



AGENDA

Regular Meeting

Monday December 9, 2024 – 7:00 PM

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: Garcia____Banks____ Eayrs ____LaRiviere____ Collie-Mason____

PLEDGE OF ALLEGIANCE: Led by Mayor

NEWLY ELECTED COUNCIL MEMBERS:

1. Accept Election Certification – Approve Certified Election Results by Resolution 1137.
2. Administer Oath of Office.
3. Introduce newly elected council members.
4. Seat new members.
5. Determinations regarding tiebreaker.
6. Breaking of tie.
7. Administer Oath of Office.
8. Introduce newly appointed council member.
9. Seat new member.
10. Election of officers; Mayor and Mayor Pro Tem for two-year term.
11. Appointment of Commissioners.

PUBLIC COMMENTS:

Discussion items only, no action to be taken. Any person may address the Council at this time upon any subject within the jurisdiction of the Town of Fort Jones that is not on the agenda; however, any matter that requires action may be referred to staff and/or committee for a report and recommendation for possible action at a subsequent council meeting. There is a three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

- A. Police Department Monthly Report
- B. Fire Department Monthly Report
- C. Public Works Monthly Report
- D. Administration Report

CONSENT CALENDAR:

1. Items listed on the consent calendar are considered routine and may be enacted in one motion. Any item may be removed for discussion at the request of the council or the public.

a.) Approval of Minutes:

i. Regular Meeting November 12, 2024

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

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

PUBLIC HEARING: ORDINANCES:

2. Review, discuss, and approve second reading and possibly take action to adopt Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

DISCUSSION / REPORTS: ACTION ITEMS:

3. Discuss and take action to approve new bank signers and remove old signers on the town's accounts at Mechanics Bank.

4. Review and discuss possible action to approve the library's request for signage.

5. Review and discuss possible action to approve a set of standards and guidelines for the establishment of town committees.

6. Discuss and possibly take action to re-establish the Fort Jones Economic Development Committee and appoint new members.

7. Review and discuss possible action to approve the early closure of Fort Jones Town Hall on Christmas Eve.

8. Review and discuss possible action to approve the disbursement of schooling, testing, licensing, and fuel fees for Kevin Hullquist's Wastewater 1 license.

9. Review and discuss possible action to approve the disbursement of licensing fees for Everett Hullquist's Wastewater 2 license.

10. Review and discuss possible action to amend the Job Certifications and Continuing Use Policy.

11. Review, discuss, and create a plan of action to address the blockage and obstruction of Moffett Creek Drainage.

12. Review and discuss possible action to approve signing the MOU for the FEMA Assistance to Firefighters Grant.

13. Review and discuss possible action to approve signing the MOU for the Community Development Block Grant for the Siskiyou County Protein and Produce Program.

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on January 13, 2024, at 7:00 p.m.

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



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Accept Election Certification – Approve Certified Election Results of the November 5, 2024 Consolidated Election by Resolution 1137.

Background:

The Town of Fort Jones elected three new members to the City Council at the November 5, 2024 consolidated election: Michelle DeCausmaker, Paula Johnson, and Alexander LaRiviere. The fourth open seat is a tie between Madeleine De Andreis and Jim B. Martin. According to the Elections Code § 10263: Upon the completion of the canvass and before installing the new officers, the governing body shall adopt a resolution reciting the fact of the election and the other matters that are enumerated in Section 10264. The governing body shall declare elected the persons for whom the highest number of votes were cast for each office.

(a) Except as provided in subdivision (b), the governing body shall meet at its usual place of meeting no later than the fourth Friday after the election to declare the results and to install the newly elected officers.

(b) For a consolidated election, the governing body shall meet at its usual place of meeting no later than the next regularly scheduled city council meeting following presentation of the 28-day canvass of the returns, or at a special meeting called for this purpose, to declare the results and to install the newly elected officers. [Amended by Stats. 2004, Ch. 785, Sec. 8. Effective January 1, 2005]

And,

§ 10264: As soon as the result of the election is declared, the elections official of the governing body shall enter on its records a statement of the result.

The statement shall show:

- (a) The whole number of votes cast in the city.
- (b) The names of the persons voted for.
- (c) The measures voted upon.
- (d) For what office each person was voted for.
- (e) The number of votes given at each precinct to each person and for and against each measure.
- (f) The number of votes given in the city to each person and for and against each measure. [Enacted by Stats. 1994, Ch. 920, Sec. 2]

Attached are the certified election results for the November 5, 2024, consolidated election.



The Town of Fort Jones

Recommendation:

It is recommended by the Town Clerk that the council approves the results of the general election regarding the Town of Fort Jones by adopting Resolution 1137 Approve Certified Election Results of the November 5, 2024, Consolidated Election.

