attended some interviews with Mayor Garcia and Councilmember Banks.

Fort Jones Town Council
Regular Meeting
May 13, 2024

CERTIFICATION OF POSTING AGENDA

I, Carolin Hoefer, Customer Service Clerk, for the Town of Fort Jones, hereby certify that the agenda for the May 13, 2024 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on May 10, 2024.

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

Carolin Hoefer, Customer Service Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 6:01 p.m. In addition to the mayor, councilmembers present were Kathy Banks, Mark Eayrs, Julia Collie-Mason, and Alex LaRiviere.

Staff present: Chief Joseph Hess – F.J. Fire Department, Everett Hullquist – Public Works, and Deputy Clint Whitchurch – Etna P.D.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS:

A member of the public voiced concern about the mayor taking the minutes for the meeting in the absence of the Administrator/Clerk. They felt it was a conflict of interest.

DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:

A. Police Department Monthly Report

A written report appears in the agenda packet.

B. Fire Department Monthly Report

A written report appears in the agenda packet. Chief Hess reported that a fuel pump was found for Rescue 1340. Since they are obsolete the department is looking into rebuilding the bad pump for a backup.

C. Public Works Monthly Report

A written report appears in the agenda packet. Everett stated that there is a meeting with Local Transportation Commission on the 14th to secure the project to chip seal Scott River Road.

A member of the public asked about the Fort Jones Pavement Project and about ADA regulations for the sidewalks.

D. Accounting Monthly Report

A written report appears in the agenda packet.

CONSENT CALENDAR:

Public Comments: None

1. a) Approval of Minutes:

- i. Regular Meeting April 8, 2024
- ii. Special Meeting April 12, 2024

b) Ratification of Disbursements: April 1 through 30, 2024

c) Review Budget vs. Actual for July 1, 2023, through April 30, 2024

Motion: Eayrs moves to accept the consent calendar.

Second: LaRiviere

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

Nyes: None

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

2. Automatic Mutual Aid Agreement between Cal Fire Siskiyou Unit and the Fort Jones Fire Department.

Public Comments: None

Discussion: Battalion Chief Jake Burgess from Cal Fire Siskiyou Unit reported that they would like to change some wording in the agreement they submitted. Suggested to table until next meeting.

Motion: Collie-Mason moves to table the agreement until the next meeting.

Second: Banks

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

Nyes: None

Motion: Passes

3. Horn Street Rehabilitation Project: Award Contract to Advantage Paving & Excavating, Inc

Public Comments: None Discussion: Council engaged with staff.

Motion: Banks moves to award contract to Advantage Paving & Excavating, Inc for the Horn Street Project.

Second: Eayrs

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

Nyes: None

Motion: Passes

4. Fire Department: To Purchase a Holmatro PCT60 Combi-Tool w/2 Batteries, Charger, and Horizontal Mount.

Public Comment: None Discussion: Council engaged with staff.

Motion: LaRiviere moves to approve the purchase of the Combi-Tool with accessories.

Second: Eayrs

Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere

Nayes: None

Abstain: J. Collie-Mason

Motion: Passes 4 to 1

5. Fire Department: To Purchase Rescue Rope Equipment and Upgrade Hardware.

Public Comment: None

Discussion: Question was asked by a councilmember on how many of the volunteers were rope rescue trained. Chief responded.

Motion: Eayrs moves to approve the purchase of the rescue rope equipment and upgrade the hardware.

Second: LaRiviere

Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere

Nayes: None

Abstain: J. Collie-Mason

Motion: Passes 4 to 1

6. Move Employee Retirement Accounts from Mission Square to Stifel.

Public Comment: A member of the public was concerned about the wording in the agenda background for the reason the employee contributions had not been made. She felt that it might have been more of an administration issue instead of it being difficult to get a hold of Mission Square.

Motion: Collie-Mason moves to change retirement accounts over from Mission Square to Stifel.

Second: LaRiviere

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

Nayes: None

Motion: Passes

7. Glow Fest Sponsorship

Public Comment: None

Discussion: Banks informed the council that Mr. Alexander had canceled the Glow Fest do to permitting issues with the County.

Motion: Banks moves to table because the event has been canceled.
Second: LaRiviere
Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere
Nays: None
Motion: Passes

8. Renew MOU for Vaccination Clinic and Public Health Services with Siskiyou County Public Health Department.

Public Comment: Member stated that Public Health Services are an important service to the town.

Motion: Banks moves to renew the MOU for the Vaccine Clinic and other Public Health Services with the Siskiyou County Public Health Department.
Second: Eayrs
Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere
Nays: None
Motion: Passes

9. Proposal for City Clerk Training from California Clerk Administrative Services

Public Comment: None

Motion: LaRiviere moves to accept proposal for city clerk training from California Clerk Administrative Services.
Second: Eayrs
Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere
Nays: None
Motion: Passes

10. Negotiations for a Maintenance Agreement for the Fort Jones Pavement Project.

Discussion: It was explained to the public that this item was being put on hold because Caltrans will be coming to present this project at the meeting in June. They will go over the new proposed plans, explain what the maintenance agreements entail and answers questions. It was suggested that the business owners be advised of this meeting.

Motion: LaRiviere moves to table this item until the June meeting.
Second: Banks
Ayes: M. Garcia, K. Banks, M. Eayrs, J. Collie-Mason, A. LaRiviere
Nays: None
Motion: Passes

PUBLIC COMMENTS ON CLOSED SESSION: None

ADJOURN TO CLOSED SESSION: @ 6:50 p.m.

CLOSED DOOR SESSION:

Council met pursuant to Government Code §54956.9 (a)(d)(2) and Government Code §54957.1 1(3)(A) to discuss significant exposure to litigation – Public Works Employee

RETURN TO OPEN SESSION: @ 7:07 p.m.

REPORT ON CLOSED SESSION:

Information was received from legal counsel. Council accepts settlement agreement to pay for past medical insurance.

STAFF COMMENTS: None

COUNCIL COMMENTS: None

ADJOURNMENT:

The meeting was adjourned at 7:07 p.m. The next regular town council meeting is scheduled to be held on June 10, 2024, at 7:00 p.m.

Attest:

Cherie Stephen, Accounting Clerk

Approved:

Mercedes M. Garcia, Mayor

EXPENSE BY VENDOR

	May 24
A1 Drains	300.00
ALLSTAR Fire Equipment Inc.	1,675.06
AT&T	331.74
Cascade Fire Equipment Company	9,531.04
Deluxe Business Systems	67.95
Dr. Scott Essex	2,500.00
E&S Engineers and Surveyors	10,297.00
Fort Jones Ace Hardware	538.34
Fort Jones Lumber	515.67
Golden State Risk Management Authority	10,776.00
Kevin Hullquist	4,500.00
Life Assist	441.26
Mean Gene's Gas	68.47
Mt. Shasta Spring Water	107.90
PACE Labs	170.00
Pacific Power	3,384.26
PlaceWorks	8,028.75
Prentice Long	8,460.90
Quad-B Systems	4,874.06
QuickBooks Payroll Service	172.50
Ray's Market	36.44
Scott River Pump	1,837.06
Scott Valley Disposal	310.00
SHN Consulting Engineers & Geologists	1,160.00
Siskiyou County Economic Council	833.34
Siskiyou Daily News	70.73
Siskiyou Telephone	827.82
Suburban Propane	413.78
Ubeo West LLC	794.99
USPS	1,000.00
Valley Auto Repair	55.00
Valley Pacific Petroleum Services	2,200.38
Valley Tire	450.05
Verizon Wireless	238.74
Zach Wolfe	394.34
TOTAL	77,363.57

Jun 30, '23 - Jun 30, 24

Income

1I - General Government Income

4099 - Property Taxes

4100 - Secured Current	109,687.90
4101 - Unsecured Current	4,496.13
4102 - Unsecured Delinquent	277.36
4106- Supp Int	19.55
4507 - Homeowner Alloc	944.64
4508 - VLF Net	74,536.42
4516- Sup Current	3,682.30
4518 - CA Fish& Game PILT	82.03

Total 4099 - Property Taxes 193,726.33

4111 - Sales Tax 192,429.85

4214 - Land Use 529.00

4216 - Franchises 7,719.30

4218 - Business License 2,286.35

4302- Fees Collection Cost -12.40

4303 - Vehicle Fees 31.11

4400 - Rent 7,190.00

4410 - Interest General Fund 150.19

4504 - Motor Vehicle in Lieu 800.00

4730 - Miscellaneous 12.10

1I - General Government Income - Other 0.00

Total 1I - General Government Income 404,861.83

2I - Public Safety Income

2a - Law Enforcement

4111- Growth Alloc 413.60

4112 - COPS Allocation 186,615.31

4116 - Prop172 1,815.95

4117 - Tax Allocation - Law Enf 656.28

Animal Control

4230 - Dog Licenses 60.00

Total Animal Control 60.00

2a - Law Enforcement - Other 350.23

Total 2a - Law Enforcement 189,911.37

2b - Fire Protection

4740 - Fire Dept. 221,054.03

4741 - Tax Allocation - Fire 172,889.36

4750 - Strike Team Income 6,072.64

Total 2b - Fire Protection 400,016.03

2I - Public Safety Income - Other 296.29

Total 2I - Public Safety Income 590,223.69

3I - Public Works Income

3a - Streets Income	
4499 - Gas Tax 2103	1,436.51
4500 - Gas Tax 2106	2,026.04
4501 - Gas Tax 2107	1,387.27
4502 - Gas Tax 2107.5	1,000.00
4503 - Gas Tax 2105	1,016.28
4530 - Local Transportation	11,056.57
4538-Vehicle License Fee	857.10
4540 - Tax Allocation - Roads	29,380.36
SB1	2,714.02
Total 3a - Streets Income	50,874.15
3b - Sewer Income	
4212 - Sewer Revenue	177,547.69
4214 - Material Reimbursement	276.41
Total 3b - Sewer Income	177,824.10
3c - Water Income	
4810 - Water Revenue	201,522.47
4820 - Water Interest	33.41
4835 - Material Reimbursement	22.00
4840 - Gretchen Acres Assess	4,830.23
Total 3c - Water Income	206,408.11
3I - Public Works Income - Other	100.00
Total 3I - Public Works Income	435,206.36
4900 - CBDG Interest	
2004-STBG-1894	
04 Bank Checking Interest	205.51
Total 2004-STBG-1894	205.51
MI Bank/LAIF Interest	37.70
4900 - CBDG Interest - Other	19,380.12
Total 4900 - CBDG Interest	19,623.33
4901 - SCORE Reimbursement	1,535.00
4903 - Library Reimbursement	8,163.98
Housing Interest	3,282.47
Total Income	1,462,896.66
Cost of Goods Sold	
Cost of Goods Sold	0.00
Total COGS	0.00
Gross Profit	1,462,896.66
Expense	
1E- General Government Expense	
Equipment Rental	1,338.91
2285 - IT Services	18,392.53
5100- Council/Election	4,027.37
5110- Mayor Payroll	1,980.00

5210- Clerk Payroll	11,815.02
5220- Supp\USPS	10,146.81
5310- Treasurer Payroll	1,980.00
5400 - Professional Fees	
5401 - Legal Fees	28,236.46
5402 - Audit Fees	4,449.43
5403 - Consulting Fees	101,599.10
Total 5400 - Professional Fees	134,284.99
5500- Planning	
5501 - Economic Development	5,416.71
5500- Planning - Other	5,577.50
Total 5500- Planning	10,994.21
5550- Library Payroll	4,949.15
5555 - Admin Payroll	26,580.74
5700- Publication	70.73
5705 - Dues and Subscriptions	2,652.57
6205- Health Insurance	32,190.54
6300- Insurance	
6204- Workers Compensation	10,505.67
6303- Liability Insurance	37,489.39
6305 - Crime Incurance	8.01
Total 6300- Insurance	48,003.07
6400- Property Tax	342.42
6406- 98 Bank Charge	10.00
9150-City Hall Expenses	
1-012 - City Hall Power	3,072.01
133000- City Hall water	399.56
9154 - Disposal 2 yd Bin	6,405.00
9155 - Equipment Finance	2,517.18
9150-City Hall Expenses - Other	3,554.48
Total 9150-City Hall Expenses	15,948.23
9152- Propane	1,074.71
Total 1E- General Government Expense	326,782.00
2E- Public Safety Expense	
2EA- Law Enforcement Expense	
7125 - Law Enforcement Services	111,578.00
7181 - Law Enforcement Phones	2,016.45
Animal Control	
7930- Animal Control	4,770.97
Total Animal Control	4,770.97
Total 2EA- Law Enforcement Expense	118,365.42
2EB- Fire Department Expense	
7515 - FD Sleeper Grocery	1,308.82
7532 - FF Training	423.78

