



AGENDA

Regular Meeting

Monday July 8, 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. Interim Administrator's Report
- E. Accounting Clerk Monthly Report

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 June 10, 2024
- ii. Special Meeting June 26, 2024

b.) Ratification of Disbursements: June 1 through 30, 2024

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

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review and discuss possible action to approve Resolution 1130 updating the Fort Jones Conflict of Interest Code.
3. Review and discuss possible action to approve water/sewer application.
4. Review and discuss possible action to approve Resolution 1131 approving a fee schedule for public works equipment usage, labor fees and fees pertaining to water and sewer application.
5. Discuss possible action for public works employee Everett Hullquist to take the Wastewater 2 exam.
6. Review and discuss possible action to renew the right of use agreement with the Siskiyou County Health and Human Services Agency Public Health Division – WIC Program.
7. Review and discuss possible action to contract with Russell Roberts Backflow Testing and Repair versus having the Fort Jones Public Works Department do backflow testing and repairs for the Town.
8. Review and discuss possible action to approve the funds and agreement for the Street Rehabilitation Project for Bower, Cowan, and Butte Streets.
9. Review and discuss possible action to approve MOU for the Fort Jones Neighborhood Garden – Geri Quintero.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on Aug 12, 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 will 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.



**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 = 06/01/2024 to 07/01/2024,
Primary Unit = ETNA%,
Response Area = 5C

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2024 11:30	2406010014		VEH STOP	124 COLLIER WAY		
06/02/2024 11:07	2406020017	4240041	CHAB	711 HOWELL AVE		
06/02/2024 15:14	2406020028		VEH STOP	COLLIER WAY/PIG ALY		
06/02/2024 15:46	2406020029		VEH STOP	COLLIER WAY/MAIN ST		
06/04/2024 17:48	2406040044	4240042	VEH STOP	CALLAHAN ST/MAIN ST		
06/04/2024 19:03	2406040052		OWAS	400 MAIN ST		
06/05/2024 10:07	2406050010		OWAS	117 MAIN ST		
06/07/2024 12:27	2406070020		M	841 HIGHLAND ST		
06/07/2024 15:57	2406070031	4240043	FIRE	900 CALLAHAN WAY		
06/08/2024 13:25	2406080032		M	840 BRYAN ST		
06/08/2024 15:17	2406080041		ALARM	8 COMMERCIAL ST		
06/08/2024 18:30	2406080050		FLP	804 BRYAN ST		
06/09/2024 13:39	2406090031		ALARM	8 COMMERCIAL ST		
06/09/2024 18:47	2406090046	4240045	SUIC	317 COLLIER WAY	4	
06/10/2024 08:47	2406100013		DP	900 CALLAHAN WAY		
06/11/2024 09:16	2406110005	4240046	OWAS	CHURCH ST/WAGNER WAY		
06/11/2024 12:33	2406110020		FLP	333 COLLIER WAY		
06/11/2024 15:35	2406110035		DV	900 CALLAHAN WAY		
06/12/2024 08:41	2406120014		M	520 COLLIER WAY		
06/12/2024 18:29	2406120067		M	117 MAIN ST		
06/12/2024 19:28	2406120070		DP	148 MAIN ST		
06/13/2024 13:00	2406130036	4240048	PTFT	440 PIG ALY		
06/14/2024 14:12	2406140031	4240049	DB	632 BRYAN ST		
06/18/2024 08:52	2406180010		M	220 COLLIER WAY		
06/18/2024 11:10	2406180014		ASST	226 COLLEGE AVE		
06/19/2024 14:23	2406190048		MH	404 N HWY 3		
06/20/2024 09:46	2406200010		CODE	226 COLLEGE ST		
06/20/2024 18:42	2406200050		ASST	135 MAIN ST		
06/22/2024 19:32	2406220038		M	833 HIGHLAND ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/22/2024 21:07	2406220050		DP	117 MAIN ST		
06/22/2024 23:24	2406220057		OWAS	MAIN ST/N 3		
06/23/2024 12:19	2406230020		VEH STOP	00 N HWY 3		
06/24/2024 16:33	2406240042		TRSP	15 TELCO WY		
06/25/2024 21:19	2406250063		ANIMAL	166 MAIN ST		
06/26/2024 15:17	2406260037		ANIMAL	ETNA CITY PARK		
06/27/2024 13:05	2406270025		DP	0 ETNA CITY PARK		
06/28/2024 20:07	2406280070		VEH STOP	MAIN ST/CALLAHAN ST		
06/29/2024 14:28	2406290034		M	133 CHARLES ST		
06/29/2024 17:53	2406290049	4240050	TRSP	38 MAIN ST		
06/29/2024 21:27	2406290057		DP	131 MAIN ST		
06/29/2024 22:04	2406290060		DP	117 MAIN ST		
06/30/2024 11:33	2406300013	4240051	SEXO	117 MAIN ST		
06/30/2024 14:40	2406300020		FLP	38 MAIN ST		
06/30/2024 16:39	2406300024		TRSP	38 MAIN ST		
06/30/2024 17:08	2406300026	4240052	FLP	841 HIGHLAND ST		

TOTAL CALLS: 45



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CFS EVENT LIST REPORT

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Agency = %,
CFS Report Date = 06/01/2024 to 07/01/2024,
Primary Unit = ETNA%,
Response Area = 5A

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/01/2024 10:03	2406010009		VEH STOP	HWY3 / MC ADAMS		
06/01/2024 13:56	2406010017		FLP	11708 EAST ST		
06/03/2024 12:05	2406030019		FLP	12348 MAIN ST		
06/03/2024 17:14	2406030037		DV	12080 MAIN ST		
06/04/2024 16:30	2406040036		CIV	12348 N HWY 3		
06/04/2024 17:45	2406040042	5240046	RO	11801 MAIN ST		
06/05/2024 17:22	2406050037		OWAS	101 BUTTE ST		
06/08/2024 14:59	2406080039	5240047	VEH STOP	MAIN ST/BUTTE ST		
06/09/2024 09:56	2406090014		VEH STOP	MAIN ST/DOUGLAS ST		
06/09/2024 12:26	2406090026		VEH STOP	N HWY3 / EASTSIDE RD		
06/09/2024 13:00	2406090028		OWAS	11954 MAIN ST		
06/09/2024 14:36	2406090035		ALARM	11906 MAIN ST		
06/10/2024 10:31	2406100021		WI	12345 MAIN ST		
06/11/2024 13:27	2406110022		FORG	11911 MAIN ST		
06/11/2024 16:36	2406110041	5240049	OWAS	MAIN ST/ALLISON WAY		
06/12/2024 09:14	2406120015		CODE	24 NEWTON ST		
06/12/2024 16:37	2406120060		FLP	12079 MAIN ST	B	
06/12/2024 17:09	2406120061		FLP	101 BUTTE ST	3	
06/13/2024 01:18	2406130003	5240050	ASST	11211 N HWY 3		
06/13/2024 14:11	2406130042	5240051	CRNR	313 NEWTON ST		
06/13/2024 14:25	2406130044		WI	1134 DIGGLES ST		
06/15/2024 16:48	2406150030		VEH STOP	HWY3 / PEACH ORCHARD RD		
06/18/2024 09:30	2406180013		CODE	236 STERLING ST		
06/19/2024 09:52	2406190017		CIV	11263 N HWY 3		
06/19/2024 14:04	2406190045		ANIMAL	12079 MAIN ST	B	
06/20/2024 22:40	2406200063		DP	EAST ST/STERLING ST		
06/21/2024 10:49	2406210014		VEH STOP	MAIN ST/STERLING ST		
06/22/2024 16:20	2406220025		VEH STOP	BUTTE ST/OAK MILL DR		
06/22/2024 17:12	2406220029		VEH STOP	MAIN ST/NEWTON ST		

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/22/2024 21:15	2406220052	5240052	VEH STOP	11307 MAIN ST		
06/23/2024 16:26	2406230029		FLP	101 BUTTE ST	4	
06/23/2024 17:02	2406230033		PTFT	11307 MAIN ST		
06/25/2024 09:35	2406250015		FLP	12348 MAIN ST		
06/27/2024 12:10	2406270020		WI	12345 MAIN ST		
06/27/2024 15:47	2406270042		OWAV	NEWTON ST		
06/28/2024 13:10	2406280036	5240053	M	11307 MAIN ST		
06/28/2024 13:47	2406280038		FLP	11513 MAIN ST		
06/29/2024 12:24	2406290027		FLP	12079 MAIN ST		
06/29/2024 12:55	2406290028		FLP	101 BUTTE ST		
06/29/2024 16:41	2406290047		M	12079 MAIN ST		

TOTAL CALLS: 40



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Agency = %,
CFS Report Date = 06/01/2024 to 07/01/2024,
Primary Unit = ETNA%,
Response Area = 1

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/06/2024 14:53	2406060045		VEH STOP	N HWY 3/HOLZHAUSER LN		
06/06/2024 16:44	2406060058		VEH STOP	N HWY 3/MINERAL RANGE RD		
06/07/2024 15:20	2406070029		VEH STOP	N HWY 3/MINERAL RANGE RD		
06/08/2024 12:04	2406080025		VEH STOP	N HWY 3/SERPA LN		
06/08/2024 14:32	2406080036		VEH STOP	N HWY 3/MINERAL RANGE RD		
06/08/2024 15:45	2406080042		VEH STOP	N HWY 3/MCADAMS CREEK RD		
06/11/2024 17:40	2406110042		VEH STOP	N HWY 3/SERPA LN		
06/12/2024 07:33	2406120010		VEH STOP	7600 W HWY 3		
06/12/2024 07:49	2406120012		VEH STOP	N HWY 3/PEACH ORCHARD RD		
06/13/2024 07:53	2406130012		VEH STOP	N HWY 3/HOLZHAUSER LN		
06/19/2024 19:04	2406190065		VEH STOP	VALLEY PINES DR/N 3		
06/20/2024 14:21	2406200034		VEH STOP	N HWY 3/DAWN		
06/20/2024 16:41	2406200044		VEH STOP	N HWY 3/MARBLE VIEW AVE		
06/21/2024 16:45	2406210040		VEH STOP	N HWY 3/SERPA LN		
06/22/2024 11:28	2406220015		VEH STOP	N HWY 3/SERPA LN		
06/22/2024 20:31	2406220047		VEH STOP	MAIN ST/MATHEWS ST		
06/22/2024 23:02	2406220056		VEH STOP	N HWY 3/LIGHTHILL RD		
06/23/2024 10:19	2406230015		VEH STOP	N HWY 3/MINERAL RANGE RD		
06/24/2024 14:29	2406240035		M	9195 SCARFACE RD		
06/28/2024 17:47	2406280056		VEH STOP	N HWY 3/MINERAL RANGE RD		
06/28/2024 19:15	2406280064		ASST	LIGHTHILL/SURPA		
06/29/2024 14:30	2406290035		VEH STOP	9400 N HWY 3		

TOTAL CALLS: 22



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Primary Unit = ETNA%,
Response Area = 5

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/03/2024 22:17	2406030049		DP	100 ISLAND RD		
06/04/2024 21:37	2406040060		DP	519 CALLAHAN ST		
06/07/2024 17:59	2406070040		VEH STOP	S HWY 3/FRENCH CREEK RD		
06/11/2024 06:04	2406110001		ASST	9110 FRENCH CREEK RD		
06/11/2024 08:28	2406110004		ASST	4315 S HWY 3		

TOTAL CALLS: 5



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CFS Report Date = 06/01/2024 to 07/01/2024,
Primary Unit = ETNA%,
Response Area = 5B

CFS EVENT LIST SEARCH RESULTS

TIME CREATED	EVENT NUMBER	CASE NUMBER	CALL TYPE	LOCATION	APT	FINAL TYPE
06/04/2024 12:50	2406040026		VEH STOP	KELLEMS LN/N 3		
06/04/2024 14:25	2406040029		VEH STOP	N HWY 3/GLENDENNING RD		
06/05/2024 16:55	2406050036		VEH STOP	N HWY 3/QUARTZ VALLEY RD		
06/07/2024 12:58	2406070023		VEH STOP	N HWY 3/KELLEMS LN		
06/08/2024 09:44	2406080013		VEH STOP	6737 N HWY 3		
06/08/2024 12:37	2406080028	4240044	OWAS	6737 N HWY 3		
06/12/2024 11:30	2406120032		NCRM	GAS COMPANY		
06/21/2024 13:55	2406210025		VEH STOP	5000 N HWY 3		
06/23/2024 16:49	2406230030		ALARM	6701 N HWY 3		

TOTAL CALLS: 9

Ft. Jones Police Department Monthly Report

June 2024

Attached you will find statistics and case numbers for the month of April. If you need any clarification or have additional questions regarding last month's activities, I will be glad to answer them during the council meeting. Also, as a reminder if there is anything the council wishes to include within the monthly PD report, please let me know so it can be added to any future reports.

Traffic- in this past month of June we have continued to perform more traffic stops than ever before. With the addition of Officer Buell, the stops performed have increased two-fold. Most of these stops are moving violations including traffic infractions such as speeding and illegal u-turns. We placed our speed trailer on main street for a few days to get a better understanding of traffic behavior 24hrs a day. Attached you will see the statistical data in the form of graphs and speed numbers. We plan to put the radar back in place on main street to gain a larger understanding of what our problem times and areas are. This is also a message board, so we flash "watch for pedestrians" to help remind drivers to slow and be extra careful while driving our town streets.

Schools- We officially made it through another school year and are now in the summer session. The district continues to have summer school and other events which we require our attention. We gladly continue to help our schools and youth year around to provide the necessary needs and demands of our community. We hope this next year will be even more successful than the past

Animal Control- The month of June brought numerous animal control complaints mainly in the form of dog at large calls. Each incident was handled, and the proper citations were written to the violators. Most of these calls were regarding the same dogs and households. We hope the adjudication process is expedited so accountability will begin its process. The new kennels also saw some action, which should lead to some additional animal control monies coming to the city.

Reports/Cases/citations- Again this month in addition to report and case numbers, I also added citation numbers to better reflect the PD's activities. Fort Jones has generated over 50 written cases for the year and averages approximately 40 calls per service a week. Not included in the service calls are the numerous day to day activities and in-person requests we receive daily, which would bring our numbers substantially higher. Currently approximately 5-10 citations, sometimes more, are issues per week bringing officer self-initiative into play. These citations vary immensely in violations ranging from infractions to misdemeanors and sometimes evolving into felonies.

Calls for Service- Our calls for service as mentioned above continue to be on the rise

and we only expect that trend to continue throughout the summer months. We continue to assist EMS and Fire on a multitude of calls, often times leading to additional cases. We will also continue to have additional events this summer, bringing more visitors into town. We will have each event covered and, in most cases, will have been a proactive part of the organization process.

Ordinance Enforcement- During the month of June, we spent most of our time reminding homeowners to keep up on their defensible space requirements and following up to make sure each issue was resolved. Compliance has been high, however we are still working on spots that will require a little more attention.

PAL- PAL's swim season is off to a great start and will be continuing through summer. We have many kids enjoying the competitive side of things while others enjoy more of the relaxed recreational side. In any case, each child is receiving life changing experience throughout the summer. We also continue our mentoring program through the summer providing numerous programs to individual youth who have different needs.