**CERTIFICATE OF SISKIYOU COUNTY CLERK
TO RESULT OF THE CANVASS OF THE RETURNS
OF THE TOWN OF FORT JONES CONSOLIDATED WITH THE
GENERAL ELECTION
HELD ON NOVEMBER 5, 2024**

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

I, Laura Bynum, County Clerk of the County of Siskiyou, State of California, and ex-officio Registrar of Voters thereof, do hereby certify that, pursuant to *Elections Code* §15300, et seq., I did canvass the returns of the votes cast in the Town of Fort Jones, at the General Election held on November 5, 2024, and that the total number of ballots cast and the total number of votes cast for each candidate and/or measure is shown on the attached Statement of the Vote, and that the totals as shown are full, true and correct.

WITNESS my hand and seal on December 3, 2024.

LAURA BYNUM, COUNTY CLERK



Summary for: All Contests, TOWN OF FT JONES, All Tabulators, All Counting Groups
Siskiyou County Clerk's Office
November 5, 2024 General Election

Precincts Reported: 0 of 1 (0.00%)
Voters Cast: 309 of 417 (74.10%)

PRESIDENT AND VICE PRESIDENT (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
DONALD J. TRUMP	REP	191	63.04%
KAMALA D. HARRIS	DEM	99	32.67%
ROBERT F. KENNEDY JR.	AI	7	2.31%
JILL STEIN	GRN	3	0.99%
CHASE OLIVER	LIB	2	0.66%
CLAUDIA DE LA CRUZ	PF	0	0.00%
Total Votes		303	
		Total	
PETER SONSKI	WRITE-IN	1	0.33%
Unresolved Write-In		0	

UNITED STATES SENATOR, FULL TERM (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
STEVE GARVEY	REP	201	68.14%
ADAM B. SCHIFF	DEM	94	31.86%
Total Votes		295	
		Total	
Unresolved Write-In		0	

UNITED STATES SENATOR, SHORT TERM (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
STEVE GARVEY	REP	190	67.86%
ADAM B. SCHIFF	DEM	90	32.14%
Total Votes		280	
		Total	
Unresolved Write-In		0	

UNITED STATES REPRESENTATIVE DISTRICT ONE (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
DOUG LAMALFA	REP	215	72.64%
ROSE PENELOPE YEE	DEM	81	27.36%
Total Votes		296	
		Total	
Unresolved Write-In		0	

STATE SENATOR (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
MEGAN DAHLE	REP	216	82.13%
DAVID FENNELL	REP	47	17.87%
Total Votes		263	
		Total	
Unresolved Write-In		0	

MEMBER OF THE STATE ASSEMBLY (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
HEATHER HADWICK	REP	150	59.29%
TENESSA AUDETTE	REP	103	40.71%
Total Votes		253	
		Total	
Unresolved Write-In		0	

TRUSTEE, SCOTT VALLEY UNIFIED, DISTRICT 2 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
JIM HARRIS		208	76.75%
PENNY J. AGUILAR-GARCIA		63	23.25%
Total Votes		271	
		Total	
Unresolved Write-In		0	

MEMBER, TOWN COUNCIL TOWN OF FT JONES, FULL TERM (Vote for 2)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
MICHELLE DECAUSMAKER		170	42.08%
PAULA JOHNSON		101	25.00%
Total Votes		404	
		Total	
JEFF A. NICHOLSON	WRITE-IN	75	18.56%
DAWN R. SCROGGINS	WRITE-IN	58	14.36%
Unresolved Write-In		0	

MEMBER, TOWN COUNCIL TOWN OF FT JONES, SHORT TERM (Vote for 2)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
ALEXANDER WALKER LARIVIERE		105	26.12%
MADELEINE DEANDREIS		104	25.87%
JIM B. MARTIN		104	25.87%
KATHYE BANKS		89	22.14%
Total Votes		402	
		Total	
Unresolved Write-In		0	

PROPOSITION 2 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		173	59.66%
YES		117	40.34%
Total Votes		290	
		Total	
Unresolved Write-In		0	

PROPOSITION 3 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		173	59.86%
YES		116	40.14%
Total Votes		289	
		Total	
Unresolved Write-In		0	

PROPOSITION 4 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		164	56.75%
YES		125	43.25%
Total Votes		289	
		Total	
Unresolved Write-In		0	

PROPOSITION 5 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		209	73.08%
YES		77	26.92%
Total Votes		286	
		Total	
Unresolved Write-In		0	

PROPOSITION 6 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		196	68.77%
YES		89	31.23%
Total Votes		285	
		Total	
Unresolved Write-In		0	

PROPOSITION 32 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		187	64.71%
YES		102	35.29%
Total Votes		289	
		Total	
Unresolved Write-In		0	

PROPOSITION 33 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		221	76.74%
YES		67	23.26%
Total Votes		288	
		Total	
Unresolved Write-In		0	

PROPOSITION 34 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		162	58.91%
YES		113	41.09%
Total Votes		275	
		Total	
Unresolved Write-In		0	

PROPOSITION 35 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
YES		152	53.33%
NO		133	46.67%
Total Votes		285	
		Total	
Unresolved Write-In		0	

PROPOSITION 36 (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
YES		212	73.87%
NO		75	26.13%
Total Votes		287	
		Total	
Unresolved Write-In		0	

COUNTY WIDE MEASURE W (Vote for 1)

Precincts Reported: 0 of 1 (0.00%)

		Total	
Times Cast		309 / 417	74.10%
Candidate	Party	Total	
NO		162	60.00%
YES		108	40.00%
Total Votes		270	
		Total	
Unresolved Write-In		0	



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Administer Oath of Office

Background:

New and returning council members Michelle DeCausmaker, Paula Johnson, and Alexander LaRiviere need to be administered their Oath of Office and swear in to the council.