Crime Insurance	13.68
7550 - Misc Expense _ Fire Dept	2,479.51
6310- Property Insurance	170.81
7505 - Liability Insurance	924.03
7506 - Work Comp Insurance	1,531.75
7507 - Auto Insurance	1,367.29
7510- Fire Dept Payroll	19,016.66
7511- Firefighter Physicals	240.00
7513 - Calls & Meetings	12,816.50
7520- Fire Dept Supl & Mtnce	42,883.99
7525- Pub Safety Fuel & Oil	
7527- Gas Reimbursement	174.04
7525- Pub Safety Fuel & Oil - Other	10,026.46
Total 7525- Pub Safety Fuel & Oil	10,200.50
7540- Fire Dept. Utilities	
1-001- Fire Dept. Power Bill	3,833.59
2261- Fire Dept. Phone	5,101.19
2262 - Disposal	1,705.00
Total 7540- Fire Dept. Utilities	10,639.78
2EB- Fire Department Expense - Other	298,432.97
Total 2EB- Fire Department Expense	402,450.07
2EC - Strike Team Expenses	
7514 Seasonal FF Payroll	31,400.00
Crime Insurance	13.68
6311 - Property Insurance	165.32
7502 - Auto Insurance	1,367.29
7505b - Liability Insurance	926.03
7506b - Workers Comp Ins	1,531.75
7515 - Strike Team Payroll	214,520.78
2EC - Strike Team Expenses - Other	632.53
Total 2EC - Strike Team Expenses	250,557.38
2ED SAFER Grant	
7530 - Uniforms and Safety Gear	507.55
Total 2ED SAFER Grant	507.55
2E- Public Safety Expense - Other	11,219.75
Total 2E- Public Safety Expense	783,100.17
3E- Public Works Expense	
3EA- Streets	
Crime Insurance	2.17
1-000 - Street Lights	
02 HPSV Lights	471.71
02 HPSV Metal Lights	248.97
10 HPSV Wood Lights	3,066.16
11 HPSV Lights	1,369.26

72 HPSV Lights	11,361.70
Total 1-000 - Street Lights	16,517.80
6306- Property Insurance	0.00
8120- Street Mtnce/Utilities	
1-005 - Barn Power	2,394.81
1-007 - Phone Bill	1,071.56
8121- Street Maintenance	
8127- STIP Project - Consulting	13,073.50
8121- Street Maintenance - Other	200.00
Total 8121- Street Maintenance	13,273.50
Total 8120- Street Mtnce/Utilities	16,739.87
8130- Equipment Maintenance	
8132- Repairs	718.84
8133- Parts & Supplies	2,104.47
Total 8130- Equipment Maintenance	2,823.31
8136 -Auto Insurance	0.00
8137- Mobile Equip	38.41
8199- Road Payroll	16,605.71
8200- Major Street Const.	
8240 - SB1	3,659.00
8245 - STIP	8,943.55
Total 8200- Major Street Const.	12,602.55
8509 - Liability Insurance	92.21
8511 - Work Comp Insurance	177.62
3EA- Streets - Other	1,593.21
Total 3EA- Streets	67,192.86
3E- Public Works Expense - Other	231.12
Total 3E- Public Works Expense	67,423.98
3EB- Sewer Expense	
Crime Insurance	1.09
6308-Property Insurance	251.72
8510- Sewer Payroll	13,008.68
8520- Sewer Expenses	
1-015 - Sewer Power bill	136.04
1-019 bbp sewer	160.01
8521- Sewer Rep & Mtnce	1,351.27
8553- Auro Insurance	162.31
Total 8520- Sewer Expenses	1,809.63
8522 - Waste Water Monitoring	2,100.00
8530- Sewer Supplies	53.62
8535-Office	500.00
8540- State Fees	30,531.00
8549- Mobile Equip.	38.41
8550 - Liability Insurance	124.19

8551 - Work Comp Insurance	237.50
8552 - Training	130.00
3EB- Sewer Expense - Other	773.55
Total 3EB- Sewer Expense	49,559.39
3EC- Water Expense	
Crime Insurance	1.09
6307-Property Insurance	882.95
8605 - Allocate Admin - Water	1,077.00
8609- Water Training	7,504.69
8610- Water Parts & Supplies	3,037.61
8612- Water Office & Postage	2,252.64
8615- Water Payroll	60,132.71
8620- Water Repairs & Mtnce	37,684.85
8623- Mobile Equip.	38.41
8624 - Auto Insurance	162.31
8625- Water Liability Ins	124.19
8626 - Work Comp	297.37
8627 - Fuel-Oil	6,939.49
8630- Water Fees & Testing	4,677.86
8640- Water Utilities	
1-000 - Water Power	
New Pump	11,153.02
Old pump	683.66
Total 1-000 - Water Power	11,836.68
1-001 - Water Phones	
468-2598	2,961.26
468-5864	864.67
Cell	1,427.90
Total 1-001 - Water Phones	5,253.83
Total 8640- Water Utilities	17,090.51
3EC- Water Expense - Other	579.28
Total 3EC- Water Expense	142,482.96
3EG -8690 -Water Planning Grant	1,657.50
4E- Parks & Recreation Expense	
9151- City Hall Maintenance	1,981.46
Crime Insurance	1.09
9116 - Janitorial Payroll	14,115.25
03 Parks & Recreation Grants	
2020 Per Capita - Scout Hall	110.00
2020 Per Capita - LLP	
Improvements	116.00
LLP Project Payroll	152.00
Total 2020 Per Capita - LLP	268.00
Total 03 Parks & Recreation Grants	378.00

6305- Property Ins Parks	
9104- Mobile Equip.	38.41
6305- Property Ins Parks - Other	1,010.78
Total 6305- Property Ins Parks	1,049.19
9105- Auto Insurance	162.31
9106 - Work Comp Parks	474.99
9107 - Liability Ins Parks	250.53
9109- Parks Payroll	17,226.32
9110 - Park Expense	31.25
9130- Ball Park Expenses	
1-002 - LLP Snack	351.17
1-013 - BBP lights	2,232.01
1-014 - LLP lights	213.44
1-017 - BBP pump	169.61
9131- Maintenance & Supplies	2,249.28
Total 9130- Ball Park Expenses	5,215.51
9140- Scout Hall Expenses	
1-006 - Scout Hall Power	1,206.10
Total 9140- Scout Hall Expenses	1,206.10
9160- Museum Expenses	
1-004 - Museum Electricity	499.71
1-XXX - Museum Monitor Fuel	2,373.66
5568- Museum Phone	1,073.19
9161- Museum Maintenance	39.20
Total 9160- Museum Expenses	3,985.76
Total 4E- Parks & Recreation Expense	46,077.76
4EF - Sewer Grant	10,766.29
5E - American Rescue Plan	
6.1 - Government Expense	197.75
Total 5E - American Rescue Plan	197.75
6504- Payroll Taxes	
Federal Unemployment	4,442.22
6506- FICA	32,564.21
6508- Medicare	7,615.83
6512- SUI	12,797.16
6516 - ETT	0.00
6504- Payroll Taxes - Other	1,360.46
Total 6504- Payroll Taxes	58,779.88
9700- CBDG Const Housing	
Gen Adm & Program Delivery	631.75
Housing Loans	
Gomez	457.79
Johnson P	-49.10
Vasquez	-244.82

Total Housing Loans	163.87
Total 9700- CBDG Const Housing	795.62
Payroll Expenses	71,659.00
Reconciliation Discrepancies	2.00
transfers	-482,712.62
Total Expense	1,076,571.68
Net Income	386,324.98

BUDGET VS ACTUAL

	Jul '23 - Jun 24	Budget	\$ Over Budget	% of Budget
Income				
11 - General Government Income				
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	0.00	0.00	0.0%
4100 - Secured Current	109,687.90	128,000.00	-18,312.10	85.69%
4101 - Unsecured Current	4,496.13	4,000.00	496.13	112.4%
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	944.64	1,200.00	-255.36	78.72%
4508 - VLF Net	74,536.42	65,000.00	9,536.42	114.67%
4512 - Off Highway Vehicle Tax	0.00	1,100.00	-1,100.00	0.0%
4514- Unsec Interest	0.00	0.00	0.00	0.0%
4516- Sup Current	3,682.30	1,200.00	2,482.30	306.86%
4518 - CA Fish& Game PILT	82.03	80.00	2.03	102.54%
Total 4099 - Property Taxes	193,726.33	200,580.00	-6,853.67	96.58%
4111 - Sales Tax	192,429.85	290,000.00	-97,570.15	66.36%
4214 - Land Use	529.00	150.00	379.00	352.67%
4215e - Tax Allocation - Parks	0.00	122,500.00	-122,500.00	0.0%
4216 - Franchises	7,719.30	7,700.00	19.30	100.25%
4218 - Business License	2,286.35	6,000.00	-3,713.65	38.11%
4301- Fees Booking	0.00	40.00	-40.00	0.0%
4302- Fees Collection Cost	-12.40	-45.00	32.60	27.56%
4303 - Vehicle Fees	31.11	100.00	-68.89	31.11%
4400 - Rent	7,190.00	4,000.00	3,190.00	179.75%
4410 - Interest General Fund	149.23	0.00	149.23	100.0%
4504 - Motor Vehicle in Lieu	800.00	0.00	800.00	100.0%
4730 - Miscellaneous	12.10	30.00	-17.90	40.33%
Transfer In - Admin	0.00	407,761.00	-407,761.00	0.0%
Transfer Out - Tax Allocation	0.00	490,000.00	-490,000.00	0.0%
1I - General Government Income - Other	0.00	0.00	0.00	0.0%
Total 1I - General Government Income	404,860.87	1,528,816.00	-1,123,955.13	26.48%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	413.60	0.00	413.60	100.0%
4112 - COPS Allocation	186,615.31	100,000.00	86,615.31	186.62%
4115 - 17-18 Growth Allocation	0.00	50,000.00	-50,000.00	0.0%
4116 - Prop172	1,815.95	1,250.00	565.95	145.28%
4117 - Tax Allocation - Law Enf	656.28	73,500.00	-72,843.72	0.89%
Animal Control				
4230 - Dog Licenses	60.00	600.00	-540.00	10.0%
Total Animal Control	60.00	600.00	-540.00	10.0%
2a - Law Enforcement - Other	350.23			
Total 2a - Law Enforcement	189,911.37	225,350.00	-35,438.63	84.27%

BUDGET VS ACTUAL

2b - Fire Protection				
4740 - Fire Dept.	221,054.03	2,400.00	218,654.03	9,210.59%
4741 - Tax Allocation - Fire	172,889.36	122,500.00	50,389.36	141.13%
4750 - Strike Team Income	6,072.64	350,000.00	-343,927.36	1.74%
Total 2b - Fire Protection	400,016.03	474,900.00	-74,883.97	84.23%
2I - Public Safety Income - Other	296.29			
Total 2I - Public Safety Income	590,223.69	700,250.00	-110,026.31	84.29%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	1,436.51	5,000.00	-3,563.49	28.73%
4500 - Gas Tax 2106	2,026.04	6,000.00	-3,973.96	33.77%
4501 - Gas Tax 2107	1,387.27	4,000.00	-2,612.73	34.68%
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00	100.0%
4503 - Gas Tax 2105	1,016.28	4,000.00	-2,983.72	25.41%
4530 - Local Transportation	11,056.57	4,000.00	7,056.57	276.41%
4534-Prop 42 TCRF	0.00	800.00	-800.00	0.0%
4538-Vehicle License Fee	857.10	400.00	457.10	214.28%
4540 - Tax Allocation - Roads	29,380.36	73,500.00	-44,119.64	39.97%
SB1	2,714.02	7,000.00	-4,285.98	38.77%
Total 3a - Streets Income	50,874.15	105,700.00	-54,825.85	48.13%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	73,500.00	-73,500.00	0.0%
4212 - Sewer Revenue	174,633.33	72,000.00	102,633.33	242.55%
4213 - Connections & Fees	0.00	500.00	-500.00	0.0%
4214 - Material Reimbursement	276.41			
3b - Sewer Income - Other	0.00	0.00	0.00	0.0%
Total 3b - Sewer Income	174,909.74	146,000.00	28,909.74	119.8%
3c - Water Income				
4810 - Water Revenue	198,608.10	140,000.00	58,608.10	141.86%
4812 - Bulk Water Sales	0.00	0.00	0.00	0.0%
4815 - Tax Allocation - Water	0.00	24,500.00	-24,500.00	0.0%
4820 - Water Interest	27.86	0.00	27.86	100.0%
4830 - Water Connections	0.00	300.00	-300.00	0.0%
4835 - Material Reimbursement	22.00			
4840 - Gretchen Acres Assess	4,830.23	3,000.00	1,830.23	161.01%
3c - Water Income - Other	0.00	0.00	0.00	0.0%
Total 3c - Water Income	203,488.19	167,800.00	35,688.19	121.27%
3I - Public Works Income - Other	100.00			
Total 3I - Public Works Income	429,372.08	419,500.00	9,872.08	102.35%
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				
2004-STBG-1894				
04 Bank Checking Interest	205.51			
Total 2004-STBG-1894	205.51			

