

Public Works Report

October 2024

Roads

We removed all of the dead animals that were found during the month and disposed of them. We took out the trash weekly from the Towns trash cans. We located the Town's storm drains for all 811 requests.

Sewer

We recorded all of the daily readings at the wastewater treatment plant and compiled them into a usable form and sent them off to Dana to put into the quarterly report. We completed the CIWQS reporting for the month. We corresponded with the DFA about when the Towns amendments to the WWTF grant might be ready to be executed.

Water

We are working on the wording for a letter to owners with backflow devices, notifying them of the need to have these devices tested. Hopefully we will get the testing/cataloging done one way or the other on all of the known devices before the end of the calendar year.

We received the result of the routine water sampling event for coliform. We were notified of the positive result in early October. We took the required repeat samples within 24 hours and drove them down to Pace Labs, as they were unable to accommodate us with an additional sampling event in that time frame. We are awaiting the results from the repeat samples at the time of this report submission.

We responded to a mainline blowout during the month. We were able to shut down the affected area and have the repairs done. We learned a lot about fire hydrant installation while helping to install the two new ones on Newton and Sterling streets. Installing hydrants is a lot more complicated than it might seem. The community will be well served by these hydrants for the foreseeable future. One of the old hydrants that were replaced were over **70 years old**. This hydrant is indicative of the state of parts of our current water system, highlighting the need to fund a Capital Replacement plan.

We responded to shut off request for a burst pipe at a residence on Diggles Street on a Sunday.

We read all of the meters and entered all of the data into the Towns billing software. We completed the SAFER drought reporting for the month. We shut off a few customers at their request for the winter.

We located water lines for all submitted 811 requests within the Town.

We helped create an invoice for the lead testing in childcare centers for the work done helping the SVUSD test for lead in their Pre-K room.

Parks

We mowed all of the parks weekly as well as took out the trash. We cut back some bushes at Town Hall. We used an edger at Town Hall.

We are getting ready to winterize all of the parks.

**Fort Jones Town Council
Regular Meeting Minutes
September 9, 2024**

CERTIFICATION OF POSTING AGENDA

I, JenniferJoy Cox, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the September 9, 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 September 6, 2024.

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

JenniferJoy Cox, Town Clerk

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Mercedes Garcia at 6:02 p.m. In addition to the mayor, council members present were Kathy Banks, Mark Eayrs, Alex LaRiviere, and Julia Collie-Mason.

Staff present: Cherie Stephen – Town Administrator, JenniferJoy Cox – Town Clerk, Everett Hullquist – Public Works, Joseph Hess – Fire Department, Josh Short – Etna Police Department.

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: M. DeAndreis expressed that her group had to move their meeting from City Hall to another location due to being charged fees, and that she thinks her group is under the City Council so the use of the hall should be free, and that the room is often empty anyway.

DISCUSSION/REPORTS CORRESPONDENCE: NON-ACTION ITEMS

A. Police Department Monthly Report

Written report appears in the agenda packet. Chief Short said they obtained a new patrol truck. He said to reach out to him with any questions.

B. Fire Department Monthly Report

Written report appears in the agenda packet. No comments.

C. Public Works Monthly Report

Written report appears in the agenda packet. Councilmember Eayres asked if E. Hullquist would be taking time off for paternity leave, and how long he would be gone. E. Hullquist said he would, and it would be for six weeks.

D. Administrator/Accounting Monthly Report

Written report appears in the agenda packet. Citizen asked how the audits are going. Administrator Stephens that the pre-phase had been completed and she was awaiting an email back for the next step.

CONSENT CALENDAR:

1. a) Approval of Minutes

- i. Regular Meeting August 12, 2024
- ii. Special Meeting August 26, 2024

b.) Ratification of Disbursements: August 01 through 31, 2024

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

Public Comments: None

Discussion: Mayor Garcia requested to add to the minutes of the Special Meeting August 26, 2024, that there was discussion surrounding the need for a public works vehicle.

Motion: J. Collie-Mason moves to approve the consent calendar with the addition of the public works vehicle discussion to the minutes of the Special Meeting August 26, 2024.

Second: M. Eayrs

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

Abstain: K. Banks

Motion: Passes

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review, discuss, and possibly take action to renew the MOU with Siskiyou County and local cities for Economic Development Services.

Public Comments: Representatives from the Siskiyou Economic Development Council spoke regarding what contributions have been made to the town so far under previous MOUs. A citizen asked what are we getting for the \$6,000. SEDC responded that 11 businesses utilized their services last year. It also gives the town access to SBDC and Discover Siskiyou services, as well as unlimited access to SEDC staff.

Discussion: Council engagement with SEDC asking about more benefits. SEDC responded that all the local cities meet together, and that the county makes an additional investment of \$130,000 annually that benefits everyone.

Motion: A. LaRiviere moves to renew the MOU with Siskiyou County and local cities for Economic Development Services.

Second: M. Eayrs

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

Nays: None

Motion: Passes

3. Review, discuss, and possibly take action to approve the job description for the Recruitment and Retention Coordinator.

Public Comments: None

Discussion: Councilmember Banks asked who wrote the job description. Chief Hess responded that he used a compilation from different sources and then tailored them to the town's needs. Councilmember Eayrs asked if there had been any interest. Chief Hess replied that it had to be approved by council first then he would fly it.

Motion: A. LaRiviere moves to approve the job description for the Recruitment and Retention Coordinator.

Second: J. Collie-Mason

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

Nays: None

Motion: Passes

4. Discuss possible action to hire Cherie Stephen to the part-time Town Administrator position.

Public Comments: A citizen expressed concern about potentially losing momentum if turnover continues to happen. Also asked who was monitoring administrator, and if giving one person both administrator and accounting roles wasn't too much power or responsibility. Town Clerk said that given the current standing of what the administrator has been able to accomplish, not only is it doable, but it is integral that one person has those roles until

Discussion: Town Clerk Cox said that given the current standing of what the administrator has been able to accomplish, not only is it doable, but it is integral that one person has those roles at least until back issues have been resolved, additionally, it was part of a previous council decision to have one person fulfill both roles. Interim Administrator Stephen discussed her history in law enforcement and some of her previous accomplishments. Councilmember Banks said that Administrator Stephen was doing a fabulous job and very capable. Councilmember Collie-Mason made the remark that Administrator Stephen has done more in the last three months than most have done in a year.

Motion: K. Banks moves to hire Cherie Stephen to the part-time Town Administrator position.

Second: J. Collie-Mason

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

Nays: None

Motion: Passes

5. Discuss possible action to approve the salary for the Town Administrator position.

Public Comments: None.

Discussion: None.

Motion: A. LaRiviere moves to approve the salary for the Town Administrator position.

Second: M. Eayrs

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

Nays: None
Motion: Passes

6. Review, discuss, and possibly take action to approve the low bid from Whitehawk Construction to replace the out of service fire hydrants on the streets of Sterling and Newton.

Public Comments: None.

Discussion: Councilmember Banks asks if they are repairable or if they are too decrepit. E. Hullquist responds that one won't shut off and it could theoretically be rebuilt, but that the other is too old. Parts are no longer made for these. Chief Hess said they can't be used and that they have a lower water flow. E. Hullquist said that he thinks Whitehawk's bid is lower because there is an agreement to use the city dump truck to lower costs.

Motion: K. Banks moves to approve the low bid from Whitehawk Construction to replace the out of service fire hydrants on the streets of Sterling and Newton.

Second: A. LaRiviere

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

Nays: None

Motion: Passes

7. Review, discuss, and possibly take action to approve the proposal for the Cowan Street Sewer and Storm Drainage Project.

Public Comments: None.

Discussion: Council and staff discussed the location of Cowan Street. E. Hullquist said that the sewer has had issues for decades, but that new pipes could last one hundred years.

Motion: A. LaRiviere moves to approve the proposal for the Cowan Street Sewer and Storm Drain Project.

Second: M. Eayrs

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

Nays: None

Motion: Passes

8. Discuss possible action to send out RFPs for new legal counsel.

Public Comments: Citizen asked if there are any attorneys that do this. Another citizen commented that Etna has the same attorney as Yreka and that they are better than their previous attorney, their previous attorney being the town's current legal counsel.

Discussion: Administrator Stephen said ours has not been very responsive, that there is one she favors but wants to check into multiple. Chief Short said the one she favors is also the representation of Etna and that they are very responsive. Councilmember Banks asked for the time frame for the RFPs, the response was 30 days.

Motion: M. Eayrs moves to approve the action to send out RFPs for new legal counsel.

Second: K. Banks

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

Nays: None

Motion: Passes

9. Review, discuss and possibly take action to purchase a new public works utility truck.

Public Comments: A citizen asked how this would be paid for, if it would be by a grant. It was answered that it would be from the bulk water sales.

Discussion: E. Hullquist requested to table this until next month as all the previous options were diesel, and that it is preferred to purchase a Ford due to dealership location. Councilmember LaRiviere remarked that Ford has better and more easily obtainable parts. E. Hullquist said that it is possible to have it hand built to order, and that some things they are looking for is a single cab, dually with four-wheel drive and utility boxes. Councilmember Eayrs suggested Corning Ford.

Motion: A. LaRiviere moves to table the action to purchase a new public works utility truck until October.

Second: K. Banks

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

Nays: None

Motion: Passes

10. Review, discuss and possibly take action to adopt Resolution 1132 approving the Volunteer Fire Capacity Grant agreement.

Public Comments: None.

Discussion: Councilmember Banks asked if it was a matching grant. Chief Hess responded affirmatively, and that the amount had been reduced slightly due to CalFire removing a couple of the items listed. He said we submit and they reimburse us. Councilmember Banks asked if the purchase of this equipment would bring the fire department up to speed. Chief Hess said it would with the radios, and it would go a long way towards PPE.

Motion: K. Banks moves to adopt Resolution 1132 approving the Volunteer Fire Capacity Grant Agreement.

Second: A. LaRiviere

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

Nays: None

Motion: Passes

STAFF COMMENTS:

COUNCIL COMMENTS: None.

ADJOURNMENT:

The meeting was adjourned at 6:55 p.m. The next regular town council meeting is scheduled to be held on October 14, 2024, at 7:00 p.m.

Attest:

Cherie Stephen, Interim Town Administrator

Approved:

Mercedes M. Garcia, Mayor

**Fort Jones Town Council
Special Meeting Minutes
September 19, 2024**

CERTIFICATION OF POSTING AGENDA

I, JenniferJoy Cox, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the September 19, 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 September 18, 2024.

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

JenniferJoy Cox, 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 5:30 p.m. In addition to the mayor, councilmembers present were Kathye Banks and Julia Collie-Mason. Mark Eayrs and Alex LaRiviere were absent.

Staff present: Cherie Stephen – Town Administrator, JenniferJoy Cox – Town Clerk,

PLEDGE OF ALLEGIANCE: Led by Mayor Garcia

PUBLIC COMMENTS: None

DISCUSSION / REPORTS: ACTION ITEMS:

1. Discuss possible action to approve the new job description for Customer Service Clerk Position.

Public Comments: None

Discussion: Mayor Garcia stated that with the description reading both full-time and part-time flex, the town needs the acceptance of employment agreement to specify which so that there isn't confusion or complications moving forward. Councilmember Banks asked if that could be put into personnel file. Councilmember Collie-Mason asked if full time or part-time is needed as of now. The response was that for a couple of months while items that have been unattended to for some time are fixed more hours would be required, but generally only part-time would be needed.

Motion: K. Banks moves to approve the new job description for Customer Service Clerk with the stipulation that full-time or part-time flex is specified in the acceptance of employment agreement.

Second: J. Collie-Mason

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

Nays: None

Absent: M. Eayres, A. LaRiviere

Motion: Passes

STAFF COMMENTS: Administrator Stephen said that the job listing would be posted immediately and interviews would be held next week.

COUNCIL COMMENTS: None.

ADJOURNMENT:

The meeting was adjourned at 5:39 p.m. The next regular town council meeting is scheduled to be held on October 14, 2024, at 7:00 p.m.

Attest:

JenniferJoy Cox, Town Clerk

Approved:

Mercedes M. Garcia, Mayor

10:21 AM
10/09/24

	Type	Date	Memo	Split	Amount
A1 Drains	Bill	09/13/2024	Invoice 1331, 1299	8521- Sewer Rep & Mtnc	-550.00
	Bill Pmt -Check	09/13/2024	Invoice 1331, 1299	2000 - Accounts Payable	-550.00
Advantage Paving & Excavating	Bill	09/04/2024	Construction for Horn St	8240 - SBI	-54,585.10
	Bill Pmt -Check	09/19/2024	Construction for Horn St	2000 - Accounts Payable	-54,585.10
ALLSTAR Fire Equipment Inc.	Bill	09/03/2024	Invoice 256707	7550 - Misc Expense _ Fire Dept	-42,627.37
	Bill Pmt -Check	09/03/2024	Invoice 256707	2000 - Accounts Payable	-42,627.37
AT&T	Bill	09/04/2024		7540- Fire Dept. Utilities	-331.77
	Bill Pmt -Check	09/19/2024		2000 - Accounts Payable	-331.77
Charles W. Pillon	Bill	09/03/2024	Invoice 4650	5402 - Audit Fees	-200.00
	Bill Pmt -Check	09/03/2024	Invoice 4650	2000 - Accounts Payable	-200.00
City of Medford Finance Department	Bill	09/04/2024	Fire Dept- Fleet Services-June 2024	7525- Pub Safety Fuel & Oil	-29.75
	Bill Pmt -Check	09/19/2024	Fire Dept- Fleet Services-June 2024	2000 - Accounts Payable	-29.75
E&S Engineers and Surveyors	Bill	09/03/2024	Invoices 4643, 4653, 4666	-SPLIT-	-2,951.00
	Bill Pmt -Check	09/03/2024	Invoices 4643, 4653, 4666	2000 - Accounts Payable	-2,951.00
Fort Jones Ace Hardware	Bill	09/03/2024	10559.10566,10567,10578,10608,10575	-SPLIT-	-124.32
	Bill Pmt -Check	09/03/2024	10559.10566,10567,10578,10608,10575	2000 - Accounts Payable	-124.32
	Bill	09/13/2024	Inv 010642	5220- Supp\USPS	-13.93
	Bill Pmt -Check	09/13/2024	Inv 010642	2000 - Accounts Payable	-13.93
	Bill	09/25/2024	Invoices 10745, 10850, 10847, 10872	-SPLIT-	-107.56
	Bill Pmt -Check	09/25/2024	Invoices 10745, 10850, 10847, 10872	2000 - Accounts Payable	-107.56
Fort Jones Lumber	Bill	09/04/2024	Inv 309095,309107,309283,309293,309677,30995	-SPLIT-	-728.07
	Bill Pmt -Check	09/19/2024	Inv 309095,309107,309283,309293,309677,30995	2000 - Accounts Payable	-728.07
gWorks	Bill	09/03/2024	UB Sync subscription	5705 - Dues and Subscriptions	-2,940.00