Etna Police Department

Survey Description

Survey Details

Survey Location	11800 Main Street Fort Jones California 96032	
Survey GPS Coordinates		
Survey Dates	Start	Stop
	Friday, 6/21/2024 9:00 AM	Thursday, 6/27/2024 9:00 AM
Posted Speed Limit	30 mph	
Traffic Zone	None	
File Name	STALKER_ROADSIDE_LOG_230921_EW002808_BE49@2024-06-30_18-07-21.xml	
Device Type	000	
Device Serial Number	EW002808	
Survey Note		

Total Vehicle Count	50526	
<i>Traffic Direction</i>	North (Closing)	South (Away)
<i>Vehicle Count</i>	23833	26693

Survey Map



Etna Police Department

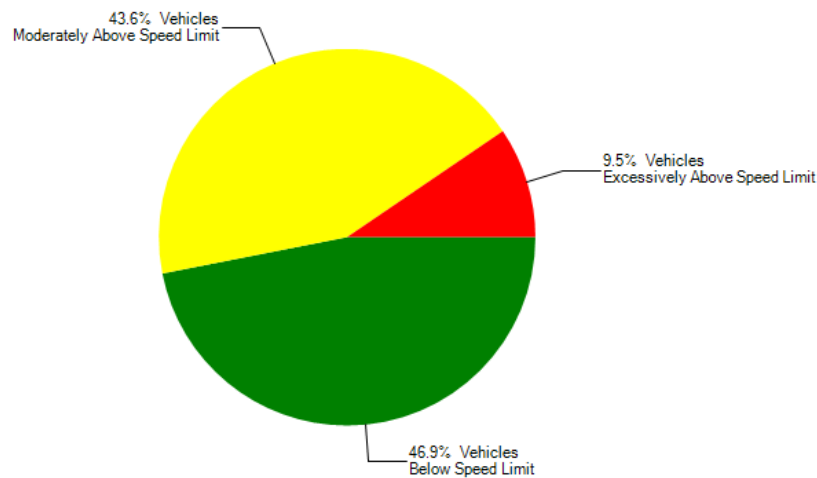
Survey Description

Survey Location 11800 Main Street Fort Jones California 96032
Survey GPS Coordinates
Survey Dates **Start** **Stop**
 Friday, 6/21/2024 9:00 AM Thursday, 6/27/2024 9:00 AM
Posted Speed Limit 30 mph
Traffic Zone None

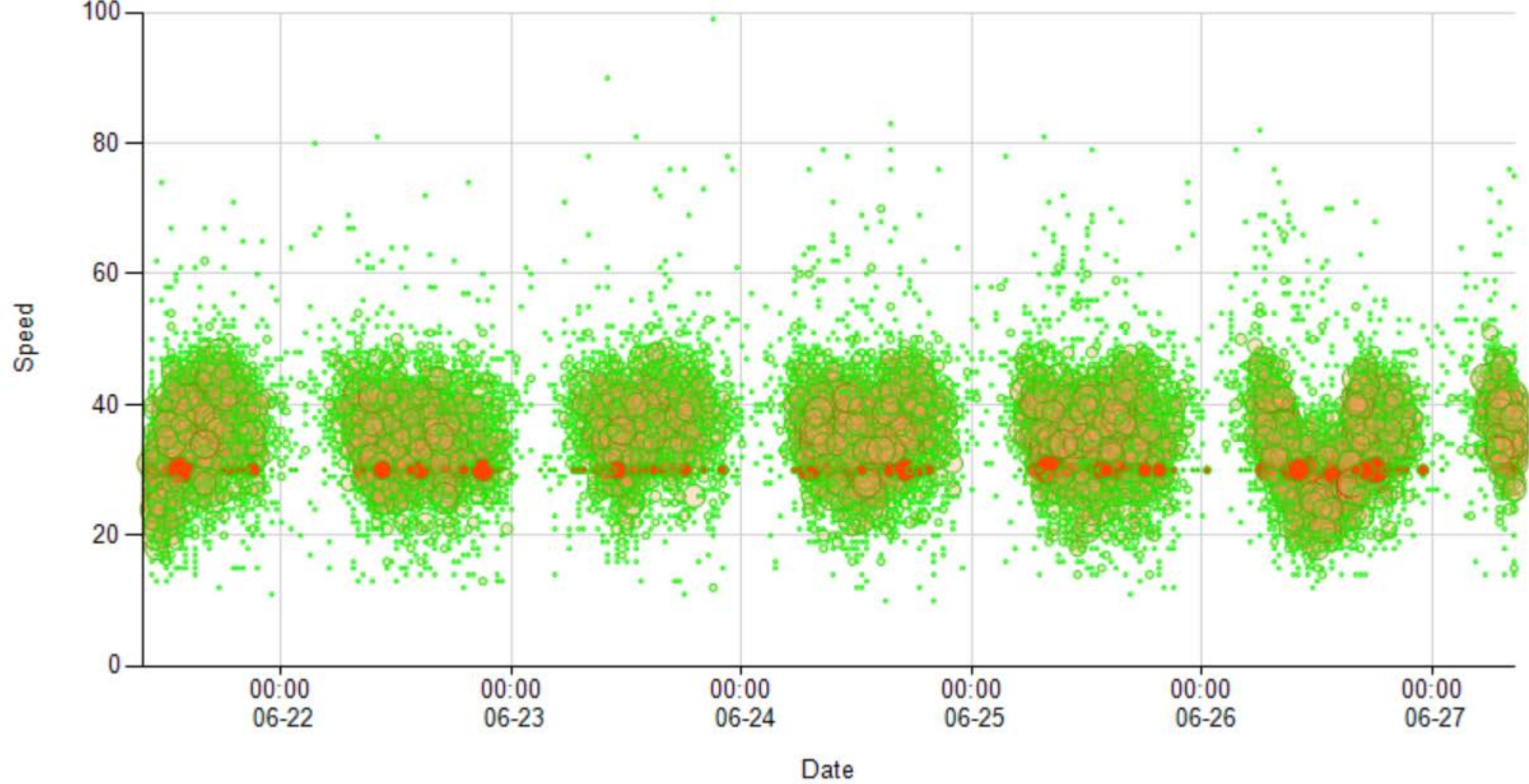
Speed Pie Chart

Date Range: 2024-06-21 - 2024-06-27

Direction: Both



	Traffic Direction	Closing	Away	Combined
Posted Speed Limit			30 mph	
<i>Vehicles Under the Speed Limit Count</i>		17270	14537	31807
<i>Vehicles Under the Speed Limit Percentage</i>		72.46%	54.46%	62.95%
<i>Vehicles Over the Speed Limit Count</i>		6563	12156	18719
<i>Vehicles Over the Speed Limit Percentage</i>		27.54%	45.54%	37.05%
Excessive Speed Threshold			40 mph	
<i>Vehicles Over the Excessive Speed Count</i>		740	2579	3319
<i>Vehicles Over the Excessive Speed Percentage</i>		3.1%	9.66%	6.57%
<i>Average Violation Speed</i>		35.01 mph	37.04 mph	36.33 mph





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 41 calls for service in the month of June. Members participated in 24 hours of scheduled training and numerous hours of online and out of area training. The department has responded to 217 calls in 2024.

June 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	11	20
PUBLIC ASSIST	2	0
AGENCY ASSIST	1	0
STRUCTURE FIRE	0	1
FALSE ALARM	0	1
VEHICLE FIRE	1	0
CANCELLED	0	3
WILDLAND FIRE	0	1
Total	15	26

Our seasonal firefighters started at the beginning of the month. Already having both positions filled has benefited us by allowing us to staff an engine to respond out of county to the Sites Fire.

E-1311 was requested and responded to the Sites fire in Colusa County from the 17th through the 24th. With our current OES agreement we were able to staff 3 personnel on the engine and backfill the station with 2 firefighters in addition to our volunteers.

The new rope rescue gear has been received and placed into service. We have begun training our members on some of the new pieces of equipment.

I attended and passed FI-210, a weeklong wildland fire investigation class. This will allow us to better identify causes of wildland fires and hold responsible parties accountable for them.

Public Works Report

June 2024

Everett would like to notify everyone that he will be taking a Family Medical Leave starting on or around September 22, 2024. He is planning on taking 6-8 weeks off of work to care for a newborn child. He will take the last 4 weeks sometime before the child's first birthday. He will be assisting on an as needed basis with some of the more complex/tedious tasks as well as the administrative tasks that still need to be done while he is on leave. Proof of the FMLA status can be provided.

Roads

We want the council to discuss the implementation of a policy of issuing encroachment permits for all work done in the Town's right of way. This will limit the Town's liability when there are excavations in the Town's roads and along Hwy 3. The City of Yreka has a nice ordinance that we could model ours after. I have attached it to this report.

We corresponded with Bonfire, a company specializing in permitting projects, about the broadband upgrade that will be coming through Fort Jones. It appears that this will be a new construction, which involves digging a trench through Town. This will be a problem with the lack of maps showing existing laterals and abandoned laterals.

We talked with the County Road department about when we might be able to complete the RSTP grant for the chip sealing and crack patching of the Town's portion of Scott River Road. They advise that they will be able to do the crack patching this year, with the chip sealing slated to begin in June, 2025. We used the weed eater and mower along portions of the roadways

to limit the hazard posed by dead and dying tall grass. We cut back some branches around Town that were becoming a safety hazard.

Sewer

We responded twice to a sewer line backup on Cowan Street. The sewer main runs through private property at this location. The Public Works department is recommending that we try to secure easements for where the sewer line is located so that it can be repaired when it fails, and potentially upsizing the pipe to allow for flusher truck access. It was also determined that if easements were granted that we should try to include a storm water plan for this road as well.

We completed the CIWQS reporting for the month.

Water

We hosted Craig Bunas with the SWRCB for their 3 year inspection. The main area that needs to be addressed is the Towns Cross Connection Control plan, or lack thereof. This will all be in his report which will come out later this summer.

We have been diligently working on the Towns Cross Control Plan. We have been successful in getting compliance from a number of high hazard locations, protecting the Towns drinking water for years to come. We would like to remind Council that these backflow devices are only as good as their last test. We recommend that we purchase a backflow testing gauge, approximately \$1000 dollars, so that we can test these devices when they are installed and every year after. It will also save the Town administrative time by limiting the amount of letters that we have to send out regarding this matter as well as the time that will have to be spent cataloging all of this information. We have about 4 devices that are currently in need of an initial test. There

are over 30 that need to have their yearly test done. Our Ordinances state that the Town will have the backflow tests performed, but doesn't specify how.

We are also continually working of the Towns lead service line inventory for the State. This inventory is due by October 14th 2024. This project involves cataloging all of the types of pipes used in the laterals throughout Town on the customer side and the Towns side. We hope to have this project done and submitted by the end of the month.

We read all of the meters and entered all of the data into the Towns billing software. We responded to an afterhours call for a leak at 2 am to a house on High Street. We notified the USFS of a leak at their compound on Bridge Street. We provided some technical assistance to help them fix it. We are pleased to report that they now have leak free building at both of their locations. We completed the SAFER drought reporting for the month.

We would like to remind Council of the leak at the gate valve on Hwy 3. We are proposing that we dig it up, along with the other 2 valves there and replace all three, as well as dig across Hwy three over to Sterling Street to install new C-900 under the road. This will help the Town by making it easy to replace the steel/ asbestos concrete mains located in this area in the future. We would have to dig across the road again in that area for a long time. This project is beyond the capabilities of the Public Works department and would need to be contracted out. This is the time of year to do this type of project. This project would pay for itself by reducing our water loss.

Parks

We mowed all of the parks weekly as well as took out the trash. It is the busiest season of the year for the PW department. We fixed a few sprinklers at the big ball park, as well as

changed the location of a sprinkler at the Little League field. We seeded the grass around the new slab. We sprayed for weeds at the Little League Park. We hung up few items at City Hall as well as fixed the cabinet handles. We installed new locks on the cabinets in the Office. We trimmed some trees that were becoming a safety hazard along the roadways. We took bids for a new roof at the museum. We would like to remind the council that the museum is sorely in need of an upgrade to its computer system and camera system. The computer in the museum is so slow it is practically unusable. The cameras that are located inside the museum and on Main Street do not work anymore. Wayne Miller, the Towns IT professional says that it would cost about \$1000 dollars for a new DVR system and hard drives. A new computer for the museum would cost \$700 dollars.

All of these projects in this report and requests for funding are sorely needed. The sewer line on Cowan Street has been a problem for years if not decades. The cameras on Main Street proved to be very valuable proving crimes were committed in the past when they were working, keeping everyone safer. The leaky gate valve is wasting money every day that it is not fixed. The Towns drinking water is not as safe as it should be because we don't know if all the backflow devices are working or not because we don't have a testing gauge. We are requesting funding for all of these items.



INTERIM ADMINISTRATOR'S REPORT

JUNE 2024

- Department of Housing and Community Development: Amendment was signed and submitted to Housing and Community Development. The amended date of completion is December 31, 2025. I also had a meeting with Julianna Lucches, Community Director, to discuss where the \$65,000 can be spent. She stated that the funds must be used for Housing Plans and/or Housing development. She will be emailing me some more information.
- 2024-25 Budget: The 2024/2025 Town of Fort Jones Budget was presented to Council and was approved. I will be working on items I think may need to be added, deleted, and/or changed. Sent Final Budget and Resolution to the County.
- Financial Transaction Report: The FTR report was completed on June 11th and submitted to the State Controller's Office.
- Water Account: Reconciled the Water Account and entered all Direct Deposit amounts from UB Maxx into QuickBooks. I will also be working on making sure that with the new "pay online" option will be reconcilable.
- Horn Street Rehabilitation Project: I have submitted the 1st Invoice for reimbursement for the PS&E portion on the project in the amount of \$9,810.50. We are now in the Construction Engineering phase of the project. Advantage Paving and Excavating has returned the signed Award Agreement and is ready to go.
- IRS: Met with the IRS, via phone conference, regarding Form 941 for 2018 First Qtr. No form was submitted to IRS for the time frame above. It was discovered that there was a 941 correction has been started by Linda Romaine but was never completed. The IRS granted me an extension to July 26, 2024 to find out what happened and to submit 941.
- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll.
- Audit: Continue to assist CPA Dave Wallace. Not much has been done yet. My goal is to begin working on it after all A/P, A/R, and Payroll has been reconciled.
- CDBG: Sent out 2nd Notices to customers who did not respond to the 1st Notice. On the 2nd Notice there is a line that states "If no signature is received by June 28th, 2024, the balance will be accepted as shown". I checked with our Auditor to make sure that it is enforceable and it is. This will assist in having a full CDBG Reconciliation.

In addition to the above we hired a new Town Clerk, Melissa Mitrevski. 3 Council members and 2 staff members will be attending the LOLA dinner on July 10th, 2024. Got staff retirement with Stifel set up and is now active. Handled other financial and administrative duties as they arose.