BUDGET VS ACTUAL

MI Bank/LAIF Interest	0.00	0.00	0.00	0.0%
4900 - CBDG Interest - Other	19,318.45	0.00	19,318.45	100.0%
Total 4900 - CBDG Interest	19,523.96	0.00	19,523.96	100.0%
4901 - SCORE Reimbursement	1,535.00	0.00	1,535.00	100.0%
4903 - Library Reimbursement	8,163.98	8,500.00	-336.02	96.05%
4904 - SWRCB Reimbursement	0.00	0.00	0.00	0.0%
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	3,282.47	0.00	3,282.47	100.0%
Total Income	1,456,962.05	2,657,066.00	-1,200,103.95	54.83%
Cost of Goods Sold				
Cost of Goods Sold	0.00			
Total COGS	0.00			
Gross Profit	1,456,962.05	2,657,066.00	-1,200,103.95	54.83%
Expense				
1E- General Government Expense				
Equipment Rental	1,338.91			
2285 - IT Services	18,392.53	13,000.00	5,392.53	141.48%
5100- Council/Election	3,927.37	4,000.00	-72.63	98.18%
5110- Mayor Payroll	1,800.00	2,160.00	-360.00	83.33%
5210- Clerk Payroll	11,815.02	3,600.00	8,215.02	328.2%
5220- Supp\USPS	10,146.81	4,000.00	6,146.81	253.67%
5310- Treasurer Payroll	1,980.00			
5400 - Professional Fees				
5401 - Legal Fees	28,236.46	35,635.00	-7,398.54	79.24%
5402 - Audit Fees	4,449.43	11,000.00	-6,550.57	40.45%
5403 - Consulting Fees	95,385.00	75,000.00	20,385.00	127.18%
5404 - Engineering Fees - Annex	0.00	31,500.00	-31,500.00	0.0%
5405 - Reimbursed Expenses	0.00	0.00	0.00	0.0%
5400 - Professional Fees - Other	0.00	3,000.00	-3,000.00	0.0%
Total 5400 - Professional Fees	128,070.89	156,135.00	-28,064.11	82.03%
5500- Planning				
5502 - City Promotion	0.00	10,000.00	-10,000.00	0.0%
5501 - Economic Development	5,416.71	6,800.00	-1,383.29	79.66%
5500- Planning - Other	5,577.50	500.00	5,077.50	1,115.5%
Total 5500- Planning	10,994.21	17,300.00	-6,305.79	63.55%
5550- Library Payroll	4,949.15	8,400.00	-3,450.85	58.92%
5555 - Admin Payroll	26,580.74	106,762.00	-80,181.26	24.9%
5600- Misc.	0.00	400.00	-400.00	0.0%
5700- Publication	70.73	500.00	-429.27	14.15%
5705 - Dues and Subscriptions	2,652.57	1,000.00	1,652.57	265.26%
6205- Health Insurance	32,190.54	17,000.00	15,190.54	189.36%
6300- Insurance				
6204- Workers Compensation	10,505.67	10,900.00	-394.33	96.38%
6303- Liability Insurance	37,489.39	4,633.00	32,856.39	809.18%
6304 -Property Insurance	0.00	2,023.00	-2,023.00	0.0%

BUDGET VS ACTUAL

6305 - Crime Insurance	8.01	150.00	-141.99	5.34%
6300- Insurance - Other	0.00	1,600.00	-1,600.00	0.0%
Total 6300- Insurance	48,003.07	19,306.00	28,697.07	248.64%
6301- Insurance Expense	0.00	250.00	-250.00	0.0%
6400- Property Tax	342.42	960.00	-617.58	35.67%
6406- 98 Bank Charge	10.00	0.00	10.00	100.0%
9150-City Hall Expenses				
1-012 - City Hall Power	3,072.01	4,850.00	-1,777.99	63.34%
133000- City Hall water	399.56	300.00	99.56	133.19%
2281- City Hall Phone	0.00	2,000.00	-2,000.00	0.0%
6601-Library Expense	0.00	500.00	-500.00	0.0%
9154 - Disposal 2 yd Bin	6,250.00	3,000.00	3,250.00	208.33%
9155 - Equipment Finance	2,517.18	3,600.00	-1,082.82	69.92%
9150-City Hall Expenses - Other	3,554.48	0.00	3,554.48	100.0%
Total 9150-City Hall Expenses	15,793.23	14,250.00	1,543.23	110.83%
9152- Propane	1,074.71	12,000.00	-10,925.29	8.96%
1E- General Government Expense - Other	0.00	0.00	0.00	0.0%
Total 1E- General Government Expense	320,132.90	381,023.00	-60,890.10	84.02%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	40,776.00	-40,776.00	0.0%
7125 - Law Enforcement Services	111,578.00	149,056.00	-37,478.00	74.86%
7135- Police Maintenance	0.00	8,000.00	-8,000.00	0.0%
7145- Dispatch	0.00	10,250.00	-10,250.00	0.0%
7180 - Law Enforcement - Other	0.00	5,000.00	-5,000.00	0.0%
7181 - Law Enforcement Phones	2,016.45	2,400.00	-383.55	84.02%
Animal Control				
7930- Animal Control	4,770.97	500.00	4,270.97	954.19%
Total Animal Control	4,770.97	500.00	4,270.97	954.19%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	118,365.42	215,982.00	-97,616.58	54.8%
2EB- Fire Department Expense				
7515 - FD Sleeper Grocery	1,308.82	0.00	1,308.82	100.0%
7532 - FF Training	423.78	1,500.00	-1,076.22	28.25%
Crime Insurance	13.68	0.00	13.68	100.0%
7550 - Misc Expense _ Fire Dept	2,479.51	300.00	2,179.51	826.5%
6310- Property Insurance	170.81	1,600.00	-1,429.19	10.68%
7500 - Admin Allocation - Fire	0.00	101,940.00	-101,940.00	0.0%
7505 - Liability Insurance	924.03	5,400.00	-4,475.97	17.11%
7506 - Work Comp Insurance	1,531.75	20,000.00	-18,468.25	7.66%
7507 - Auto Insurance	1,367.29	16,000.00	-14,632.71	8.55%
7510- Fire Dept Payroll	19,016.66	15,000.00	4,016.66	126.78%
7511- Firefighter Physicals	240.00	100.00	140.00	240.0%
7512 - Live Scan	0.00	200.00	-200.00	0.0%
7513 - Calls & Meetings	12,816.50	9,000.00	3,816.50	142.41%
7520- Fire Dept Supl & Mtnce	42,883.99	23,000.00	19,883.99	186.45%

BUDGET VS ACTUAL

7525- Pub Safety Fuel & Oil				
7527- Gas Reimbursement	174.04			
7525- Pub Safety Fuel & Oil - Other	9,297.15	9,000.00	297.15	103.3%
Total 7525- Pub Safety Fuel & Oil	9,471.19	9,000.00	471.19	105.24%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	3,833.59	4,000.00	-166.41	95.84%
2261- Fire Dept. Phone	5,101.19	4,300.00	801.19	118.63%
2262 - Disposal	1,550.00	1,000.00	550.00	155.0%
7541- Propane	0.00	200.00	-200.00	0.0%
Total 7540- Fire Dept. Utilities	10,484.78	9,500.00	984.78	110.37%
2EB- Fire Department Expense - Other	298,432.97	0.00	298,432.97	100.0%
Total 2EB- Fire Department Expense	401,565.76	212,540.00	189,025.76	188.94%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	31,400.00	36,000.00	-4,600.00	87.22%
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	24,000.00	-24,000.00	0.0%
7515 - Strike Team Payroll	214,520.78	168,000.00	46,520.78	127.69%
7516 - Payroll Taxes				
7517 - FICA	0.00	13,500.00	-13,500.00	0.0%
7518 - Medicare	0.00	2,738.00	-2,738.00	0.0%
7519 - SUI	0.00	4,500.00	-4,500.00	0.0%
Total 7516 - Payroll Taxes	0.00	20,738.00	-20,738.00	0.0%
2EC - Strike Team Expenses - Other	632.53			
Total 2EC - Strike Team Expenses	250,557.38	248,738.00	1,819.38	100.73%
2ED SAFER Grant				
7530 - Uniforms and Safety Gear	507.55			
Total 2ED SAFER Grant	507.55			
2E- Public Safety Expense - Other	11,219.75			
Total 2E- Public Safety Expense	782,215.86	677,260.00	104,955.86	115.5%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	2.17	0.00	2.17	100.0%
1-000 - Street Lights				
02 HPSV Lights	471.71	600.00	-128.29	78.62%
02 HPSV Metal Lights	248.97	100.00	148.97	248.97%
10 HPSV Wood Lights	3,066.16	3,500.00	-433.84	87.61%
11 HPSV Lights	1,369.26	500.00	869.26	273.85%
72 HPSV Lights	11,361.70	12,000.00	-638.30	94.68%
Total 1-000 - Street Lights	16,517.80	16,700.00	-182.20	98.91%
6306- Property Insurance	0.00	400.00	-400.00	0.0%
8110 - Admin Allocation - Stree	0.00	61,164.00	-61,164.00	0.0%

BUDGET VS ACTUAL

8120- Street Mtnce/Utilities				
1-005 - Barn Power	2,394.81	2,000.00	394.81	119.74%
1-006 Barn Maintenance	0.00	0.00	0.00	0.0%
1-007 - Phone Bill	1,071.56	1,200.00	-128.44	89.3%
8121- Street Maintenance				
8126- LTC	0.00	100.00	-100.00	0.0%
8127- STIP Project - Consulting	13,073.50	0.00	13,073.50	100.0%
8121- Street Maintenance - Other	200.00	0.00	200.00	100.0%
Total 8121- Street Maintenance	13,273.50	100.00	13,173.50	13,273.5%
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnce/Utilities	16,739.87	3,300.00	13,439.87	507.27%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	2,000.00	-2,000.00	0.0%
8132- Repairs	718.84	2,000.00	-1,281.16	35.94%
8133- Parts & Supplies	2,104.47	500.00	1,604.47	420.89%
8135- Roads	0.00	1,000.00	-1,000.00	0.0%
Total 8130- Equipment Maintenance	2,823.31	5,500.00	-2,676.69	51.33%
8136 -Auto Insurance	0.00	600.00	-600.00	0.0%
8137- Mobile Equip	38.41	0.00	38.41	100.0%
8199- Road Payroll	16,605.71	10,660.00	5,945.71	155.78%
8200- Major Street Const.				
8240 - SB1	3,659.00			
8245 - STIP	8,943.55	0.00	8,943.55	100.0%
8200- Major Street Const. - Other	0.00	0.00	0.00	0.0%
Total 8200- Major Street Const.	12,602.55	0.00	12,602.55	100.0%
8250 - Street Engineering	0.00	1,000.00	-1,000.00	0.0%
8509 - Liability Insurance	92.21	800.00	-707.79	11.53%
8511 - Work Comp Insurance	177.62	1,500.00	-1,322.38	11.84%
3EA- Streets - Other	1,593.21	0.00	1,593.21	100.0%
Total 3EA- Streets	67,192.86	101,649.00	-34,456.14	66.1%
3E- Public Works Expense - Other	231.12			
Total 3E- Public Works Expense	67,423.98	101,649.00	-34,225.02	66.33%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6308-Property Insurance	251.72	650.00	-398.28	38.73%
8505 - Admin Allocation - Sewe	0.00	84,352.00	-84,352.00	0.0%
8510- Sewer Payroll	13,008.68	16,380.00	-3,371.32	79.42%
8520- Sewer Expenses				
1-015 - Sewer Power bill	136.04	200.00	-63.96	68.02%
1-019 bbp sewer	160.01	300.00	-139.99	53.34%
8521- Sewer Rep & Mtnce	1,351.27	2,000.00	-648.73	67.56%
8527 Fuel-Oil	0.00	500.00	-500.00	0.0%
8553- Auro Insurance	162.31	650.00	-487.69	24.97%
8520- Sewer Expenses - Other	0.00	0.00	0.00	0.0%
Total 8520- Sewer Expenses	1,809.63	3,650.00	-1,840.37	49.58%