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PACE Labs	Bill Pmt -Check	09/03/2024	UB Sync subscription	2000 - Accounts Payable	-2,940.00
	Bill	09/03/2024	Customer Id# 28-100213	8630- Water Fees & Testing	-402.44
Pacific Power	Bill Pmt -Check	09/03/2024	Customer Id# 28-100213	2000 - Accounts Payable	-402.44
	Bill	09/13/2024	242806957	8630- Water Fees & Testing	-170.00
	Bill Pmt -Check	09/13/2024	242806957	2000 - Accounts Payable	-170.00
	Bill	09/25/2024	242807276	8630- Water Fees & Testing	-170.00
	Bill Pmt -Check	09/25/2024	242807276	2000 - Accounts Payable	-170.00
PlaceWorks	Bill	09/03/2024	63323681-001 4	-SPLIT-	-6,343.20
	Bill Pmt -Check	09/03/2024	63323681-001 4	2000 - Accounts Payable	-6,343.20
Prentice Long	Bill	09/04/2024	Housing Element 6th cycle	-SPLIT-	-5,392.50
	Bill Pmt -Check	09/19/2024	Housing Element 6th cycle	2000 - Accounts Payable	-5,392.50
Quad-B Systems	Bill	09/04/2024		5401 - Legal Fees	-997.50
	Bill Pmt -Check	09/19/2024		2000 - Accounts Payable	-997.50
Quadiant	Bill	09/04/2024	Inv 10328, 10325	2285 - IT Services	-1,935.96
	Bill Pmt -Check	09/19/2024	Inv 10328, 10325	2000 - Accounts Payable	-1,935.96
QuickBooks Payroll Service	Bill	09/25/2024	Invoice:Q1512101, Lease # N23123235	9155 - Equipment Finance	-308.82
	Bill Pmt -Check	09/25/2024	Invoice:Q1512101, Lease # N23123235	2000 - Accounts Payable	-308.82
Rene Garza*	Liability Check	09/13/2024	Created by Payroll Service on 09/10/2024	-SPLIT-	-890.57
	Liability Check	09/13/2024	Created by Payroll Service on 09/11/2024	-SPLIT-	-3,210.36
	Liability Check	09/13/2024	Created by Payroll Service on 09/11/2024	-SPLIT-	-391.08
	Liability Check	09/18/2024	Created by Payroll Service on 09/17/2024	-SPLIT-	-373.14
	Liability Check	09/27/2024	Created by Payroll Service on 09/26/2024	-SPLIT-	-7,129.39
Rogue Valley Precast	Bill	09/03/2024		7515 - FD Sleeper Grocery	-127.61
	Bill Pmt -Check	09/03/2024		2000 - Accounts Payable	-127.61
	Bill	09/20/2024	Invoice 7586	8521- Sewer Rep & Mtnce	-1,576.96

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Scott Valley Auto Parts	Bill Pmt -Check	09/25/2024	Invoice 7586	2000 - Accounts Payable	-1,576.96
	Bill	09/04/2024	Invoices 391194,391641,392024	-SPLIT-	-146.32
Scott Valley Disposal	Bill Pmt -Check	09/19/2024	Invoices 391194,391641,392024	2000 - Accounts Payable	-146.32
	Bill	09/03/2024	May Billing	-SPLIT-	-330.00
Scott Valley Respiratory Home Care	Bill Pmt -Check	09/03/2024	May Billing	2000 - Accounts Payable	-330.00
	Bill	09/25/2024	#28031	7520- Fire Dept Supl & Mtnc	-40.00
SHN Consulting Engineers & Geologists	Bill Pmt -Check	09/25/2024	#28031	2000 - Accounts Payable	-40.00
	Bill	09/25/2024	Invoice 122703	8522 - Waste Water Monitoring	-121.25
Siskiyou County Economic Council	Bill Pmt -Check	09/25/2024	Invoice 122703	2000 - Accounts Payable	-121.25
	Bill	09/13/2024	Sept MOU	5501 - Economic Development	-500.00
Siskiyou Fire Equipment	Bill Pmt -Check	09/13/2024	Sept MOU	2000 - Accounts Payable	-500.00
	Bill	09/04/2024	Invoice 21391	7520- Fire Dept Supl & Mtnc	-393.26
Siskiyou Telephone	Bill Pmt -Check	09/19/2024	Invoice 21391	2000 - Accounts Payable	-393.26
	Bill	09/13/2024	August Billing	-SPLIT-	-762.87
Stifel	Bill Pmt -Check	09/13/2024	August Billing	2000 - Accounts Payable	-762.87
	Bill	09/25/2024	See attached Report	5310-Retirement Fund	-1,161.46
Suburban Propane	Bill Pmt -Check	09/25/2024	See attached Report	2000 - Accounts Payable	-1,161.46
	Bill	09/13/2024	Aug 24	-SPLIT-	-20.00
Ubeo West LLC	Bill Pmt -Check	09/13/2024	Aug 24	2000 - Accounts Payable	-20.00
	Bill	09/03/2024	Invoice 536844145	Equipment Rental	-230.92
Us Bank Corporate Payment Systems	Bill Pmt -Check	09/03/2024	Invoice 536844145	2000 - Accounts Payable	-230.92
	Bill	09/20/2024	August/September	-SPLIT-	-2,581.45
	Bill Pmt -Check	09/25/2024	August/September	2000 - Accounts Payable	-2,581.45

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Valley Pacific Petroleum Services

Bill	09/03/2024	Account: C302016 ;07-15-2024	-SPLIT-	-758.70
Bill Pmt -Check	09/03/2024	Account: C302016 ;07-15-2024	2000 - Accounts Payable	-758.70
Bill	09/13/2024	Account: C302016 ;08/31/24	-SPLIT-	-662.23
Bill Pmt -Check	09/13/2024	Account: C302016 ;08/31/24	2000 - Accounts Payable	-662.23
Bill	09/25/2024	Account: C302016 ;24-799799	-SPLIT-	-935.00
Bill Pmt -Check	09/25/2024	Account: C302016 ;24-799799	2000 - Accounts Payable	-935.00
Bill	09/03/2024	Invoice 9969629341	Cell	-119.01
Bill Pmt -Check	09/03/2024	Invoice 9969629341	2000 - Accounts Payable	-119.01

Verizon Wireless

Income

II - General Government Income

	Jul - Sep 24	Budget	\$ Over Budget	% of Budget
4099 - Property Taxes				
Slater Fire Prop Tax	0.00	342.00	-342.00	0.0%
4100 - Secured Current	5,021.57	4,244.17	777.40	118.32%
4101 - Unsecured Current	3.81	6.13	-2.32	62.15%
4102 - Unsecured Delinquent	69.06	30.86	38.20	223.79%
4106- Supp Int	0.00	2.62	-2.62	0.0%
4108- Supp Del	7.66	145.13	-137.47	5.28%
4507 - Homeowner Alloc	0.00	558.07	-558.07	0.0%
4508 - VLF Net	0.00	0.00	0.00	0.0%
4512 - Off Highway Vehicle Tax	0.00	0.00	0.00	0.0%
4514- Unsec Interest	0.00	2.62	-2.62	0.0%
4516- Sup Current	269.56	1,661.89	-1,392.33	16.22%
4518 - CA Fish& Game PILT	0.00	0.00	0.00	0.0%
Total 4099 - Property Taxes	5,371.66	6,993.49	-1,621.83	76.81%
4111 - Sales Tax	37,689.04	71,039.24	-33,350.20	53.05%
4214 - Land Use	0.00	25.00	-25.00	0.0%
4215e - Tax Allocation - Parks	0.00	0.00	0.00	0.0%
4216 - Franchises	0.00	0.00	0.00	0.0%
4218 - Business License	82.00	5,624.53	-5,542.53	1.46%
4301- Fees Booking	0.00	0.00	0.00	0.0%
4302- Fees Collection Cost	-5.70	-3.34	-2.36	170.66%
4303 - Vehicle Fees	40.34	6.71	33.63	601.19%
4400 - Hall Rental	2,185.00	2,000.00	185.00	109.25%
4410 - Interest General Fund	0.00	8.65	-8.65	0.0%
4504 - Motor Vehicle in Lieu	0.00	0.00	0.00	0.0%
4730 - Miscellaneous	0.00	328.70	-328.70	0.0%
Transfer In - Admin	0.00	0.00	0.00	0.0%
Transfer Out - Tax Allocation	0.00	0.00	0.00	0.0%

10:44 AM

10/09/24

Accrual Basis

11 - General Government Income - Other	0.00	0.00	0.00	0.0%
Total 11 - General Government Income	45,362.34	86,022.98	-40,660.64	52.73%
21 - Public Safety Income				
2a - Law Enforcement				
4111 - Growth Alloc	0.00	0.00	0.00	0.0%
4112 - COPS Allocation	0.00	0.00	0.00	0.0%
4115 - 17-18 Growth Allocation	0.00	0.00	0.00	0.0%
4116 - Prop172	0.00	378.55	-378.55	0.0%
4117 - Tax Allocation - Law Enf	339.31	0.00	339.31	100.0%
Animal Control				
4230 - Dog Licenses	235.00	120.00	115.00	195.83%
Total Animal Control	235.00	120.00	115.00	195.83%
Total 2a - Law Enforcement	574.31	498.55	75.76	115.2%
2b - Fire Protection				
4740 - Fire Dept.	2,671.87	9,412.13	-6,740.26	28.39%
4741 - Tax Allocation - Fire	0.00	0.00	0.00	0.0%
4750 - Strike Team Income	2,004.11	8,812.12	-6,808.01	22.74%
Total 2b - Fire Protection	4,675.98	18,224.25	-13,548.27	25.66%
Total 21 - Public Safety Income	5,250.29	18,722.80	-13,472.51	28.04%
31 - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	529.44	1,566.40	-1,036.96	33.8%
4500 - Gas Tax 2106	690.46	1,967.33	-1,276.87	35.1%
4501 - Gas Tax 2107	511.45	1,344.42	-832.97	38.04%
4502 - Gas Tax 2107.5	0.00	1,000.00	-1,000.00	0.0%
4503 - Gas Tax 2105	370.11	969.94	-599.83	38.16%
4530 - Local Transportation	3,645.79	3,684.94	-39.15	98.94%
4534-Prop 42 TCRF	0.00	0.00	0.00	0.0%
4538-Vehicle License Fee	3.88	0.00	3.88	100.0%
4540 - Tax Allocation - Roads	1,621.44	0.00	1,621.44	100.0%
SBI	0.00	0.00	0.00	0.0%
Total 3a - Streets Income	7,372.57	10,533.03	-3,160.46	70.0%

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3b - Sewer Income					
4210 - Tax Allocation - Sewer	0.00	0.00	0.00	0.00	0.0%
4212 - Sewer Revenue	47,225.41	34,183.96	13,041.45	138.15%	
4213 - Connections & Fees	1,000.00	0.00	1,000.00	100.0%	
3b - Sewer Income - Other	3,288.74	0.00	3,288.74	100.0%	
Total 3b - Sewer Income	51,514.15	34,183.96	17,330.19	150.7%	
3c - Water Income					
4810 - Water Revenue	46,232.49	46,067.95	164.54	100.36%	
4812 - Bulk Water Sales	35.00	345.00	-310.00	10.15%	
4815 - Tax Allocation - Water	0.00	0.00	0.00	0.0%	
4820 - Water Interest	0.00	10.79	-10.79	0.0%	
4830 - Water Connections	0.00	0.00	0.00	0.0%	
4840 - Gretchen Acres Assess	479.54	799.67	-320.13	59.97%	
3c - Water Income - Other	1,346.15	0.00	1,346.15	100.0%	
Total 3c - Water Income	48,093.18	47,223.41	869.77	101.84%	
Total 3I - Public Works Income	106,979.90	91,940.40	15,039.50	116.36%	
5I - American Rescue Plan Act					
4915 - ARPA Income	0.00	82,771.00	-82,771.00	0.0%	
Total 5I - American Rescue Plan Act	0.00	82,771.00	-82,771.00	0.0%	
4900 - CBDG Interest					
MI Bank/LAIF Interest	0.00	31.22	-31.22	0.0%	
4900 - CBDG Interest - Other	4,356.93	4,296.33	60.60	101.41%	
Total 4900 - CBDG Interest	4,356.93	4,327.55	29.38	100.68%	
4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%	
4903 - Library Reimbursement	0.00	5,239.48	-5,239.48	0.0%	
4904 - SWRCB Reimbursement	0.00	0.00	0.00	0.0%	
4911 Coronavirus Relief Fund	0.00	-514.80	514.80	0.0%	
4950-Housing Interest	0.00	181.48	-181.48	0.0%	
6000 - Ball Park					
6001 - Donations	400.00				
6004 - Ball Park Rent	230.00				
Total 6000 - Ball Park	630.00				

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Housing Interest	0.00	5,017.29	-5,017.29	0.0%
Total Income	162,579.46	293,708.18	-131,128.72	55.35%
Gross Profit	162,579.46	293,708.18	-131,128.72	55.35%
Expense				
1E- General Government Expense				
5800 Engineering	500.00			
5310-Retirement Fund	4,098.50			
Equipment Rental	1,158.40			
2285 - IT Services	5,637.76	2,520.90	3,116.86	223.64%
5100- Council/Election	1,200.00	96.00	1,104.00	1,250.0%
5110- Mayor Payroll	720.00	630.00	90.00	114.29%
5120- Clerk Payroll	3,120.00	1,700.00	1,420.00	183.53%
5220- Supp\USPS	15,145.11	1,756.29	13,388.82	862.34%
5130- Treasurer Payroll	10,010.00			
5400 - Professional Fees				
5401 - Legal Fees	2,450.00	3,093.00	-643.00	79.21%
5402 - Audit Fees	200.00	4,320.00	-4,120.00	4.63%
5403 - Consulting Fees	1,888.75	25,013.95	-23,125.20	7.55%
5404 - Engineering Fees - Annex	0.00	0.00	0.00	0.0%
5405 - Reimbursed Expenses	338.56	735.56	-397.00	46.03%
5400 - Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 5400 - Professional Fees	4,877.31	33,162.51	-28,285.20	14.71%
5500- Planning				
5502 - City Promotion	0.00	3,280.71	-3,280.71	0.0%
5501 - Economic Development	9,503.93	1,250.01	8,253.92	760.31%
5500- Planning - Other	500.00	0.00	500.00	100.0%
Total 5500- Planning	10,003.93	4,530.72	5,473.21	220.8%
5160- Library Payroll	3,575.00	2,226.00	1,349.00	160.6%
5140 - Admin Payroll	11,177.41	19,929.21	-8,751.80	56.09%
5600- Misc.	0.00	478.26	-478.26	0.0%
5700- Publication	0.00	0.00	0.00	0.0%
5705 - Dues and Subscriptions	3,070.00	903.00	2,167.00	339.98%