Jun 30, 24

ASSETS

Current Assets

Checking/Savings

02-028700	264,854.76
02-810025 - GF	338,636.80
02-810116 - WRF	556,041.17
02-810141	605,440.93
02-810189	920,114.37
1801-CBDG	1,275.23
92 810153	1,184.62
LAIF 98-47-310	
Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00

Total LAIF 98-47-310	-14,191.00
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Total Checking/Savings	2,673,356.88
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Accounts Receivable

1200 - Account Receivable	12,824.99
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76

Total Accounts Receivable	106,461.53
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Other Current Assets

Payroll Service Customer Asset	-2,609.42
Total Other Current Assets	-2,609.42

Total Current Assets	2,777,208.99
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Fixed Assets

1720 - Utility Plant & Equip	2,390,432.58
1723 - Fire	310,457.81
1724 - Parks and Rec	425,454.00
1725 - Public Works	110,327.10
1726 - Streets and Roads	1,890,938.00
1777 - Accumulated Depreciation	#####
1900 - Town Buildings & Equip.	826,776.26

Total Fixed Assets	3,436,844.75
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Other Assets

Total 1810 B CDBG Loans RLF	929,019.00
1915 - Public Safety Reserve	49,000.00
CDBG Loans 89-92	
Total CDBG Loans 89-92	843,043.64

Total Other Assets	1,821,062.64
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TOTAL ASSETS	8,035,116.38
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LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
2000 - Accounts Payable	18,380.75
Total Accounts Payable	18,380.75
Other Current Liabilities	
2102 - Payroll Liabilities	
2100 - SUICA	
2110 - CompanyCA	9,291.75
Total 2100 - SUICA	9,291.75
2104 - Federal Withholding	
Federal Unemployment	224.57
2104 - Federal Withholding - Other	2,632.47
Total 2104 - Federal Withholding	2,857.04
2106 - State Withholding CA	9,457.91
2108 - FICA	
2112 - Employee	3,544.41
2118 - Company	3,916.40
Total 2108 - FICA	7,460.81
2114 - Medicare	
2116 - Employee	8,935.98
2120 - Company	4,565.71
Total 2114 - Medicare	13,501.69
2122 - Retirement	
Company	-33.76
2122 - Retirement - Other	6,342.36
Total 2122 - Retirement	6,308.60
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-85,348.41
2500 - Medical Insurance - Other	6,962.46
Total 2500 - Medical Insurance	-27,270.22
2102 - Payroll Liabilities - Other	-23,215.36
Total 2102 - Payroll Liabilities	-2,619.49
2805 - Curent Portion of Bond	13,000.00
CDBG Impound Accounts	
Total CDBG Impound Accounts	9,918.86
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	16,026.72
Total Current Liabilities	34,407.47
Long Term Liabilities	
2700 - Refundable Water Deposit	-550.90
2800 - Water Bond Payable	165,317.50

7:04 PM
07/02/24
Accrual Basis

Total Long Term Liabilities	164,766.60
Total Liabilities	199,174.07
Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	7,811,903.60
Net Income	287,696.10
Total Equity	7,835,942.31
TOTAL LIABILITIES & EQUITY	8,035,116.38

	Jul '23 - Jun 24	Budget	\$ Over Budget
Income			
1I - General Government Income			
4099 - Property Taxes			
Slater Fire Prop Tax	0.00	0.00	0.00
4100 - Secured Current	109,687.90	128,000.00	-18,312.10
4101 - Unsecured Current	4,496.13	4,000.00	496.13
4102 - Unsecured Delinquent	277.36	0.00	277.36
4106- Supp Int	19.55	0.00	19.55
4108- Supp Del	0.00	0.00	0.00
4507 - Homeowner Alloc	944.64	1,200.00	-255.36
4508 - VLF Net	74,536.42	65,000.00	9,536.42
4512 - Off Highway Vehicle Tax	0.00	1,100.00	-1,100.00
4514- Unsec Interest	0.00	0.00	0.00
4516- Sup Current	3,682.30	1,200.00	2,482.30
4518 - CA Fish& Game PILT	82.03	80.00	2.03
Total 4099 - Property Taxes	193,726.33	200,580.00	-6,853.67
4111 - Sales Tax	192,429.85	290,000.00	-97,570.15
4214 - Land Use	529.00	150.00	379.00
4215e - Tax Allocation - Parks	0.00	122,500.00	-122,500.00
4216 - Franchises	7,719.30	7,700.00	19.30
4218 - Business License	2,346.35	6,000.00	-3,653.65
4301- Fees Booking	0.00	40.00	-40.00
4302- Fees Collection Cost	-12.40	-45.00	32.60
4303 - Vehicle Fees	31.11	100.00	-68.89
4400 - Rent	7,955.00	4,000.00	3,955.00
4410 - Interest General Fund	149.23	0.00	149.23
4504 - Motor Vehicle in Lieu	800.00	0.00	800.00
4730 - Miscellaneous	12.10	30.00	-17.90
Transfer In - Admin	0.00	407,761.00	-407,761.00
Transfer Out - Tax Allocation	0.00	490,000.00	-490,000.00
1I - General Government Income - Other	0.00	0.00	0.00
Total 1I - General Government Income	405,685.87	#####	-1,123,130.13
2I - Public Safety Income			
2a - Law Enforcement			
4111- Growth Alloc	413.60	0.00	413.60
4112 - COPS Allocation	186,615.31	100,000.00	86,615.31
4115 - 17-18 Growth Allocation	0.00	50,000.00	-50,000.00
4116 - Prop172	1,815.95	1,250.00	565.95
4117 - Tax Allocation - Law Enf	656.28	73,500.00	-72,843.72
Animal Control			
4230 - Dog Licenses	60.00	600.00	-540.00
Total Animal Control	60.00	600.00	-540.00

2a - Law Enforcement - Other	350.23		
Total 2a - Law Enforcement	189,911.37	225,350.00	-35,438.63
2b - Fire Protection			
4740 - Fire Dept.	221,054.03	2,400.00	218,654.03
4741 - Tax Allocation - Fire	172,889.36	122,500.00	50,389.36
4750 - Strike Team Income	6,072.64	350,000.00	-343,927.36
Total 2b - Fire Protection	400,016.03	474,900.00	-74,883.97
2I - Public Safety Income - Other	296.29		
Total 2I - Public Safety Income	590,223.69	700,250.00	-110,026.31
3I - Public Works Income			
3a - Streets Income			
4499 - Gas Tax 2103	2,011.17	5,000.00	-2,988.83
4500 - Gas Tax 2106	2,404.15	6,000.00	-3,595.85
4501 - Gas Tax 2107	2,102.94	4,000.00	-1,897.06
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00
4503 - Gas Tax 2105	1,546.48	4,000.00	-2,453.52
4530 - Local Transportation	11,056.57	4,000.00	7,056.57
4534-Prop 42 TCRF	0.00	800.00	-800.00
4538-Vehicle License Fee	857.10	400.00	457.10
4540 - Tax Allocation - Roads	29,380.36	73,500.00	-44,119.64
SB1	2,714.02	7,000.00	-4,285.98
Total 3a - Streets Income	53,072.79	105,700.00	-52,627.21
3b - Sewer Income			
4210 - Tax Allocation - Sewer	0.00	73,500.00	-73,500.00
4212 - Sewer Revenue	187,452.95	72,000.00	115,452.95
4213 - Connections & Fees	0.00	500.00	-500.00
4214 - Material Reimbursement	276.41		
3b - Sewer Income - Other	0.00	0.00	0.00
Total 3b - Sewer Income	187,729.36	146,000.00	41,729.36
3c - Water Income			
4810 - Water Revenue	209,192.59	140,000.00	69,192.59
4812 - Bulk Water Sales	0.00	0.00	0.00
4815 - Tax Allocation - Water	0.00	24,500.00	-24,500.00
4820 - Water Interest	27.86	0.00	27.86
4830 - Water Connections	0.00	300.00	-300.00
4835 - Material Reimbursement	22.00		
4840 - Gretchen Acres Assess	4,830.23	3,000.00	1,830.23
3c - Water Income - Other	0.00	0.00	0.00
Total 3c - Water Income	214,072.68	167,800.00	46,272.68
3I - Public Works Income - Other	100.00		
Total 3I - Public Works Income	454,974.83	419,500.00	35,474.83
5I - American Rescue Plan Act			
4915 - ARPA Income	0.00	0.00	0.00
Total 5I - American Rescue Plan Act	0.00	0.00	0.00

4900 - CBDG Interest			
2004-STBG-1894			
04 Bank Checking Interest	205.51		
Total 2004-STBG-1894	205.51		
MI Bank/LAIF Interest	0.00	0.00	0.00
4900 - CBDG Interest - Other	19,722.00	0.00	19,722.00
Total 4900 - CBDG Interest	19,927.51	0.00	19,927.51
4901 - SCORE Reimbursement	1,535.00	0.00	1,535.00
4903 - Library Reimbursement	8,163.98	8,500.00	-336.02
4904 - SWRCB Reimbursement	0.00	0.00	0.00
4911 Coronavirus Relief Fund	0.00	0.00	0.00
4950-Housing Interest	0.00	0.00	0.00
Housing Interest	3,282.47	0.00	3,282.47
Total Income	1,483,793.35	#####	-1,173,272.65
Cost of Goods Sold			
Cost of Goods Sold	0.00		
Total COGS	0.00		
Gross Profit	1,483,793.35	#####	-1,173,272.65
Expense			
1E- General Government Expense			
5520 Fleet Maintenance	952.13		
Equipment Rental	1,569.83		
2285 - IT Services	21,071.73	13,000.00	8,071.73
5100- Council/Election	3,927.37	4,000.00	-72.63
5110- Mayor Payroll	1,800.00	2,160.00	-360.00
5210- Clerk Payroll	11,815.02	3,600.00	8,215.02
5220- Supp\USPS	10,466.92	4,000.00	6,466.92
5310- Treasurer Payroll	3,960.00		
5400 - Professional Fees			
5401 - Legal Fees	30,271.36	35,635.00	-5,363.64
5402 - Audit Fees	7,474.43	11,000.00	-3,525.57
5403 - Consulting Fees	97,483.75	75,000.00	22,483.75
5404 - Engineering Fees - Annex	0.00	31,500.00	-31,500.00
5405 - Reimbursed Expenses	0.00	0.00	0.00
5400 - Professional Fees - Other	0.00	3,000.00	-3,000.00
Total 5400 - Professional Fees	135,229.54	156,135.00	-20,905.46
5500- Planning			
5502 - City Promotion	0.00	10,000.00	-10,000.00
5501 - Economic Development	5,416.71	6,800.00	-1,383.29
5500- Planning - Other	6,077.50	500.00	5,577.50
Total 5500- Planning	11,494.21	17,300.00	-5,805.79
5550- Library Payroll	5,469.15	8,400.00	-2,930.85
5555 - Admin Payroll	28,221.37	106,762.00	-78,540.63
5600- Misc.	0.00	400.00	-400.00

5700- Publication	470.73	500.00	-29.27
5705 - Dues and Subscriptions	3,951.57	1,000.00	2,951.57
6205- Health Insurance	32,190.54	17,000.00	15,190.54
6300- Insurance			
6204- Workers Compensation	10,505.67	10,900.00	-394.33
6303- Liability Insurance	37,489.39	4,633.00	32,856.39
6304 -Property Insurance	0.00	2,023.00	-2,023.00
6305 - Crime Incurance	8.01	150.00	-141.99
6300- Insurance - Other	0.00	1,600.00	-1,600.00
Total 6300- Insurance	48,003.07	19,306.00	28,697.07
6301- Insurance Expense	0.00	250.00	-250.00
6400- Property Tax	342.42	960.00	-617.58
6406- 98 Bank Charge	10.00	0.00	10.00
9150-City Hall Expenses			
1-012 - City Hall Power	3,488.22	4,850.00	-1,361.78
133000- City Hall water	399.56	300.00	99.56
2281- City Hall Phone	0.00	2,000.00	-2,000.00
6601-Library Expense	0.00	500.00	-500.00
9153- Emergency expenses	550.00		
9154 - Disposal 2 yd Bin	6,405.00	3,000.00	3,405.00
9155 - Equipment Finance	2,671.59	3,600.00	-928.41
9150-City Hall Expenses - Other	3,567.23	0.00	3,567.23
Total 9150-City Hall Expenses	17,081.60	14,250.00	2,831.60
9152- Propane	1,074.71	12,000.00	-10,925.29
1E- General Government Expense - Other	525.00	0.00	525.00
Total 1E- General Government Expense	339,626.91	381,023.00	-41,396.09
2E- Public Safety Expense			
2EA- Law Enforcement Expense			
5800- Grant Funded	-150.00		
7120 - Admin Allocation - Law E	0.00	40,776.00	-40,776.00
7125 - Law Enforcement Services	111,578.00	149,056.00	-37,478.00
7135- Police Maintenance	0.00	8,000.00	-8,000.00
7145- Dispatch	0.00	10,250.00	-10,250.00
7180 - Law Enforcement - Other	0.00	5,000.00	-5,000.00
7181 - Law Enforcement Phones	2,199.77	2,400.00	-200.23
Animal Control			
7930- Animal Control	4,796.67	500.00	4,296.67
Total Animal Control	4,796.67	500.00	4,296.67
2EA- Law Enforcement Expense - Other	28.93	0.00	28.93
Total 2EA- Law Enforcement Expense	118,453.37	215,982.00	-97,528.63
2EB- Fire Department Expense			
7515 - FD Sleeper Grocery	1,308.82	0.00	1,308.82
7532 - FF Training	662.56	1,500.00	-837.44
Crime Insurance	13.68	0.00	13.68

7550 - Misc Expense _ Fire Dept	2,953.72	300.00	2,653.72
6310- Property Insurance	170.81	1,600.00	-1,429.19
7500 - Admin Allocation - Fire	0.00	101,940.00	-101,940.00
7505 - Liability Insurance	924.03	5,400.00	-4,475.97
7506 - Work Comp Insurance	1,531.75	20,000.00	-18,468.25
7507 - Auto Insurance	1,367.29	16,000.00	-14,632.71
7510- Fire Dept Payroll	21,574.58	15,000.00	6,574.58
7511- Firefighter Physicals	240.00	100.00	140.00
7512 - Live Scan	0.00	200.00	-200.00
7513 - Calls & Meetings	12,816.50	9,000.00	3,816.50
7520- Fire Dept Supl & Mtnce	83,355.18	23,000.00	60,355.18
7525- Pub Safety Fuel & Oil			
7527- Gas Reimbursement	174.04		
7525- Pub Safety Fuel & Oil - Other	11,056.27	9,000.00	2,056.27
Total 7525- Pub Safety Fuel & Oil	11,230.31	9,000.00	2,230.31
7540- Fire Dept. Utilities			
1-001- Fire Dept. Power Bill	4,152.43	4,000.00	152.43
2261- Fire Dept. Phone	5,536.07	4,300.00	1,236.07
2262 - Disposal	1,705.00	1,000.00	705.00
7541- Propane	0.00	200.00	-200.00
Total 7540- Fire Dept. Utilities	11,393.50	9,500.00	1,893.50
2EB- Fire Department Expense - Other	332,608.18	0.00	332,608.18
Total 2EB- Fire Department Expense	482,150.91	212,540.00	269,610.91
2EC - Strike Team Expenses			
7514 Seasonal FF Payroll	35,600.00	36,000.00	-400.00
Crime Insurance	13.68	0.00	13.68
6311 - Property Insurance	165.32	0.00	165.32
7502 - Auto Insurance	1,367.29	0.00	1,367.29
7505b - Liability Insurance	926.03	0.00	926.03
7506b - Workers Comp Ins	1,531.75	0.00	1,531.75
7513 Fleet Maintenance - Strike	0.00	24,000.00	-24,000.00
7515 - Strike Team Payroll	214,520.78	168,000.00	46,520.78
7516 - Payroll Taxes			
7517 - FICA	0.00	13,500.00	-13,500.00
7518 - Medicare	0.00	2,738.00	-2,738.00
7519 - SUI	0.00	4,500.00	-4,500.00
Total 7516 - Payroll Taxes	0.00	20,738.00	-20,738.00
2EC - Strike Team Expenses - Other	632.53		
Total 2EC - Strike Team Expenses	254,757.38	248,738.00	6,019.38
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	867,088.96	677,260.00	189,828.96