BUDGET VS ACTUAL

8522 - Waste Water Monitoring	2,100.00	5,000.00	-2,900.00	42.0%
8530- Sewer Supplies	53.62	1,000.00	-946.38	5.36%
8535-Office	500.00	0.00	500.00	100.0%
8540- State Fees	30,531.00	21,000.00	9,531.00	145.39%
8549- Mobile Equip.	38.41	100.00	-61.59	38.41%
8550 - Liability Insurance	124.19	800.00	-675.81	15.52%
8551 - Work Comp Insurance	237.50	2,000.00	-1,762.50	11.88%
8552 - Training	130.00	300.00	-170.00	43.33%
Sewer Testing	0.00	2,000.00	-2,000.00	0.0%
3EB- Sewer Expense - Other	773.55			
Total 3EB- Sewer Expense	49,559.39	137,257.00	-87,697.61	36.11%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
6307-Property Insurance	882.95	1,700.00	-817.05	51.94%
8605 - Allocate Admin - Water	1,077.00	81,552.00	-80,475.00	1.32%
8609- Water Training	7,504.69	500.00	7,004.69	1,500.94%
8610- Water Parts & Supplies	3,037.61	1,000.00	2,037.61	303.76%
8612- Water Office & Postage	2,252.64	5,000.00	-2,747.36	45.05%
8615- Water Payroll	60,132.71	19,240.00	40,892.71	312.54%
8620- Water Repairs & Mtnc	37,351.10	5,000.00	32,351.10	747.02%
8623- Mobile Equip.	38.41	150.00	-111.59	25.61%
8624 - Auto Insurance	162.31	650.00	-487.69	24.97%
8625- Water Liability Ins	124.19	800.00	-675.81	15.52%
8626 - Work Comp	297.37	3,000.00	-2,702.63	9.91%
8627 - Fuel-Oil	6,684.86	1,300.00	5,384.86	514.22%
8630- Water Fees & Testing	4,677.86	4,000.00	677.86	116.95%
8640- Water Utilities				
1-000 - Water Power				
New Pump	11,153.02	14,000.00	-2,846.98	79.66%
Old pump	683.66	1,000.00	-316.34	68.37%
Total 1-000 - Water Power	11,836.68	15,000.00	-3,163.32	78.91%
1-001 - Water Phones				
468-2598	2,961.26	2,500.00	461.26	118.45%
468-5864	864.67	900.00	-35.33	96.07%
Cell	1,427.90	0.00	1,427.90	100.0%
Total 1-001 - Water Phones	5,253.83	3,400.00	1,853.83	154.52%
Total 8640- Water Utilities	17,090.51	18,400.00	-1,309.49	92.88%
8650- Water Engineering	0.00	0.00	0.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	13,500.00	-13,500.00	0.0%
Total 8660- Water Interest	0.00	13,500.00	-13,500.00	0.0%
3EC- Water Expense - Other	554.28	0.00	554.28	100.0%
Total 3EC- Water Expense	141,869.58	155,817.00	-13,947.42	91.05%
3EG -8690 -Water Planning Grant	1,657.50	0.00	1,657.50	100.0%
4E- Parks & Recreation Expense				

BUDGET VS ACTUAL

9151- City Hall Maintenance	1,981.46	8,000.00	-6,018.54	24.77%
9115 - Clothes Allowance	0.00	25.00	-25.00	0.0%
Crime Insurance	1.09	0.00	1.09	100.0%
9116 - Janitorial Payroll	14,115.25	5,226.00	8,889.25	270.1%
02 Admin Allocation - Parks	0.00	40,776.00	-40,776.00	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	152.00	0.00	152.00	100.0%
2020 Per Capita - LLP - Other	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	268.00	0.00	268.00	100.0%
Total 03 Parks & Recreation Grants	378.00	0.00	378.00	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	2,500.00	-1,489.22	40.43%
Total 6305- Property Ins Parks	1,049.19	2,500.00	-1,450.81	41.97%
9105- Auto Insurance	162.31	700.00	-537.69	23.19%
9106 - Work Comp Parks	474.99	3,000.00	-2,525.01	15.83%
9107 - Liability Ins Parks	250.53	2,000.00	-1,749.47	12.53%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	17,226.32	29,120.00	-11,893.68	59.16%
9110 - Park Expense	31.25	2,000.00	-1,968.75	1.56%
9130- Ball Park Expenses				
1-002 - LLP Snack	351.17	200.00	151.17	175.59%
1-013 - BBP lights	2,232.01	2,500.00	-267.99	89.28%
1-014 - LLP lights	213.44	300.00	-86.56	71.15%
1-017 - BBP pump	169.61	0.00	169.61	100.0%
9131- Maintenance & Supplies	1,963.99	5,000.00	-3,036.01	39.28%
9130- Ball Park Expenses - Other	0.00	187.00	-187.00	0.0%
Total 9130- Ball Park Expenses	4,930.22	8,187.00	-3,256.78	60.22%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	1,206.10	550.00	656.10	219.29%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	1,206.10	550.00	656.10	219.29%
9160- Museum Expenses				
1-004 - Museum Electricity	499.71	1,000.00	-500.29	49.97%
1-XXX - Museum Monitor Fuel	2,373.66	2,000.00	373.66	118.68%
5568- Museum Phone	1,073.19	1,500.00	-426.81	71.55%
9161- Museum Maintenance	39.20			
Total 9160- Museum Expenses	3,985.76	4,500.00	-514.24	88.57%
4E- Parks & Recreation Expense - Other	0.00	0.00	0.00	0.0%
Total 4E- Parks & Recreation Expense	45,792.47	106,584.00	-60,791.53	42.96%
4EF - Sewer Grant	10,766.29	0.00	10,766.29	100.0%
5E - American Rescue Plan				
6.1 - Government Expense	197.75	0.00	197.75	100.0%

BUDGET VS ACTUAL

Total 5E - American Rescue Plan	197.75	0.00	197.75	100.0%
6504- Payroll Taxes				
Federal Unemployment	4,440.54	0.00	4,440.54	100.0%
6506- FICA	32,546.85	17,447.00	15,099.85	186.55%
6508- Medicare	7,611.77	8,378.00	-766.23	90.85%
6512- SUI	12,790.96	3,820.00	8,970.96	334.84%
6516 - ETT	0.00	10.00	-10.00	0.0%
6504- Payroll Taxes - Other	1,360.46	0.00	1,360.46	100.0%
Total 6504- Payroll Taxes	58,750.58	29,655.00	29,095.58	198.11%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	631.75	0.00	631.75	100.0%
Housing Loans				
Total Housing Loans	163.87	0.00	163.87	100.0%
Total 9700- CBDG Const Housing	795.62	0.00	795.62	100.0%
Payroll Expenses	71,655.00	2,500.00	69,155.00	2,866.2%
Reconciliation Discrepancies	2.00	0.00	2.00	100.0%
transfers	-482,712.62			
Total Expense	1,068,106.30	1,591,745.00	-523,638.70	67.1%
Net Income	388,855.75	1,065,321.00	-676,465.25	36.5%

THE TOWN OF FORT JONES



DRAFT

INCOME AND EXPENSE BUDGET

FISCAL YEAR 2024-2025

Submitted

06-05-24

FY 2024-2025 Administration Budget

Income

II - General Government Income

4099 - Property Taxes

4100 - Secured Current	\$ 123,249
4101 - Unsecured Current	\$ 5,052
4102 - Unsecured Delinquent	\$ 312
4106- Supp Int	\$ 22
4507 - Homeowner Alloc	\$ 1,061
4508 - VLF Net	\$ 83,752
4516- Sup Current	\$ 4,138
4518 - CA Fish& Game PILT	\$ 92

Total 4099 - Property Taxes \$ 217,678

4111 - Sales Tax	\$ 216,221
4214 - Land Use	\$ 594
4216 - Franchises	\$ 8,674
4218 - Business License	\$ 2,569
4302- Fees Collection Cost	\$ (14)
4303 - Vehicle Fees	\$ 35
4400 - Rent	\$ 8,079
4410 - Interest General Fund	\$ 169
4504 - Motor Vehicle in Lieu	\$ 899
4730 - Miscellaneous	\$ 14

Total II - General Government Income \$ 454,917

Expense

IE- General Government Expense

Equipment Rental	\$ 2,877
2285 - IT Services	\$ 20,667
5100- Council/Election	\$ 4,525
5110- Mayor Payroll	\$ 2,225
5210- Town Clerk Payroll	\$ 64,272
5220- Supp\USPS	\$ 11,401
5310 - Treasurer Payroll	\$ 64,272
5400 - Professional Fees	\$ -
5401 - Legal Fees	\$ 31,728
5402 - Audit Fees	\$ 11,236
5400 - Professional Fees - Other	\$ 3,371
Total 5400 - Professional Fees	<u>\$ 46,335</u>
5500- Planning	\$ -
5501 - Economic Development	\$ 6,086
5500- Planning - Other	\$ 6,267
Total 5500- Planning	<u>\$ 12,353</u>
5520- Fleet Maintenance	\$ 3,371
5550- Library Payroll	\$ 4,887
5555 - Administrator Payroll	\$ 70,115
5700- Publication	\$ 112

FY 2024-2025 Administration Budget

5705 - Dues and Subscriptions	\$ 1,882
5800- Donations	\$ 5,955
6205 - Health Insurance	\$ 40,000
6300- Insurance	
6204- Workers Compensation	\$ 11,805
6303- Liability Insurance	\$ 42,124
6305 - Crime Insurance	\$ 9
Total 6300- Insurance	\$ 53,938
6400- Property Tax	\$ 385
6406- 98 Bank Charge	\$ 60
9150-City Hall Expenses	\$ -
1-012 - City Hall Power	\$ 3,452
133000- City Hall water	\$ 449
9154 - Disposal 2 yd Bin	\$ 7,197
9155 - Equipment Finance	\$ 2,828
9150-City Hall Expenses - Other	\$ 3,994
Total 9150-City Hall Expenses	\$ 17,920
9152- Propane	\$ 1,208
Total 1E- General Government Expense	\$ 360,609
Net Income	\$ 94,308

Income

2I - Public Safety Income

2a - Law Enforcement

4111- Growth Alloc	\$ 465
4112 - COPS Allocation	\$ 209,688
4116 - Prop172	\$ 2,040
4117 - Tax Allocation - Law Enf	\$ 737
Animal Control	
4230 - Dog Licenses	\$ 67
Total Animal Control	\$ 67
2a - Law Enforcement - Other	\$ 394
Total 2a - Law Enforcement Income	\$ 213,391

Expense

2E- Public Safety Expense

2EA- Law Enforcement Expense

7125 - Law Enforcement Services	\$ 125,373
7181 - Law Enforcement Phones	\$ 2,266
Animal Control	
7930- Animal Control	\$ 5,361
Total Animal Control	\$ 5,361
Total 2EA- Law Enforcement Expense	\$ 133,000

Net Income	\$ 80,392
------------	-----------

Income

2b - Fire Protection

4740 - Fire Dept.	\$	248,384
-------------------	----	---------

4741 - Tax Allocation - Fire	\$	194,265
------------------------------	----	---------

4750 - Strike Team Income	\$	6,823
---------------------------	----	-------

Total 2b - Fire Protection	\$	449,805
----------------------------	----	---------

2I - Public Safety Income - Other	\$	333
-----------------------------------	----	-----

Expense

2EB- Fire Department Expense

7515 - FD Sleeper Grocery	\$	1,471
---------------------------	----	-------

7532 - FF Training	\$	476
--------------------	----	-----

Crime Insurance	\$	15
-----------------	----	----

7550 - Misc Expense _ Fire Dept	\$	2,786
---------------------------------	----	-------

6310- Property Insurance	\$	192
--------------------------	----	-----

7505 - Liability Insurance	\$	1,038
----------------------------	----	-------

7506 - Work Comp Insurance	\$	1,721
----------------------------	----	-------

7507 - Auto Insurance	\$	1,536
-----------------------	----	-------

7510- Fire Dept Payroll	\$	18,494
-------------------------	----	--------

7511- Firefighter Physicals	\$	270
-----------------------------	----	-----

7513 - Calls & Meetings	\$	14,401
-------------------------	----	--------

7520- Fire Dept Supl & Mtnc	\$	48,186
-----------------------------	----	--------

7525- Pub Safety Fuel & Oil

7527- Gas Reimbursement	\$	196
-------------------------	----	-----

7525- Pub Safety Fuel & Oil - Other	\$	11,266
-------------------------------------	----	--------