Attached are their Oath of Office certificates.



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

OFFICE OF THE TOWN CLERK, TOWN OF FORT JONES

This is to certify that at the General election held in and for said Town, on
the 5th day of November, 2024

_____Michelle DeCausmaker_____

was elected to the office of Town Council Member as appears by the official returns of said
election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this
9th day of December 2024, by its Town Clerk thereunto duly authorized.

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

Michelle DeCausmaker, Council Member

Subscribed and sworn to before me this 9th day of December 2024.

JenniferJoy Cox, Town Clerk



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

OFFICE OF THE TOWN CLERK, TOWN OF FORT JONES

This is to certify that at the General election held in and for said Town, on
the 5th day of November, 2024

_____Paula Johnson_____

was elected to the office of Town Council Member as appears by the official returns of said
election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this
9th day of December 2024, by its Town Clerk thereunto duly authorized.

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

Paula Johnson, Council Member

Subscribed and sworn to before me this 9th day of December 2024.

JenniferJoy Cox, Town Clerk



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

OFFICE OF THE TOWN CLERK, TOWN OF FORT JONES

This is to certify that at the General election held in and for said Town, on
the 5th day of November, 2024

_____Alexander LaRiviere_____

was elected to the office of Town Council Member as appears by the official returns of said
election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this
9th day of December 2024, by its Town Clerk thereunto duly authorized.

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

Alexander LaRiviere, Council Member

Subscribed and sworn to before me this 9th day of December 2024.

JenniferJoy Cox, Town Clerk



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Introduce Newly Elected Council Members

Background:

Welcome Michelle DeCausmaker, Paula Johnson, and Alexander LaRiviere to the town council.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Seat Newly Elected Council Members

Background:

Michelle DeCausmaker, Paula Johnson, and Alexander LaRiviere formally take their seats.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Determinations Regarding Tiebreaker

Background:

As the certified election results show a tie vote between Madeleine De Andreis and Jim B. Martin, this necessitates a tiebreaking activity. Per discussion with town legal counsel Andrew Jared, the council currently seated consisting of Mercedes Garcia, Michelle DeCausmaker, Paula Johnson, Alexander LaRiviere, and Mark Earys shall discuss and vote upon an impartial, randomized, tie-breaking method, to include: how the tie is to be broken, the means to be used, and when, if not immediately, the tie-breaking is to take place.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Breaking of Tie

Background:

The breaking of the tie shall proceed as council voted on in Newly Elected Council Members Agenda Item #5.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Administer Oath of Office

Background:

New council member Madeleine De Andreis or Jim B. Martin need to be administered their Oath of Office and sworn in to the council.

Attached is their Oath of Office certificate.



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

OFFICE OF THE TOWN CLERK, TOWN OF FORT JONES

This is to certify that at the General election held in and for said Town, on
the 5th day of November, 2024

_____Madeleine De Andreis_____

was elected to the office of Town Council Member as appears by the official returns of said
election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this
9th day of December 2024, by its Town Clerk thereunto duly authorized.

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

Madeleine De Andreis, Council Member

Subscribed and sworn to before me this 9th day of December 2024.

JenniferJoy Cox, Town Clerk



Gateway to the Marble Mountains

Town of Fort Jones

Certificate of Election and Oath of Office

STATE OF CALIFORNIA)
) ss.
COUNTY OF SISKIYOU)

OFFICE OF THE TOWN CLERK, TOWN OF FORT JONES

This is to certify that at the General election held in and for said Town, on
the 5th day of November, 2024

_____ Jim B. Martin _____

was elected to the office of Town Council Member as appears by the official returns of said
election and the statement of votes cast now on file in my office.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal this
9th day of December 2024, by its Town Clerk thereunto duly authorized.

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

Jim B. Martin, Council Member

Subscribed and sworn to before me this 9th day of December 2024.

JenniferJoy Cox, Town Clerk



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Introduce Newly Appointed Council Member

Background:

Welcome to the Fort Jones Town Council to Madeleine De Andreis or Jim B. Martin.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Seat New Member

Background:

Madeleine De Andreis or Jim B. Martin formally takes their seat.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Election of Officers; Mayor and Mayor Pro Tem for Two-Year Term.

Background:

BACKGROUND:

The Town of Fort Jones elected three members to the Town Council at the November 5, 2024 consolidated election, and appointed a fourth member at the December 9, 2024, Regular Town Council Meeting. As is directed in Government Code Title 4 Div 3 Part 2 Chapter 1 Sec 36801:

§ 36801.

The city council shall meet at the meeting at which the declaration of the election results for a general municipal election is made pursuant to Sections 10262 and 10263 of the Elections Code and, following the declaration of the election results and the installation of elected officials, choose one of its number as mayor, and one of its number as mayor pro tempore.