3E- Public Works Expense

3EA- Streets

8505 - Clothes Allowance	0.00	25.00	-25.00
Crime Insurance	2.17	0.00	2.17
1-000 - Street Lights			
02 HPSV Lights	520.24	600.00	-79.76
02 HPSV Metal Lights	280.51	100.00	180.51
10 HPSV Wood Lights	3,381.61	3,500.00	-118.39
11 HPSV Lights	1,542.72	500.00	1,042.72
72 HPSV Lights	12,769.46	12,000.00	769.46
Total 1-000 - Street Lights	18,494.54	16,700.00	1,794.54
6306- Property Insurance	0.00	400.00	-400.00
8110 - Admin Allocation - Stree	0.00	61,164.00	-61,164.00
8120- Street Mtnce/Utilities			
1-005 - Barn Power	2,530.20	2,000.00	530.20
1-006 Barn Maintenance	0.00	0.00	0.00
1-007 - Phone Bill	1,169.04	1,200.00	-30.96
8121- Street Maintenance			
8126- LTC	0.00	100.00	-100.00
8127- STIP Project - Consulting	13,073.50	0.00	13,073.50
8121- Street Maintenance - Other	200.00	0.00	200.00
Total 8121- Street Maintenance	13,273.50	100.00	13,173.50
8120- Street Mtnce/Utilities - Other	0.00	0.00	0.00
Total 8120- Street Mtnce/Utilities	16,972.74	3,300.00	13,672.74
8130- Equipment Maintenance			
8131- Fuel & Oil	0.00	2,000.00	-2,000.00
8132- Repairs	718.84	2,000.00	-1,281.16
8133- Parts & Supplies	2,122.69	500.00	1,622.69
8135- Roads	0.00	1,000.00	-1,000.00
Total 8130- Equipment Maintenance	2,841.53	5,500.00	-2,658.47
8136 -Auto Insurance	0.00	600.00	-600.00
8137- Mobile Equip	38.41	0.00	38.41
8199- Road Payroll	17,275.71	10,660.00	6,615.71
8200- Major Street Const.			
8240 - SB1	4,433.00		
8245 - STIP	12,330.30	0.00	12,330.30
8200- Major Street Const. - Other	0.00	0.00	0.00
Total 8200- Major Street Const.	16,763.30	0.00	16,763.30
8250 - Street Engineering	0.00	1,000.00	-1,000.00
8509 - Liability Insurance	92.21	800.00	-707.79
8511 - Work Comp Insurance	177.62	1,500.00	-1,322.38
3EA- Streets - Other	1,593.21	0.00	1,593.21
Total 3EA- Streets	74,251.44	101,649.00	-27,397.56
3E- Public Works Expense - Other	231.12		

Total 3E- Public Works Expense	74,482.56	101,649.00	-27,166.44
3EB- Sewer Expense			
8545 - Clothes Allowance	0.00	25.00	-25.00
Crime Insurance	1.09	0.00	1.09
6308-Property Insurance	251.72	650.00	-398.28
8505 - Admin Allocation - Sewe	0.00	84,352.00	-84,352.00
8510- Sewer Payroll	13,656.93	16,380.00	-2,723.07
8520- Sewer Expenses			
1-015 - Sewer Power bill	184.50	200.00	-15.50
1-019 bbp sewer	181.17	300.00	-118.83
8521- Sewer Rep & Mtnce	1,351.27	2,000.00	-648.73
8527 Fuel-Oil	0.00	500.00	-500.00
8553- Auro Insurance	162.31	650.00	-487.69
8520- Sewer Expenses - Other	0.00	0.00	0.00
Total 8520- Sewer Expenses	1,879.25	3,650.00	-1,770.75
8522 - Waste Water Monitoring	2,100.00	5,000.00	-2,900.00
8530- Sewer Supplies	53.62	1,000.00	-946.38
8535-Office	500.00	0.00	500.00
8540- State Fees	30,531.00	21,000.00	9,531.00
8549- Mobile Equip.	38.41	100.00	-61.59
8550 - Liability Insurance	124.19	800.00	-675.81
8551 - Work Comp Insurance	237.50	2,000.00	-1,762.50
8552 - Training	130.00	300.00	-170.00
Sewer Testing	0.00	2,000.00	-2,000.00
3EB- Sewer Expense - Other	773.55		
Total 3EB- Sewer Expense	50,277.26	137,257.00	-86,979.74
3EC- Water Expense			
8618 - Clothes Allowance	0.00	25.00	-25.00
Crime Insurance	1.09	0.00	1.09
6307-Property Insurance	882.95	1,700.00	-817.05
8605 - Allocate Admin - Water	1,077.00	81,552.00	-80,475.00
8609- Water Training	7,504.69	500.00	7,004.69
8610- Water Parts & Supplies	3,209.19	1,000.00	2,209.19
8612- Water Office & Postage	2,252.64	5,000.00	-2,747.36
8615- Water Payroll	62,453.96	19,240.00	43,213.96
8620- Water Repairs & Mtnce	37,524.00	5,000.00	32,524.00
8623- Mobile Equip.	38.41	150.00	-111.59
8624 - Auto Insurance	162.31	650.00	-487.69
8625- Water Liability Ins	124.19	800.00	-675.81
8626 - Work Comp	297.37	3,000.00	-2,702.63
8627 - Fuel-Oil	7,222.02	1,300.00	5,922.02
8630- Water Fees & Testing	5,134.46	4,000.00	1,134.46
8640- Water Utilities			
1-000 - Water Power			

New Pump	12,293.81	14,000.00	-1,706.19
Old pump	763.54	1,000.00	-236.46
Total 1-000 - Water Power	13,057.35	15,000.00	-1,942.65
1-001 - Water Phones			
468-2598	3,226.31	2,500.00	726.31
468-5864	910.32	900.00	10.32
Cell	1,427.90	0.00	1,427.90
1-001 - Water Phones - Other	33.09		
Total 1-001 - Water Phones	5,597.62	3,400.00	2,197.62
Total 8640- Water Utilities	18,654.97	18,400.00	254.97
8650- Water Engineering	0.00	0.00	0.00
8660- Water Interest			
8632 - Revenue Bond Interest	0.00	13,500.00	-13,500.00
Total 8660- Water Interest	0.00	13,500.00	-13,500.00
3EC- Water Expense - Other	554.28	0.00	554.28
Total 3EC- Water Expense	147,093.53	155,817.00	-8,723.47
3EG -8690 -Water Planning Grant	1,657.50	0.00	1,657.50
4E- Parks & Recreation Expense			
9151- City Hall Maintenance	1,981.46	8,000.00	-6,018.54
9115 - Clothes Allowance	0.00	25.00	-25.00
Crime Insurance	1.09	0.00	1.09
9116 - Janitorial Payroll	15,137.25	5,226.00	9,911.25
02 Admin Allocation - Parks	0.00	40,776.00	-40,776.00
03 Parks & Recreation Grants			
2020 Per Capita - Scout Hall	110.00	0.00	110.00
2020 Per Capita - LLP			
Improvements	3,028.00	0.00	3,028.00
LLP Project Payroll	152.00	0.00	152.00
2020 Per Capita - LLP - Other	7.67	0.00	7.67
Total 2020 Per Capita - LLP	3,187.67	0.00	3,187.67
9830 - Walker Field Grant			
Restroom			
Restroom Materials	63.73		
Total Restroom	63.73		
Total 9830 - Walker Field Grant	63.73		
Total 03 Parks & Recreation Grants	3,361.40	0.00	3,361.40
6305- Property Ins Parks			
9104- Mobile Equip.	38.41	0.00	38.41
6305- Property Ins Parks - Other	1,010.78	2,500.00	-1,489.22
Total 6305- Property Ins Parks	1,049.19	2,500.00	-1,450.81
9105- Auto Insurance	162.31	700.00	-537.69
9106 - Work Comp Parks	474.99	3,000.00	-2,525.01
9107 - Liability Ins Parks	250.53	2,000.00	-1,749.47
9108 - L.L. Park	0.00	0.00	0.00

9109- Parks Payroll	18,685.32	29,120.00	-10,434.68
9110 - Park Expense	384.57	2,000.00	-1,615.43
9130- Ball Park Expenses			
1-002 - LLP Snack	414.81	200.00	214.81
1-013 - BBP lights	2,785.41	2,500.00	285.41
1-014 - LLP lights	325.72	300.00	25.72
1-017 - BBP pump	191.19	0.00	191.19
9131- Maintenance & Supplies	1,987.24	5,000.00	-3,012.76
9130- Ball Park Expenses - Other	0.00	187.00	-187.00
Total 9130- Ball Park Expenses	5,704.37	8,187.00	-2,482.63
9140- Scout Hall Expenses			
1-006 - Scout Hall Power	1,293.90	550.00	743.90
9141- Scout Hall Repairs	0.00	0.00	0.00
Total 9140- Scout Hall Expenses	1,293.90	550.00	743.90
9160- Museum Expenses			
1-004 - Museum Electricity	555.46	1,000.00	-444.54
1-XXX - Museum Monitor Fuel	2,373.66	2,000.00	373.66
5568- Museum Phone	1,170.81	1,500.00	-329.19
9161- Museum Maintenance	39.20		
Total 9160- Museum Expenses	4,139.13	4,500.00	-360.87
4E- Parks & Recreation Expense - Other	0.00	0.00	0.00
Total 4E- Parks & Recreation Expense	52,625.51	106,584.00	-53,958.49
4EF - Sewer Grant	10,991.29	0.00	10,991.29
5E - American Rescue Plan			
6.1 - Government Expense	197.75	0.00	197.75
Total 5E - American Rescue Plan	197.75	0.00	197.75
6504- Payroll Taxes			
Federal Unemployment	4,468.86	0.00	4,468.86
6506- FICA	33,606.96	17,447.00	16,159.96
6508- Medicare	7,859.70	8,378.00	-518.30
6512- SUI	13,083.60	3,820.00	9,263.60
6516 - ETT	0.00	10.00	-10.00
6504- Payroll Taxes - Other	1,360.46	0.00	1,360.46
Total 6504- Payroll Taxes	60,379.58	29,655.00	30,724.58
9700- CBDG Const Housing			
Gen Adm & Program Delivery	631.75	0.00	631.75
Payroll Expenses	73,591.40	2,500.00	71,091.40
Reconciliation Discrepancies	2.00	0.00	2.00
transfers	-482,712.62		
Total Expense	1,196,097.25	#####	-395,647.75
Net Income	287,696.10	#####	-777,624.90

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Town of Fort Jones
Transaction List by Vendor
June 2024

	Type	Date	Num
360 Rescue LLC	Bill	06/05/2024	20240529
	Bill Pmt -Check	06/05/2024	26990
ALLSTAR Fire Equipment Inc.	Bill	06/13/2024	256218
	Bill Pmt -Check	06/13/2024	27005
AT&T	Bill	06/18/2024	X06102024
	Bill Pmt -Check	06/18/2024	26989
Carolina Lascano	Bill	06/13/2024	Hall Rental
	Bill Pmt -Check	06/13/2024	27006
Cascade Fire Equipment Company	Bill	06/13/2024	Inv# 10938,11503
	Bill Pmt -Check	06/13/2024	27007
Charles W. Pillon	Bill	06/13/2024	4630, 4631
	Bill Pmt -Check	06/13/2024	27008
Cherie Stephen	Bill	06/18/2024	Reimb
	Bill Pmt -Check	06/18/2024	27032
City of Medford Finance Department	Bill	06/13/2024	IN040818
	Bill Pmt -Check	06/13/2024	27009
Collier Interpretive & Information Center	Bill	06/05/2024	240522
	Bill Pmt -Check	06/05/2024	26991
Dawn Schott	Bill	06/13/2024	Travel Reimb
	Bill Pmt -Check	06/13/2024	27010
Downey Heating & Cooling	Bill	06/26/2024	Town Hall
	Bill Pmt -Check	06/26/2024	27035
E&S Engineers and Surveyors	Bill	06/05/2024	4521, 4515, 4530
	Bill Pmt -Check	06/05/2024	26992
Fort Jones Ace Hardware	Bill	06/05/2024	9365, 9327,9310
	Bill	06/05/2024	Various
	Bill Pmt -Check	06/05/2024	26993
	Bill	06/13/2024	112265
	Bill Pmt -Check	06/13/2024	27011
	Bill	06/18/2024	9508,9534,9538,9556

Town of Fort Jones
Transaction List by Vendor
June 2024

	Type	Date	Num
	Bill Pmt -Check	06/18/2024	27029
	Bill	06/26/2024	Invoice 9607 / 9650
	Bill Pmt -Check	06/26/2024	27042
Fort Jones Lumber			
	Bill	06/13/2024	313611,313060,213328
	Bill Pmt -Check	06/13/2024	27012
	Bill	06/18/2024	313886
	Bill Pmt -Check	06/18/2024	27030
	Bill Pmt -Check	06/26/2024	27036
Kathye Banks			
	Bill	06/05/2024	240531
	Bill Pmt -Check	06/05/2024	26994
PACE Labs			
	Bill	06/05/2024	2404280-28
	Bill Pmt -Check	06/05/2024	26995
	Bill	06/26/2024	2404890-28
	Bill Pmt -Check	06/26/2024	27037
Pacific Power			
	Bill	06/05/2024	May 2024
	Bill Pmt -Check	06/05/2024	26996
PlaceWorks			
	Bill	06/18/2024	83435
	Bill Pmt -Check	06/18/2024	27031
Prentice Long			
	Bill	06/05/2024	6680
	Bill Pmt -Check	06/05/2024	26997
Quad-B Systems			
	Bill	06/05/2024	10315
	Bill Pmt -Check	06/05/2024	26998
Quadient			
	Bill	06/26/2024	Q1383285
	Bill Pmt -Check	06/26/2024	27038
QuickBooks Payroll Service			
	Liability Check	06/07/2024	
	Liability Check	06/07/2024	
	Liability Check	06/07/2024	
	Liability Check	06/21/2024	
R.B. Aldrich Construction			
	Bill	06/13/2024	Concrete Pour
	Bill Pmt -Check	06/13/2024	27013
Saber Stitching			
	Bill	06/13/2024	INV0112
	Bill Pmt -Check	06/13/2024	27014

Town of Fort Jones
Transaction List by Vendor
June 2024

	Type	Date	Num
SAM	Bill	06/26/2024	Renewal
	Bill Pmt -Check	06/26/2024	27043
Scott Valley Auto Parts	Bill	06/13/2024	Acct 1950 05/30/24
	Bill Pmt -Check	06/13/2024	27015
Scott Valley Disposal	Bill	06/05/2024	May Billing
	Bill Pmt -Check	06/05/2024	26999
SHN Consulting Engineers & Geologists	Bill	06/18/2024	121485
	Bill Pmt -Check	06/18/2024	1046
Siskiyou Telephone	Bill	06/05/2024	May 2024
	Bill Pmt -Check	06/05/2024	27001
Stifel	Bill	06/26/2024	PPE 06/15/2024
	Bill Pmt -Check	06/26/2024	27039
Town Web Design, LLC	Bill	06/27/2024	inv# 7940
	Bill Pmt -Check	06/27/2024	27044
Ubeo West LLC	Bill	06/05/2024	530148956
	Bill Pmt -Check	06/05/2024	27000
USA Bluebook	Bill	06/13/2024	3392107-1
	Bill Pmt -Check	06/13/2024	27016
	Bill	06/26/2024	391536
	Bill Pmt -Check	06/26/2024	27040
Valley Pacific Petroleum Services	Bill	06/13/2024	CL 24-761906
	Bill Pmt -Check	06/13/2024	27017
	Bill	06/26/2024	CL 24-770440
	Bill Pmt -Check	06/26/2024	27041
Valley Tire	Bill	06/13/2024	61016
	Bill Pmt -Check	06/13/2024	27018