6205- Health Insurance	15,266.00	3,516.62	11,749.38	434.11%
6300- Insurance				
6204- Workers Compensation	20,080.00	1,590.79	18,489.21	1,262.27%
6303- Liability Insurance	0.00	891.32	-891.32	0.0%
6304 -Property Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Insurance	0.00	6.83	-6.83	0.0%
6300- Insurance - Other	0.00	0.00	0.00	0.0%
Total 6300- Insurance	20,080.00	2,488.94	17,591.06	806.77%
6301- Insurance Expense	0.00	0.00	0.00	0.0%
6400- Property Tax	0.00	0.00	0.00	0.0%
6406- 98 Bank Charge	0.00	27.00	-27.00	0.0%
9150-City Hall Expenses				
1-012 - City Hall Power	2,056.45	981.02	1,075.43	209.62%
133000- City Hall water	0.00	102.73	-102.73	0.0%
2281- City Hall Phone	0.00	0.00	0.00	0.0%
6601-Library Expense	0.00	0.00	0.00	0.0%
9154 - Disposal 2 yd Bin	320.00	459.00	-139.00	69.72%
9155 - Equipment Finance	308.82	447.11	-138.29	69.07%
9150-City Hall Expenses - Other	12.42	293.96	-281.54	4.23%
Total 9150-City Hall Expenses	2,697.69	2,283.82	413.87	118.12%
9152- Propane	0.00	10.00	-10.00	0.0%
1E- General Government Expense - Other	255.56	0.00	255.56	100.0%
Total 1E- General Government Expense	112,592.67	76,259.27	36,333.40	147.65%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	0.00	0.00	0.0%
7125 - Law Enforcement Services	0.00	0.00	0.00	0.0%
7135- Police Maintenance	0.00	0.00	0.00	0.0%
7145- Dispatch	0.00	0.00	0.00	0.0%
7180 - Law Enforcement - Other	0.00	0.00	0.00	0.0%
7181 - Law Enforcement Phones	521.40	366.20	155.20	142.38%
Animal Control				

7930- Animal Control	0.00	0.00	0.00	0.0%
Total Animal Control	0.00	0.00	0.00	0.0%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	521.40	366.20	155.20	142.38%
2EB- Fire Department Expense				
7515 - FD Sleeper Grocery	127.61	408.51	-280.90	31.24%
7532 - FF Training	0.00	150.00	-150.00	0.0%
Crime Insurance	0.00	13.28	-13.28	0.0%
7550 - Misc Expense _ Fire Dept	45,370.62	2,799.86	42,570.76	1,620.46%
6310- Property Insurance	0.00	183.99	-183.99	0.0%
7500 - Admin Allocation - Fire	0.00	0.00	0.00	0.0%
7505 - Liability Insurance	0.00	979.32	-979.32	0.0%
7506 - Work Comp Insurance	0.00	1,749.77	-1,749.77	0.0%
7507 - Auto Insurance	0.00	1,328.76	-1,328.76	0.0%
7510- Fire Dept Payroll	17,913.76	8,346.17	9,567.59	214.63%
7511 - Firefighter Physicals	0.00	0.00	0.00	0.0%
7512 - Live Scan	0.00	0.00	0.00	0.0%
7513 - Calls & Meetings	2,766.00	2,334.00	432.00	118.51%
7520- Fire Dept Supl & Mtnc	19,410.32	2,507.83	16,902.49	773.99%
7525 - Pub Safety Fuel & Oil	12,061.63	5,924.55	6,137.08	203.59%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	1,032.29	536.32	495.97	192.48%
2261- Fire Dept. Phone	602.80	1,088.46	-485.66	55.38%
2262 - Disposal	320.00	459.00	-139.00	69.72%
7541- Propane	0.00	10.00	-10.00	0.0%
7540- Fire Dept. Utilities - Other	663.54			
Total 7540- Fire Dept. Utilities	2,618.63	2,093.78	524.85	125.07%
2EB- Fire Department Expense - Other	6,718.71	0.00	6,718.71	100.0%
Total 2EB- Fire Department Expense	106,987.28	28,819.82	78,167.46	371.23%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	40,904.00	14,550.00	26,354.00	281.13%
Crime Insurance	0.00	13.28	-13.28	0.0%

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6311 - Property Insurance	0.00	183.99	-183.99	0.0%
7502 - Auto Insurance	0.00	1,328.76	-1,328.76	0.0%
7505b - Liability Insurance	0.00	979.03	-979.03	0.0%
7506b - Workers Comp Ins	0.00	1,749.77	-1,749.77	0.0%
7513 Fleet Maintenance - Strike	0.00	2,091.10	-2,091.10	0.0%
7515 - Strike Team Payroll	68,357.52	23,330.00	45,027.52	293.0%
7516 - Payroll Taxes				
7517 - FICA	0.00	0.00	0.00	0.0%
7518 - Medicare	0.00	0.00	0.00	0.0%
7519 - SUI	0.00	0.00	0.00	0.0%
Total 7516 - Payroll Taxes	0.00	0.00	0.00	0.0%
Total 2EC - Strike Team Expenses	109,261.52	44,225.93	65,035.59	247.05%
Total 2E- Public Safety Expense	216,770.20	73,411.95	143,358.25	295.28%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	1.14	-1.14	0.0%
1-000 - Street Lights				
02 HPSV Lights	145.59	95.86	49.73	151.88%
02 HPSV Metal Lights	94.62	45.48	49.14	208.05%
10 HPSV Wood Lights	946.35	623.10	323.25	151.88%
11 HPSV Lights	520.38	250.12	270.26	208.05%
72 HPSV Lights	4,223.28	2,044.98	2,178.30	206.52%
Total 1-000 - Street Lights	5,930.22	3,059.54	2,870.68	193.83%
6306- Property Insurance	0.00	0.00	0.00	0.0%
8110 - Admin Allocation - Stree	0.00	0.00	0.00	0.0%
8120- Street Mtnce/Utilities				
1-005 - Barn Power	334.24	114.31	219.93	292.4%
1-006 Barn Maintenance	0.00	0.00	0.00	0.0%
1-007 - Phone Bill	293.07	192.64	100.43	152.13%
8121- Street Maintenance				
8126- LTC	0.00	0.00	0.00	0.0%

8127- STIP Project - Consulting	2,838.00	600.00	2,238.00	473.0%
8121- Street Maintenance - Other	273.97	279.27	-5.30	98.1%
Total 8121- Street Maintenance	3,111.97	879.27	2,232.70	353.93%
8120- Street Mtnc/Utilities - Other	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnc/Utilities	3,739.28	1,186.22	2,553.06	315.23%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	0.00	0.00	0.0%
8132- Repairs	0.00	0.00	0.00	0.0%
8133- Parts & Supplies	0.00	821.97	-821.97	0.0%
8135- Roads	0.00	0.00	0.00	0.0%
Total 8130- Equipment Maintenance	0.00	821.97	-821.97	0.0%
8136 -Auto Insurance	0.00	0.00	0.00	0.0%
8137- Mobile Equip	0.00	36.41	-36.41	0.0%
8199- Road Payroll	4,139.25	3,037.00	1,102.25	136.29%
8200- Major Street Const.				
8240 - SB1	56,090.10			
8245 - STIP	0.00	0.00	0.00	0.0%
8200- Major Street Const. - Other	0.00	0.00	0.00	0.0%
Total 8200- Major Street Const.	56,090.10	0.00	56,090.10	100.0%
8250 - Street Engineering	0.00	0.00	0.00	0.0%
8509 - Liability Insurance	0.00	106.80	-106.80	0.0%
8511 - Work Comp Insurance	0.00	190.78	-190.78	0.0%
3EA- Streets - Other	500.00	0.00	500.00	100.0%
Total 3EA- Streets	70,398.85	8,439.86	61,958.99	834.12%
Total 3E- Public Works Expense	70,398.85	8,439.86	61,958.99	834.12%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	1.14	-1.14	0.0%
6308-Property Insurance	0.00	245.31	-245.31	0.0%
8505 - Admin Allocation - Sewe	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	3,370.50	903.00	2,467.50	373.26%
8520- Sewer Expenses				

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1-015 - Sewer Power bill	151.81	40.36	111.45	376.14%
1-019 bbp sewer	61.74	32.11	29.63	192.28%
8521- Sewer Rep & Mtnc	2,376.96	549.59	1,827.37	432.5%
8527 Fuel-Oil	0.00	0.00	0.00	0.0%
8553- Auto Insurance	0.00	156.21	-156.21	0.0%
8520- Sewer Expenses - Other	0.00	0.00	0.00	0.0%
Total 8520- Sewer Expenses	2,590.51	778.27	1,812.24	332.86%
8522 - Waste Water Monitoring	3,291.21	2,932.97	358.24	112.21%
8530- Sewer Supplies	0.00	0.00	0.00	0.0%
8535-Office	0.00	0.00	0.00	0.0%
8540- State Fees	0.00	0.00	0.00	0.0%
8549- Mobile Equip.	0.00	36.41	-36.41	0.0%
8550 - Liability Insurance	0.00	142.40	-142.40	0.0%
8551 - Work Comp Insurance	0.00	254.37	-254.37	0.0%
8552 - Training	0.00	120.00	-120.00	0.0%
Sewer Testing	900.57	304.51	596.06	295.74%
3EB- Sewer Expense - Other	26.25			
Total 3EB- Sewer Expense	10,179.04	5,718.38	4,460.66	178.01%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	1.14	-1.14	0.0%
6307-Property Insurance	0.00	858.60	-858.60	0.0%
8605 - Allocate Admin - Water	0.00	0.00	0.00	0.0%
8609- Water Training	157.71	50.00	107.71	315.42%
8610- Water Parts & Supplies	664.12	930.28	-266.16	71.39%
8612- Water Office & Postage	48.24	810.00	-761.76	5.96%
8615- Water Payroll	20,080.72	18,242.25	1,838.47	110.08%
8620- Water Repairs & Mtnc	28.32	4,858.01	-4,829.69	0.58%
8623- Mobile Equip.	0.00	36.41	-36.41	0.0%
8624 - Auto Insurance	0.00	156.21	-156.21	0.0%
8625- Water Liability Ins	0.00	178.01	-178.01	0.0%
8626 - Work Comp	0.00	317.96	-317.96	0.0%

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8627 - Fuel-Oil	1,260.72	1,071.30	189.42	117.68%
8630- Water Fees & Testing	1,243.54	1,236.52	7.02	100.57%
8640- Water Utilities				
1-000 - Water Power				
New Pump	6,749.37	3,222.84	3,526.53	209.42%
Old pump	251.18	125.78	125.40	199.7%
Total 1-000 - Water Power	7,000.55	3,348.62	3,651.93	209.06%
1-001 - Water Phones				
468-2598	855.06	555.48	299.58	153.93%
468-5864	0.00	160.04	-160.04	0.0%
Cell	357.26	517.43	-160.17	69.05%
1-001 - Water Phones - Other	0.00			
Total 1-001 - Water Phones	1,212.32	1,232.95	-20.63	98.33%
Total 8640- Water Utilities	8,212.87	4,581.57	3,631.30	179.26%
8650- Water Engineering	0.00	7,545.00	-7,545.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	0.00	0.00	0.0%
Total 8660- Water Interest	0.00	0.00	0.00	0.0%
3EC- Water Expense - Other	0.00	4,191.20	-4,191.20	0.0%
Total 3EC- Water Expense	31,696.24	45,064.46	-13,368.22	70.34%
3EG -8690 -Water Planning Grant	0.00	0.00	0.00	0.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	7.78	1,920.69	-1,912.91	0.41%
9115 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	1.14	-1.14	0.0%
9116 - Janitorial Payroll	5,675.75	593.30	5,082.45	956.64%
02 Admin Allocation - Parks	0.00	0.00	0.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	0.00	0.00	0.00	0.0%
2020 Per Capita - LLP				
Improvements	0.00	21,698.01	-21,698.01	0.0%
LLP Project Payroll	0.00	2,539.50	-2,539.50	0.0%

2020 Per Capita - LLP - Other	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	0.00	24,237.51	-24,237.51	0.0%
03 Parks & Recreation Grants - Other	36.07			
Total 03 Parks & Recreation Grants	36.07	24,237.51	-24,201.44	0.15%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	36.41	-36.41	0.0%
6305- Property Ins Parks - Other	0.00	981.26	-981.26	0.0%
Total 6305- Property Ins Parks	0.00	1,017.67	-1,017.67	0.0%
9105- Auto Insurance	0.00	156.21	-156.21	0.0%
9106 - Work Comp Parks	0.00	508.73	-508.73	0.0%
9107 - Liability Ins Parks	0.00	284.81	-284.81	0.0%
9108 - L.L. Park	0.00	0.00	0.00	0.0%
9109- Parks Payroll	7,778.00	4,317.00	3,461.00	180.17%
9110 - Park Expense	0.00	0.00	0.00	0.0%
9130- Ball Park Expenses				
1-002 - LLP Snack	183.92	69.77	114.15	263.61%
1-013 - BBP lights	990.58	349.32	641.26	283.57%
1-014 - LLP lights	112.60	49.33	63.27	228.26%
1-017 - BBP pump	71.77	36.14	35.63	198.59%
9131- Maintenance & Supplies	0.00	1,955.44	-1,955.44	0.0%
9130- Ball Park Expenses - Other	0.00	0.00	0.00	0.0%
Total 9130- Ball Park Expenses	1,358.87	2,460.00	-1,101.13	55.24%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	161.69	36.14	125.55	447.4%
9141- Scout Hall Repairs	0.00	0.00	0.00	0.0%
Total 9140- Scout Hall Expenses	161.69	36.14	125.55	447.4%
9160- Museum Expenses				
1-004 - Museum Electricity	226.62	150.48	76.14	150.6%
1-XXX - Museum Monitor Fuel	0.00	0.00	0.00	0.0%
5568- Museum Phone	293.46	193.34	100.12	151.78%
Total 9160- Museum Expenses	520.08	343.82	176.26	151.27%
4E- Parks & Recreation Expense - Other	996.99	648.29	348.70	153.79%

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Total 4E- Parks & Recreation Expense	16,535.23	36,525.31	-19,990.08	45.27%
4EF - Sewer Grant	0.00	8,455.00	-8,455.00	0.0%
5E - American Rescue Plan				
6.1 - Government Expense	0.00	0.00	0.00	0.0%
Total 5E - American Rescue Plan	0.00	0.00	0.00	0.0%
6504- Payroll Taxes				
Federal Unemployment	370.04	303.00	67.04	122.13%
6506- FICA	13,813.83	6,665.02	7,148.81	207.26%
6508- Medicare	3,230.65	1,558.75	1,671.90	207.26%
6512- SUI	3,779.07	2,129.51	1,649.56	177.46%
6516 - ETT	0.00	0.00	0.00	0.0%
6504- Payroll Taxes - Other	0.00	559.98	-559.98	0.0%
Total 6504- Payroll Taxes	21,193.59	11,216.26	9,977.33	188.95%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	0.00	4,822.90	-4,822.90	0.0%
Housing Loans				
Gomez	0.00	0.00	0.00	0.0%
Total Housing Loans	0.00	0.00	0.00	0.0%
Total 9700- CBDG Const Housing	0.00	4,822.90	-4,822.90	0.0%
Payroll Expenses	23,599.04	508.51	23,090.53	4,640.82%
Reconciliation Discrepancies	0.00	0.00	0.00	0.0%
Total Expense	502,964.86	270,421.90	232,542.96	185.99%
Net Income	-340,385.40	23,286.28	-363,671.68	-1,461.74%



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 14, 2024
From: Cherie Stephen – Town Administrator
Subject: Review and discuss possible action to approve the Joint Powers Agreement with the Siskiyou County Local Transportation Commission.