(Amended by Stats. 2005, Ch. 620, Sec. 1. Effective January 1, 2006.)



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: JenniferJoy Cox
Subject: Appointment of Commissioners

Background:

The Mayor, with approval of the Town Council, shall appoint a councilmember as Commissioner for each of the following five areas of concern:

Public Works (Water and Sewer)

Streets and Roads

Public Safety (Fire and Police)

Parks and Buildings

Administration

Ft. Jones Police Chief's Monthly Report

November 2024

Fortunately, after seeing an increase in calls for service, especially with high profile sensitive cases, we received a very welcome calm November. This allowed us the opportunity to play catchup on issues, cases, and follow-up before the Christmas festivities and holidays approach. While we will see at the end of the year a significant rise in cases, a slowdown in activity does show us the hard work has paid off giving in to adjudication and conclusions to ongoing calls for service. We hope this trend continues into the new year providing a consistently safe community for our constituents to enjoy. Attached to this report is also the statistical data for the month of November. If you have any questions, please feel free to ask and I will provide as much information as possible.

Traffic- Traffic in town seems to stay active with what we see as an influx of traffic over the past year which increases violations as traffic collisions. As mentioned before, this has been seen around the entire valley and not just subjected to the Etna and Fort Jones communities. However, officers' consistent presence in and around town and in problematic areas has helped to see accountability in activity. This will also help with the reduction of violations over time if violators know they will eventually be held accountable. We continue to focus on the needs of the community and welcome any information that will help us be proactive in enforcement and education. Outside the two communities of Etna and Ft. Jones we have observed a huge increase in traffic which has led to several accidents, complaints on driving behavior, and dui's. With this increase we have partnered with chp and allied agencies to hopefully create a safer environment on our roads outside city limits. Several operations have been scheduled including saturation patrols in the attempt to make our roads safer.

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

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

Reports/Cases- As mentioned above, by the end of the year we will see the number of reports at a high. I suspect we will have around 130 to 150 written cases for the year, which will probably be an increase of 20 to 25 percent from the previous year. Again, with the high number of cases we have seen many of these ongoing issues resolved. This in turn should result in a decline of cases for 2025 but have said that before. If not and activity continues to rise, we will be ready to respond and handle the workload given.

Calls for Service- Calls for service tend to go hand in hand with written reports to an extent. Many of our calls for service are good encounters and provide us the availability to work together with citizens,

organizations, and our allied agencies to bring many amazing programs, events, and opportunities to our communities. By the time of this meeting, we will have had several events including the PAL Christmas party and tree lightings. These events are staples in our community and are several of the many opportunities we have to work with our constituents. We are prepared and excited about the annual Christmas Parade and hope to see another successful event.

Code Enforcement- Several new code enforcement issues arose in the month of November, however most were concluded with voluntary compliance. A couple issues are under investigation with the help of city staff. Public Works has been great in helping with our investigations, providing critical historical information and details we normally would not have. We hope to see these cases concluded soon and not turn into a large issue. City Management is also helping us develop an in-house hearing procedure while providing a hearing officer or receivership process to manage those cases.

PAL- Pal has concluded its soccer and flag football programs for the year with approximately 150 youth taking part. We also held our 23 annual PAL Holiday party which continued to be a huge success. Games, food, and crafts were provided free of charge to all attendees, while Santa made a visit. We also provided approximately \$4,000 in gifts to our community's youth along with coupons to be used throughout our valley's businesses. This program is a huge undertaking and is only successful due to the many volunteers and businesses working together. A big thank you to everyone who helped create a successful event for our kids.