Town of Fort Jones
Transaction List by Vendor
June 2024

	Memo	Account	Clr
360 Rescue LLC	Invoice 20240529	2000 - Accounts Payable	
	Invoice 20240529	02-810025 - GF	
ALLSTAR Fire Equipment Inc.	Invoices 256218	2000 - Accounts Payable	
	Invoices 256218	02-810025 - GF	
AT&T	FD iPads 287314135098	2000 - Accounts Payable	
	FD iPads 287314135098	02-028700	
Carolina Lascano	Discount	2000 - Accounts Payable	
	Discount	02-810025 - GF	
Cascade Fire Equipment Company	Fire Dept. Invoice # 10938,11503	2000 - Accounts Payable	
	Fire Dept. Invoice # 10938,11503	02-810025 - GF	
Charles W. Pillon	Invoice 4630, 4631	2000 - Accounts Payable	
	Invoice 4630, 4631	02-810025 - GF	
Cherie Stephen		2000 - Accounts Payable	
		02-810025 - GF	
City of Medford Finance Department	Fire Dept- Fleet Services-May 2024	2000 - Accounts Payable	
	Fire Dept- Fleet Services-May 2024	02-810025 - GF	
Collier Interpretive & Information Center	Brochure - JPA Participation	2000 - Accounts Payable	
	2021-051	02-810025 - GF	
Dawn Schott	Travel Reimb	2000 - Accounts Payable	
	Travel Reimb	02-810025 - GF	
Downey Heating & Cooling	Emergency repair on A/C fan	2000 - Accounts Payable	
	Emergency repair on A/C fan	02-810025 - GF	
E&S Engineers and Surveyors	SB1 / Mo Retainer / STIP	2000 - Accounts Payable	
	SB1 / Mo Retainer / STIP	02-810025 - GF	
Fort Jones Ace Hardware	Invoices 9365, 9327, 9310	2000 - Accounts Payable	
	Invoices 9292, 9291,9284,9245, 9205	2000 - Accounts Payable	
		02-810025 - GF	
	9431,9435,9428,9421,9447,9393,9449	2000 - Accounts Payable	
	9431,9435,9428,9421,9447,9393,9449	02-810025 - GF	
	Invoices 9508,9534,9538,9556	2000 - Accounts Payable	

Town of Fort Jones

Transaction List by Vendor

June 2024

	Memo	Account	Clr
	Invoices 9508,9534,9538,9556	02-810025 - GF 2000 - Accounts Payable 02-810025 - GF	
Fort Jones Lumber	313611, 313060, 213328 313611, 313060, 213328 Invoice 313886 Invoice 313886 VOID: Invoice 9607 and 9650	2000 - Accounts Payable 02-810025 - GF 2000 - Accounts Payable 02-810025 - GF 02-810025 - GF	√
Kathye Banks	Receipt Book Receipt Book	2000 - Accounts Payable 02-810025 - GF	
PACE Labs	Customer Id# 28-100213 Customer Id# 28-100213 Customer Id# 28-100213 Customer Id# 28-100213	2000 - Accounts Payable 02-810025 - GF 2000 - Accounts Payable 02-810025 - GF	
Pacific Power	63323681-001 4 63323681-001 4	2000 - Accounts Payable 02-810025 - GF	
PlaceWorks	Housing Element 6th cycle Housing Element 6th cycle	2000 - Accounts Payable 02-810025 - GF	
Prentice Long	Legal Fees Legal Fees	2000 - Accounts Payable 02-810025 - GF	
Quad-B Systems	Invoice 10315 Invoice 10315	2000 - Accounts Payable 02-810025 - GF	
Quadient	Invoice:Q1254950, Lease # N23123235 Invoice:Q1254950, Lease # N23123235	2000 - Accounts Payable 02-810025 - GF	
QuickBooks Payroll Service	Created by Payroll Service on 06/04/2024 Created by Payroll Service on 06/04/2024 Created by Payroll Service on 06/04/2024 Created by Payroll Service on 06/17/2024	02-810025 - GF 02-810025 - GF 02-810025 - GF 02-810025 - GF	
R.B. Aldrich Construction	Concrete Pour Per Capita LLP Concrete Pour Per Capita LLP	2000 - Accounts Payable 02-810025 - GF	
Saber Stitching	INV0112 INV0112	2000 - Accounts Payable 02-810025 - GF	

Town of Fort Jones
Transaction List by Vendor
June 2024

	Memo	Account	Clr
SAM			
	SAM renewal for 3 years	2000 - Accounts Payable	
	SAM renewal for 3 years	02-810025 - GF	
Scott Valley Auto Parts			
	Invoices 386567,386677,386915,386275	2000 - Accounts Payable	
	Invoices 386567,386677,386915,386275	02-810025 - GF	
Scott Valley Disposal			
	May Billing	2000 - Accounts Payable	
	May Billing	02-810025 - GF	
SHN Consulting Engineers & Geologists			
	Invoice 121485	2000 - Accounts Payable	
	Invoice 121485	02-810116 - WRF	
Siskiyou Telephone			
		2000 - Accounts Payable	
		02-810025 - GF	
Stifel			
	Simple IRA Contributions	2000 - Accounts Payable	
	Simple IRA Contributions	02-810025 - GF	
Town Web Design, LLC			
	inv# 7940 website for 2024	2000 - Accounts Payable	
	inv# 7940 website for 2024	02-810025 - GF	
Ubeo West LLC			
	Account 1654990	2000 - Accounts Payable	
	Account 1654990	02-810025 - GF	
USA Bluebook			
		2000 - Accounts Payable	
		02-810025 - GF	
		2000 - Accounts Payable	
		02-810025 - GF	
Valley Pacific Petroleum Services			
	Account: C302016 ;05-31-2024	2000 - Accounts Payable	
	Account: C302016 ;05-31-2024	02-810025 - GF	
	Account: C302016 ;06-15-2024	2000 - Accounts Payable	
	Account: C302016 ;06-15-2024	02-810025 - GF	
Valley Tire			
	Invoice 61016	2000 - Accounts Payable	
	Invoice 61016	02-810025 - GF	

Town of Fort Jones
Transaction List by Vendor
June 2024

	Split	Amount
360 Rescue LLC		
	7520- Fire Dept Supl & Mtnce	-25,139.10
	2000 - Accounts Payable	-25,139.10
ALLSTAR Fire Equipment Inc.		
	2EB- Fire Department Expense	-34,175.21
	2000 - Accounts Payable	-34,175.21
AT&T		
	2261- Fire Dept. Phone	-331.74
	2000 - Accounts Payable	-331.74
Carolina Lascano		
	1E- General Government Expense	-75.00
	2000 - Accounts Payable	-75.00
Cascade Fire Equipment Company		
	7520- Fire Dept Supl & Mtnce	-7,185.75
	2000 - Accounts Payable	-7,185.75
Charles W. Pillon		
	5402 - Audit Fees	-3,025.00
	2000 - Accounts Payable	-3,025.00
Cherie Stephen		
	1E- General Government Expense	-450.00
	2000 - Accounts Payable	-450.00
City of Medford Finance Department		
	7520- Fire Dept Supl & Mtnce	-7,980.41
	2000 - Accounts Payable	-7,980.41
Collier Interpretive & Information Center		
	5700- Publication	-400.00
	2000 - Accounts Payable	-400.00
Dawn Schott		
	7532 - FF Training	-238.78
	2000 - Accounts Payable	-238.78
Downey Heating & Cooling		
	9153- Emergency expenses	-550.00
	2000 - Accounts Payable	-550.00
E&S Engineers and Surveyors		
	-SPLIT-	-4,660.75
	2000 - Accounts Payable	-4,660.75
Fort Jones Ace Hardware		
	-SPLIT-	-48.77
	-SPLIT-	-115.33
	2000 - Accounts Payable	-164.10
	-SPLIT-	-68.58
	2000 - Accounts Payable	-68.58
	-SPLIT-	-120.24

Town of Fort Jones

Transaction List by Vendor

June 2024

	Split	Amount
	2000 - Accounts Payable	-120.24
	7520- Fire Dept Supl & Mtnce	-25.51
	2000 - Accounts Payable	-25.51
Fort Jones Lumber		
	-SPLIT-	-189.94
	2000 - Accounts Payable	-189.94
	9150-City Hall Expenses	-12.75
	2000 - Accounts Payable	-12.75
	2000 - Accounts Payable	0.00
Kathye Banks		
	5220- Supp\USPS	-5.98
	2000 - Accounts Payable	-5.98
PACE Labs		
	8630- Water Fees & Testing	-170.00
	2000 - Accounts Payable	-170.00
	8630- Water Fees & Testing	-286.60
	2000 - Accounts Payable	-286.60
Pacific Power		
	-SPLIT-	-5,031.92
	2000 - Accounts Payable	-5,031.92
PlaceWorks		
	5403 - Consulting Fees	-2,098.75
	2000 - Accounts Payable	-2,098.75
Prentice Long		
	5401 - Legal Fees	-2,034.90
	2000 - Accounts Payable	-2,034.90
Quad-B Systems		
	2285 - IT Services	-1,236.20
	2000 - Accounts Payable	-1,236.20
Quadient		
	9155 - Equipment Finance	-154.41
	2000 - Accounts Payable	-154.41
QuickBooks Payroll Service		
	-SPLIT-	-244.92
	-SPLIT-	-3,345.82
	-SPLIT-	-177.60
	-SPLIT-	-4,897.47
R.B. Aldrich Construction		
	Improvements	-2,912.00
	2000 - Accounts Payable	-2,912.00
Saber Stitching		
	7550 - Misc Expense _ Fire Dept	-450.14
	2000 - Accounts Payable	-450.14

Town of Fort Jones

Transaction List by Vendor

June 2024

	Split	Amount
SAM		
	5705 - Dues and Subscriptions	-1,299.00
	2000 - Accounts Payable	-1,299.00
Scott Valley Auto Parts		
	-SPLIT-	-628.16
	2000 - Accounts Payable	-628.16
Scott Valley Disposal		
	-SPLIT-	-310.00
	2000 - Accounts Payable	-310.00
SHN Consulting Engineers & Geologists		
	-SPLIT-	-225.00
	2000 - Accounts Payable	-225.00
Siskiyou Telephone		
	-SPLIT-	-825.35
	2000 - Accounts Payable	-825.35
Stifel		
	-SPLIT-	-1,831.90
	2000 - Accounts Payable	-1,831.90
Town Web Design, LLC		
	2285 - IT Services	-1,443.00
	2000 - Accounts Payable	-1,443.00
Ubeo West LLC		
	Equipment Rental	-230.92
	2000 - Accounts Payable	-230.92
USA Bluebook		
	8620- Water Repairs & Mtnce	-86.45
	2000 - Accounts Payable	-86.45
	8620- Water Repairs & Mtnce	-86.45
	2000 - Accounts Payable	-86.45
Valley Pacific Petroleum Services		
	-SPLIT-	-1,218.12
	2000 - Accounts Payable	-1,218.12
	-SPLIT-	-1,078.16
	2000 - Accounts Payable	-1,078.16
Valley Tire		
	5520 Fleet Maintenance	-952.13
	2000 - Accounts Payable	-952.13

Fort Jones Town Council
Regular Meeting
June 10, 2024

CERTIFICATION OF POSTING AGENDA

I, Carolin Hoefer, Customer Service Clerk, for the Town of Fort Jones, hereby certify that the agenda for the June 10, 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 June 7, 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 7:02 p.m. In addition to the mayor, councilmembers present were Kathy Banks, Mark Eayrs, Julia Collie-Mason, and Alex LaRiviere.

Staff present: Everett Hullquist – Public Works, and Deputy Clint Whitchurch – Etna P.D.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: None

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.

C. Public Works Monthly Report

A written report appears in the agenda packet. Everett asked if the car at the fire training grounds will be removed. Dawn Schott from the fire department will speak with Chief Hess about this.

D. Accounting Monthly Report

A written report appears in the agenda packet.

E. Presentation from Cal Trans on the Fort Jones Pavement Project with a Q & A

Heather Anderson, the incoming project manager, presented an overview of pavement project. This entailed, but was not limited to, the proposed plans for sidewalks, street rehabilitation, maintenance agreement for the sidewalks and timelines for the project.

Ms. Anderson also held a question-and-answer session with the council and the public after the presentation.

CONSENT CALENDAR:

Public Comments: None

1. a) Approval of Minutes:

- i. Regular Meeting May 13, 2024

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

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

Motion: Collie-Mason moves to accept the consent calendar.

Second: Eayrs

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

Nyes: None

Motion: Passes

PUBLIC HEARING: BUDGET AND RESOLUTIONS:

2. Approve Draft Operations Budget 2024/2025

Public Comment: None

Motion: Eayrs moves to approve the Draft Operations Budget 2024/2025.

Second: LaRiviere

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

Nays: None

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

3. Approve Resolution 1127 Adopting the Draft Operations Budget as the Final Operations Budget for 2024/2025.

Public Comments: None

Motion: Eayrs moves to approve Resolution 1127 adopting the Draft Operations Budget as the Final Operation Budget for 2024/2025.

Second: LaRiviere

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

Nyes: None

Motion: Passes

4. Negotiations for a Maintenance Agreement with Cal Trans for the Fort Jones Pavement Project

Public Comments: None Discussion: Council engaged with staff and Cal Trans personnel.

Motion: LaRiviere moves to enter into negotiations for a maintenance agreement for the Fort Jones Pavement Project.

Second: Collie-Mason

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

Nayes: None

Motion: Passes

5. Donation to the Dotty Olson – Etna City Pool.

Public Comment: None

Motion: Banks moves to continue the support to the Etna City Pool with a donation of \$5000.

Second: LaRiviere

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

Nayes: None

Abstain:

Motion:

6. Appoint Cherie Stephen Interim Administrator/Town Clerk

Public Comment:

Cherie Stephen was in the audience and stated that she will not leave the town.

Michelle DeCausmaker asked if there was going to any compensation for this appointment. The mayor responded to her question indicating there will be a meeting to approve compensation for her if appointed.

Motion: LaRiviere moves to appoint Cherie Stephen the Interim Town Administrator/Town Clerk.

Second: Collie-Mason

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

Nayes: None

Abstain:

Motion: Passes

7. Resolution 1128 Giving Notice of the General Municipal Election and Requesting Consolidation with the Statewide Election.

Public Comment: None

Motion: Banks moves to approve Resolution 1128 giving notice of the general municipal election and requesting consolidation with the statewide election.

Second: LaRiviere

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

Nayes: None
Motion: Passes

8. Exchange Agreement for Scott River Road Chip Seal Project

Public Comment:

Melissa Cummins for Cal Trans stated that we can reimbursements in increments.

Motion: Collie-Mason moves to approve the exchange agreement with the Siskiyou County Local Transportation Commission for the Scott River Road chip seal project.

Second: Eayrs

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

Nayes: None

Motion: Passes

9. Proposed Dog Park next to Walker Field

Public Comment: None

Discussion ensued between council and staff ranging from planting trees, moving the proposed fence, removing/not removing horseshoe pits, code enforcement and planting grass.

Motion: Collie-Mason moves to table this agenda item until further information can be obtained.

Second: LaRiviere

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

Nayes: None

Motion: Passes

10. Water and Sewer Payment Plan Agreement

Public Comment: None

Motion: Banks moves to approve the new water and sewer payment agreement.

Second: LaRiviere

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

Nayes: None

Motion: Passes

11. Fire Department MOU Regarding Strike Team Pay, Pay Per Call and Pay Per Meeting

Public Comment: None

Motion: Eayrs moves to accept the MOU as written.