Total 7525- Pub Safety Fuel & Oil	\$	11,462
-----------------------------------	----	--------

7540- Fire Dept. Utilities

1-001- Fire Dept. Power Bill	\$	4,308
------------------------------	----	-------

2261- Fire Dept. Phone	\$	5,732
------------------------	----	-------

2262 - Disposal	\$	1,916
-----------------	----	-------

Total 7540- Fire Dept. Utilities	\$	11,955
----------------------------------	----	--------

2EB- Fire Department Expense - Other	\$	335,330
--------------------------------------	----	---------

Total 2EB- Fire Department Expense	\$	449,333
------------------------------------	----	---------

Net Income	\$	472
------------	----	-----

FY 2024-2025 Sewer Budget

Income

3b - Sewer Income

4212 - Sewer Revenue	\$ 199,499
----------------------	------------

4214 - Material Reimbursement	\$ 311
-------------------------------	--------

Total 3b - Sewer Income	\$ 199,810
-------------------------	------------

Expense

3EB- Sewer Expense

Crime Insurance	\$ 1
-----------------	------

6308-Property Insurance	\$ 283
-------------------------	--------

8505 - Admin Allocation	\$ 84,273
-------------------------	-----------

8510- Sewer Payroll	\$ 13,259
---------------------	-----------

8520- Sewer Expenses

1-015 - Sewer Power bill	\$ 256
--------------------------	--------

1-019 bbp sewer	\$ 180
-----------------	--------

8521- Sewer Rep & Mtnce	\$ 2,000
-------------------------	----------

8553- Auro Insurance	\$ 182
----------------------	--------

Total 8520- Sewer Expenses	\$ 2,136
----------------------------	----------

8522 - Waste Water Monitoring	\$ 2,360
-------------------------------	----------

8530- Sewer Supplies	\$ 60
----------------------	-------

8535-Office	\$ 562
-------------	--------

8540- State Fees	\$ 34,306
------------------	-----------

8549- Mobile Equip.	\$ 43
---------------------	-------

8550 - Liability Insurance	\$ 140
----------------------------	--------

8551 - Work Comp Insurance	\$ 267
----------------------------	--------

8552 - Training	\$ 146
-----------------	--------

3EB- Sewer Expense - Other	\$ 869
----------------------------	--------

Total 3EB- Sewer Expense	\$ 138,933
--------------------------	------------

Net Income	\$ 60,877
------------	-----------

Income

3c - Water Income

4810 - Water Revenue	\$ 226,438
4820 - Water Interest	\$ 38
4835 - Material Reimbursement	\$ 25
4840 - Gretchen Acres Assess	\$ 5,427
Total 3c - Water Income	<u>\$ 231,928</u>

Expense

3EC- Water Expense

Crime Insurance	\$ 1
6307-Property Insurance	\$ 992
8605 - Allocate Admin - Water	\$ 33,709
8609- Water Training	\$ 8,433
8610- Water Parts & Supplies	\$ 3,413
8612- Water Office & Postage	\$ 2,531
8615- Water Payroll	\$ 67,567
8620- Water Repairs & Mtnc	\$ 42,344
8623- Mobile Equip.	\$ 43
8624 - Auto Insurance	\$ 182
8625- Water Liability Ins	\$ 140
8626 - Work Comp	\$ 334
8627 - Fuel-Oil	\$ 7,797
8630- Water Fees & Testing	\$ 5,256
8640- Water Utilities	
1-000 - Water Power	
New Pump	\$ 12,532
Old pump	\$ 768
Total 1-000 - Water Power	<u>\$ 13,300</u>
1-001 - Water Phones	
468-2598	\$ 3,327
Cell	\$ 1,604
Total 1-001 - Water Phones	<u>\$ 4,932</u>
Total 8640- Water Utilities	<u>\$ 18,232</u>
3EC- Water Expense - Other	\$ 651
Total 3EC- Water Expense	<u>\$ 191,626</u>

Net Income	<u>\$ 40,301</u>
------------	------------------

Income

3a - Streets Income	\$ -
4499 - Gas Tax 2103	\$ 1,614
4500 - Gas Tax 2106	\$ 2,277
4501 - Gas Tax 2107	\$ 1,559
4502 - Gas Tax 2107.5	\$ 1,124
4503 - Gas Tax 2105	\$ 1,142
4530 - Local Transportation	\$ 12,424
4538-Vehicle License Fee	\$ 963
4540 - Tax Allocation - Roads	\$ 33,013
SB1	\$ 3,050
Total 3a - Streets Income	<u>\$ 57,164</u>

Expense

3EA- Streets	
Crime Insurance	\$ 2
1-000 - Street Lights	
02 HPSV Lights	\$ 530
02 HPSV Metal Lights	\$ 280
10 HPSV Wood Lights	\$ 3,445
11 HPSV Lights	\$ 1,539
72 HPSV Lights	\$ 12,766
Total 1-000 - Street Lights	<u>\$ 18,560</u>
8120- Street Mtncce/Utilities	
1-005 - Barn Power	\$ 2,691
1-007 - Phone Bill	\$ 1,204
8121- Street Maintenance	\$ 225
Total 8120- Street Mtncce/Utilities	<u>\$ 4,120</u>
8130- Equipment Maintenance	
8132- Repairs	\$ 808
8133- Parts & Supplies	\$ 2,365
Total 8130- Equipment Maintenance	<u>\$ 3,172</u>
8136 -Auto Insurance	
8137- Mobile Equip	\$ 43
8199- Road Payroll	\$ 18,659
8509 - Liability Insurance	\$ 104
8511 - Work Comp Insurance	\$ 200
3EA- Streets - Other	\$ 1,790
Total 3EA- Streets	<u>\$ 46,650</u>
Net Income	<u>\$ 10,514</u>

Income		
	Park Rental	\$ 500
Expense		
4E- Parks & Recreation Expense		
9151- City Hall Maintenance		\$ 2,242
Crime Insurance		\$ 1
9116 - Janitorial Payroll		\$ 15,225
03 Parks & Recreation Grants		
2020 Per Capita - Scout Hall		\$ 124
2020 Per Capita - LLP		
Improvements		\$ 130
LLP Project Payroll		\$ 171
Total 2020 Per Capita - LLP		\$ 301
Total 03 Parks & Recreation Grants		\$ 425
6305- Property Ins Parks		
9104- Mobile Equip.		\$ 43
6305- Property Ins Parks - Other		\$ 1,136
Total 6305- Property Ins Parks		\$ 1,179
9105- Auto Insurance		\$ 182
9106 - Work Comp Parks		\$ 534
9107 - Liability Ins Parks		\$ 282
9109- Parks Payroll		\$ 18,672
9110 - Park Expense		\$ 35
9130- Ball Park Expenses		
1-002 - LLP Snack		\$ 395
1-013 - BBP lights		\$ 2,508
1-014 - LLP lights		\$ 240
1-017 - BBP pump		\$ 191
9131- Maintenance & Supplies		\$ 2,190
Total 9130- Ball Park Expenses		\$ 5,523
9140- Scout Hall Expenses		
1-006 - Scout Hall Power		\$ 1,355
Total 9140- Scout Hall Expenses		\$ 1,355
9160- Museum Expenses		
1-004 - Museum Electricity		\$ 561
1-XXX - Museum Monitor Fuel		\$ 2,667
5568- Museum Phone		\$ 1,206
9161- Museum Maintenance		\$ 44
Total 9160- Museum Expenses		\$ 4,479
4E- Parks & Recreation Expense - Other		\$ 337
Total 4E- Parks & Recreation Expense		\$ 50,470
		\$ -
Net Income		\$ (49,970)



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Accounting Clerk – Cherie Stephen
Subject: Approval of Resolution 1127 Adopting the Draft Operations Budget as the Final Operations Budget for 2024/2025

Background:

State law requires that a budget be adopted by the 30th of June each year. A new budget or amendments to this budget can be made after its adoption.

The council has approved the Draft Operations Budget for 2024/2025. The council can now move forward in adopting this budget as the Final Operations Budget for 2024/2025.

Attached is Resolution 1127 adopting the Draft Operations Budget as the Final Operations Budget for 2024/2025.

Recommendation:

Staff recommends that the council approve Resolution 1127 adopting the Final Operations Budget for 2024/2025.



Gateway to the Marble Mountains

RESOLUTION # 1127

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES ADOPTING THE
2024-2025 FINAL OPERATION BUDGET**

WHEREAS, California Government Code Sec 53901 requires each local agency to file its budget with the county auditor within 60 days after the beginning of its fiscal year, and

WHEREAS, on June 10, 2024, at the time and place specified, the Council heard, discussed, and considered all oral and written testimony submitted on the budget.

NOW, THEREFORE, BE IS RESOLVED AND ORDERED that the Town of Fort Jones Council approves and adopts the Draft Budget for the Fiscal Year 2024/2025 as shown in the Draft Budget dated June 10, 2024, hereby incorporated by reference, and does further order and authorizes the following:

1. The Draft Budget dated June 10, 2024 shall be accepted as Final Budget without further adjustments.

PASSED AND VOTED ON by the Town Council of the Town of Fort Jones on June 10, 2024, by the following vote:

AYES:

NAYS:

ABSTAIN:

ABSENT:

APPROVED:

Mercedes M. Garcia, Mayor

ATTEST:

Cherie Stephen, Interim Town Clerk



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Caltrans District 2 – Catherine Low, Project Manager – Siskiyou County
Subject: Maintenance Agreement for Fort Jones Pavement Project

Background:

The Town of Fort Jones and Caltrans have been working together on plans to resurface Main Street, make improvements to the sidewalks, and a few other upgrades. To keep moving forward with the Fort Jones Pavement Project, Caltrans is asking that Town agree to enter into negotiations for a maintenance agreement for the sidewalks.

Attached is a sample agreement for review.

Recommendation:

Staff recommends that the council enter into negotiations for a maintenance agreement for the Fort Jones Pavement Project.

**DELEGATED MAINTENANCE AGREEMENT
WITH THE CITY/COUNTY OF _____**

This DELEGATED MAINTENANCE AGREEMENT ("AGREEMENT") is made by and between the State of California, acting by and through the Department of Transportation ("STATE") and the City/County of _____ ("LOCAL AGENCY"); each may be referred to individually as a "PARTY" and jointly as "PARTIES."

RECITALS

1. This AGREEMENT will identify the specific maintenance functions LOCAL AGENCY will perform in the STATE right of way, including highway and freeway areas situated within LOCAL AGENCY's jurisdictional limits as authorized under Streets and Highways Code Section 130.
2. The PARTIES executed (a) prior Delegated Maintenance Agreement(s) dated _____. This AGREEMENT supersedes/does not supersede the prior Delegated Maintenance Agreement(s). The prior Delegated Maintenance Agreement(s) will/will not remain in full force and effect. This AGREEMENT does not supersede other Freeway Maintenance Agreements executed by the PARTIES, if any.

OPERATIVE PROVISIONS

1. **Maintenance Services.** LOCAL AGENCY shall perform maintenance operations at the State Route(s) (SR), post miles (PM) and approximate mile lengths (STATE Right of Way) set forth in Exhibit A to keep the facilities in a safe and operational condition. Maintenance Operations include but are not limited to litter, debris, and graffiti removal, repairs, and restoration.
2. **Prior Delegated Maintenance Agreements.** This AGREEMENT supersedes/does not supersede the PARTIES' prior Delegated Maintenance Agreement(s) dated _____. The prior Delegated Maintenance Agreement(s) will/will not remain in full force and effect. This AGREEMENT does not supersede other Freeway Maintenance Agreements executed by the PARTIES, if any.
3. **Maintenance Standards.** LOCAL AGENCY shall perform all maintenance in compliance with the standards set forth in Streets and Highways Code Section 27, and in accordance with California and federal laws and

regulations and STATE policies, procedures and specifications in effect and as amended, and applicable municipal ordinances.

4. **Maintenance Areas and Services.** LOCAL AGENCY shall only perform those maintenance services in the STATE right of way locations described in Exhibit A and listed in Exhibit B.
5. **Amendment to Agreement.** Changes to LOCAL AGENCY's maintenance services covered in this AGREEMENT may be made by each PARTY executing amended Exhibits A and B and/or executing additional pages to Exhibits A and B that shall be attached to this AGREEMENT and will supersede the original Exhibits A and B. Otherwise, this AGREEMENT may only be amended by a written agreement executed by both PARTIES. STATE's District Maintenance Agreement Coordinator (DMAC) must obtain prior written approval of any amendments from the District____Deputy Director of Maintenance before such amendments may become effective and enforceable under this AGREEMENT.