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

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

Inc #	Type	Date	Day of Week	Time	Location	Place	Dispatcher	City	Primary Unit	Primary	Case #	Recd Time	Disp Time	Enrt Time	OS Time	Clear Time	Tow District	Hold For	Stop Data
2411010050	NCRM	11/01/2024	Friday	20:31:12	11920 MAIN ST	SCOTT VALLEY	4126	FTJONES	ETNA6	9406		20:29:56	20:31:19		20:31:22	20:31:59	BASE		
2411020018	FU	11/02/2024	Saturday	12:09:10	101 EAST STREET		4187	FORT JON	ETNA10	9410		12:08:47			12:09:10	12:09:10	BASE		
2411030051	FU	11/03/2024	Sunday	15:26:05	12049 MAIN ST		4187	FTJONES	ETNA10	9410		15:25:34			15:26:05	15:26:45			
2411030036	TS	11/03/2024	Sunday	16:00:09	NORTH HWY		4187		ETNA10	9410		15:59:53			16:00:09	16:20:15			
2411030039	TS	11/03/2024	Sunday	17:36:14	N		4126	ETNA	ETNA10	9410		17:35:56			17:36:14	17:42:57			
2411040017	NCRM	11/04/2024	Monday	11:23:30	7715 AG ROAD		4187	ETNA	ETNA1	9401		11:22:42			11:23:30	11:28:08			
2411040035	DP	11/04/2024	Monday	15:18:00	11954 MAIN STREET	POST OFFICE	4187	FORT JON	ETNA1	9401		15:10:30	15:18:33	15:18:42	15:26:03	15:34:11			
2411050041	TS	11/05/2024	Tuesday	15:51:33	MAIN ST/ FORREST		3903	YREKA	ETNA6	9406		15:50:44			15:51:33	16:13:49			
2411050043	WI	11/05/2024	Tuesday	16:09:15	12824 MARBLE VIEW		3109	FTJONES	ETNA6	9406		16:08:41	16:17:21	16:22:04	16:25:37	16:30:56	NORTH COUNTY		
2411050045	ANIMAL	11/05/2024	Tuesday	16:32:47	12079 MAIN ST		3903	FTJONES	ETNA6	9406		16:32:00	16:32:54		16:33:03	17:07:53	BASE		
2411050046	WAR	11/05/2024	Tuesday	17:22:22	155 DIGGLES ST	ETNA POLICE DEPART	3109	ETNA	ETNA1	9401		17:22:05	17:22:53			17:29:32	BASE		
2411070016	NCRM	11/07/2024	Thursday	11:49:36	531 KELLEMS LN		3109	ETNA	ETNA6	9406		11:49:17	11:49:48		11:49:52	11:50:04	BASE		
2411070018	CITASST	11/07/2024	Thursday	12:06:15	536 S HWY 3		3109	ETNA	ETNA6	9406		11:59:20	12:06:24		12:06:27	12:06:31	BASE		
2411070023	TS	11/07/2024	Thursday	13:34:45	(UNKNOWN)	PEACH ORCHARD	3903	FTJONES	ETNA6	9406		13:33:45			13:34:45	13:40:46			
2411070032	TC	11/07/2024	Thursday	16:54:00	11930 EAST ST	IN THE AREA OF	3903	FTJONES	ETNA6	9406	24-0171	16:53:27	16:54:04	16:54:09		17:46:59			
2411080023	TS	11/08/2024	Friday	10:24:33	504 MAIN ST	MAIN STREET GARAGE	4187	ETNA	ETNA6	9406		10:23:49			10:24:33	12:27:55	BASE		
2411080026	CIVIL	11/08/2024	Friday	11:09:27	215 DALE AVENUE		4187	FTJONES	ETNA5	9405		11:04:00	11:31:15	12:04:49	12:27:05	12:38:11			
2411080029	MMIS	11/08/2024	Friday	11:23:01	12825 MARBLE VIEW		3766	FTJONES	ETNA5	9405	24-0173	11:20:03	11:36:58		11:40:46	12:04:36			
2411090019	TS	11/09/2024	Saturday	10:46:58	(UNKNOWN)	RAYS PARKING LOT	3766		ETNA10	9410		10:46:35			10:46:58	10:55:56			
2411090027	TS	11/09/2024	Saturday	14:30:15	MAIN/MATTHEWS		3852		ETNA10	9410		14:30:03			14:30:15	15:21:52			
2411090033	OWAV	11/09/2024	Saturday	17:28:19	HWY		3766		ETNA10	9410		17:26:49	17:28:23		17:28:34	17:40:07			
2411090042	TRSP	11/09/2024	Saturday	19:26:36	12112 MAIN ST		3401	FTJONES	ETNA10	9410		19:25:14	19:30:10	19:37:53	19:56:11	20:23:43	BASE		
2411090045	ASST	11/09/2024	Saturday	20:35:44	103 MAIN ST		3401	ETNA	ETNA6	9406		20:35:30			20:35:44	22:55:49	BASE		
2411100031	TS	11/10/2024	Sunday	13:39:10	HWY 3/BOONA CREEK		4001	ETNA	ETNA10	9410		13:38:23			13:39:10	13:54:13			
2411100033	TS	11/10/2024	Sunday	13:56:02	N HWY 3/W		4001	FTJONES	ETNA10	9410		13:55:37			13:56:02	14:09:06	BASE		
2411100036	TS	11/10/2024	Sunday	15:44:15	MAIN ST/MATHEWS		4001	FTJONES	ETNA10	9410		15:44:05			15:44:15	15:48:19	BASE		
2411100037	TS	11/10/2024	Sunday	15:55:58	HWY 3/EASTSIDE		4001	FTJONES	ETNA10	9410		15:54:51			15:55:58	16:11:18			
2411100040	ANIMAL	11/10/2024	Sunday	16:36:21	11712 EASTSIDE RD		4126	FTJONES	ETNA10	9410		16:32:49	16:38:14			17:09:34	BASE		
2411100046	MMIS	11/10/2024	Sunday	17:32:43	11307 MAIN ST	RAYS FOOD PLACE	4187	FTJONES	ETNA10	9410		17:31:16	17:34:26		17:34:30	17:40:04	BASE		
2411100048	BURG	11/10/2024	Sunday	17:36:28	206 DIGGLES ST		4187	ETNA	ETNA10	9410		17:32:44	17:41:29	17:41:32	17:51:16	20:35:18	BASE		
2411110022	ASST	11/11/2024	Monday	14:06:33	(UNKNOWN)	ETNA CITY HALL	4126		ETNA6	9406	24-0174	13:59:48	14:06:37	14:07:58	14:20:02	15:23:42			
2411120019	ASST	11/12/2024	Tuesday	10:21:37	11920 MAIN ST	SCOTT VALLEY	4001	FTJONES	ETNA6	9406		10:20:59			10:21:37	10:45:33	BASE		
2411120026	PROBS	11/12/2024	Tuesday	11:34:48	857 VERNON ST		4001	ETNA	ETNA6	9406		11:54:16			11:54:48	12:03:57			