Second: LaRiviere

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

Nayes: None

Abstain: J. Collie-Mason

Motion: Passes 4 to 1

STAFF COMMENTS:

Everett Hullquist wanted to let Cherie Stephen know that she is doing a great job.

COUNCIL COMMENTS: None

ADJOURNMENT:

The meeting was adjourned at 8:35 p.m. The next regular town council meeting is scheduled to be held on July 8th, 2024, at 7:00 p.m.

Attest:

Cherie Stephen, Interim Town Clerk

Approved:

Mercedes M. Garcia, Mayor

**Fort Jones Town Council
Special Meeting
June 26, 2024**

CERTIFICATION OF POSTING AGENDA

I, Cherie Stephen, Interim Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the June 26, 2024 special 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 June 25, 2024.

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

Cherie Stephen, Interim Town Clerk

CALL TO ORDER AND ROLL CALL:

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 12:30 p.m. In addition to the mayor, councilmembers present were Kathye Banks, Mark Eayrs, and Alex LaRiviere.

Staff present: Cherie Stephen – Interim Town Administrator

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: None

DISCUSSION / REPORTS: ACTION ITEMS:

1. Resolution 1129 – Stipend for Interim Town Administrator

Public Comments: None

Motion: Eayrs moves to approve Resolution 1129 approving a monthly stipend of \$1500 for the Interim Town Administrator.

Second: LaRiviere

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

Nyes: None

Absent: J. Collie-Mason

Motion: Passes

2. Appointment of Town Clerk – Melissa Mitrevski

Public Comments: None



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Mercedes Garcia - Mayor
Subject: Resolution 1130 Updating the Fair Political Practices Commission Conflict of Interest Code

Background:

The Political Reform Act requires every local government agency to review its conflict-of-interest code biennially. A conflict-of-interest code tells public officials, governmental employees, and consultants what financial interests they must disclose on their Statement of Economic Interests (Form 700).

Recommendation:

The Town Administrator recommends that the council approve Resolution 1130 updating the FPPC Conflict of Interest Code.

Motion: Banks moves to appoint Melissa Mitrevski at the Town Clerk.

Second: LaRiviere

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

Nayes: None

Absent: J. Collie-Mason

Motion: Passes

3. Approve Compensation for Town Clerk.

Public Comment: None

Motion: Banks moves to approve a starting wage of \$20.00 per hour for the Town Clerk.

Second: Eayrs

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

Nayes: None

Absent: J. Collie-Mason

Motion: Passes

STAFF COMMENTS:

Melissa Mitrevski states that she cannot wait to start work.

COUNCIL COMMENTS:

Kathye Banks stated that she attended the local JPA meeting in Yreka. She informed the council that new people will be taking over the Yreka Transfer Station and the city of Yreka has a new Air Curtain Burner that burns green waste without putting pollutants into the air.

ADJOURNMENT:

The meeting was adjourned at 12:43 p.m. The next regular town council meeting is scheduled to be held on July 8th, 2024, at 7:00 p.m.

Attest:

Cherie Stephen, Interim Town Clerk

Approved:

Mercedes M. Garcia, Mayor



RESOLUTION 1130

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES READOPTING THE TOWN OF FORT JONES CONFLICT OF INTEREST CODE CONTAINING REVISED DESIGNATED POSITIONS AND DISCLOSURE CATEGORIES

WHEREAS, the Political Reform Act, Government Code Section 87300 *et seq.* (the "Act"), requires state and local government agencies to adopt and maintain a Conflict-of-Interest Code; and

WHEREAS, the Fair Political Practices Commission has promulgated a standard Conflict of Interest Code and recommends each agency incorporate Commission Regulations 18730 and 18720 by reference as the body of their Code, and all changes to the Political Reform Act and to Regulations 18730 and 18720 will automatically be part of the City's Conflict of Interest Code; and

WHEREAS, the Town of Fort Jones, hereinafter the "City," adopts its Conflict-of-Interest Code to conform to the requirements set forth in Section 18730, and in addition, adds definitions in **Appendix "A"**, attached hereto, and amends the list of designated City employees in **Appendix "B"**, attached hereto, that shall be required to disclose financial interests pursuant to the disclosure category specified in **Appendix "C"**, attached hereto; and

WHEREAS, pursuant to the provisions of Government Code Section 87306(a), in addition to reviewing the conflict-of-interest code biennially to determine if it is accurate or requires amendments, it must also be amended when necessitated by changed circumstances, such as the creation of new positions, deletion of positions or changes in the duties assigned to existing positions; and

WHEREAS, all the City's previous Conflict of Interest Code shall be repealed and superseded upon the adoption of this resolution and adopted Conflict of Interest Code attached hereto.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Fort Jones as follows:

- **Section 1:** The Town Council finds that the above recitals are true and correct and are incorporated herein by reference.
- **Section 2:** The City's previous Conflict of Interest Code is hereby repealed and superseded by this Resolution No. 1129.
- **Section 3:** The provisions of Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission are incorporated herein by reference and, along with the attached **Appendices "A", "B" and "C"**, in which City employees are designated and the disclosure category is set forth, collectively constitute the Conflict-of-Interest Code of the Town of Fort Jones.
- **Section 4:** Pursuant to Section 18730(b)(4), designated employees of the City shall file statements of economic interests (Form 700) with the City Clerk or designated person upon assuming office, annually thereafter, and upon leaving office. Any designated employee already required to submit a disclosure statement (Form 700) pursuant to Government Code Sections 87200 and 87203 may submit a copy of that statement in lieu of any filing required by this Code, provided that no additional disclosure would be required by this Code.

- **Section 5:** The City Clerk is the filing official for the Mayor, Council members, City Administrator, Treasurer and City Attorney. For the persons holding those positions, the City Clerk accepts the filing, retains a copy, and forwards the original to the Fair Political Practices Commission in Sacramento. For all other persons holding designated positions, the City Clerk is the filing officer and retains the statements. The City Clerk will make the statements available for public inspection and reproduction, pursuant to Government Code Section 81008. The City Administrator shall be the filing officer for the City Clerk and any Deputy Clerks.
- **Section 6:** Any change provided for in this Conflict-of-Interest Code shall not affect or excuse any offense or act committed or done, or omission, or any penalty or forfeiture incurred or accruing under any other Conflict of Interest Code; nor shall it affect any prosecution, suit, or proceeding pending or any judgment rendered in connection with any other Conflict of Interest Code. This Conflict-of-Interest Code shall be reviewed and revised as necessary by October 2022 and every two years thereafter by April 1st.
- **Section 7: Severability.** The provisions of this Resolution are severable and if any provision, clause, sentence, word, or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words, or parts thereof of the Resolution or their applicability to other persons or circumstances.\
- **Section 8. Effective Date.** This resolution shall become effective immediately upon its passage and adoption.

PASSED AND ADOPTED by the Town Council of the Town of Fort Jones on July 08, 2024, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

I HEREBY CERTIFY that the foregoing Resolution No. 1129 was duly adopted at a regular meeting of the Town Council of the Town of Fort Jones on July 08, 2024.

APPROVED:

Mercedes M. Garcia, Mayor

ATTEST:

Melissa Mitrevski, Town Clerk

TOWN OF FORT JONES CONFLICT OF INTEREST CODE
APPENDIX "A"

1. "Public Official" means a member, officer, employee, or consultant of a state or local government agency. The term "public official" also includes individuals who perform the same or substantially the same duties as an individual holding an office or a position listed in Government Code Section 87200, including "other public officials who manage public investments" as that term is defined in California Code of Regulations Section 18720.

2. "Member" shall include, but not be limited to, salaried or unsalaried members of boards or commissions with decision-making authority. A board or commission possess decision-making authority whenever:

- (A) It may make a final governmental decision;
- (B) It may compel a governmental decision, or it may prevent a governmental decision either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or,
- (C) It makes substantive recommendations, which are, and over an extended period of time have been, regularly approved without significant amendment or modification by another public official or governmental agency.

3. "Designated Employee" is an officer, employee, member, or consultant of an agency whose position is designated in the code because the position entails the making or participation in the making of governmental decision which may foreseeably have a material effect on any financial interest. (Government Code Section 82019(a)(3))

- (A) Making a governmental decision means the person:
 - 1. Votes on a matter;
 - 2. Appoints a person;
 - 3. Obligates or commits his or her agency to any course of action; or,
 - 4. Enters into any contractual agreement on behalf of his or her agency.
- (B) Participating in the making of a decision, means the person:
 - 1. Negotiates, without significant substantive review, with a governmental entity or private person regarding the decision; or
 - 2. Advises or makes recommendations to the decision-maker by conducting research or an investigation, preparing or presenting a report, analysis or opinion which requires the exercise of judgment on the part of the employee and the employee is attempting to influence the decision.
- (C) The term "designated employee" does not include:
 - Public officials specified in Government Code Section 87200:
 - City Council Members
 - Mayors
 - City Managers/Administrators
 - City Attorneys
 - City Treasurers
 - Other city, county and local agency public officials who manage public investments
 - Solely clerical, ministerial, or manual positions
 - Unsalaries members of boards or commissions, which are solely advisory

4. **"Consultant"** means an individual whom, pursuant to a contract with the Town of Fort Jones:

(A) Makes a governmental decision whether to:

1. Approve a rate, rule, or regulation;
2. Adopt or enforce a law;
3. Issue, deny, suspend, or revoke any permit, license, application, certificate, approval, order or similar authorization or entitlement;
4. Authorize the agency to enter, modify, or renew a contract provided it is the type of contract, which requires agency approval;
5. Grant agency approval to a contract which requires agency approval and in which the agency is a party or to the specifications for such a contract;
6. Grant agency approval to a plan, design, report, study, or similar item;
7. Adopt, or grant agency approval of, policies, standards, or guidelines for the agency or for any subdivision thereof; or,
8. Serves in a staff capacity with the agency and in that capacity performs the same or substantially all the same duties for the agency that would otherwise be performed by an individual holding a position specified in the agency's Conflict of Interest Code.

TOWN OF FORT JONES CONFLICT OF INTEREST CODE APPENDIX B

The following is a listing of those designated individuals who are required to submit Statements of Economic interests pursuant to the Political Reform Act of 1974, as amended:

<u>Public Officials</u>	<u>Disclosure Category</u>
City Council (Mayors and Council Members)	Government Code § 87203
<i>Citizen Commissions, Committees, and Boards</i>	
Community Development Block Grant Director and Loan Committee Members	Government Code § 87203
<u>Public Officials:</u>	<u>Disclosure Category</u>
City Administrator/Manager	Government Code § 87203
City Attorney	Government Code § 87203
City Clerk	Government Code § 87203
City Treasurer	Government Code § 87203
Accounting Manager	Government Code § 87203

The following is a listing of those designated employees who are required to disclose their economic interest(s) pursuant to the corresponding category as indicated in the Disclosure Category column:

<u>Designated Positions:</u>	<u>Disclosure Category</u>
Deputy City Clerk	1
Customer Service Clerk	1
Public Works Director	1
Code Enforcement Officer	1
Fire Chief	1
Police Chief	1

Consultants

*Consultants for purposes of this Conflict-of-Interest Code are defined as individuals that provide, under contract, information or advice to the City that may entail participation in the making of decisions, recommendations, or counsel to the City, and which may have a foreseeable material effect on any financial interest of the consultant. Consultants, as defined above, are included in the list of designated employees, and shall disclose pursuant to the broadest disclosure category in the code subject to the following:

The City Administrator may determine in writing that a particular consultant, although in a "designated position" is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this code. Such written determination shall include a description of the consultant's duties and based upon that description, a statement of the extent of the disclosure requirements. The City Administrator's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

TOWN OF FORT JONES CONFLICT OF INTEREST CODE
APPENDIX "C"

Disclosure Category:

Individuals holding designated positions must report their interest according to the following disclosure category.

Category I - Full Disclosure:

Interest in real property located within the jurisdiction or within two miles of the boundaries of the jurisdiction or within two miles of any land owned or used by the Town of Fort Jones; and investments and business positions in business entities, and income, including loans; gifts, and travel payments, from all sources. (Form 700 Schedules A-1, A-2, B, C, D, and E.)



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Mercedes Garcia – Mayor and Town of Fort Jones Staff
Subject: Water and Sewer Application

Background:

The Town of Fort Jones provides water and sewer to the residence of Fort Jones, but has never had an application to present to the customers or to the landlords that gives an overview of rates, fees, and guidelines. This application will also provide staff with landlord/tenant information and the ability to hold the landlord/tenant liable for outstanding bills.

Attached is the proposed water and sewer application.

Recommendation:

The Town Administrator recommends that the council approve the new water and sewer application.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Mercedes Garcia – Mayor and the Town of Fort Jones Staff
Subject: Possible Approval of Resolution 1131 for Public Works Fee Schedule for Services

Background:

The Town of Fort Jones public works department currently does not have a fee schedule for the services that are provided by the department. Nor have labor fees been established. These fees will help cover the costs of employee wages, equipment maintenance, and other miscellaneous fees.

Attached is Resolution 1131 and proposed fee schedule.

Recommendation:

The Town Administrator recommends that the council approve Resolution 1131 and the associated fee schedule for public works services.



Gateway to the Marble Mountains

RESOLUTION #1131

RESOLUTION OF THE TOWN OF FORT JONES ADOPTING A FEE SCHEDULE FOR PUBLIC WORKS SERVICES AND THE TOWN OF FORT JONES SEWER AND WATER APPLICATION

WHEREAS, the Town of Fort Jones has implemented a new sewer and water application with applicable fees; and

WHEREAS, the Town of Fort Jones has realized the need for labor and equipment fees for public works personnel, and equipment; and

WHEREAS, the sewer and water application has been adopted on 08 July 2024.

NOW THEREFORE, BE IT RESOLVED: The Town Council of the Town of Fort Jones hereby adopts the attached Fee Schedule for the newly adopted sewer and water application and public works labor and equipment fees.

PASSED AND ADOPTED this 8th day of July 2024, by the following vote:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Approved:

Mercedes M. Garcia, Mayor

Attest:

Melissa Mitrevski, Town Clerk



Gateway to the Marble Mountains

Fee Schedule and Guidelines

Public Works Service Fees

Fort Jones Standard Labor Charges:

Public Works Staff:	\$50.00/Hour during business hours, per person, 30 min increments
	\$75.00/Hour after-hours business rate, per person, minimum 1 hour

Fort Jones Standard Equipment Charges:

Backhoe:	\$100.00/Hour, 30 min increments
Dump Truck:	\$100.00/Hour, 30 min increments
Sewer Flusher Truck:	\$75.00/Hour, 30 min increments
Sewer Vacuum Trailer	\$75.00/Hour, 30 min increments

Fee Schedule

Water Service Fees

Residential/Commercial Water Fees- Misc.

Water Turn On/Off (5pm-8:00am)	\$50.00 (each call for customer/landlord repairs)
Water Reconnect Fee (8am-5pm)	\$42.00 (reconnect from delinquent account)
Water Reconnect Fee (5pm-8:00am)	\$100.00 (reconnect from delinquent account – after business hours)
Water Modification Fee	\$50.00 (shut-off or activation by request of landlord/property owner)
Water Meter Tampering Fee:	\$100.00
Utilities Deposit Water/Sewer:	\$166.00 (twice monthly amount for full basic service + fees)
Utility Account Changes	\$25.00 (admin. fee)
Delinquent Bill Fees:	\$5.00 (each 30 days delinquent)
Backflow Testing Fee:	\$125.00 (every 12 months)

Guidelines for Personnel and Equipment Use:

- 1. Equipment is not to be used on private property.**
 - a. Exception – property abatement**
- 2. Town employees are not to work on or assist property owners on their property.**
 - a. Exception – when easements are granted to work on Town infrastructure.**
- 3. If a property owners sewer/water system fails and it causes a backup or hazard to public property, the property owner will be charged equipment and labor fees.**
- 4. Equipment may be used to aid local municipalities.**
- 5. Business hours are considered Town Hall hours 8am to 5pm**



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Everett Hullquist – Public Works
Subject: Waste Water 2 Test for Public Works Employee Everett Hullquist

Background:

Everett Hullquist is requesting that he be able to take the WasteWater2 exam. Reasons for the request is that once the wastewater plant is complete an operator with a WW2 certification is required to operate the said plant and in the Public Works Director job description as WW2 is required for the position.