6. Unsheltered Encampment Removal.

HQ REVIEW REQUIRED

A. *STATE/ LOCAL AGENCY shall remove Persons Experiencing Homelessness (PEH) and any structures, personal property, debris, and/or other items related to the encampment from the Location(s) shown in Exhibit A, subject to State's Encampment Removal policy, MPD 1001 R1 and applicable State and Federal law.

**Specific Instructions for Encampment Removal: Please select between STATE or LOCAL AGENCY as to whose responsibility it is to perform encampment removal.*

- B. Nothing in this Agreement grants or waives the right of California Highway Patrol (CHP) and other law enforcement agencies having jurisdiction over the Locations in shown in Exhibits A and B.
7. **Weed Abatement.** LOCAL AGENCY shall engage in weed abatement operations. LOCAL AGENCY shall control weeds at a level acceptable to STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (form LA17) to STATE via the STATE's Landscape Specialist, Maintenance Support, Caltrans District Office (address)_____.
 8. **Graffiti Removal.** LOCAL AGENCY's graffiti removal shall be limited to removal of text only in accordance with Streets and Highway Code

Section 96. Any graffiti that in any way resembles a mural, artwork, paintings, or other similar elements may not be removed. LOCAL AGENCY shall discuss such possible art with STATE's District ____ Transportation Art Coordinator before conducting any graffiti removal or remediation. STATE shall pay the actual cost of LOCAL AGENCY's graffiti removal as specified in Section 11 of this AGREEMENT.

9. **Maintenance Service Schedule.** LOCAL AGENCY shall provide STATE's District _____ Area Maintenance Superintendent, (name) _____, at least twenty-four (24) hours prior telephone or email notice before performing any maintenance services under this AGREEMENT. His/Her email and phone number are: _____ . LOCAL AGENCY shall provide the DMAC identified in this AGREEMENT with a litter, debris and graffiti removal schedule. Maintenance services shall be provided at a minimum (weekly, biweekly, monthly, daily) _____ basis. Maintenance services shall be performed between the hours of 9:00 a.m. and 3:00 p.m. or as otherwise authorized by the State Representative, if necessary. LOCAL AGENCY must request through the DMAC prior written approval from STATE's District Maintenance Supervisor to perform any maintenance services before 9:00 a.m. or after 3:00 p.m. and/or weekends and holidays.
10. **Authorized Reimbursement.** The functions and levels of maintenance services delegated to LOCAL AGENCY in the attached Exhibits A and B and amounts appropriated to STATE have been considered in setting authorized total dollar amounts. LOCAL AGENCY may perform additional work if desired, but STATE will not reimburse LOCAL AGENCY for any work in excess of the authorized dollar limits established herein.
11. **Cost Reimbursement.** STATE shall reimburse LOCAL AGENCY for LOCAL AGENCY's actual and necessary costs incurred to perform the maintenance services under this AGREEMENT; provided, however, that STATE's reimbursement shall not exceed the maximum authorized expenditures under this AGREEMENT.
12. **Amendment to Approved Expenditures.** Upon LOCAL AGENCY's written request, the expenditures per route for maintenance services set forth in Exhibits A and B may be increased, decreased, or redistributed between routes pursuant to the PARTIES executing an appropriate amendment in accordance with section 5 above. All such adjustments must be

authorized in writing by the District Director or his/her authorized representative.

13. **Term of Expenditures.** Additional expenditures or an adjustment of expenditures once authorized shall apply only for the term of this AGREEMENT and shall not be deemed to permanently modify or change the basic maximum expenditures per route as specified in Exhibits A and B. Any expenditure adjustments shall not affect or alter any other terms of this AGREEMENT.

14. **Billing, Payment and Reporting.**

- 14.1 **Billing Date.** LOCAL AGENCY shall submit billing invoices to STATE's DMAC each (month/quarter) beginning after the first (month/quarter) LOCAL AGENCY has performed maintenance services under this AGREEMENT. LOCAL AGENCY shall not submit billing invoices for reimbursement of costs less than \$500 more than once each quarter. LOCAL AGENCY shall also submit billing invoices promptly following the close of STATE's fiscal year on each June 30th.

- 14.2 **Billing Submission Format.** Each billing invoice shall include all of the following:

- (a) STATE's AGREEMENT number;
- (b) Date(s) of services;
- (c) Location of services;
- (d) Number of hours and hourly rates;
- (e) Receipts for trash disposal; and
- (f) Receipts for equipment, materials, and supplies.

STATE shall pay LOCAL AGENCY for the maintenance services satisfactorily performed in accordance with the rates and schedules in Exhibits A and B.

15. **Successors.** This AGREEMENT shall be binding upon and inure to the benefit of each of the PARTIES' successors-in-interest, including, but not limited to any public entity to whom any part of the STATE right of way covered under this AGREEMENT may be relinquished and any

subsequently incorporated city or other municipality established within the LOCAL AGENCY's jurisdictional limits.

16. **Encroachment Permits.** Before LOCAL AGENCY may enter STATE right of way to perform any maintenance services in the areas covered by this AGREEMENT, STATE's District ____ Encroachment Permit Office must issue an initial encroachment permit at no cost to LOCAL AGENCY. LOCAL AGENCY must obtain additional encroachment permits, if necessary, to enter or perform any work within STATE right of way not covered by this AGREEMENT. STATE will issue these additional encroachment permits at no cost to LOCAL AGENCY. LOCAL AGENCY's contractors and sub-contractors must apply for and be issued separate encroachment permits before they may enter STATE right of way to perform any maintenance or work under this AGREEMENT.

17. **Legal Disposal of Litter Collected.**

¹LOCAL AGENCY shall make its own arrangements for the legal disposal of litter or debris materials to authorized disposal sites. LOCAL AGENCY shall not leave any filled litter bags, litter piles or other groups of litter assembled during its maintenance services along or in STATE Right of Way. Such litter groupings shall be removed out of STATE Right of Way each day LOCAL AGENCY performs the maintenance services in this AGREEMENT.

² STATE shall remove and dispose of all litter bags and piles LOCAL AGENCY collects in STATE right of way covered in this AGREEMENT. LOCAL AGENCY shall advise the _____ of District ____ Maintenance (by email/telephone notice) that the litter has been collected and is ready for disposal no later than close of business on the day of collection.

18. **Safety and Worker Compliance.** LOCAL AGENCY shall be solely responsible for crew pay, workers compensation and any other benefits required by state and federal law. Subcontractors and crew members are not considered STATE's employees at any time. LOCAL AGENCY shall comply with all applicable State and Federal statutes and regulations

¹ Delete this article if filled litter bags, litter piles or other groups of litter assembled will be picked up by the STATE

² Delete this article if filled litter bags, litter piles or other groups litter assembled will be picked up by the LOCAL AGENCY

governing worker and public safety, including but not limited to compliance with CAL-OSHA regulations and guidelines.

LOCAL AGENCY shall make arrangements through the STATE if traffic controls, flags, signs, or lane closures are necessary to safely perform any maintenance services. STATE's maintenance Supervisor or designee shall determine what protections are required at the worksite pursuant to applicable provisions of the Caltrans Maintenance Manual, including but not limited to Volume 1, Chapter 8, Protection of Workers.

19. **Equipment and Supplies.** LOCAL AGENCY shall provide the necessary equipment, tools, personal protective equipment, materials, supplies and products necessary to perform the maintenance services under this AGREEMENT. STATE shall reimburse LOCAL AGENCY for the reasonable costs of such equipment and supplies not to exceed the authorized expenditures set forth in Exhibits A and B.

20. **Legal Relations and Responsibilities.**

20.1 **No Third-party Beneficiaries.** This AGREEMENT is not intended to create duties, obligations, or rights of third parties beyond the PARTIES to this AGREEMENT. Nor does this AGREEMENT affect a PARTY's legal liability by imposing any standard of care for the maintenance of STATE highways different from the standard of care imposed by law.

20.2 **Indemnification.** Neither STATE nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by LOCAL AGENCY in connection with any work, authority or jurisdiction conferred upon LOCAL AGENCY under this AGREEMENT. LOCAL AGENCY shall fully defend, indemnify, and save harmless STATE and its officers and employees from all claims, suits, or actions of every kind occurring by reason of anything done or omitted to be done by LOCAL AGENCY, its contractors, sub-contractors and/or its agents pursuant to this AGREEMENT.

Neither LOCAL AGENCY nor any of its officers or employees is responsible for any injury, damage or liability occurring by reason of

anything done or omitted to be done by STATE, in connection with any work, authority or jurisdiction conferred upon STATE under this Agreement. STATE shall fully defend, indemnify, and save harmless LOCAL AGENCY and its officers and employees from all claims, suits, or actions of every kind occurring by reason of anything done or omitted to be done by STATE under this Agreement.

20.3 **Work-related Injuries.** If a LOCAL AGENCY-assigned crew member is injured while performing maintenance services under this AGREEMENT, LOCAL AGENCY or its designated subcontractor shall be responsible for ensuring the crew member is given prompt medical care and treatment and, if necessary, transportation to a medical facility. LOCAL AGENCY or its designated subcontractor shall administer any injury and workers compensation claims. LOCAL AGENCY shall notify the DMAC within twenty-four (24) hours when any such incident has occurred.

21. **Prevailing Wages and Labor Compliance.** LOCAL AGENCY shall comply with any and all applicable labor and prevailing wage requirements in Labor Code Sections 1720 through 1815 and implementing regulations for public works or maintenance contracts and subcontracts executed for the LOCAL AGENCY's maintenance services under this AGREEMENT.

22. **Insurance.**³ LOCAL AGENCY and its contractors and subcontractors shall maintain in force during the term of this AGREEMENT a policy of general liability insurance, including coverage of bodily injury and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. LOCAL AGENCY will provide a certificate of insurance evidencing this insurance in a form satisfactory to STATE.

Self-Insured.⁴ LOCAL AGENCY is self-insured. LOCAL AGENCY shall deliver evidence of self-insured coverage providing general liability insurance, coverage of bodily injury and property damage liability, in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in

³ Delete if self-insured

⁴ Delete if not self-insured

excess by delivering a Letter Certifying Self-Insurance. The Letter of Self-Insurance must be substantially in the form of Exhibit B and identify the AGREEMENT number, and location as depicted in Exhibits A and B. LOCAL AGENCY shall provide the original Letter Certifying Self-Insurance as a condition to STATE's execution of this AGREEMENT. A copy of the original letter shall be attached to this AGREEMENT as Exhibit B.

Self-Insured⁵ using Contractor. If the work performed under this AGREEMENT is done by LOCAL AGENCY's contractor(s), LOCAL AGENCY shall require its contractor(s) to maintain in force, during the term of this AGREEMENT, a policy of general liability insurance, including coverage of bodily injury and property damage liability, naming STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. LOCAL AGENCY shall provide a certificate of insurance evidencing this insurance in a form satisfactory to STATE.

23. **Budget Contingency.** STATE's payments to LOCAL AGENCY are contingent upon the Legislature appropriating sufficient funds under the Budget Act and the encumbrance of funding to STATE's District Office.
24. **Termination.** This AGREEMENT may be terminated by the mutual written consent of each PARTY. Either PARTY may terminate this AGREEMENT upon ____ () days' prior written notice to the other PARTY.
25. **Effective Date (Term) of Agreement.** This AGREEMENT shall become effective on the last of the dates each PARTY's authorized representative has executed this AGREEMENT. [optional...and shall expire on____]
26. **Authority.** Each individual executing this AGREEMENT on behalf of each PARTY represents and warrants that he/she is duly authorized to execute this AGREEMENT as authorized under Streets and Highways Code Sections 114 and 130. LOCAL AGENCY represents and certifies that it has, through its regular political process, authorized the execution of this AGREEMENT by appropriate resolution, delegation, or plenary authority as required.

⁵ Delete if not self-insured; include 2 and 3 if self-insured and LA is subcontracting the work. Need both a self-insurance certification letter and insurance certificate naming State as additional, covered insured.

27. **Counterparts.** This AGREEMENT may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same document.
28. **Electronic Signatures.** Electronic signatures of the PARTIES, whether digital or encrypted, are intended to authenticate this written AGREEMENT, and shall have the same force and effect as manual signatures for this AGREEMENT.