2411120029	ASST	11/12/2024	Tuesday	12:42:30	N HWY 3/SERP A LN		4001	FTJONES	ETNA5	9405		12:42:04			12:42:30	12:44:11			
2411120049	NCRM	11/12/2024	Tuesday	20:53:27	11731 EAST ST		3401	FTJONES	ETNA6	9406		20:50:55	20:54:42			21:10:22			
2411130001	WI	11/13/2024	Wednesday	02:22:30	840 BRYAN ST		3401	ETNA	ETNA6	9406		02:18:00	02:24:31		02:30:52	03:07:23	BASE		
2411130004	ASST	11/13/2024	Wednesday	05:47:47	206 DIGGLES ST		3903	ETNA	ETNA6	9406		05:47:13	05:48:04		05:49:06	05:58:21	BASE		
2411130013	FU	11/13/2024	Wednesday	09:26:14	24 NEWTON ST		4186	FTJONES	ETNA6	9406		09:24:31			09:26:14	09:32:25	BASE		
2411130016	TS	11/13/2024	Wednesday	10:09:56	N HWY 3/KELLEMS		3109	ETNA	ETNA6	9406		10:09:26			10:09:56	10:13:47			
2411130041	CIVIL	11/13/2024	Wednesday	17:37:37	1714 EAST ST		4186	FTJONES	ETNA6	9406		17:32:57	17:53:20			18:26:26			
2411130058	ALARM	11/13/2024	Wednesday	23:09:20	8 COMMERCIAL ST		3852	ETNA	ETNA6	9406		23:07:48	23:10:56			23:15:02	BASE		
2411140019	CIVIL	11/14/2024	Thursday	12:59:05	215 DALE AVE		3109	FTJONES	ETNA10	9410		12:56:40	13:01:41			13:23:57	BASE		
2411140025	TRSP	11/14/2024	Thursday	15:21:32	104 SCOTT ST		3109	ETNA	ETNA10	9410		15:21:16			15:21:32	15:54:36	BASE		
2411140029	ANIMAL	11/14/2024	Thursday	17:06:38	12236 MAIN ST		3401	FTJONES	ETNA6	9406		17:05:08			17:07:03	17:34:39	BASE		
2411150040	WI	11/15/2024	Friday	15:18:38	15 TELCO WAY	DOLLAR GENERAL ETNA	4186	ETNA	ETNA10	9410		15:13:57			15:21:16	15:52:19	BASE		
2411150070	TH	11/15/2024	Friday	21:37:48	12825 MARBLE VIEW		3852	MONTAGUE	ETNA10	9410		21:33:25	21:40:15			22:01:11			
2411160019	TS	11/16/2024	Saturday	10:43:26	MAIN ST/DOUGLAS		4126	FTJONES	ETNA10	9410		10:43:06			10:43:26	10:45:06	BASE		
2411160020	TRSP	11/16/2024	Saturday	11:00:34	12352 N MAIN ST		4186	FTJONES	ETNA10	9410		10:55:51	11:13:32		11:21:34	11:29:40			
2411160022	TS	11/16/2024	Saturday	11:39:58	N HWY 3/ MARBLE		4186	FTJONES	ETNA10	9410		11:38:56			11:39:58	11:59:33			
2411170012	TS	11/17/2024	Sunday	10:01:11	N HWY		4126	ETNA	ETNA10	9410		10:01:00			10:01:11	10:13:30	BASE		
2411170017	TS	11/17/2024	Sunday	10:50:17	N HWY 3/MINERAL		4126	FTJONES	ETNA10	9410		10:48:44			10:50:17	11:00:41	BASE		
2411170021	TS	11/17/2024	Sunday	11:31:51	MAIN ST/DOUGLAS		4001	FTJONES	ETNA10	9410		11:31:45			11:31:51	11:34:51	BASE		
2411170023	TS	11/17/2024	Sunday	11:42:25	11300 N HWY 3	CHEVRON STATION	4126	FTJONES	ETNA10	9410		11:42:22			11:42:25	11:53:31	BASE		
2411170030	CHAB	11/17/2024	Sunday	14:13:49	11725 EASTSIDE RD		4126	FTJONES	ETNA10	9410		14:13:27			14:13:49	14:14:15	BASE		
2411190012	ASST	11/19/2024	Tuesday	10:25:07	11500 MATHEWS ST		4001	FTJONES	ETNA6	9406	24-0175	10:23:51	10:32:51		10:34:18	12:00:43	BASE		
2411190054	ANIMAL	11/19/2024	Tuesday	16:42:43	433 CHURCH ST		3401	ETNA	ETNA6	9406		16:41:34	16:43:24		16:55:18	18:04:01	BASE		
2411200036	ANIMAL	11/20/2024	Wednesday	15:14:36	38 MAIN ST		4001	ETNA	ETNA6	9406		15:14:13			15:14:36	15:43:20	BASE		
2411210018	OWAV	11/21/2024	Thursday	14:05:33	511 MAIN ST	SCOTT VALLEY DRUG	4186	ETNA	ETNA6	9406		14:05:05			14:05:33	14:24:14	BASE		
2411210026	OWAS	11/21/2024	Thursday	15:35:36	368 CENTER ST		4186	ETNA	ETNA6	9406		15:33:44			15:35:36	15:36:01	BASE		
2411220010	ALARM	11/22/2024	Friday	06:52:44	12172 MAIN ST		3109	FTJONES	ETNA10	9410		06:50:36	06:55:09			07:34:53	BASE		
2411220029	FND	11/22/2024	Friday	14:19:58	31 NEWTON ST	FT JONES FIRE	3109	FTJONES	ETNA10	9410	24-0176	14:19:40	14:20:00		14:20:02	14:20:59	BASE		
2411220043	WI	11/22/2024	Friday	18:27:48	857 HIGHLAND ST		3766	ETNA	ETNA10	9410	24-0177	18:23:46	18:37:16	18:37:20		18:38:47	20:15:54	BASE	
2411230043	FU	11/23/2024	Saturday	17:12:09	857 HIGHLAND ST		4187	ETNA	ETNA10	9410		17:11:05			17:12:09	18:59:29	BASE		
2411250004	ALARM	11/25/2024	Monday	04:16:15	11217 N HWY 3	SCOTT VALLEY	3903	FTJONES	ETNA6	9406		04:14:03	04:25:28		04:39:13	04:47:57	BASE		
2411250045	SEKO	11/25/2024	Monday	12:46:19	38 MAIN ST		4001	ETNA	ETNA10	9410	24-0179	12:44:53	12:46:23			12:46:42	BASE		
2411260019	AT	11/26/2024	Tuesday	09:43:16	11300 N HWY 3	CHEVRON	4126	FTJONES	ETNA6	9406	24-0180	09:39:00	10:06:38	10:38:14	11:02:32	12:38:04	BASE		
2411260049	ANIMAL	11/26/2024	Tuesday	16:25:25	134 CHURCH ST		4001	ETNA	ETNA6	9406		16:24:30	16:26:42		16:37:42	17:08:50	BASE		
2411270008	TS	11/27/2024	Wednesday	07:56:49	HWY 3/GREENVIEW		3109	ETNA	ETNA6	9406		07:55:26							