Mr. Hullquist is proposing that it will be cheaper to have someone on staff with this certification than it will be for the Town to hire a Director of Public Works.

The cost for this test is \$155.00, plus gas for travel to Redding.

Recommendation:

The Town Administrator recommends that council wait until it is required for the Town have an operator with a WW2 certificate. Currently, it is not a job requirement of the present public works staff.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Angela Zambrano-Ibbs - Siskiyou County Health & Human Services Agency
Public Health Division
Subject: Renewal for the Right of Use Agreement – WIC Program

Background:

The current agreement between the Town of Fort Jones and Siskiyou County Public Health for the WIC program is set to expire on September 30, 2024. We would like to renew the agreement for three (3) years if that is acceptable to you. The agreement would go from October 1, 2024 through September 30, 2027, which would align with our WIC grant.

Recommendation:

The Town Administrator recommends that the council renew the Right of Use Agreement with the Siskiyou County Health & Human Services Agency for the WIC Program.

COUNTY OF SISKIYOU
RIGHT OF USE AGREEMENT

This Agreement is entered into on the date signed by all parties to it.

COUNTY: Siskiyou County Health and Human Services Agency
Public Health Division – WIC Program
810 S. Main Street
Yreka, CA 96097

And

LANDLORD: Town of Fort Jones
PO Box 40
11960 East Street
Fort Jones, CA 96032

1. Contract Term: This Agreement is effective as of October 1, 2024, and terminates September 30, 2027, unless terminated in accordance with the provisions of this Agreement.
2. Premises: Landlord will provide County the right to use, as necessary, the Premises; Landlord shall provide a description of the Premises in Exhibit "A" attached hereto. Landlord will provide County the right to use, as necessary, the Premises according to the calendar of said dates for occupancy as outlined in Exhibit "B" attached hereto.
3. Rent: County will pay Rent to Landlord for use of the Premises. County agrees to pay Landlord a monthly rate amount of One Hundred Fifty Dollars (\$150.00), the aggregate amount which shall not exceed Five Thousand Four Hundred Dollars (\$5,400.00) for the term of the Agreement. The County is renting the Premises one day per month at the rate of \$150.00 per day (month) as specified in the schedule set forth in Exhibit B. The rental space in Fort Jones is only needed one day per month, and the other city locations do not pertain to the Premises at issue in rental agreement.
4. Date for Payment: County will make payment on the first business day of each month, unless holiday, then adjust to next day of business.
5. Use: County will use the Premises as an office space, for those uses incidental to the use as an office space, and for those uses for which the Premises is intended.
6. Care: County will keep the Premises, during the times of County's use, in an orderly condition. If Landlord considers County to be in breach of this provision, Landlord must provide County notice of the breach and provide County 30 days from the receipt of notice to cure breach.
7. Indemnification: Landlord shall indemnify and hold County harmless against any and all liability imposed or claimed, including attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of Landlord or Landlord's assistants, employees, or agents, including all claims relating to the injury or death of any person or damage to any property.

Landlord agrees to maintain a policy of liability insurance in the minimum amount of (\$1,000,000) One Million Dollars, to cover such claims or in an amount determined appropriate by the County Risk Manager. If the amount of insurance is reduced by the County Risk Manager such reduction must be in writing. Landlord shall furnish a certificate of insurance evidencing such insurance and naming the County as an additional insured for the above-cited liability coverage prior to County's use of Premises. It is understood that the duty of Landlord to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. Acceptance by County of insurance certificates and endorsements required under this Agreement does not relieve Landlord from liability or limit Landlord's liability under this indemnification and hold harmless clause. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether or not such insurance policies shall have been determined to apply. By execution of this Agreement, Landlord acknowledges and agrees to the provisions of this Section and that it is a material element of consideration.

8. Insurance: County is self-insured and will cover its liability and damage risks under its self-insurance program. Landlord must maintain general liability coverage in an amount satisfactory to County. Landlord must provide to County a certificate of insurance as evidence that Landlord maintains the required coverage. In the event of cancellation, non-renewal, or material alteration effecting coverage required by this Agreement, the party suffering cancellation, non-renewal, or alteration must immediately provide notice to the other. The party receiving notice may terminate this Agreement.
9. Personal Property of County: All fixtures and equipment installed on or about the Premises by County, or owned by County, continue to be the property of County.
10. Signs: County, at its own expense, may erect and maintain on or about the Premises any signage it determines is reasonably necessary to provide notice to the public of County's use.
11. Compliance of Premises: Landlord represents that the Premises complies with all federal, state, and local laws, rules and regulations now in force. Landlord further represents that Landlord will maintain the Premises, at its sole cost and expense, in compliance with all federal, state, and local laws, rules and regulations as amended.
12. Hazardous Materials: Landlord represents that, with respect to the Premises and the land upon which the Premises is located; Landlord has not received notice from any governmental agency with respect to any hazardous materials or substances. If Landlord receives notice, Landlord must immediately notify County and take action as necessary to bring the Premises into compliance with notice. If Landlord chooses not to cure, or fails to timely cure, the, County may terminate this Agreement.
13. Bankruptcy: Landlord shall immediately notify County in the event that Landlord ceases conducting business in the normal manner, becomes insolvent, makes a general assignment for the benefit of creditors, suffer or permits the appointment of a receiver for its business or assets, or avails itself of, or becomes subject to, any proceeding under the Federal Bankruptcy Act or any other statute of any state relating to insolvency or protection of the rights of creditors. Upon such notification, the County may terminate this Agreement.

14. Termination by County for Default of Landlord: Should Landlord default in the performance of this Agreement or materially breach any of its provisions, County, at County's option, may terminate this Agreement by giving written notification to Landlord.
15. Termination for Convenience of County: County may terminate this Agreement at any time by providing a notice in writing to Landlord that the Agreement is terminated.
16. Termination of Funding: County may terminate this Agreement in any fiscal year in that it is determined there is not sufficient funding. California Constitution Article XVI Section 18.
17. Notices: Any notices to be given hereunder by either party to the other may be effected either by personal delivery in writing or by mail, registered or certified, postage prepaid or return receipt requested. Mailed notices shall be addressed to the parties at the addresses appearing in the introductory paragraph of this Agreement, but each party may change the address by written notice in accordance with the paragraph. Notices delivered personally will be deemed communicated as of actual receipt; mailed notices will be deemed communicated as of two (2) days after mailing.
18. Entire Agreement of the Parties: This Agreement supersedes any and all contracts, either oral or written, between the parties hereto with respect to the use of the Premises by County and contains all the covenants and contracts between the parties with respect to the use in any manner whatsoever. Each party to this Agreement acknowledges that no representations, inducements, promises, or contract, orally or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no other contract, statement, or promise not contained in this Agreement shall be valid or binding. Any modification of this Agreement will be effective only if it is in writing signed by the Party to be charged and approved by the County as provided herein or as otherwise required by law.
19. Partial Invalidity: If any provision in this Agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provision will nevertheless continue in full force without being impaired or invalidated in any way.
20. Attorney's Fees: If any action at law or in equity, including an action for declaratory relief, is brought to enforce or interpret the provisions of this Agreement, the prevailing party will be entitled to reasonable attorney's fees, which may be set by the court in the same action or in a separate action brought for that purpose, in addition to any other relief to which that party may be entitled.
21. Conformance to Applicable Laws: Landlord shall comply with the standard of care regarding all applicable federal, state and county laws, rules and ordinances. Landlord shall not discriminate in the employment of persons who work under this contract because of race, the color, national origin, ancestry, disability, sex or religion of such person.
22. Waiver: In the event that either County or Landlord shall at any time or times waive any breach of this Agreement by the other, such waiver shall not constitute a waiver of any other or succeeding breach of this Agreement, whether of the same or any other covenant, condition or obligation.

23. Governing Law: This Agreement and all matters relating to it shall be governed by the laws of the State of California and the County of Siskiyou and any action brought relating to this Agreement shall be brought exclusively in a state court in the County of Siskiyou.
24. Negotiated Agreement: This Agreement has been arrived at through negotiation between the parties. Neither party is to be deemed the party which prepared this Agreement within the meaning of California Civil Code Section 1654. Each party hereby represents and warrants that in executing this Agreement it does so with full knowledge of the rights and duties it may have with respect to the other. Each party also represents and warrants that it has received independent legal advice from its attorney with respect to the matters set forth in this Agreement and the rights and duties arising out of this Agreement, or that such party willingly foregoes any such consultation.
25. Time is of the Essence: Time is of the essence in the performance of this Agreement.
26. Materiality: The parties consider each and every term, covenant, and provision of this Agreement to be material and reasonable.
27. Authority and Capacity: Landlord and Landlord's signatory each warrant and represent that each has full authority and capacity to enter into this Agreement.
28. Binding on Successors: All of the conditions, covenants and terms herein contained shall apply to, and bind, the heirs, successors, executors, administrators and assigns of Landlord. Landlord and all of Landlord's heirs, successors, executors, administrators, and assigns shall be jointly and severally liable under the Agreement.
29. Cumulation of Remedies: All of the various rights, options, elections, powers and remedies of the parties shall be construed as cumulative, and no one of them exclusive of any other or of any other legal or equitable remedy which a party might otherwise have in the event of a breach or default of any condition, covenant or term by the other party. The exercise of any single right, option, election, power or remedy shall not, in any way, impair any other right, option, election, power or remedy until all duties and obligations imposed shall have been fully performed.
30. No Reliance On Representations: Each party hereby represents and warrants that it is not relying, and has not relied upon any representation or statement made by the other party with respect to the facts involved or its rights or duties. Each party understands and agrees that the facts relevant, or believed to be relevant to this Agreement, may hereunder turn out to be other than, or different from the facts now known to such party as true, or believed by such party to be true. The parties expressly assume the risk of the facts turning out to be different and agree that this Agreement shall be effective in all respects and shall not be subject to rescission by reason of any such difference in facts.
31. Incorporation by Reference. The exhibits, the schedules, and any other separate writing attached to this Agreement, constitute a part of this Agreement and are incorporated into this Agreement by this reference. Should any inconsistency exist or arise between a provision of this Agreement and a provision of any exhibit, schedule, or other incorporated writing, the provisions of this Agreement will prevail.

IN WITNESS WHEREOF, County and Lessor have executed this agreement on the dates set forth below, each signatory represents that he/she has the authority to execute this agreement and to bind the Party on whose behalf his/her execution is made.

LESSOR: Town of Fort Jones

Date: _____
Mercedes Garcia, Mayor

Note to Lessor: For corporations, the contract must be signed by two officers. The first signature must be that of the chairman of the board, president or vice-president; the second signature must be that of the secretary, assistant secretary, chief financial officer or assistant treasurer. (Civ. Code, Sec. 1189 & 1190 and Corps. Code, Sec. 313.)

TAXPAYER I.D. 94-6030665

COUNTY OF SISKIYOU

Angela Davis, County Administrator (Date)

APPROVED AS TO LEGAL FORM:

Natalie E. Reed, County Counsel (Date)

APPROVED AS TO ACCOUNTING FORM:

<u>Fund</u>	<u>Organization</u>	<u>Account</u>
2121	401090	726000
FY 2024/2025		\$1,350.00
FY 2025/2026		\$1,800.00
FY 2026/2027		\$1,800.00
FY 2027/2028		\$ 450.00

If not to exceed, include amount not to exceed: \$5,400.00

Diane Olson, Auditor-Controller (Date)

APPROVED AS TO INSURANCE REQUIREMENTS:

Hayley Hudson, Risk Management (Date)

EXHIBIT "A"

Real Property location is:

**Fort Jones City Hall
11960 East Street
Fort Jones, CA 96032**

This location is for office space to conduct once a month WIC Clinics. Clinics are held During normal business hours. Landlord shall pay for all utilities associated with the Above location.

Landlord will allow County use of their tables and chairs. County will be responsible for Setup and breakdown of said furniture before and after each clinic.

Exhibit B
Siskiyou County WIC Program-Fiscal Yr. Oct 2024-Sept 2025 Calendar

October 2024

1st – Happy Camp
2nd – Dorris
3rd - Ft Jones
8th- Weed
9th- Yreka
10th- Mt Shasta
15th- Tulelake
16th -Yreka
17th – Dunsmuir
22nd -Yreka
23rd - Yreka
24th - Yreka
29th- Yreka
30th- Yreka
31st -Yreka

November 2024

5th -Yreka
6th - Dorris
7th -Fort Jones
12th- Weed
13th - Yreka
14th- Mt Shasta
19th - Tulelake
20th - Yreka
21st - Dunsmuir
25th -Yreka
26th – Yreka

December 2024

3rd – Happy Camp
4th -Dorris
5th- Ft Jones
10th – Weed
11th- Yreka
12th- Mt Shasta
17th -Tulelake
18th - Yreka
19th –Dunsmuir
23rd -Yreka
26th - Yreka
31st - Yreka

January 2025

2nd – Fort Jones
7th- Yreka
8th- Dorris
9th- Mt Shasta
14th- Weed
15th- Yreka
16th- Dunsmuir
21st - Tulelake
22nd - Yreka
23rd – Yreka
28th - Yreka
29th- Yreka
30th- Yreka

February 2025

4th – Happy Camp
5th - Dorris
6th – Ft Jones
11th- Weed
12th- Yreka
13th- Mt. Shasta
18th – Tulelake
19th - Yreka
20th - Dunsmuir
25th –Yreka
26th –Yreka
27th- Yreka

March 2025

4th – Yreka
5th – Dorris
6th-Fort Jones
11th- Weed
12th- Yreka
13th- Mt Shasta
18th – Tulelake
19th _ Yreka
20th - Dunsmuir
25th – Yreka
26th - Yreka
27th - Yreka

Exhibit B
Siskiyou County WIC Program-Fiscal Yr. Oct 2024-Sept 2025 Calendar

April 2025

1st – Happy Camp
2nd – Dorris
3rd - Ft Jones
8th- Weed
9th- Yreka
10th- Mt Shasta
15th- Tulelake
16th -Yreka
17th – Dunsmuir
22nd -Yreka
23rd - Yreka
24th - Yreka
29th- Yreka
30th- Yreka

May 2025

1st -Ft Jones
6th - Yreka
7th -Dorris
13th- Weed
14th - Yreka
15th- Mt Shasta
20th - Tulelake
21st - Yreka
22nd - Dunsmuir
27th -Yreka
28th – Yreka
29th - Yreka

June 2025

3rd – Happy Camp
4th -Dorris
5th- Ft Jones
10th – Weed
11th- Yreka
12th- Mt Shasta
17th -Tulelake
18th - Yreka
19th –Dunsmuir
23rd -Yreka
26th - Yreka

July 2025

2nd – Dorris
3rd - Fort Jones
8th- Weed
9th - Yreka
10th – Mt Shasta
15th - Tulelake
16th - Yreka
17th - Dunsmuir
22nd-- Yreka
23rd- Yreka
24th – Yreka
29th- Yreka
30th - Yreka
31st - Yreka