Background:

The Siskiyou County Local Transportation Commission and The Siskiyou County Board of Supervisors have moved to form a joint powers agreement amongst the cities and towns of Siskiyou County to create a public agency to exercise the powers and functions of the Transportation Development Act.

Attached is the Joint Powers Agreement.

Recommendation:

It is recommended by the Town Administrator that the council approve the Joint Powers Agreement with the Siskiyou County Local Transportation Commission.

SISKIYOU TRANSPORTATION AGENCY

Joint Powers Agreement

This Agreement is made and entered into this _____ day of September, 2024, by and among the COUNTY OF SISKIYOU, and the CITY OF YREKA, CITY OF DORRIS, CITY OF DUNSMUIR, CITY OF ETNA, TOWN OF FORT JONES, CITY OF MONTAGUE, CITY OF MT. SHASTA, CITY OF TULELAKE, CITY OF WEED, and the SISKIYOU COUNTY LOCAL TRANSPORTATION COMMISSION, herein referred to as "MEMBERS" or "MEMBER".

RECITALS

WHEREAS, pursuant to the provisions of Article 1, Chapter 5, Division 7, Title 1 of the California Government Code Section 6500 et seq., two or more public agencies may, by agreement, form a Joint Powers Agency to exercise those powers and functions that are common to the contracting parties; and

WHEREAS, under California law, each MEMBER is responsible for providing transportation in compliance with the Transportation Development Act; and

WHEREAS, it is the desire of the MEMBERS to create a public agency that will perform the functions set forth in the Transportation Development Act,

NOW, THEREFORE, the MEMBERS agree as follows:

ARTICLE 1

DEFINITIONS

- 1.1. "Agreement" shall mean this Joint Exercise of Powers Agreement, as the name now exists or as it may from time to time be amended by any supplemental agreement entered into pursuant to the provisions hereof.
- 1.2. "Agency" shall mean the Siskiyou Transportation Agency, a Joint Powers Agency hereby established and created by the Agreement.
- 1.3. "Board of Directors" or "Board" shall mean the governing body of the Agency.
- 1.4. "Fiscal Year" shall mean that period of twelve months commencing on July first of any year.
- 1.5. "Government Code" shall mean the California Government Code.
- 1.6. "Joint Powers Law" or "Act" shall mean Article I, Chapter 5, Division 7, Title 1 (commencing with Section 6500) of the Government Code.

- 1.7. "MEMBER" or "MEMBERS" shall mean any entity which has executed this Agreement and become a member of the Agency.

ARTICLE 2

CREATION AND PURPOSE OF THE AGENCY

- 2.1. Creation of Public Agency. Pursuant to this act, there is hereby created a public agency to be known as the "Siskiyou Transportation Agency" hereinafter referred to as the "Agency." The Agency is formed by this Agreement pursuant to the provisions of Article 1, Chapter 5, Division 7, Title I (commencing with Section 6500) of the Government Code; two or more public agencies may, by agreement, form a Joint Powers Agency to exercise those powers and functions that are common to the contracting parties. It is the intent of the MEMBERS that the Agency shall be a public agency separate and apart from any MEMBER.
- 2.2. Purpose. The purpose of the Agreement is to create a public agency to exercise the common power of directing and coordinating actions relating to transportation in Siskiyou County and the City of Yreka, City of Dorris, City of Dunsmuir, City of Etna, Town of Fort Jones, City of Montague, City of Mt Shasta, City of Tulelake, City of Weed, and the County of Siskiyou and the Siskiyou County Local Transportation Commission.

ARTICLE 3

LIMITATION AND LIABILITY

- 3.1. To the extent permitted under State law, and specifically pursuant to the provisions of Government Code Section 6508.1, the debts, liabilities, and obligations of the Agency shall be its own and shall not constitute debts, liabilities, and obligations of any of the MEMBERS.

ARTICLE 4

POWERS OF THE AGENCY

- 4.1. The Agency shall have all of the powers common to the MEMBERS and all additional powers set forth in the joint powers of law of the State of California and is hereby expressly authorized to perform all acts necessary for the exercise of said powers. Such powers include, but are not limited to, the following:
- a) To supervise and oversee the performance of transportation service operations;
 - b) To make and enter into contracts and expend revenues, leases and other agreements, including contracts with federal, state, and other governmental agencies;

- c) To act on behalf of the MEMBERS to specify the level of service to be provided, the operating plan to implement the service, how the service is to be coordinated with the public transportation within the respective areas, and to act as claimant as defined in the Transportation Development Act;
- d) To acquire, accept, and utilize sufficient revenues to retire debt and to fulfill the financial obligations of the Agency from any source including Transportation Development Act funds, State Transit Assistance Funds, Federal Transportation Act funds, and state or federal grants;
- e) To incur debts, liabilities, and obligations, which do not constitute a debt, liability, or obligation of the MEMBERS;
- f) To employ agents, employees, consultants, advisors, independent contractors, and other staff;
- g) To acquire, hold, or dispose of property by eminent domain, lease, lease purchase, or sale;
- h) To acquire, construct, manage, maintain, and operate any buildings, works, or improvements;
- i) To sue and be sued in its own name, except that the Agency shall not sue its own Board of Directors;
- j) To invest, in accordance with the provisions of Section 6509.5 of the Government Code, money in the treasury of the Agency that is not required for immediate necessities of the Agency;
- k) To raise transportation fare revenues or adjust fares for transit services;
- l) To pay expenses reasonably and necessarily incurred in the conduct of business, including travel expenses to attend meetings and conferences relating to the business of the Board to the extent budgeted; and
- m) All other services which are necessary for the Agency to provide public transportation services.

ARTICLE 5

MEMBERS, OFFICERS, AND TERMS OF THE BOARD OF DIRECTORS

- 5.1. **Members and Alternate Members.** The Agency shall be administered by a Board of Directors, initially consisting of the Commission members and alternates of the Siskiyou County Local Transportation Commission. The Agency Board of Directors and alternates shall be the same individuals as each MEMBER entity appoints to serve on the Siskiyou County Local Transportation Commission and alternates thereof. The Board shall be named the "Siskiyou Transportation Agency Board of Directors."

- 5.2. Alternate Members. Alternates shall be the same individuals as each entity appoints to serve on the Siskiyou County Local Transportation Commission. Any alternate must have the same qualification as the individual originally appointed.
- 5.3. Officers. At the second regular meeting of each calendar year, the Board of Directors shall elect from its membership a Chair and Vice Chair of the Board, to serve for one-year terms. In the absence of the Chair, the Vice Chair shall preside over and conduct all meetings of the Board.
- 5.4. Terms of Office. Each member of the Board of Directors shall serve the same term as their respective term on the Siskiyou County Local Transportation Commission; provided, however, Board members of the respective governmental MEMBERS, shall cease to serve upon termination of that public office, unless so otherwise re-Appointed by that governmental MEMBER. Vacancies shall be filled pursuant to the applicable procedures set forth in the Agency Bylaws.

ARTICLE 6

POWERS OF THE BOARD OF DIRECTORS

- 6.1. The Board of Directors shall have the following powers and functions:
 - a) The Board shall exercise all powers and conduct all business of the Agency, whether directly or by delegation to the Executive Director or other committees as may be established by the Board and subject to such restrictions and limitations as are set forth herein.
 - b) The Board shall have the authority to appoint or employ necessary staff in accordance with Article 9.
 - c) The Board shall cause to be prepared, and shall review, modify as necessary, and adopt the annual operating budget of the Agency. The budget, at a minimum, shall include staff administration costs, capital costs, apportionments, and operating costs for transportation services. Adoption of the budget may not be delegated.
 - d) The Board shall approve the execution of each contract or agreement to be entered into by the name of the Agency.
 - e) The Board shall negotiate, prepare, and contract for transportation services and the claims for funds to be submitted to the Siskiyou County Local Transportation Commission in accordance with the Transportation Development Act and its regulations.
 - f) Within 120 days after the close of the fiscal year, the Agency will prepare and submit to the MEMBERS an annual report on its operation of the transportation services for the fiscal year.

- g) The Board shall receive and act upon periodic reports and audits of the funds of the Agency, as required by Articles 10 and 11 of this Agreement.
- h) The Board shall have such other powers and duties reasonably necessary to carry out the purposes of the Agency.

ARTICLE 7

MEETINGS OF THE BOARD OF DIRECTORS

- 7.1. Initial Meeting. No later than Sixty (60) days following the effective date of this Agreement and the establishment of the Agency, the initial meeting of the Board of Directors shall be called and convened. For the purpose of calling such a meeting, the Executive Director shall prepare the initial agenda for the Board of Directors and shall call and post such notices as are required by the Brown Act. Any MEMBER requesting an item on the agenda for the initial meeting shall provide the request no later than Twenty (20) days following the effective date of this Agreement.
- 7.2. Meetings. At a minimum the Board shall meet annually.
- 7.3. Brown Act. All meetings of the Board shall be called, noticed, held, and conducted in accordance with the provisions of Government Code Section 54950, et seq.
- 7.4. Minutes and Records. The Executive Director of the Agency shall provide for the keeping of minutes of regular and special meetings of the Board and shall provide a copy of the minutes to each member of the Board at the next scheduled meeting.
- 7.5. Quorum. A majority of the members of the Board shall constitute a quorum to conduct a meeting. A vote of a majority of the members of the Board is necessary to take action.

ARTICLE 8

COMMITTEES

- 8.1. The Board of Directors may establish committees, as it deems appropriate, to conduct the business of the Agency. Members of the committees shall be appointed by the Board, to serve one-year terms, subject to reappointment by the Board. Each committee shall be composed of at least three members and shall have those duties as determined by the Board or as otherwise set forth in the Bylaws. The members of each committee shall annually select one of their members to chair the committee. Each committee shall annually prepare and submit a report to the Board of Directors as to the activities and programs provided by or overseen by the committee.
- 8.2. All committee meetings shall be called, noticed, held, and conducted in accordance with the provision of Government Code Section 54950, et seq., the Brown Act.

ARTICLE 9

STAFF

- 9.1. Executive Director. The Siskiyou County Local Transportation Commission Executive Director shall be the Executive Director of the Agency.
- 9.2. Legal Counsel. The Siskiyou County Counsel's Office shall provide legal services to the Agency.
- 9.3. Treasurer. The Treasurer of the County of Siskiyou shall be the treasurer of the Agency.
- 9.4. Auditor. The Auditor of the County of Siskiyou shall be the auditor of the Agency.
- 9.5. Administrative and Staffing Support. The County of Siskiyou shall provide administrative and staffing support to the Agency. Employees will be eligible for all benefits, optional or required by law, as employees of the County of Siskiyou.
- 9.6. Clerk. The Clerk of the County of Siskiyou shall be the designated officer for the acceptance service of process in civil proceedings and filing of Agreement termination notices.

ARTICLE 10

ACCOUNTS AND RECORDS

- 10.1. Annual Budget. The Agency shall annually adopt by resolution an operating budget pursuant to Article 6 of this Agreement.
- 10.2. Funds and Accounts. The Auditor shall establish and maintain such funds and accounts in compliance with Government Code 29534. Accounting records of the Agency shall be available for inspection by each MEMBER at all reasonable times. Support staff shall prepare fund and account balances in conjunction with the Auditor's accounting records for the Agency. The Agency shall adhere to the standard of strict accountability for funds as set forth in Government Code Section 6505.
- 10.3. Annual Audit. Pursuant to Government Code Section 6505, the Agency shall either make or contract with a certified public accountant to perform an annual fiscal audit of all accounts and records of the Agency, conforming in all respects with the requirements of that section. The annual audit may be performed in conjunction with the annual audit requirements of the Siskiyou County Local Transportation Commission. A report of the audit shall be filed as a public record with the Auditor within twelve months of the end of the fiscal year under examination pursuant to Government Code 6505. The costs of the audit shall be considered an administrative cost of the Agency.

ARTICLE 11

RESPONSIBILITIES FOR FUNDS AND PROPERTY

- 11.1. Auditor. The Auditor shall be responsible for disbursement of the Agency's funds in compliance with Government Code Section 6505.5. The Auditor shall draw warrants to pay demands against the Agency, making such payments from Agency funds, as approved by the Board of Directors or their designated representative.
- 11.2. Treasurer's Duties. Pursuant to Government Code 6505.5, the Treasurer shall receive and Acknowledge receipt for all funds of the Agency and place them in the Treasury to the credit of the Agency.
- 11.3. Reports to the Agency. Pursuant to Government Code 6505.5 (e), at the request of the Board, the Auditor and Treasurer shall verify and report in writing to the agency and to the contracting MEMBERS to the Agreement, the amount of money that is held for the Agency, the amount of receipts since the last report, and the amount paid out since the last report.
- 11.4. Property. Pursuant to Government Code Section 6505.1, the Executive Director, and such other persons as the Board of Directors may designate, shall have charge of, handle, and have access to the property of the Agency. Property and Rolling Stock as identified in Attachment A, attached hereto as part of the Agreement, shall be transferred to the Agency within 90 days of execution of the Agreement. It is recognized by each MEMBER that said rolling stock was purchased by County from various transit grants with the intended use being for transit services.
- 11.5. Outstanding Revenues or Expenditures. The Agency shall be responsible for all expenditures and receive all revenues generated prior to the formation of the Agency. The Agency shall receive all future dividends authorized by the CalTIP Board of Directors.
- 11.6. Bonds. Pursuant to Government Code 6505.1, the Agency shall secure and pay for a fidelity bond or bonds in an amount or amounts and in the form specified by the Board covering all officers and staff of the Agency and all officers and staff that are authorized to have charge of, handle, and have access to property of the Agency.