Fort Jones Fire Department

Chief Joseph Hess
Po Box 597
31 Newton Street
Fort Jones CA, 96032
Station Phone (530)468-2261
E-Mail- ftjfire@sisqtel.net

To City Council,

The Fire Department responded to 45 calls for service in the month of November. Members participated in 16 hours of scheduled training and numerous hours of online, out of area, and on-duty proficiency training. The department has responded to 426 calls in 2024.

November 2024 Calls

Call Type	City Limits	Out of City
MEDICAL AID	14	13
PUBLIC ASSIST	7	5
VEHICLE ACCIDENT	1	1
ELETRICAL HAZARD	0	2
STRUCTURE FIRE	1	0
CANCELLED	0	1
Total	23	22

The Dooryard burn ban was lifted Friday, November 1st. Dooryard burning is permitted within Town Limits with a valid burn permit. Permits are available at the fire station during regular business hours.

We conducted multiple rounds of interviews for our FEMA SAFER Grant Recruitment and Retention position. We have a candidate that has accepted the position. Start date is currently TBD.

Our seasonal firefighter positions ended as of Dec 1st. These two positions were instrumental throughout the summer in allowing us adequate station staffing to enable us to send apparatus on various fire assignments throughout the state; earning the department in excess of \$200,000 to help us continue to be able to make crucial operational purchases.

Public Works Report

November 2024

Sewer

We recorded all the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS reporting for the month. There were no sanitary sewer spills in the month of November. We dug up the sewer and water mains on Don Street to see where they are located and how deep, for E and S engineering.

We responded to an emergency sewer main backup on Hwy 3. Because the manhole is in the path of travel of Hwy 3, we set up cones and traffic control while we were working. We were able to unplug the sewer main, restoring service to those affected.

We corresponded with SHN engineering about the new WWTF grant, specifically a Quit Claim Deed for the new sewer plant. We confirmed that it was not recorded with the County Records office.

We are working on a new manhole behind the maintenance barn to abandon an older sewer main. After purchasing the parts, it was determined that we also need an impression ring to form the wet mud base to fit the precast barrel. Rogue precast does not rent out impression rings. We are currently looking for solutions to this problem.

Water

We helped send out notices to parcel owners notifying them of the need to test their backflow devices. We plan to have all the testing/cataloging done on all the known devices before the end of the calendar year.