August 2025

5th – Happy Camp
6th - Dorris
7th- Ft Jones
12th - Weed
13th- Yreka
14th- Mt Shasta
19th - Tulelake
20th - Yreka
21st - Dunsmuir
26th- Yreka
27th – Yreka
28th- Yreka

September 2025

2nd – Yreka
3rd - Dorris
4th – Ft Jones
9th- Weed
10th- Yreka
11th- Mt Shasta
16th - Tulelake
17th - Yreka
18th - Dunsmuir
23rd - Yreka
24th- Yreka
25th- Yreka
30th - Yreka

Exhibit B
Siskiyou County WIC Program-Fiscal Yr. Oct 2025-Sept 2026 Calendar

October 2025

1st – Dorris
2nd – Ft Jones
7th- Happy Camp
8th- Yreka
9th- Mt Shasta
14th- Weed
15th -Yreka
16th – Mt Shasta
21st -Tulelake
22nd - Yreka
23rd - Dunsmuir
28th- Yreka
29th- Yreka
30th -Yreka

November 2025

4th -Weed?
5th - Dorris
6th -Fort Jones
11th- Holiday
12th - Yreka
13th- Mt Shasta
18th - Tulelake
19th - Yreka
20th - Dunsmuir
25th -Yreka
26th – Yreka

December 2025

2nd – Happy Camp
3rd -Dorris
4th- Ft Jones
9th – Weed
10th- Yreka
11th- Mt Shasta
16th -Tulelake
17th - Yreka
18th –Dunsmuir
23rd -Yreka
30th - Yreka
31st - Yreka

January 2026

6th- Yreka
7th- Dorris
8th- Ft Jones
13th- Weed
14th- Yreka
15th- Mt Shasta
20th - Tulelake
21st - Yreka
22nd – Dunsmuir
27th - Yreka
28th- Yreka
29th- Yreka

February 2026

3rd – Happy Camp
4th - Dorris
5th – Ft Jones
10th- Weed
11th- Yreka
12th- Mt. Shasta
17th – Tulelake
18th - Yreka
19th - Dunsmuir
24th –Yreka
25th –Yreka
26th- Yreka

March 2026

3rd – Yreka
4th – Dorris
5th-Fort Jones
10th- Weed
11th- Yreka
12th- Mt Shasta
17th – Tulelake
18th – Yreka
19th - Dunsmuir
24th – Yreka
25th - Yreka
26th - Yreka

Exhibit B
Siskiyou County WIC Program-Fiscal Yr. Oct 2025-Sept 2026 Calendar

April 2026

1st – Dorris
2nd – Ft Jones
7th – Happy Camp
8th - Yreka
9th - Mt Shasta
14th - Weed
15th - Yreka
16th -Dunsmuir
21st – Tulelake
22nd -Yreka
23rd - Yreka
28th - Yreka
29th - Yreka
30th - Yreka

May 2026

5th - Yreka
6th -Dorris
7th – Ft Jones
12th - Weed
13th - Yreka
14th - Mt Shasta
19th - Tulelake
20th - Yreka
21st - Dunsmuir
26th -Yreka
27th – Yreka
28th - Yreka

June 2026

2nd – Happy Camp
3rd -Dorris
4th - Ft Jones
9th – Weed
10th - Yreka
11th - Mt Shasta
16th -Tulelake
17th - Yreka
18th –Dunsmuir
23rd -Yreka
24th - Yreka
25th – Yreka
30th - Yreka

July 2026

1st – Dorris
2nd - Fort Jones
7th - Yreka
8th - Yreka
9th – Mt Shasta
14th - Weed
15th - Yreka
16th - Dunsmuir
21st - Tulelake
22nd - Yreka
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28th - Yreka
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August 2026

4th – Happy Camp
5th - Dorris
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September 2026

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Exhibit B
Siskiyou County WIC Program-Fiscal Yr. Oct 2026-Sept 2027 Calendar

October 2026

1st – Ft Jones
6th- Happy Camp
7th- Yreka
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November 2026

3rd - Yreka
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5th -Fort Jones
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December 2026

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January 2027

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24th - Yreka
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23rd – Yreka
28th - Yreka
29th - Yreka
30th - Yreka



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Mercedes Garcia – Mayor and Everett Hullquist – Public Works
Subject: Backflow Prevention Testing – Contracting vs In-House Testing

Background:

The Town of Fort Jones has a cross-connection control ordinance. This ordinance requires the installation of backflow devices at certain residents and businesses that have the potential of cross contamination to the public drinking water. It also requires that these devices be tested annually.

The public works staff is recommending that the Town purchase a Backflow Testing Gauge for \$932.99, plus shipping, and do the testing “in-house”. There is also an annual recalibration fee that ranges from \$130-\$150.

Mr. Hullquist states that it is extremely time consuming to mail customers notification letters, have them hire a certified tester, provide evidence of the passed test, and then catalog the results. Doing the testing “in-house” will minimize the paperwork that needs to be done.

Mayor Garcia proposes that the Town contract with Russel Roberts Backflow Testing and Repair to do the initial testing, and repairs. Mr. Roberts is licensed and bonded, which means the Town is not liable for any issues that may arise. He also provides detailed notes and invoicing for each device that is serviced. So, all logging and proof of testing and repairs would be taken care of by Mr. Roberts. The Town would pay him for services and then add the incurred costs to the water bills.

A note for discuss purposes: Montague, McCloud, and Redding contract out their testing. Yreka gives the option for in-house testing or to choose their own certified tester.

Recommendation:

The Town Administrator recommends that the council discuss these options and decide on what they feel is the best option for the Town.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Crystal Cravens – Caltrans, Division of Local Assistance
Subject: Cowan, Bower, and Butte Street Rehabilitation Project

Background:

The Town has been approved to rehabilitate the streets Cowan, Bower, and Butte with full reconstruction of Cowan and Bower with crack and fog sealing.

To move forward with this project, the council must agree to the terms and conditions of the attached agreement.

The funds listed are just the first stage of the funding to pay for the initial planning of the project.

Recommendation:

The Town Administrator recommends that the council agrees to the terms and conditions of the Caltrans agreement.

PROGRAM SUPPLEMENT NO. 00000A274
to
ADMINISTERING AGENCY-STATE AGREEMENT
FOR STATE FUNDED PROJECTS NO 02-5040S21

Adv. Project ID 0223000004
Date: September 11, 2023
Location: 02-SIS-0-FTJN
Project Number: RPL-5040(007)
E.A. Number:
Locode: 5040

This Program Supplement, effective 08/17/2023, hereby adopts and incorporates into the Administering Agency-State Agreement No. 02-5040S21 for State Funded Projects which was entered into between the ADMINISTERING AGENCY and the STATE with an effective date of 10/25/2022 and is subject to all the terms and conditions thereof. This PROGRAM SUPPLEMENT is executed in accordance with Article I of the aforementioned Master Agreement under authority of Resolution No. _____ approved by the ADMINISTERING AGENCY on _____ (See copy attached).

The ADMINISTERING AGENCY further stipulates that as a condition to the payment by the State of any funds derived from sources noted below encumbered to this project, Administering Agency accepts and will comply with the Special Covenants and remarks set forth on the following pages.

PROJECT LOCATION: Bower, Cowan and Butte Streets. Full length of Streets. Full Reconstruction of Bower and Cowan Streets and Crack Sealing with a Fog Seal on

TYPE OF WORK: Road Rehabilitation **LENGTH:** 0.0(MILES)

Estimated Cost	State Funds	Matching Funds		
		LOCAL		OTHER
\$27,000.00	\$27,000.00	\$0.00		\$0.00

CITY OF FORT JONES

By _____

Title _____

Date _____

Attest _____

STATE OF CALIFORNIA

Department of Transportation

By _____

Chief, Office of Project Implementation

Division of Local Assistance

Date _____

I hereby certify upon my personal knowledge that budgeted funds are available for this encumbrance:

Accounting Officer _____

Date _____

\$27,000.00

SPECIAL COVENANTS OR REMARKS

1. This PROJECT is programmed to receive funding from the State Transportation Improvement Program (STIP). Funding may be provided under one or more components. A component(s) specific fund allocation is required, in addition to other requirements, before reimbursable work can occur for the component(s) identified. Each allocation will be assigned an effective date and identify the amount of funds allocated per component(s).

This PROGRAM SUPPLEMENT has been prepared to allow reimbursement of eligible PROJECT expenditures for the component(s) allocated. The start of reimbursable expenditures is restricted to the later of either 1) the effective date of the Master Agreement, 2) the effective date of the PROGRAM SUPPLEMENT, or 3) the effective date of the component specific allocation.

2. STATE and ADMINISTERING AGENCY agree that additional funds made available by future allocations will be encumbered on this PROJECT by use of a STATE approved Allocation Letter and Finance Letter. ADMINISTERING AGENCY agrees that STATE funds available for reimbursement will be limited to the amount allocated by the California Transportation Commission (CTC) and/or the STATE.
3. Upon ADMINISTERING AGENCY request, the CTC and/or STATE may approve supplementary allocations, time extensions, and fund transfers between components. An approved time extension will revise the timely use of funds criteria, outlined above, for the component(s) and allocation(s) requested. Approved supplementary allocations, time extensions, and fund transfers between components made after the execution of this PROGRAM SUPPLEMENT will be documented and considered subject to the terms and conditions thereof.

Documentation for approved supplementary allocations, time extensions, and fund transfers between components will be a STATE approved Allocation Letter, Fund Transfer Letter, Time Extension Letter, and Finance Letter, as appropriate.

4. This PROJECT will be administered in accordance with the CTC STIP guidelines, as adopted or amended, and the STATE Procedures for Administering Local Grant Projects in the State Transportation Improvement Program (STIP), the Local Assistance Program Guidelines, and the Local Assistance Procedures Manual. The submittal of invoices for project costs shall be in accordance with the above referenced publications and the following.
5. The ADMINISTERING AGENCY shall invoice STATE for environmental & permits, plans specifications & estimate, and right-of-way costs no later than 180 days after the end of last eligible fiscal year of expenditure. For construction costs, the ADMINISTERING AGENCY has 180 days after project completion to make the final payment to the contractor and prepare the final Report of Expenditures and final invoice, and submit to STATE for verification and payment.
6. All obligations of STATE under the terms of this Agreement are subject to the appropriation of resources by the Legislature and the encumbrance of funds under this Agreement. Funding and reimbursement are available only upon the passage

SPECIAL COVENANTS OR REMARKS

of the State Budget Act containing these STATE funds.

7. Award information shall be submitted by the ADMINISTERING AGENCY to the District Local Assistance Engineer immediately after the award. Failure to do so will cause delay in processing the invoices for the construction component. As a minimum, the award information should have the following: Project number, project description, PPNO, date the project was advertised, award amount, bid opening date, award date and estimated completion date.
8. This PROJECT is subject to the timely use of funds provisions enacted by Senate Bill 45 (SB 45), approved in 1997, and subsequent CTC guidelines and State procedures approved by the CTC and STATE, as outlined below:

Funds allocated for the environmental & permits, plan specifications & estimate, and right-of-way components are available for expenditure until the end of the second fiscal year following the year in which the funds were allocated.

Funds allocated for the construction component are subject to an award deadline and contract completion deadline. ADMINISTERING AGENCY agrees to award the contract within 6 months of the construction fund allocation and complete the construction or vehicle purchase contract within 36 months of award.

9. ADMINISTERING AGENCY agrees, as a minimum, to submit invoices at least once every six months commencing after the funds are encumbered for each phase by the execution of this Project Program Supplement Agreement, or by STATE's approval of an applicable Finance Letter. STATE reserves the right to suspend future authorizations/obligations for Federal aid projects, or encumbrances for State funded projects, as well as to suspend invoice payments for any on-going or future project by ADMINISTERING AGENCY if PROJECT costs have not been invoiced by ADMINISTERING AGENCY for a six-month period.

If no costs have been invoiced for a six-month period, ADMINISTERING AGENCY agrees to submit for each phase a written explanation of the absence of PROJECT activity along with target billing date and target billing amount.

ADMINISTERING AGENCY agrees to submit the final report documents that collectively constitute a "Report of Expenditures" within one hundred eighty (180) days of PROJECT completion. Failure of ADMINISTERING AGENCY to submit a "Final Report of Expenditures" within 180 days of PROJECT completion will result in STATE imposing sanctions upon ADMINISTERING AGENCY in accordance with the current Local Assistance Procedures Manual.

10. Any State and Federal funds that may have been encumbered for this project are available for disbursement for limited periods of time. For each fund encumbrance the limited period is from the start of the fiscal year that the specific

SPECIAL COVENANTS OR REMARKS

fund was appropriated within the State Budget Act to the applicable fund Reversion Date shown on the State approved project finance letter. Per Government Code Section 16304, all project funds not liquidated within these periods will revert unless an executed Cooperative Work Agreement extending these dates is requested by the ADMINISTERING AGENCY and approved by the California Department of Finance.

ADMINISTERING AGENCY should ensure that invoices are submitted to the District Local Assistance Engineer at least 75 days prior to the applicable fund Reversion Date to avoid the lapse of applicable funds. Pursuant to a directive from the State Controller's Office and the Department of Finance; in order for payment to be made, the last date the District Local Assistance Engineer can forward an invoice for payment to the Department's Local Programs Accounting Office for reimbursable work for funds that are going to revert at the end of a particular fiscal year is May 15th of the particular fiscal year. Notwithstanding the unliquidated sums of project specific State and Federal funding remaining and available to fund project work, any invoice for reimbursement involving applicable funds that is not received by the Department's Local Programs Accounting Office at least 45 days prior to the applicable fixed fund Reversion Date will not be paid. These unexpended funds will be irrevocably reverted by the Department's Division of Accounting on the applicable fund Reversion Date.

11. ADMINISTERING AGENCY agrees to comply with the requirements in 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (applicable to Federal and State Funded Projects).
12. The ADMINISTERING AGENCY shall construct the PROJECT in accordance with the scope of work presented in the application and approved by the California Transportation Commission. Any changes to the approved PROJECT scope without the prior expressed approval of the California Transportation Commission are ineligible for reimbursement and may result in the entire PROJECT becoming ineligible for reimbursement.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 8, 2024
From: Geri Quintero – President of the Neighborhood Garden
Subject: MOU with the Town of Fort Jones and the Neighborhood Garden

Background:

Geri Quintero, the president of the Neighborhood Garden group would like to enter an MOU with the Town of Fort Jones for continued use of the prior named area the Fort Jones Community Garden. The agreement prior was up in February of this year.

Recommendation:

The Town Administrator recommends that the council table this item until the agreement can be looked over by the Town's legal counsel.

Memorandum of Understanding

Between

The Town of Fort Jones

And

Fort Jones Neighborhood Garden

The Fort Jones Neighborhood Garden is a calm and relaxing area for the people of Fort Jones to plant and grow vegetables, fruits and flowers in an organic environment. Along with the growing of food, the Neighborhood Garden also provides educational guidance, food and nutrition classes, instruction on how to make herbal medicine from plants and flowers.

The Neighborhood Garden would like to propose an agreement for 5 years for the use of the land behind the city barn which is located on Newton Street. The town would provide the use of the land, the use of the southern most bay of the city barn for storage of tools and equipment and the use of water to take care of the plants.

In turn, the volunteers of the Neighborhood Garden and the people who garden there will be responsible for the maintenance and upkeep of the land and to provide a pleasurable and relaxing place for people to attend.

This agreement is signed on July 8, 2024, between:

Mercedes Garcia, Mayor of the Town of Fort Jones

Geri Quintero, President of the Neighborhood Garden