ARTICLE 12

WITHDRAWAL, DISSOLUTION, OR TERMINATION

AND DISTRIBUTION OF ASSETS

- 12.1. Withdrawal from the Agency. It is anticipated that each MEMBER hereto shall participate in the Agency until purposes set forth in this Agreement are accomplished. The withdrawal of either MEMBER, either voluntary or involuntary, shall cause the Agreement to be terminated according to the following conditions:

- a) In the case of voluntary withdrawal following a properly noticed public hearing, written notice shall be given to the Agency, one hundred twenty (120) days prior to the effective date of withdrawal; and
 - b) Termination of the Agency shall not relieve the Agency of its debts or other liabilities prior to the effective date of the MEMBER'S notice of withdrawal. All debts, liabilities, and obligations incurred by the Agency shall be honored prior to apportionment and or distribution of remaining funds, including but not limited to contracts for transit services.
- 12.2. Dissolution of Agency. Upon dissolution of the Agency, there shall be a partial or complete distribution of assets and liabilities as follows:
- a) Upon termination of the Agency, all funds including the proceeds of the sale of property, in the possession of the Agency after payment of all costs, expenses, and charges validly incurred under this Agreement, shall be returned to the MEMBERS in proportion to their contribution as shall be determined by the Board.
- 12.3. Distribution of Assets. The assets listed in Attachment A shall be returned to each MEMBER. Additional assets acquired by the Agency shall be distributed to the MEMBERS in proportion to their contribution as shall be determined by the Board in compliance with the Transportation Development Act. The distribution of assets may be made in kind or assets may be sold and the proceeds thereof distributed to the MEMBERS at the time of dissolution after the discharge of all enforceable liabilities.
- 12.4. Surplus Revenues. Upon termination of the Agency, all funds including the proceeds of the sale of property, in the possession of the Agency after payment of all costs, expenses, and charges validly incurred under this Agreement, shall be returned to the MEMBERS in proportion to their contribution as shall be determined by the Board.

ARTICLE 13

INSURANCE AND LIABILITY OF THE BOARD OF DIRECTORS, OFFICERS, AND EMPLOYEES

- 13.1. Insurance. The Board of Directors shall maintain liability insurance or equivalent, including but not limited to owned and non-owned auto liability coverage, with limits of not less than five million dollars (\$5,000,000), that applies to bodily injury, property damage, personal injury, and public officials' error and omissions.
- 13.2. Indemnification. The following indemnification requirements apply to this Agreement:
- a) The MEMBERS shall indemnify and hold each other 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 the Members, their employees, or agents, including all claims relating to the injury or death of any person or

damage to any property arising out of the performance of this Agreement. It is understood that the duty of either Members to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether any applicable insurance policies shall have been determined to apply. By execution of this Agreement, the Members acknowledge and agree to the provisions of this Section and that it is a material element of consideration of this Agreement.

- b) The Siskiyou Transportation Agency shall indemnify and hold County harmless against any and all liability imposed or claimed, including all claims relating to the injury or death of any person or damage to any property, and attorney's fees and other legal expenses, arising directly or indirectly from any act or failure of County's assistants, employees or agents, contractors, engaged in the operation of the Siskiyou Transportation Agency pursuant to this Agreement. It is understood that the duty of the Siskiyou Transportation Agency to indemnify and hold harmless includes the duty to defend as set forth in Section 2778 of the California Civil Code. This indemnification and hold harmless clause shall apply to any damages or claims for damages whether any applicable insurance policies shall have been determined to apply. By execution of this Agreement, the Siskiyou Transportation Agency and the County acknowledge and agree to the provisions of this Section and that it is a material element of consideration of this Agreement.

ARTICLE 14

BYLAWS

- 14.1. Bylaws. The Board of Directors is hereby authorized to adopt, and from time to time amend, such bylaws as they deem appropriate to govern the transaction of the business of the Agency and the conduct of the officers and employees of the Agency.

ARTICLE 15

AMENDMENTS

- 15.1. Amendments. This Agreement may only be amended by the adoption of a Resolution by each MEMBER. Within thirty (30) days of the effective date of said amendment, the amendment shall be filed with the office of the Secretary of State. The notice shall contain the following:
 - a) The name of each MEMBER to the Agreement;
 - b) The date upon which the amendment to the Agreement is effective; and
 - c) A description of the amendment made to the agreement.

ARTICLE 16

MISCELLANEOUS

- 16.1. Section Headings. The section headings herein are for convenience only and are not to be construed as modifying or governing the language in the section referred to.
- 16.2. Consent or Approval. Wherever any consent or approval is required within this Agreement, the same shall not be unreasonably withheld.
- 16.3. This Agreement is made in the State of California, under the Constitution and laws of such State and is to be so construed.
- 16.4. If any one or more of the terms, provisions, promises, covenants or conditions of this Agreement shall to any extent be adjudged invalid, unenforceable, void, or voidable, for any reason whatsoever by a court of competent jurisdiction, each and all of the remaining terms, provisions, promises, covenants, and conditions of this Agreement shall not be affected thereby and shall be valid and enforceable to the fullest extent permitted by law.
- 16.5. The MEMBERS shall not assign any rights or obligations under this Agreement without the written consent of all other MEMBERS.

ARTICLE 17

TERM

- 17.1. This Agreement shall become effective upon adoption of the MEMBERS and shall remain in full force and effect until it is terminated by the unanimous consent of the MEMBERS hereto and upon the proper discharge of all legal obligations incurred or undertaken by the Agency.

IN WITNESS WHEREOF, the parties have executed this agreement on the dates set forth below, each signatory represents that they have the authority to execute this agreement and to bind the Party on whose behalf their execution is made.

MEMBER: City of Yreka

Date: _____

Corey R. Middleton, Mayor, City of Yreka

MEMBER: City of Dorris

Date: _____

Abner Weed, Mayor, City of Dorris

MEMBER: City of Dunsmuir

Date: _____

Michael Clarno, Mayor, City of Dunsmuir

MEMBER: City of Etna

Date: _____

Cliff Munson, Mayor, City of Etna

MEMBER: Town of Fort Jones

Date: _____

Mercedes Garcia, Mayor, Town of Fort Jones

MEMBER: City of Montague

Date: _____

Takeshi Murakami, Mayor, City of Montague

MEMBER: City of Mt Shasta

Date: _____

John Stackfleth, Mayor, City of Mt Shasta

MEMBER: City of Tulelake

Date: _____

Tom Cordonier, Mayor, City of Tulelake

MEMBER: City of Weed

Date: _____

Darrell Parham, Mayor, City of Weed

MEMBER: Siskiyou County Local Transportation Commission

Date: _____

Bruce Deutsch, Chair

MEMBER: County of Siskiyou

Date: _____

Michael N. Kobseff, Chair
Board of Supervisors
County of Siskiyou
State of California

ATTEST:

Laura Bynum
Clerk, Board of Supervisors

By: _____

Deputy

Attachment A
Siskiyou Transportation Agency Property and Rolling Stock

ROA Tag #	Purchase Date	Item Description	Type
13135	5/18/2021	Bus Shield Protection Kit	Equipment
14332	4/9/2007	HD-40x Four Post Lift Extra Long	Equipment
14650	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14651	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14652	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14653	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14654	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14655	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14656	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14657	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14658	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14659	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14660	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14661	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14662	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14663	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14664	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14665	6/30/2010	Odyssey Fare Box with spare parts	Equipment
14666	6/30/2010	Data System for Electronic Fare Boxes	Equipment
14667	6/30/2010	Portable Data Unit for Electronic Fare Boxes	Equipment
14668	6/30/2010	Odyssey Test Simulator - Maintenance	Equipment
14695	9/28/2010	Print Encode Machine (for farebox system)	Equipment
14920	6/18/2013	Benecor FT2000 Tote Enclosure & Accessories	Equipment
15021	12/28/2017	Print Encode Machine (for farebox system)	Equipment
15133	5/18/2021	Bus Shield Protection Kit	Equipment
15134	5/18/2021	Bus Shield Protection Kit	Equipment
15136	5/18/2021	Bus Shield Protection Kit	Equipment
15137	5/18/2021	Bus Shield Protection Kit	Equipment
15236	6/30/2023	Graco LLV3900 HP Auto 17U805 2 Gun with Lazerguide	Equipment

Attachment A
Siskiyou Transportation Agency Property and Rolling Stock

ROA Tag #	Purchase Date	Item Description	Type
15237	6/30/2023	Graco Linedriver Ride On System	Equipment
Facility	12/1/2015	**STAGE Transit Admin Building	Facility
14981	12/31/2015	Workstations	Furnishings
414981	12/20/2016	Workstation - 6th Station Upgrade	Furnishings
922077	10/3/2013	Gillig '35 Bus (#31)	Rolling Stock
922078	10/3/2013	Gillig '35 Bus (#32)	Rolling Stock
922079	10/3/2013	Gillig '35 Bus (#33)	Rolling Stock
922080	10/3/2013	Gillig '35 Bus (#34)	Rolling Stock
922081	10/3/2013	Gillig '35 Bus (#35)	Rolling Stock
922790	6/30/2018	2018 Starcraft Allstar Bus (#37)	Rolling Stock
922791	6/30/2018	2018 Starcraft Allstar Bus (#36)	Rolling Stock
922792	6/30/2018	2018 Starcraft Allstar Bus (#38)	Rolling Stock
9921989	5/23/2018	Engine Replacement Bus # 3030	Rolling Stock
94401	5/1/1988	88 Chevy Cab & Chassis	Rolling Stock
98105	1/10/1994	1994 Ford F250 (Yellow)	Rolling Stock
98972	4/26/1995	1995 Jeep Cherokee (Tan)	Rolling Stock
920597	1/4/2007	2007 Ford Explorer (4x4 Gold)	Rolling Stock
922896	12/3/2018	2017 Glaval Ford Transit	Rolling Stock
923252	1/26/2021	2021 Glaval Bus	Rolling Stock
15022	12/27/2017	13' Sierra Low Dome Transit Shelter	Shelters
15023	12/27/2017	13' Sierra Low Dome Transit Shelter	Shelters
15024	12/27/2017	13' Sierra Low Dome Transit Shelter	Shelters
15025	10/13/2017	13' Sierra Low Dome Transit Shelter	Shelters
15026	10/13/2017	13' Sierra Low Dome Transit Shelter	Shelters
15027	11/3/2015	13' Sierra Low Dome Transit Shelter	Shelters
15028	11/3/2015	13' Sierra Low Dome Transit Shelter	Shelters
15029	11/3/2015	13' Sierra Low Dome Transit Shelter	Shelters
15038	1/24/2019	Transit Shelter 13' Sierra Low Dome & Installation	Shelters
15039	1/24/2019	Transit Shelter 13' Sierra Low Dome	Shelters

Attachment A
Siskiyou Transportation Agency Property and Rolling Stock

ROA Tag #	Purchase Date	Item Description	Type
15040	1/24/2019	Transit Shelter 13' Sierra Low Dome	Shelters
15054	12/3/2019	Tolar 13' Sierra Low Dome Transit Shelter (Raley's)	Shelters
15055	12/3/2019	Tolar 13' Sierra Low Dome Transit Shelter (Fairchild)	Shelters
15150	9/13/2022	13' Sierra Low Dome Transit Shelter	Shelters
922178	3/30/2015	*Ford F150 Pickup (#3006) (50% Ownership)	Rolling Stock
922168	3/30/2015	*Blazer 6x10 Cargo Utility Trailer (50% Ownership)	Rolling Stock
15291	11/7/2023	Gasboy DEF Dispenser	Equipment

*Airports (Fund 5230) own 50% of these assets. General Services and STA agree to negotiate on a transfer of these assets upon STAGE procuring necessary replacements.

** Transit Center ownership split is: STAGE 87% (Fund 5660), Siskiyou County Local Transportation Commission (less than 1%) (Fund 2505), Solid Waste 8.3% (Fund 5350), and Flood Control 3.8% (Fund 2501).



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 14, 2024
From: Cherie Stephen – Town Administrator
Subject: Review and discuss possible action to approve the revision of the MOU with Golden State Risk Management Authority.

Background:

The town's current MOU with Golden State Risk Management Authority is set to expire December 31, 2024. They have made some minor updates and require the new MOU to be signed before the start of the 2025 calendar year.

Attached are a list of the updates and a copy of the new, updated MOU.

Recommendation:

It is recommended by the Town Administrator that the council approve the revision of the MOU with Golden State Risk Management Authority.

Summary of Changes to the Memorandum of Understanding

GSRMA has updated the Health Plan Memorandum of Understanding (MOU) and is requiring each participating entity to sign the new MOU before the start of the 2025 calendar year.

Below is a summary of the changes that were made to help with your review and approval of the revised MOU.

Item 3a.: To stay in line with the PRISMHealth program, this section has been added to clarify that additional segments of the employee population that would like to have coverage and was not part of the initial population when joining the program must meet underwriting guidelines before being enrolled

Item 5a.: This has been expanded to explain if payment is not received within 30 days of the due date, GSRMA will commence with termination of benefits retroactive to the first day of the unpaid month of coverage. The previous MOU did not address what would happen in the case of non-payment, therefore the appropriate language was added to outline termination of benefits if timely payment is not made.

Item 10: GSRMA recognizes that rates are not available until mid-August, therefore the withdrawal timeline has been adjusted to allow the entity to have time to receive rates and make a decision. The timeline to submit an intent to withdraw has been moved from 180 days prior to the plan start date (or July 1) to September 1 and the date an entity must rescind by has been moved from August 31 to October 31.

Item 10a: To stay in line with the PRISMHealth program, this has been added to state an entity must leave the program as a total population.

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (hereafter "MEMORANDUM") is entered into by and between the Golden State Risk Management Authority (hereafter "GSRMA") and the participating public entity, Town of Fort Jones, (hereafter "ENTITY") who is signatory to this MEMORANDUM.

RECITALS

WHEREAS, commencing January 1, 2025, GSRMA will be an appointed administrator for the purpose of enrolling small public entities typically having 200 or less employees into the PRISMHealth Program (hereafter "PROGRAM").

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments and premiums are governed by PRISMHealth Committee for the PROGRAM (the "COMMITTEE") and not GSRMA.