THE CITY/COUNTY OF _____

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

Dated: _____
Mayor/Chairman

Dated: _____
Deputy District Director
Maintenance District

APPROVED: _____
Dated: _____
City/County Manager

Dated: _____
City/County Clerk

HQ REVIEW REQUIRED

DELEGATION OF MAINTENANCE

Route No.	Length Miles	Description of Routing	Program Delegated	Maximum Annual Authorized Expenditure

TOTAL ANNUAL AUTHORIZED EXPENDITURE:

EXHIBIT B

LETTER CERTIFYING CITY'S/COUNTY'S SELF-INSURED STATUS

On Local Agency letterhead

Insert (CT District) addressee information _____, 20__

ATTN: (name of CT representative)

Re: Statement of Self-Insurance for CITY/COUNTY of _____ for
Delegated Maintenance Agreement No. _____ with California
Department of Transportation for the _____ along
SR _____ at _____

Dear _____:

This letter certifies that the CITY/COUNTY of _____ is self-insured and self-funded covering third-party claims arising out of its general operations (i.e.; commercial general liability and automobile liability insurance). Further, the CITY/COUNTY is self-insured covering workers' compensation claims and has received the consent of the State Department of Industrial Relations to do so.

Each fiscal year, as a part of its budgetary process, the CITY/COUNTY appropriates funds specifically to satisfy valid third-party claims and workers' compensation claims, which may be brought against the CITY/COUNTY.

The CITY/COUNTY certifies its self-insured, general liability coverage for bodily injury and property damage liability, meets the required coverage amounts in section ____ (Insurance) of the Delegated Maintenance Agreement, specifically general liability insurance, coverage of bodily injury and property damage liability in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess.

If you need any additional information regarding this letter, please direct those inquiries through my office.

Sincerely,

Finance Manager/Risk Manager/Authorized Representative's Title

EXHIBIT C

Party Representatives and Notices.

LOCAL AGENCY's Project Manager : _____

STATE's DMAC is: _____

All notices, document submittals and invoices required under this AGREEMENT shall be deemed to have been fully given when made in writing and received by the PARTIES at their respective addresses as follows:

LOCAL AGENCY

Attn: Name of Project Manager: _____

Address: _____

City, Zip: _____

STATE

Attn: Name of DMAC: _____

Address: _____

City, Zip: _____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Pam Eastlick – Etna City Clerk
Subject: Dotty Olson Pool Donation

Background:

The Town of Fort Jones has graciously supported the Dotty Olson Pool in past with a \$5000 dollar donation. The City of Etna is in the middle of pool renovations through the Park and Recreation Grant, but is still in need of a new pump for the pool. We are hoping the Town of Fort Jones will continue to support our community pool as we know what a valuable resource it is for citizens of Scott Valley.

Recommendation:

Staff recommends that the council continue to support the Dotty Olson Pool with a donation of \$5000 dollars.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Mercedes Garcia - Mayor
Subject: Possible Appointment of Town Administrator/Clerk to Cherie Stephen

Background:

The Town is currently advertising for an administrator and town clerk but have been unsuccessful in finding the right fit for the town. To keep moving forward with the day-to-day operations of the town we need to appoint an interim administrator and town clerk to sign off on some upcoming documents that only someone holding these titles can sign for.

It is proposed that the council appoint Cherie Stephen as Interim Administrator and Interim Town Clerk. Cherie is already performing a lot of these duties but is unable to sign documents until she is officially appointed.

Recommendation:

It is recommended by the mayor that the council appoint Cherie Stephen as the Interim Town Administrator/Clerk until the position can be filled.



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Appointment and Oath of Office

This is to certify that at the regular meeting of the Fort Jones Town
Council held in and for said Town, on the 10th day of June 2024

Cherie Stephen

was appointed to the office of Interim Town Clerk.

IN WITNESS THEREOF, I have hereunto set my hand and official seal on
this 10th day of June 2024, by its mayor thereunto duly authorized.

Cherie Stephen, Interim Town Clerk

Do you, Cherie Stephen, solemnly swear that you will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that you will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that you take this obligation freely, without any mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties upon which you are about to enter.

Subscribed and sworn to before me this 10th day of June 2024.

Mercedes M. Garcia, Mayor



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Mercedes Garcia – Mayor
Subject: Approve Resolution 1128 giving notice of the general municipal election and request consolidation with the statewide election.

Background:

It is procedure to approve a resolution giving notice of the general municipal election and to request that is be consolidated with the statewide election.

Attached is Resolution 1128.

Recommendation:

Staff recommends that the council approve Resolution 1128 giving notice of the general municipal election and request consolidation with the statewide election.



RESOLUTION NO. 1128

RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES CALLING AND GIVING NOTICE OF A GENERAL MUNICIPAL ELECTION TO BE HELD ON NOVEMBER 5, 2024 AND REQUESTING CONSOLIDATION OF THIS ELECTION WITH THE STATEWIDE ELECTION

WHEREAS, under the provisions of the laws relating to general law cities of the State and California and the Town of Fort Jones, a General Municipal Election shall be held on November 5, 2024, for the election of certain municipal officers; and

WHEREAS, pursuant to the California Elections Code, the Town Council of the Town of Fort Jones calls and gives notice of the General Municipal Election; and

WHEREAS, it is desirable that the General Municipal Election be consolidated with the Statewide Election to be held on the same date, and that within the Town, the precincts, polling places, and elections officers of the two elections be the same, and the County Clerk's Office of the County of Siskiyou canvass the returns of the General Municipal Election and the Election to be held in all respects as if there were only one election.

NOW THEREFORE THE TOWN COUNCIL OF THE TOWN OF FORT JONES DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS;

Section 1: Pursuant to the requirements of the laws of the State of California relating to general law cities, there is called ordered to be held in the Town of Fort Jones, on Tuesday, November 5, 2024, a General Municipal Election for the purpose of electing 4 (four) Council Members:

Alexander LaRiviere	Council Member	Short-Term ending in 2026
Julia Collie-Mason	Council Member	Short-Term ending in 2026
Kathye Banks	Council Member	Full-Term ending in 2028
Mark Eayrs	Council Member	Full-Term ending in 2028

Section 2: The polls for the election shall be open at 7:00 a.m. on the day of the election and shall remain open continuously until 8:00 p.m. when the polls shall be closed pursuant to Elections Code Section 10242, except as provided in Section 14401 of the Elections Code.

Section 3: Notice of the time and place of holding the election is given and the County Clerk is authorized and directed to give further or additional notice of the election, in time, form and manner as required by law.

Section 4: Pursuant to the requirements of Section 10403 of the Elections Code, the Board of Supervisors of the County of Siskiyou is hereby requested to consent and agree to the consolidation of the Town of Fort Jones General Municipal Election with the Statewide Election to be held on Tuesday, November 5, 2024.

Section 5: The Board of Supervisors is requested to issue instructions to the County Clerk's Office, Elections Division, to take any and all steps necessary for the holding of a consolidated election, including candidate filing.

Section 6: The County Clerk's Office is authorized and instructed to procure and furnish any and all official ballots, notices, printed matter and all supplies and equipment and other necessary items in order to properly and lawfully conduct the election.

Section 7: The County Clerk's Office is authorized to canvass the returns of the election. The election shall be held in all respects as if there were only one election, and only one form of ballot shall be used.

Section 8: The Town of Fort Jones recognizes that additional cost will be incurred by the County by reason of this consolidation and agree to reimburse the County for any costs that are not reimbursed by the State.

Section 9: The Town Clerk is hereby directed to file a certified copy of this Resolution with the Board of Supervisors and County Clerk's Office of the County of Siskiyou.

PASSED AND ADOPTED at a regular meeting of the Town of Fort Jones held this 10th day of June, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mercedes M. Garcia, Mayor

ATTEST:

Cherie Stephan, Interim Town Clerk



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Melissa Cummins - Executive Director Siskiyou County Local Transportation Commission (SCLTC)
Subject: Exchange Agreement with SCLTC for the Scott River Road Chip Seal Project.

Background:

The Local Transportation Commission accepted the Town of Fort Jones' project proposal to chip seal Scott River Road from the bridge to Main Street.

Attached is the Statement of Compliance with Exchange Agreement to be signed and a copy of the Exchange Agreement dated April 17, 2024, between SCLTC and the State Department of Transportation (Caltrans). The Town of Fort Jones must agree to comply with the applicable required conditions contained therein to receive the funds.

Recommendation:

Staff recommends that the council approve the Statement of Compliance with Exchange Agreement for the Scott River Road chip seal project.

**SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION
(SCLTC)**

**REGIONAL SURFACE TRANSPORTATION PROGRAM (RSTP)
Section 182.6(d)(1)**

Statement of Compliance with Exchange Agreement

Pursuant to the Regional Surface Transportation Program Section 182.6(d)(1) program, the undersigned claimant hereby acknowledges that he/she has received a copy of the Exchange Agreement dated April 17, 2024, between SCLTC and the State Department of Transportation (Caltrans), and agency agrees to comply with the applicable required conditions contained therein.

Allocation Details:

Award Date	Award Amount	Project Title
May 14, 2024	\$ 55,000	Chip Seal Scott River Road

Total Amount of Allocation: \$ 55,000

Authorized Signature

Date

Printed Name and Title

Town of Fort Jones
Name of Agency

FEDERAL APPORTIONMENT EXCHANGE PROGRAM
CALIFORNIA DEPARTMENT OF TRANSPORTATION
REGIONAL TRANSPORTATION PLANNING AGENCY

District: 02
Agency: Siskiyou County Transportation Commission

Agreement No. X24-6151(037)
AMS Adv ID:0224000131

THIS AGREEMENT is made on 4/17/2024, by Siskiyou County Transportation Commission, a Regional Transportation Planning Agency (RTPA) designated under Section 29532 of the California Government Code, and the State of California, acting by and through the Department of Transportation (STATE).

WHEREAS, RTPA desires to assign RTPA's portion of federal apportionments made available to STATE for allocation to transportation projects in accordance with Section 182.6 of the Streets and Highways Code (Regional Surface Transportation Program/Regional Surface Transportation Block Grant Program [RSTP/RSTBGP] funds) in exchange for nonfederal State Highway Account funds:

NOW, THEREFORE, the parties agree as follows:

1. As authorized by Section 182.6(g) of the Streets and Highways Code, RTPA agrees to assign to STATE the following portion of its estimated annual RSTP/RSTBGP apportionment:

\$129,455.00 for Fiscal Year 2023/2024

The above referenced portion of RTPA's estimated annual RSTP/RSTBGP apportionment is equal to the estimated total RSTP/RSTBGP apportionment less (a) the estimated minimum annual RSTP/RSTBGP apportionment set for the County under Section 182.6(d)(2) of the Streets and Highways Code, (b) any Federal apportionments already obligated for projects not chargeable to said County's annual RSTP/RSTBGP minimum apportionment, and (c) those RSTP/RSTBGP apportionments RTPA has chosen to retain for future obligation.

2. RTPA agrees the exchange for County's estimated annual RSTP/RSTBGP minimum apportionment under Section 182.6(d)(2) of the Streets and Highways Code will be paid by STATE directly to Siskiyou County.

For Caltrans Use Only

I hereby Certify upon my own personal knowledge that budgeted funds are available for this encumbrance



Accounting Officer

| Date 03/19/2024 | \$129,455.00

3. Subject to the availability of STATE funds following the receipt of an RTPA invoice evidencing RTPA's assignment of those estimated RSTP/RSTBGP funds under Section 1 to STATE, STATE agrees to pay to RTPA an amount not to exceed \$129,455.00 of non-federal exchange funds ("Funds") that equals the sum of the estimated RSTP/RSTBGP apportionment assigned to State in Section 1 above.

4. RTPA agrees to allocate all of these Funds only for those projects implemented by cities, counties, and other public transportation agencies as are authorized under Article XIX of the California State Constitution, in accordance with the requirements of Section 182.6(d)(1) of the Streets and Highways Code.

5. RTPA agrees to provide to STATE annually by each August 1 a list of all local project sponsors allocated Funds in the preceding fiscal year and the amounts allocated to each sponsor.

6. RTPA agrees to require project sponsors receiving those Funds provided under this AGREEMENT to establish a special account for the purpose of depositing therein all payments received from RTPA pursuant to this Agreement: (a) for cities within their Special Gas Tax Street Improvement Fund, (b) for counties, within their County Road Fund, and (c) for all other sponsors, a separate account.

7. RTPA agrees, in the event a project sponsor fails to use Funds received hereunder in accordance with the terms of this AGREEMENT, to require that project sponsor to return those exchange Funds to RTPA for credit to the account established under Section 6 above. In the event of any such requirement by STATE, RTPA shall provide written verification to STATE that the requested corrective action has been taken.

8. STATE reserves the right to reduce the STATE Funds payment required hereunder to offset such additional obligations by the RTPA or any of its sponsoring agencies against any RSTP/RSTBGP federal apportionments as are chargeable to, but not included in, the assignment made under Section 1 above.