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, GSRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **INITIAL COMMITMENT PERIOD.** ENTITY understands and acknowledges that it is required to remain in the PROGRAM for a period of at least three (3) full years as a condition to participation in the PROGRAM (the "INITIAL COMMITMENT PERIOD").
3. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through GSRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
 - a. If ENTITY enters the PROGRAM with less than their entire population, additional segments of the employee population may be added in future years assuming underwriting guidelines are met.
4. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative medical benefit solution to all participants of the ENTITY including active and retired employees, dependents and public officials. ENTITY's contributing toward retiree benefit coverage prior to joining the PROGRAM, must contribute a minimum of 50% toward the cost of retiree benefit coverage during the INITIAL COMMITMENT PERIOD. After the INITIAL COMMITMENT PERIOD, ENTITY may discontinue coverage or change the contribution amount for retirees. However, ENTITY must contribute at least the minimum percentage required by the eligibility requirements.
5. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from their consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, GSRMA will add an administrative fee, not to exceed 5%, to premiums and rates set by the COMMITTEE for costs associated with administering the

PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. GSRMA will administrate a billing to ENTITY each month, with payments due by the date specified by GSRMA. Payments received after the specified date will accrue penalties. If ENTITY does not remit payment within 30 days of date specified, GSRMA will commence the termination of benefits process retroactive to the first day of the unpaid month of coverage. Medical benefit premiums are based on a full month. There are no partial months or prorated premiums.
 - b. ENTITY must send notification of termination of benefits for a covered employee to the PROGRAM and GSRMA by the 15th of the current month to terminate at the end of the month. Otherwise (i.e. notification after the 15th), termination will be as of the end of the following month.
6. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable.
7. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, PRISMHealth documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
8. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
9. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments, which are deemed necessary to ensure approved funding levels, shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premium paid for the preceding 3 years. ENTITY's must be current participants to receive a dividend except upon termination of the PROGRAM and distribution of assets.
 - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total program-wide basis as opposed to each year standing on its own.
10. **WITHDRAWAL.** The program operates on a calendar basis, with the plan year spanning January 1 through December 31. ENTITY must notify GSRMA in writing of their intent to withdraw by September 1 prior to the close of the plan year in which they are terminating. ENTITY may rescind its notice of intent to withdraw no later than October 31. ENTITY may withdraw after their INITIAL COMMITMENT PERIOD (three [3] full year commitment period).

- a. ENTITY may only exit the PROGRAM as a total population. No population carve-outs of existing employee groups will be allowed once a member has entered the program.
11. **LIAISON WITH GSRMA.** Each ENTITY shall maintain staff to act as liaison with GSRMA and between the ENTITY and the GSRMA's designated PROGRAM representative.
12. **DISPUTES.** Disputes between the parties related to this MEMORANDUM shall be resolved as follows:
 - a. Mediation Before Litigation. The parties agree that in the event of any dispute by and between them, they shall first attempt to resolve the dispute by way of an informal mediation and if such efforts do not result in a resolution, they may proceed to litigate the claims.
 - b. Selection of Mediator. The mediation shall be held before a neutral mediator having at least 15 years civil business litigation experience or a retired judge. Within ten (10) days of a demand for mediation, the parties shall attempt to mutually select a neutral and qualified mediator. If the parties agree on the selection of the mediator, the mutually selected mediator shall be appointed for the mediation. If the parties are unable to mutually select a qualified mediator, they shall each select a neutral mediator and the two shall then select the third who shall be designated as the parties' neutral mediator for the dispute. Any selected mediator who is unable or unwilling to fulfill his duties may be replaced.
 - c. Time of Mediation. Subject to the mediator's availability, the parties will make best efforts to have the mediation scheduled and held within 45 days of a demand.
 - d. Costs of Mediation. The parties shall split and pay for the fees charged by the mediator equally.
 - e. Confidentiality of Mediation Process. The parties agree that the mediation of the dispute will be an effort to compromise disputed claims and that mediation shall be deemed confidential and no statements made at the mediation can be used against them in the event of future litigation.
 - f. Position Statements. Any party making a demand for mediation shall set forth in their written demand for mediation the factual and legal basis known to them for their claims or dispute and provide copies of any statements, summaries, reports, or documentary information known to them at the time to support their claims, save and except, privileged or confidential information, which may be withheld. Within thirty (30) days after receipt of a demand for mediation, the recipient shall provide a written response to the claims setting forth the factual and legal basis known to them to support the response or affirmation defenses and also provide copies of any statements, summaries, reports, or documentary information known to them at the time to support the response or affirmative defenses save and except, privileged or confidential information, which may be withheld. Copies of the position statements and information exchanged between the parties under this provision shall be provided to the mediator in advance of the mediation.
 - g. Failure to Participate in Mediation. Any party who fails to participate in the mediation shall waive their right to collect attorney fees herein.
 - h. Exclusions From Mediation. The parties agree that any claim for immediate injunctive relief is specifically excluded from the requirements of mediation. The parties further agree that disputes related to coverage under the PROGRAM are excluded from this provision and shall be governed in accordance with PRISMHealth documents and/or PROGRAM documents.

13. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
14. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
15. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
16. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement between GSRMA and the ENTITY.
17. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
18. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the GSRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM. Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.
19. **EFFECTIVE DATE.** This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of GSRMA.
20. **EXECUTION IN COUNTERPARTS.** This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____
Board President

Dated: _____

By: _____
Golden State Risk Management Authority



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: September 19, 2024
From: Cherie Stephen – Town Administrator
Subject: Review and discuss possible action to approve a change in the town's legal counsel from Carolyn Walker with Prentice Long to Andrew L. Jared with Colantuono, Highsmith, and Whatley.

Background:

The current legal counsel's response time and other services have not been in alignment with the needs of the town. Mr. Jared is the current counsel for Yreka, Etna and Montague, and has been recommended by all of those cities.

Attached is Mr. Jared's corporate biography.

Recommendation:

It is recommended by the Town Administrator that the council approve the change in the Town's legal counsel from Carolyn Walker with Prentice Long to Andrew L. Jared with Colantuono, Highsmith, and Whatley.

ANDREW L. JARED



(213) 542-5739

ajared@chwlaw.us

Andrew is Senior Counsel in CHW's public agency advisory group. He has dedicated his practice to representing cities and government agencies since 2006. He presently serves as the City Attorney for the Cities of Yreka, Montague, and Etna. He previously has served as City Attorney and Assistant City Attorney for the Cities of Chico (6 years) and South Pasadena (2 years), and Assistant City Attorney for the City of Pomona (13 years). He also serves as General Counsel to the Goleta Water District.

His general counsel practice covers the full range of public law issues, including: land use, elections, contracts, districting, law enforcement/public safety issues, telecommunications, library law, cannabis regulation and permitting, historic preservation, conflicts of interest, open meetings and public records laws, CEQA, water law, water pollution litigation, solid waste franchises, airports, and other state and federal laws governing cities. He served as chief legal counsel to the City of Chico Airport Commission, addressing airport land use issues, including aviation easements, general plan and airport land use plan conformity, and coordination with the Butte County Airport Land Use Commission (ALUC).

He earned his Juris Doctor at Pepperdine University School of Law, and a Masters of Science in Environmental Management from the University of London. He attended UCLA as an undergraduate, earning a BA in Geography.

He is serving a third term on the Municipal Law Handbook Editorial Committee, the leading treatise on California municipal law, published jointly by California Continuing Education of the Bar (CEB) and the League of California Cities (Cal Cities). He has also served on the Cal Cities Public Works Policy Committee (City Attorneys Department appointee) and the City Attorney's Department Committee on Disaster Response.

He has taught graduate and undergraduate courses in the Department of Urban Studies and Planning at California State University, Northridge as an Adjunct Professor. He has taught courses in Planning Law, and Sustainability and Environmental Analysis. He has served his community for eight years as a Planning Commissioner, twice as its Chair, and served for eight years on the Trails Committee, preserving and improving hiking, biking, and equestrian opportunities for residents.

Before law school, he lived in Tokyo for over two years, teaching English to business professionals in the publishing industry and to the Japanese National Farmers Cooperative (Zennoh). He has traveled extensively throughout Asia, including trips to China, Hong Kong, Macau, Korea, Thailand, Malaysia, Indonesia, India, and Japan. He was born, raised, and attended public schools in Pomona, California, and is proud to live and work in the San Gabriel Valley.

Practice Areas:

- Airports and Airport Land Use Planning
- Cannabis Regulation
- Conflicts of Interest
- Contracting
- Election Law
- Historic Preservation
- Land Use, Planning and CEQA
- Library Law
- Public Law
- Public Safety Defense Litigation
- Public Utilities
- Solid Waste Franchising
- Water Rights
- Water Quality



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: October 14, 2024
From: Cherie Stephen – Town Administrator
Subject: Review and discuss possible action to approve Resolution 1133: The updating of the housing element and zoning amendments.

Background:

The housing element is a mandated aspect of the general plan that requires regular updates. If approved, this updated element will be valid for eight years. As part of the update process, the zoning code is reviewed to ensure compliance with state law. There are several minor zoning changes required by the housing element.

Attached is the staff report from Placeworks, a conditional compliance letter from the State Housing and Community Development Department, the recommended zoning ordinance changes, the housing element draft, Resolution 1133, and the updated relevant ordinance.

Recommendation:

It is recommended by the Town Administrator that the council approve Resolution 1133: The updating of the housing element and zoning amendments.

RESOLUTION 1133
A RESOLUTION OF THE CITY COUNCIL OF THE TOWN OF FORT JONES
ADOPTING THE 2023-2031 HOUSING ELEMENT UPDATE,
ZONING TEXT AMENDMENTS, AND NOTICE OF EXEMPTION

WHEREAS, the current Housing Element of the Town of Fort Jones General Plan was adopted February 24th, 2020; and,

WHEREAS, the Town has completed and proposed an update of the Housing Element pursuant to Section 65580-65589 of the California Government Code; and,

WHEREAS, HCD provided suggestions for minor modifications to be completed to achieve statutory compliance; and,

WHEREAS, the Town provided HCD additional revisions to the document; and,

WHEREAS, on August 2, 2024, HCD submitted written notification to the Town of Fort Jones that the 2023-2031 Draft Housing Element has met statutory compliance of California Housing Law; and,

WHEREAS, the Housing Element is a set of housing policy that does not include actions such as rezoning or any other changes that would have a physical or detrimental change to the environment; and

WHEREAS, the Town Council has considered the changes suggested by HCD and using their independent judgement reviewed the Draft Housing Element, as amended, received a written staff report and considered the Notice of Exemption from the California Environmental Quality Act (CEQA).

NOW THEREFORE BE IT RESOLVED that the Town Council of the Town of Fort Jones hereby adopts both the Notice of Exemption pursuant to Section 15061 (b)(3) of the California Environmental Quality Act and the 2023-2031 Town of Fort Jones Housing Element.

I HEREBY CERTIFY the forgoing resolution was duly introduced and adopted by the City Council of the Town of Fort Jones at a regular meeting held on the 14th day of October 2024 by the following vote to wit:

AYES: Council Members

NOES:

ABSENT:

ABSTAIN:

Mercedes Garcia, Mayor

ATTEST:

JenniferJoy Cox, City Clerk

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
DIVISION OF HOUSING POLICY DEVELOPMENT**

651 Bannon Street, Suite 400
Sacramento, CA 95811
(916) 263-2911 / FAX (916) 263-7453
www.hcd.ca.gov



August 2, 2024

Cherie Stephen, Town Administrator
Town of Fort Jones
11960 East Street
Fort Jones CA, 96032

Dear Cherie Stephen:

RE: Town of Fort Jones' 6th Cycle (2023-2031) Revised Draft Housing Element

Thank you for submitting the Town of Fort Jones' (Town) revised draft housing element update that was received for review on June 14, 2024, along with revisions received on August 2, 2024. The revisions were posted and made available to the public prior to review. Pursuant to Government Code section 65585, the California Department of Housing and Community Development (HCD) is reporting the results of its review.

The revised draft element meets the statutory requirements that were described in HCD's March 6, 2024 review. The housing element will substantially comply with State Housing Element Law (Gov. Code, § 65580 et seq) when it is adopted, submitted to and approved by HCD, in accordance with Government Code section 65585.

Please note, upon adoption of the housing element, the Town must submit an electronic version of the sites inventory with its adopted housing element to sitesinventory@hcd.ca.gov. Pursuant to Government Code section 65583.3, subdivision (b), the Town must utilize standards, forms, and definitions adopted by HCD when preparing the sites inventory. Please see HCD's housing element webpage at <https://www.hcd.ca.gov/planning-and-community-development/housing-elements> for a copy of the form and instructions. The Town can reach out to HCD at sitesinventory@hcd.ca.gov for technical assistance.

Public participation in the development, adoption and implementation of the housing element is essential to effective housing planning. Throughout the housing element process, the Town must continue to engage the community, including organizations that represent lower-income and special needs households, by making information regularly available while considering and incorporating comments where appropriate. Please be aware, any revisions to the element must be posted on the local government's website and to email a link to all individuals and organizations that have previously requested notices relating to the local government's housing element at least seven days before submitting to HCD.

Several federal, state, and regional funding programs consider housing element compliance as an eligibility or ranking criteria. For example, the CalTrans Senate Bill (SB) 1 Sustainable Communities grant, the Affordable Housing and Sustainable Communities programs, and HCD's Permanent Local Housing Allocation consider housing element compliance and/or annual reporting requirements pursuant to Government Code section 65400. With a compliant housing element, the Town will meet housing element requirements for these and other funding sources.

For your information, some general plan element updates are triggered by housing element adoption. HCD reminds the Town to consider timing provisions and welcomes the opportunity to provide assistance. For information, please see the Technical Advisories issued by the Governor's Office of Planning and Research at: <https://www.opr.ca.gov/planning/general-plan/guidelines.html>.

HCD appreciates the hard work and dedication of the housing element update team and looks forward to receiving the Town's adopted housing element. If you have any questions or need additional technical assistance, please contact Andrea Grant, of our staff, at andrea.grant@hcd.ca.gov.

Sincerely,



Paul McDougall
Senior Program Manager

Notice of Exemption

Appendix E

To: Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

County Clerk

County of: Siskiyou County

311 Fourth Street, Room 201

Yreka, CA 96097

From: (Public Agency): Town of Fort Jones

11960 East Street

Fort Jones, CA 96032

(Address)

Project Title: Town of Fort Jones 2023-2031 Housing Element

Project Applicant: JenniferJoy Cox

Project Location - Specific:

Town-wide

Project Location - City: Fort Jones

Project Location - County: Siskiyou County

Description of Nature, Purpose and Beneficiaries of Project:

The Town of Fort Jones is set to update the Town's Housing Element. The update is expected to guide the Town's housing development from 2023 through 2031. The Housing Element is a State-mandated eight-year policy document that is a component of the Fort Jones General Plan. The overall purpose of the proposed Housing Element is to identify current and projected housing needs, show locations where housing can be built, and set goals, policies, and programs to meet the community's housing needs. The foundation of the Housing Element is the Regional Housing Needs Allocation (RHNA), which begins with a determination of housing need issued by the State Department of Housing and Community Development (HCD). The RHNA for Fort Jones for this Housing Element Update is two units, including one very low-income unit and 1 low-income unit.

Name of Public Agency Approving Project: Town of Fort Jones

Name of Person or Agency Carrying Out Project: Town of Fort Jones

Exempt Status: (check one):

- ☐ Ministerial (Sec. 21080(b)(1); 15268);
- ☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
- ☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption. State type and section number: Section 15061(b)(3) - Common Sense Exemption
- ☐ Statutory Exemptions. State code number: _____

Reasons why project is exempt:

The Town of Fort Jones has reviewed the proposed project pursuant to: 1) CEQA Guidelines Section 15002(k) – General Concepts, the three-step process for deciding which document to prepare for a project subject to CEQA; and 2) CEQA Guidelines Section 15061 – Review for Exemption, procedures for determining if a project is exempt from CEQA. Since it can be seen with certainty that the proposed project has no potential to have a significant adverse effect on the environment, the Town of Fort Jones has determined that the proposed project is considered to be exempt from CEQA pursuant to CEQA Guidelines Section 15061(b)(3) - Common Sense Exemption.

Lead Agency

Contact Person: _____ **Area Code/Telephone/Extension:** _____

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ■ Yes No

Signature: _____ **Date:** _____ **Title:** _____

Signed by Lead Agency Signed by Applicant

Authority cited: Sections 21083 and 21110, Public Resources Code.
Reference: Sections 21108, 21152, and 21152.1, Public Resources Code.

Date Received for filing at OPR: _____



TOWN OF FORT JONES

City Council

Staff Report

MEETING DATE:	October 14, 2024
REQUEST:	Adopting the 6 th Cycle Housing Element and Zone Text Amendments
LOCATION:	Townwide
APPLICANT:	Town of Fort Jones

RECOMMENDATION

Staff recommends that the Town Council find that the proposed project is exempt from CEQA per CEQA Guidelines Section 15061(b)(3) and adopt the Housing Element Update and zoning text amendments.

BACKGROUND

The Housing Element is a mandated element of the General Plan and is the only Element that is required to be updated on a regular basis. This is the sixth update cycle, and if adopted the new element is valid for eight years. The process for updating the housing element requires review and compliance by the State Housing and Community Development Department (HCD). The Town has received its conditional compliance letter from HCD. See Attachment A.

Key to the Housing Element is a demonstration that there is sufficient land within the Town with the appropriate land use designation and zoning to accommodate housing. The regional housing needs allocation (RHNA) is assigned to the Town by the state. For the Town of Fort Jones, the RHNA is two housing units, one for very low-income households and one for low-income households. There is no requirement that the Town build the units, only that the land and procedures are in place to allow development if a property owner or developer wants to build them.

As part of the Housing Element update process, the zoning code is reviewed to ensure compliance with changes in state law that have occurred since the previous update. In this instance, there are minor changes to the code that are required.

PROPOSED PROJECT

The Town has identified sufficient sites with adequate development to build up to 18 new housing units with existing land use regulations and zoning designations. No amendments to land use designations or zone districts are needed to meet the RHNA of 2 housing units. Figure 1 – Housing Sites Inventory shows the locations of the potential housing sites as determined by the 2023-2031 Housing Element Update. As the Town does not build the housing units, a RHNA buffer is recommended to give the Town the ability to approve housing projects at less than the maximum density. The Town has a unit surplus (buffer) of 16 housing units.

Figure 1 – Housing Sites Inventory



Source: Town of Fort Jones, Placemarks 2023

The Housing Element also contains required changes to the Town's zoning code as summarized in Table 1 – Zoning Text Amendments. In the exhibits the added text is shown in **bold underline italic**, and the deleted text in ~~double strikethrough~~.

Table 1: Zoning Text Amendment Summary

Exhibit	Summary	Chapter/Section
A	New Section for Water and Sewer Priority for Affordable Housing Developments	13.04.060 (all new)
B	Definitions – Modified to follow state law	18.08.010
C	Amended Existing Regulations and Added New Uses for Specific District Regulations	18.16.010 .030, .080
D	Amended General District Regulations	18.20.150
E	Amendments to Conditional, Revocable or Temporary Uses	18.32.050
F	Amended Housing Density Bonuses and Incentives	18.40.010, .020, .030, .040, .050, .060
G	Amended Emergency Shelters	18.52.010, .040, .090
H	Amended Accessory Dwelling Units	18.60.010, .020, .030, .040, .050
I	New Chapter for Single Room Occupancy Units	18.64 (all new)

ANALYSIS

California Government Code Section 65583 requires the Housing Element to include the following components:

- A review of the previous element's goals, policies, programs, and objectives to ascertain the effectiveness of each of these components as well as the overall effectiveness of the Housing Element.
- An assessment of housing needs and an inventory of resources and constraints related to meeting these needs.
- An analysis and program for preserving assisted housing developments.
- A statement of community goals, quantified objectives, and policies related to the maintenance, preservation, improvement, and development of housing.
- A program with an eight-year schedule of actions that the Town is undertaking or intends to undertake to implement the policies in the Housing Element.

The 2023-2031 Housing Element does not propose specific development projects, instead, it identifies housing conditions and needs; evaluates the Town's ability to meet its RHNA allocation; establishes goals, policies, and programs that are the foundation of the Town's housing strategy; and provides an array of programs to create sustainable, mixed-income neighborhoods across the Town.

ZONING CHANGES

There were several minor changes to the existing zoning code required by the Housing Element update. The recommended zone changes are included in Exhibits A through I of this Staff Report. As can be seen in the changes, there are additions to definitions and minor changes to procedures, and a better connection to the Specific District Regulations Table. The changes, such as updating the ADU Ordinance, are consistent with state law which already applies to the Town. The reason that the changes are included in this action even though the provisions already apply to the Town, is that HCD requires that the zoning code mirror state law to avoid confusion and inconsistencies.

ENVIRONMENTAL REVIEW AND FINDINGS

The proposed project meets the criteria for an exemption from the California Environmental Quality Act Guidelines (CEQA) Section 153061(b)(3). Common Sense Exemption:

The activity is covered by the commonsense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.

Policies, programs, and actions included in the Housing Element Update encourage housing production and outline steps for the future implementation of certain actions consistent with the existing Land Use Element of the General Plan. The zone changes reflect state law and establishes land use regulations or new definitions and does not grant entitlement.

PUBLIC HEARING NOTICE

Legal Notice for this item was published on October 10, 2024. As the Housing Element affects the entire Town of Fort Jones, no individual notices were sent.

ALTERNATIVE PLANNING COMMISSION ACTIONS

- Deny the adoption of the Housing Element Update and revised zoning ordinance; or,
- Continue the item to a future meeting.

ATTACHMENTS:

A. Conditional Compliance Letter

B. Zoning Ordinance Changes:

Exhibit A Water and Sewer Priority for Affordable Housing Developments
Exhibit B Definitions
Exhibit C Specific District Regulations
Exhibit D General District Regulations
Exhibit E Conditional, Revocable or Temporary Uses
Exhibit F Housing Density Bonuses and Incentives
Exhibit G Emergency Shelters
Exhibit H Accessory Dwelling Units
Exhibit I Single Room Occupancy Units

C. Public Draft Housing Element [This should be on the website so a link rather than a printed copy.]

MEMORANDUM

DATE September 24, 2024
 TO Town of Fort Jones
 FROM PlaceWorks
 SUBJECT Town of Fort Jones – Zoning Code Text Amendments

PlaceWorks has analyzed the Town of Fort Jones' Code of Ordinances and prepared amendments to Title 18 to implement the Town's 2023-2031 Housing Element and comply with State law. The attachment to this memo includes the revised code sections shown in tracked changes.

Table 1 lists each Housing Element program, the program action, the section of the Zoning Code (Title 18) that was amended and the applicable State law section

Table 1. Zoning Code Amendments			
Housing Element Program	Housing Element Program Action	Amended Chapter/Section	State Law
HE 2.1.1 Accessory Dwelling Units	Comply with the latest State legislation related to ADUs, ensuring that ADUs are permitted in all zones that permit single-family or multifamily uses, and permit the construction of a junior accessory dwelling unit (JADU) on each lot in addition to an ADU.	Amended Chapter 18.60 Accessory Dwelling Units, to comply with the most recent state law.	California Government Code Section 65852.2
HE 2.1.2 Density Bonus Program	Comply with California Government Code Section 65915, as revised, amend the Zoning Code to be consistent with State density bonus law.	Amended Chapter 18.40 Housing Density Bonuses and Incentives, to comply with the most recent state law.	California Government Code Section 65915-65918
HE 2.1.4: Zoning Code Amendments	Family Definition. Amend the definition of family in the Zoning Ordinance in compliance with State law.	Amended definition of "family" in Chapter 18.08 Definitions as follows: "One or more persons living together in a dwelling unit, with common access to and common use of all living, kitchen and eating areas within the dwelling unit."	Fair Employment and Housing Act
HE 2.1.4: Zoning Code Amendments	Manufactured Housing. Review and revise the Zoning Ordinance to ensure manufactured homes on permanent foundations are subject to the same standards in the same zones as conventional single family residential units	Amended Section 18-20-150 to ensure manufactured housing is treated in the same manner as conventional single-family residential units.	Government Code Section 65852.3
HE 2.1.4: Zoning Code Amendments	Residential Care Facilities. Define and allow residential care facilities for six or fewer persons, in accordance with Health and	Amended Chapter 18-16 to allow residential care facilities regardless of	Health and Safety Code Sections

Table 1. Zoning Code Amendments

Housing Element Program	Housing Element Program Action	Amended Chapter/Section	State Law
	Safety Code Section 1568.0831, and residential care facilities regardless of size, in all zones that permit residential uses of the same type, in accordance with the State's definition of family.	size, in all zones that permit residential uses of the same type.	1267.8, 1566.3, and 1568.08
HE 2.1.4: Zoning Code Amendments	Farmworker Housing. Amend the Zoning Code to clarify that farmworker housing is permitted by right, without a conditional use permit, in single-family zones for six or fewer persons and in zones allowing agricultural uses with no more than 12 units or 36 beds.	Amended Chapter 18-16 to clarify that farmworker housing is permitted by right, without a conditional use permit, in single-family zones and allowed in zones allowing agricultural uses with no more than 12 units or 36 beds	Health and Safety Code Sections 17021.5 and 17021.6
HE 2.1.4: Zoning Code Amendments	Emergency Shelters. Review existing development and managerial standards for emergency shelters to ensure compliance with State law. Review and revise parking standards for emergency shelters to allow sufficient parking to accommodate all staff working in the emergency shelter, provided standards do not require more parking for emergency shelters than for other residential or commercial uses in the same zone and review and revise parking standards for all housing types. Amend the definition of emergency shelter to include other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care.	Amended the definition of emergency shelter in Chapter 18.08 and the parking standards for emergency shelters in Chapter 18.52.	Government Code Section 65583(a)(4)(B)(ii) & AB 2339
HE 2.1.4: Zoning Code Amendments	Single Room Occupancy Units. Define single-room occupancy units and identify at least one zone where they will be permitted and establish specific development standards that encourage and facilitate the development of these units.	Amended the definition of SROs in Chapter 18.08 Chapter 18-16 to allow SROs in R-3.	Government Code Section 65583(c)(1),
HE 2.1.4: Zoning Code Amendments	Transitional and Supportive Housing. Amend the Zoning Code to permit transitional and supportive housing as a residential use, only subject to the restrictions that apply to other residential dwellings of the same type in the same zone. residential dwellings of the same type in the same zone. Allow supportive housing as a permitted use without discretionary review in zones where multifamily and mixed-use developments are permitted,	Amended Chapter 18-16 to allow transitional and supportive housing in R-1, R-2, R-3, and C-1.	Government Code Sections 65583(c)(3)) & 65651(a)

Table 1. Zoning Code Amendments

Housing Element Program	Housing Element Program Action	Amended Chapter/Section	State Law
	including nonresidential zones permitting multifamily uses.		
HE 2.1.4: Zoning Code Amendments	Low-Barrier Navigation Centers. Permit low-barrier navigation centers—defined as low-barrier, temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing—by right in zones where mixed uses are allowed or in nonresidential zones that permit multifamily housing.	Amended the definition of LBNCs in Chapter 18.08 Definitions; Amended Chapter 18-16 to permit LBNCs in C-1.	Government Code Section 65662; Assembly Bill 101
HE 2.1.4: Zoning Code Amendments	Parking Standards. Remove the garage/carport requirement for multifamily housing and review and revise parking to ensure they do not constrain the development of housing.	Amended Chapter 18-16. To remove the garage/carport requirement for multifamily housing.	SB 9; AB 2097
HE 2.1.7: Conditional Use Permit Requirement for Multifamily and Mixed-Use Developments	Amend zoning to permit multifamily development in the C-1 zone without a discretionary review process and replace the conditional use permit with a site plan review or similar process subject to R-3 or comparable zoning and development standards. Review the required findings for Conditional Use Permits and either replace subjective language with objective standards or remove subjective standards.	Amended Chapter 18.16 Specific District Regulations to permit multifamily development in the C-1 zone without a discretionary review process and replace the conditional use permit with a site plan review or similar process subject to R-3 or comparable zoning and development standards. Amended Chapter 18.32 to remove the subjective requirement that a use not be detrimental to the “morals” and/or “comfort” of neighboring residents.	n/a
Program HE.2.1.8: Water and Wastewater Priority for Affordable Housing	Develop a specific procedure to grant priority sewer and water service to residential developments that include units affordable to lower-income households.	New Chapter 13.04 for specific procedures to grant priority sewer and water service to residential developments that include units affordable to lower-income households.	Government Code Section 65589.7

Housing Element Update CEQA Exemption Technical Memorandum

Town of Fort Jones

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Town of Fort Jones

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1. Introduction

1.1 PURPOSE

This Technical Memorandum serves as an evaluation of the Town of Fort Jones 2023-2031 (6th cycle) Housing Element (proposed project) for California Environmental Quality Act (CEQA) compliance. This Technical Memorandum was prepared to present: 1) the findings resulting from the CEQA compliance review, as described below; and 2) the recommendations concerning the appropriate CEQA compliance documentation.