9. COST PRINCIPLES

A) RTPA agrees to comply with, and require all project sponsors to comply with Office of Management and Budget Supercircular 2 CFR 200, Cost Principles for State and Local Government and the Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

B) RTPA will assure that its fund recipients will be obligated to agree that (A) Contract Cost Principles and Procedures, 48 CFR, Federal Acquisition Regulations System, Chapter 1, Part 31, Et Seq., shall be used to determine the allowability of individual project cost items and (B) Those parties shall comply with Federal Administrative Procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements To State And Local Governments. Every sub-recipient receiving funds as a contractor or sub-contractor under this agreement shall comply with Federal administrative procedures in accordance with 2 CFR 200, Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments.

C) Any fund expenditures for costs for which RTPA has received payment or credit that are determined by subsequent audit to be unallowable under Office of Management and Budget Supercircular 2 CFR 200 are subject to repayment by RTPA to STATE. Should RTPA fail to reimburse fund moneys due STATE within 30 days of demand, or within such other period as may be agreed in writing between the parties, hereto, STATE is authorized to intercept and withhold future payments due RTPA and STATE or any third-party source, including but not limited to, the State Treasurer, The State Controller and the CTC. The implementation of the Supercircular will cancel 49 Cfr Part 18.

10. THIRD PARTY CONTRACTING

A) RTPA shall not award a construction contract over \$10,000 or other contracts over \$25,000 [excluding professional service contracts of the type which are required to be procured in accordance with Government Code Sections 4525 (d), (e) and (f)] on the basis of a noncompetitive negotiation for work to be performed using Funds without the prior written approval of STATE.

B) Any subcontract or agreement entered into by RTPA as a result of disbursing Funds received pursuant to this AGREEMENT shall contain all of the fiscal provisions of this Agreement; and shall mandate that travel and per diem reimbursements and third-party contract reimbursements to subcontractors will be allowable as project costs only after those costs are incurred and paid for by the subcontractors.

C) In addition to the above, the preaward requirements of third party contractor/consultants with RTPA should be consistent with Local Program Procedures as published by STATE.

11. ACCOUNTING SYSTEM

RTPA, its contractors and subcontractors shall establish and maintain an accounting system and records that properly accumulate and segregate Fund expenditures by line item. The accounting system of RTPA, its contractors and all subcontractors shall conform to Generally Accepted Accounting Principles (GAAP), enable the determination of incurred costs at interim points of completion, and provide support for reimbursement payment vouchers or invoices.

12. RIGHT TO AUDIT

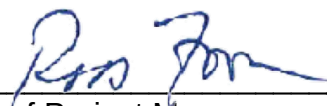
For the purpose of determining compliance with this AGREEMENT and other matters connected with the performance of RTPA's contracts with third parties, RTPA, RTPA's contractors and subcontractors and STATE shall each maintain and make available for inspection all books, documents, papers, accounting records, and other evidence pertaining to the performance of such contracts, including, but not limited to, the costs of administering those various contracts. All of the above referenced parties shall make such materials available at their respective offices at all reasonable times for three years from the date of final payment of Funds to RTPA. STATE, the California State Auditor, or any duly authorized representative of STATE or the United States Department of Transportation, shall each have access to any books, records, and documents that are pertinent for audits, examinations, excerpts, and transactions, and RTPA shall furnish copies thereof if requested.

13. TRAVEL AND SUBSISTENCE

Payments to only RTPA for travel and subsistence expenses of RTPA forces and its subcontractors claimed for reimbursement or applied as local match credit shall not exceed rates authorized to be paid exempt non-represented State employees under current State Department of Personnel Administration (DPA) rules.

If the rates invoiced are in excess of those authorized DPA rates, then RTPA is responsible for the cost difference and any overpayments shall be reimbursed to STATE on demand.

STATE OF CALIFORNIA
Department of Transportation

By: 
Office of Project Management Oversight
Division of Local Assistance

Date: 4/17/2024

Siskiyou County Transportation
Commission

By: 
Signer ID: JRK1PM8M11...
Title: [Executive Director](#)

Date: [April 11, 2024](#)

FEDERAL APPORTIONMENT EXCHANGE BUYOUT PROGRAM ANNUAL REPORT FOR 2022/2023
Siskiyou County Local Transportation Commission
(RTPA NAME)

Siskiyou County Local Transportation Commission

(RTPA NAME)

[illegible]

Siskiyou County Local Transportation Commission

Resolution No. 24-06

Resolution Approving the Federal Apportionment Exchange Program Agreement for FY 2023/2024

WHEREAS, the Surface Transportation Program (STP) allocates federal funding from the Highway Account of the Highway Trust Fund; and

WHEREAS, State funds offer greater flexibility to smaller agencies to use funding than Federal sources, and

WHEREAS, Section 182.6(d)(2) of the California Streets and Highways Code allows for an exchange of Federal Regional Surface Transportation Program (RSTP)/Regional Surface Transportation Block Grant Program (RSTBGP) funding for nonfederal State highway Account Funds; and

WHEREAS, Siskiyou County Local Transportation Commission has been apportioned \$ 129,455.00 of RSTP/RSTBGP funding for the 2023/2024 fiscal year; and

NOW, THEREFORE, BE IT RESOLVED by the Siskiyou County Local Transportation Commission that the Siskiyou County Local Commission Transportation hereby approves the exchange of FY 2023/2024 federal apportionment of \$ 129,455.00 of RSTP/RSTBGP funding for the same amount of State of California funding and authorizes the Executive Director, Melissa Cummins, to sign Agreement No. X24-6151(037) between the Siskiyou County Local Transportation Commission and the State of California.

PASSED AND ADOPTED this 9th day of April 2024, by the following vote:

AYES:

NOES:

ABSENT:

Bruce Deutsch 04/10/2024 PDT

Signer ID: FHALASYR11...

Bruce Deutsch, Chairperson

ATTEST:

Melissa Cummins 04/11/2024 PDT

Signer ID: JRK1PM8M11...

Melissa Cummins

Executive Director

FEDERAL APPORTIONMENT EXCHANGE BUYOUT PROGRAM ANNUAL REPORT FOR 2022/2023

Siskiyou County Local Transportation Commission

(RTPA NAME)

Siskiyou County Local Transportation Commission

(RTPA NAME)

[illegible]

Allocation Notes:

A local agency received allocations for two projects in 2018/19 and 2109/2020, but ultimately were not able to construct due to other projects occurring in their jurisdiction. They notified the Commission in June 2023 they were relinquishing the funds.

The Commission took action to reallocate all available funds to other projects within the region. Currently we have the following projects that have been allocated funds from the remaining balance.

City of Tulelake - C Street - \$ 41,336 - Construction expected summer 2024.

City of Tulelake - Main Street Sidewalk Improvements - \$ 157,954 - Construction expected late summer 2024.

City of Etna - Cleveland Street Rehab - Balance Remaining \$ 104,112.25 - Construction expected summer 2024.

The Commission authorized another call for projects on April 9, 2024. Project proposals are due by May 3, 2024. The Commission will allocate the remaining funds to a project at their May 14, 2024 meeting.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Mercedes Garcia - Mayor
Subject: Proposed Dog Park at Old Horseshoe Pits by Walker Field

Background:

In March of 2021 the Town Council approved an ordinance to not allow dogs on the athletic fields except for special events. Since then, the code has not been enforced because the citizens do not have a place that they can take their pets for exercise.

It has been proposed, since the horseshoe pits no longer get used, to remove the pits, fully enclose the area and destinate it as the Fort Jones Dog Park.

This will give the citizens a place to safely exercise their pets and enable code enforcement to enforce our ordinances and direct citizens to a designated area for their pets so they can be compliant with our codes.

Attached is a map outlining in red the proposed area for the dog park.

Recommendation:

Staff recommends that the council consider approving the proposed area for the Fort Jones Dog Park.



Imagery ©2024 Airbus, Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 20 ft



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Customer Service Clerk – Carolin Hoefer
Subject: Water and Sewer Payment Agreement

Background:

By state law municipalities must offer a payment plan, upon request, for customers that have delinquent water accounts.

The Town has a payment plan in place, but it is a little vague in regards to the terms and conditions of the plan. Attached is the revised plan for the council to review and discuss.

Recommendation:

Staff recommends that the council approve the revised Water and Sewer Payment Plan.



Gateway to the Marble Mountains

Water and Sewer Payment Agreement

Account Holders Name: _____ Account #: _____

Service Location: _____ Phone Number: _____

Total Past Due: _____ Today's Payment: _____ New Past Due: _____

Terms and Conditions:

- A. Payments shall equal the amount of the monthly water/sewer bill plus an additional \$_____.
- B. Current monthly water/sewer bill, plus the additional payment is due in full by the 20th of each month and is considered delinquent thereafter.
- C. Failure to pay the agreed amount in full each month will result in a default of this payment agreement and your water service shall be terminated without notice.
- D. If water is shut off due to a default of this payment agreement your water will not be turned back on until account is paid in full including a \$42.00 turn on fee.
- E. Account holders will only be issued a payment plan once in a twelve-month time span.
- F. Payment agreements must be paid in full within twelve months or less.

****** By signing below, you agree to the terms and conditions stated above. ******

Print Name: _____ Signature: _____ Date: _____

For Office Use

Town Employee Signature: _____ Date: _____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: June 10, 2024
From: Fort Jones Fire Department – Chief Hess
Subject: MOU Regarding Strike Team Pay, Pay Per Call, and Pay Per Meeting



Fort Jones Fire Department

Background:

The Fort Jones Fire Department responds to incidents throughout the county and state under the CAL-OES CFAA and CalFire ABH agreements. This requires we have an MOU outlining how we pay personnel to receive reimbursement from these incidents for personnel. Attached is an updated MOU. Also included is updated pay-per-call and training stipend amounts for our volunteer firefighters. Currently our rates are \$10 per call and \$7.50 per training. These are the lowest of any agency in Scott Valley and on the low average for other agencies in the county. Bringing it up to \$15 per call and training will bring us more in line with other agencies. With calls often lasting over an hour and trainings lasting 3-4 hours on average raising these amounts will help to offset costs to our volunteers.

Thank you for your continued support of the fire department and our volunteers.

Recommendation:

Staff recommends that the council review and approve the MOU for strike team pay, pay per call and pay per meeting.



FORT JONES VOL. FIRE DEPARTMENT

MEMORANDUM OF UNDERSTANDING

BETWEEN: Fort Jones City Council

FROM: Fort Jones Firefighters

DATE: 5/31/2024

DATE EFFECTIVE: 7/1/2024

SUBJECT: MEMORANDUM OF UNDERSTANDING REGARDING STRIKE TEAM PAY / PAY PER CALL / PAY PER MEETING

This is to clarify and determine the cost of personnel during Assistance by Hire Assignments. This is the hourly rate per person that is charged to the incident. There will be the amount charged to the incident and the amount per person on the fire and station coverage amount that will equal the amount charged to the Administering Agency.

For incidents not reimbursable, but away from duty station these same rates shall apply.

CAL FIRE AND USFS LOCAL RESPONSE:

These incidents shall be paid at the same rate as CAL-OES rates for the 2024-2025 fiscal year per ABH and USFS contracts.

CAL-OES CFAA AGREEMENT ASSISTANCE WITH BACK FILL:

All personnel, including Chief Officers, shall be paid at the Overtime Rate.

All personnel, including Chief Officers, shall be paid Portal to Portal.

Sten/Divs/Overhead: \$57.375 per hour

Company Officer: \$53.25 per hour

Engineer: \$48.195 per hour

FF Type 1&2: \$44.175 per hour

The Town of Fort Jones will pay personnel the minimum wage per hour in the current pay period for all overhead and firefighters on the strike team and incidents lasting longer than 12 hours. Anything less than 12 hours will get full payment once the Fire Department receives payment from the incident.

STATION BACKFILL:

For each engine that is assigned to an incident there will be two firefighters paid at the firefighter rate on station backfill. These rates are reflected in the OES Salary Survey under the Company Officer and



FORT JONES VOL. FIRE DEPARTMENT

Engineer rates. Seasonal stipend shift firefighters shall have preference to fill backfill positions if not assigned to the engine. Payment shall follow the same payment schedule as engine personnel.

VOLUNTEER PAID PER CALL/MEETING

Per Call \$15

Per Meeting/Training \$15

This document will be reviewed each year by the fire chief and commissioner. Any changes other than OES, Calfire, and USFS rates shall be approved by the council. If there are any changes to the OES, CAL FIRE or USFS rates this MOU shall be amended with the changes.

Fire Chief: _____ Date _____

Fire Commissioner: _____ Date _____

Mayor: _____ Date _____