1.2 STATUTORY AUTHORITY AND REQUIREMENTS

Once it is determined that an activity is a project subject to CEQA, it is then determined whether the project is exempt from CEQA. State CEQA Guidelines Section 15061(b) outlines the ways in which a project may be exempt as follows:

A project is exempt from CEQA if:

- 1) The project is exempt by statute (see, e.g. Article 18, commencing with Section 15260).
- 2) The project is exempt pursuant to a categorical exemption (see Article 19, commencing with Section 15300) and the application of that categorical exemption is not barred by one of the exceptions set forth in Section 15300.2.
- 3) The activity is covered by the common-sense exemption that CEQA applies only to projects which have the potential for causing a significant effect on the environment. Where it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment, the activity is not subject to CEQA.
- 4) The project will be rejected or disapproved by a public agency. (See Section 15270(b)).
- 5) The project is exempt pursuant to the provisions of Article 12.5 of Chapter 3.

The proposed project would be exempt as a “common sense” exemption under State CEQA Guidelines Section 15061(b)(3) because implementation of the proposed Housing Element would not have the potential to cause a significant effect on the environment, as further discussed below in Section 3, *Findings Concerning CEQA Exemption*.

1. Introduction

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2. Project Description

2.1 REGIONAL LOCATION

The Town of Fort Jones is located in the west central portion of Siskiyou County in Northern California on State Highway 3, approximately 10 miles south of the County seat, Yreka. The town is in the Scott Valley, an agricultural region fed by the Scott River and surrounded by mountains on all sides. The Scott River runs along the western portion of the Town and the Scott Valley Airport is approximately five miles south of the town.

2.2 PROPOSED PROJECT

2.2.1 Project Background

The Town of Fort Jones is set to update the Town's Housing Element. The update is expected to guide the Town's housing development from 2023 through 2031. The Housing Element is a State-mandated eight-year policy document that is a component of the Fort Jones General Plan. The overall purpose of the proposed Housing Element is to identify current and projected housing needs, show locations where housing can be built, and set goals, policies, and programs to meet the community's housing needs. The foundation of the Housing Element is the Regional Housing Needs Allocation (RHNA), which begins with a determination of housing need issued by the State Department of Housing and Community Development (HCD). A jurisdiction is required to demonstrate whether it has sufficient capacity to achieve its RHNA. However, identification of a site's capacity does not guarantee that construction will occur on that site, as the actual construction of units would occur as a result of a development application from a private or non-profit developer. The RHNA for Fort Jones for this Housing Element Update is two units, including one very low-income unit and one low-income unit.

2.2.2 Proposed Sites and Zoning

State law requires that the Housing Element identify adequate sites for housing by including an inventory of land suitable for residential development, including vacant sites and non-vacant sites having potential for redevelopment, with an analysis of the development capacity that can realistically be achieved for each site. The purpose of the Sites Inventory is to evaluate whether there are sufficient sites with appropriate zoning density to meet the RHNA. The Sites Inventory is based on the Town's current land use designations and zoning requirements. Table 2-1, *Fort Jones' RHNA Summary*, provides a summary of Fort Jones' ability to meet their RHNA. After accounting for capacity on vacant sites, and projected accessory dwelling units (ADU), the Town of Fort Jones has a surplus capacity that can accommodate an estimated 16 units, which exceeds the Town's RHNA.

2. Project Description

TABLE 2-1 FORT JONES' RHNA SUMMARY

Income Category	RHNA	Projected ADUs	Vacant Site Capacity ²	Total Capacity	Surplus
Very Low ¹	1	2	0	2	0
Low	1				
Moderate	0	1 ²	12	13	13
Above Moderate	0	1 ²	2	3	3
Total	2	4	51	18	16

Notes

¹ It is assumed that 50 percent of the very low-income units are allocated to the extremely low-income category.

² Capacity not assumed to meet the RHNA.

The three parcels listed in Table 2-2, *Sites to Meet Fort Jones's 6th Cycle RHNA*, are identified to meet the Town's RHNA. Table 2-2 lists the parcels' Assessor's Parcel Numbers (APNs), size in acres, General Plan land use designation, zoning designation, and maximum allowable density range. The location of each site can be seen in Figure 2-1, *Sites to Meet Fort Jones's 6th Cycle RHNA*.

TABLE 2-2 SITES TO MEET FORT JONES'S 6TH CYCLE RHNA

Site Number	Assessor's Parcel Number	Acres	General Plan Land Use	Zoning	Maximum Density
1	055241150	1.27	Mobile Homes District	M-H	20
2	055151190	0.95	Low Density Residential	R-1	4
3	055151300	0.62	Low Density Residential	R-1	4

2. Project Description

Figure 2-1 Sites to Meet Fort Jones's 6th Cycle RHNA



Source: Town of Fort Jones, Placeworks 2023

2. Project Description

2.2.3 Proposed Housing Plan

The Town's proposed Housing Element has identified 22 programs, of which were either modified to comply with state law, respond to directives from HCD, combined with other programs with similar intent to aid in implementation, or eliminated due to the Town already completing the identified task. Since CEQA applies only to projects with a significant environmental impact, these activities would not have a significant environmental impact, except for Program HE.2.1.4, Zoning Amendments, and Program HE.2.1.7, Conditional Use Permit Requirement for Multifamily and Mixed-Use Developments. Further detail and analysis is provided in Section 3.2, *Analysis in Support of Findings*. Program HE.2.1.4 and Program HE.2.1.7 are provided below.

Program HE.2.1.4: Zoning Amendments. The Town will amend the Zoning Code to address the following development standards and barriers to special-needs housing opportunities.

- **Family Definition.** Amend the definition of family in the Zoning Ordinance in compliance with State law.
- **Manufactured Housing.** Review and revise the Zoning Ordinance to ensure manufactured homes on permanent foundations are subject to the same standards in the same zones as conventional single family residential units.
- **Residential Care Facilities.** Define and allow residential care facilities for six or fewer persons, in accordance with Health and Safety Code Section 1568.0831, and residential care facilities regardless of size, in all zones that permit residential uses of the same type, in accordance with the State's definition of family.
- **Farmworker Housing.** Consistent with Health and Safety Code Sections 17021.5 and 17021.6, amend the Zoning Code to clarify that farmworker housing is permitted by right, without a conditional use permit, in single-family zones for six or fewer persons and in zones allowing agricultural uses with no more than 12 units or 36 beds.
- **Emergency Shelters.** Review existing development and managerial standards for emergency shelters to ensure compliance with State law. Review and revise parking standards for emergency shelters to allow sufficient parking to accommodate all staff working in the emergency shelter, provided standards do not require more parking for emergency shelters than for other residential or commercial uses in the same zone, in compliance with Government Code Section 65583 (a)(4) and review and revise parking standards for all housing types. Additionally, comply with the requirements under AB 2339 and amend the definition of emergency shelter to include other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care.
- **Single Room Occupancy Units.** To facilitate housing for extremely low-income persons, the Town will define single-room occupancy units in compliance with Government Code Section 65583(c)(1), identify at least one zone where they will be permitted, and establish specific development standards that encourage and facilitate the development these units.

2. Project Description

- **Transitional and Supportive Housing.** Amend the Zoning Code to permit transitional and supportive housing as a residential uses, only subject to the restrictions that apply to other residential dwellings of the same type in the same zone. residential dwellings of the same type in the same zone (Government Code Section 65583(c)(3)). Additionally, the Town will allow supportive housing as a permitted use without discretionary review in zones where multifamily and mixed-use developments are permitted, including nonresidential zones permitting multifamily uses consistent with Government Code Section 65651.
- **Low-Barrier Navigation Centers.** Permit low-barrier navigation centers—defined as low-barrier, temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing—by right in zones where mixed uses are allowed or in nonresidential zones that permit multifamily housing (Government Code Section 65662; Assembly Bill [AB] 101).
- **Parking Standards.** Remove the garage/carport requirement for multifamily housing and review and revise parking to ensure they do not constrain the development of housing

Program HE.2.1.7: Conditional Use Permit Requirement for Multifamily and Mixed-Use Developments. The Town will amend zoning to permit multifamily development in the C-1 zone without a discretionary review process and replace the conditional use permit with a site plan review or similar process subject to R-3 or comparable zoning and development standards. The Town will also review the required findings for Conditional Use Permits and either replace subjective language with objective standards or remove subjective standards. Standards to be amended will include, but are not limited to, removal of the subjective requirement that a use not be detrimental to the “morals” and/or “comfort” of neighboring residents.

2. Project Description

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3. Findings Concerning CEQA Exemption

3.1 SECTION 15061(B)(3): COMMON SENSE EXEMPTION

The proposed project is exempt as a “common sense” exemption under State CEQA Guidelines Section 15061(b)(3) because the project involves policies, programs, and actions to meet the Town’s RHNA. As described above, the proposed Housing Element creates a roadmap to achieve its RHNA through the identification of suitable sites for development and identifying programs and actions that could remove constraints and promote affordable housing development. Although the proposed Housing Element includes amending the Town’s Zoning Code, it can be seen with certainty that there is no possibility that the proposed Housing Element would have a significant effect on the environment. Thus, the proposed Housing Element is exempt from CEQA under the common-sense exemption.

3.2 ANALYSIS IN SUPPORT OF FINDINGS

The proposed Housing Element is strictly a policy document that does not provide entitlements to any specific development projects and would not result in any direct or indirect physical changes to the environment. As discussed in Section 2.2.2, *Proposed Sites and Zoning*, the Housing Sites Inventory utilizes existing land use and zoning densities and does not require redesignation or rezoning to meet the Town’s RHNA. Although future programs would include amendments to the Town’s Municipal Code, these changes to facilitate housing development are done to be consistent with State housing law. These programs would not result in significant physical changes to the environment and would comply with State law, and not result in substantial new changes.

Program HE.2.1.7, Conditional Use Permit Requirement for Multifamily and Mixed-Use Developments, focuses on amending zoning regulations to facilitate multifamily and mixed-use developments in the C-1 zone. The program replaces the existing discretionary conditional use permit with a more objective site plan review, aligning with R-3 or similar standards. While any development carries some level of environmental impact, the measures in HE.2.1.7 are designed to mitigate these impacts while facilitating much-needed housing options. In addition, although this program would be removing its discretionary action, future development would still be subject to federal, state, and local regulations related to land use, such as the Migratory Bird Treaty Act, wetland conservation, and construction air quality permitting.

Table 3-1, Program HE.2.1.4 *Zoning Code Amendment Actions and CEQA Determination*, shows that each major action in Program HE.2.1.4, Zoning Code Amendments, intends to update policies to comply with State law. New development would occur on land currently designated to allow residential uses to occur under the Town’s General Plan. Furthermore, all future development in the town would require housing sites to comply with local regulations, including the Town’s General Plan and zoning code. Subsequent amendments to the Town’s land use or zoning regulations, such as those discussed in Program HE.2.1.4,

3. Findings Concerning CEQA Exemption

Zoning Amendments, would be subject to separate CEQA review at the time the amendments are prepared. A future by-right development would still be subject to federal, state, and local regulations related to land use. Therefore, it can be seen with certainty that the proposed project would not have a significant effect on the environment and is exempt from further CEQA analysis.

3. Findings Concerning CEQA Exemption

TABLE 3-1 PROGRAM HE.2.1.4 ZONING CODE AMENDMENT ACTIONS AND CEQA DETERMINATION

Program Actions	California State Code Sections	CEQA Determinations
Emergency Shelters: Review existing development and managerial standards for emergency shelters to ensure compliance with State law. Review and revise parking standards for emergency shelters to allow sufficient parking to accommodate all staff working in the emergency shelter, provided standards do not require more parking for emergency shelters than for other residential or commercial uses in the same zone, in compliance with Government Code Section 65583 (a)(4) and review and revise parking standards for all housing types. Additionally, comply with the requirements under AB 2339 and amend the definition of emergency shelter to include other interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care.	California Code, Government Code Sections 65583(a)(4)(I), and 65583(a)(4)(A)(iii)	No impact as this program would be compliant with existing State law and can be implemented without a zone change.
Low-Barrier Navigation Centers: Permit low-barrier navigation centers—defined as low-barrier, temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing—by right in zones where mixed uses are allowed or in nonresidential zones that permit multifamily housing (Government Code Section 65662; Assembly Bill [AB] 101).	California Code, Government Code Section 65662; Assembly Bill 101	No impact as this program would be compliant with existing State law and can be implemented without a zone change.
Residential Care Facilities: Define and allow residential care facilities for six or fewer persons, in accordance with Health and Safety Code Section 1568.0831, and residential care facilities regardless of size, in all zones that permit residential uses of the same type, in accordance with the State’s definition of family.	California Code, Health and Safety Code- Sections 1267.8, 1566.3, and 1568.08	No impact as this program would be compliant with existing State law and can be implemented without a zone change.

3. Findings Concerning CEQA Exemption

Program Actions	California State Code Sections	CEQA Determinations
Farmworker Housing: Consistent with Health and Safety Code Sections 17021.5 and 17021.6, amend the Zoning Code to clarify that farmworker housing is permitted by right, without a conditional use permit, in single-family zones for six or fewer persons and in zones allowing agricultural uses with no more than 12 units or 36 beds.	California Code, Health and Safety Code- Sections 17021.5, 17021.6, and 17021.8	No impact as this program would be compliant with existing State law and can be implemented without a zone change.
Definition of Family: Amend the definition of family in the Zoning Ordinance in compliance with State law.		No impact as this program would change the definition of a term and can be implemented without a zone change.
Single-Room Occupancy Units: To facilitate housing for extremely low-income persons, the Town will define single-room occupancy units in compliance with Government Code Section 65583(c)(1), identify at least one zone where they will be permitted, and establish specific development standards that encourage and facilitate the development these units.	California Code, Government Code Section 65583(c)(1).	No impact as this program would be compliant with existing State law and can be implemented without a zone change.
Transitional and Supportive Housing: Amend the Zoning Code to permit transitional and supportive housing as a residential uses, only subject to the restrictions that apply to other residential dwellings of the same type in the same zone. residential dwellings of the same type in the same zone (Government Code Section 65583(c)(3)). Additionally, the Town will allow supportive housing as a permitted use without discretionary review in zones where multifamily and mixed-use developments are permitted, including nonresidential zones permitting multifamily uses consistent with Government Code Section 65651.	California Code, Government Code Sections 65583(a)(5), and 65583(c)(3).	No impact as this program would be compliant with existing State law and can be implemented without a zone change.

3. Findings Concerning CEQA Exemption

Program Actions	California State Code Sections	CEQA Determinations
Manufactured Housing: Review and revise the Zoning Ordinance to ensure manufactured homes on permanent foundations are subject to the same standards in the same zones as conventional single family residential units.	California Code, Health and Safety Code Section 18007.	No impact as this program would be compliant with existing State law and can be implemented without a zone change.
Parking Standards: Remove the garage/carport requirement for multifamily housing and review and revise parking to ensure they do not constrain the development of housing	California Green Building Code	No impact as this program would be compliant with existing State law and can be implemented without a zone change.

3. Findings Concerning CEQA Exemption

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