We are using a new water/sewer billing system, and are learning all about it.

We were able to stop chlorinating the water after a negative test result. The test results for December were negative as well, with no chlorine added. This is a good sign. We read all the meters and entered the information into the billing software. We handed out shut off notices for non-payment. We shut off numerous people for non-payment. The SAFER drought reporting for the month has been completed. **We would like to remind the community that if you see anyone filling up a water truck who is not a firefighter or tampering with a fire hydrant without a Town employee present to report it to Town Hall at 530-468-2281.**

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

Parks

We raked up numerous leaves and disposed of them. We completed the project status reports for the various parks grants. We bought a live Christmas tree for Town Hall.

We solicited quotes to re-roof the Museum and the Scout Hall. The Museums roof is shared with the Ace Hardware. They are two different types of roofs, with Ace's being metal and the Museums roof being shingle. The seam between the two is most likely where water is entering. After speaking with Ace Hardware, it was determined that they have leaks in their roof as well. Since water travels downhill, it is probable that some of the leaks in the museum are in fact coming from leaks in the neighboring building. In an effort to do it once and do it right we are proposing that we, in collaboration with Ace Hardware, reroof that entire side of the building in 50 year metal.

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 Towns storm drains for all 811 requests. We started cleaning the gutters and catch basins to get ready for the wet season. We filled in a sink hole on Scott River Road.

We ordered some cold patch to fix various potholes around Town. We used the cold patch on various potholes around Town. We wanted to thank the Town for allowing us to purchase this much needed substance.

We caught a dog that has been habitually running loose on Hwy 3 and put him in the kennel to be hopefully rehomed.

We are looking forward to the rehab of Scott River Road which was made possible by an RSTP grant in the amount of \$50,000 dollars. It will crack patch and chip seal all of the Towns portion of Scott River Road.



ADMINISTRATION REPORT

NOVEMBER 2024

ADMINISTRATOR

- LEAP Grant 15250: Will be issuing the Close Out report once Zoning Amendments have the final reading. At which time, I will be submitting the final reimbursement.
- LEAP Grant 14271: Still no confirmation on whether I will be able to do an RFF for the \$75,000
- Horn Street project: 2nd Invoice in the amount of \$5,438.00 was submitted for reimbursement and payment received. 3rd Invoice in the amount of \$54,585.10 will be sent out in December for reimbursement.
- Waste Water Treatment Plant project: Nothing new to report.
- Cowan Street: E&S will begin the design work on this project once an updated depth for Cowan Street and Don Street has been sent. Funding for this project will be made possible through the Bulk Water revenue.
- Sterling Street Valves: This project has been put on hold until the Spring 2025. Funding for this project will be made possible through the Bulk Water revenue.
- Per Capita Grant: Met with Everett and was able to gather all invoices for reimbursement.
- Audit: Work continues on pre-audit reports as they are requested.
- CDBG: Work continues reconciling all accounts, updating accounts that are not correct, and making sure all accounts match up with the bank as well as the QB General Ledger.
- CalPERS: Reached out to CalPERS and they stated that Medical and Retirement are 2 separate entities. I have submitted the information they requested to apply for the CalPERS Retirement, and it is now being reviewed by the upper management.
- GSRMA claim: Submitted a claim as well as photos to GSRMA regarding damage done to Ms. Tisa Lopez's property via a weed whacking incident in 2022. Prior requests to submit a claim on her behalf were never filed or followed up on.
- General Finance: Process Accounts Payables, Accounts Receivables, and Payroll.

Attended CCFC Funding Fair via internet; Cal Trans Forum; Attended Hazardous Mitigation meeting with Chief Hess; MuniBilling (new Water Billing software) training; STPG Grant Training via internet. Work on FY 23/24 Annual CalSmart Report; Run reports for LTF Streets and Roads Audit FY 23/24 and submit to Charlie Pillon for Audit; Sat on the panel for the Fire Retention and Recruitment interviews with Chief Hess and David Barnes.

CLERK

- Transition to Munibilling: The focus of November has been facilitating the transition to Munibilling, the town's new water/sewer utility billing software. This has involved three meetings per week, along with data entry of 397 service locations, over 400 customers, along with their balances and other information. Our previous data was of poor integrity, which necessitated manual entry.
- Business Licenses: Work has continued on rectifying the expiration and non-renewal of the majority of business licenses in town. With the transition of the water software mostly complete, this will be a focus in December.
- Facility Rentals: Facility rentals have continued to be busy with the holidays, as well as the MAD Players booking multiple slots for this year's production of their town melodrama.
- Collaboration with Public Works: In support of and in conjunction with the Public Works Department, we sent out letters to the businesses requiring a Fats, Oils, and Grease (FOG) license, as well as first and second round letters to those service locations requiring backflowing testing, in order to remain in compliance with state standards and regulations. Additionally, from the period of September 4th through December 3rd, with the support and collaboration of Public Works, we have recouped \$18,488.25 of utility debt owed to the town of Fort Jones. Most of this debt was between four months and two years old.

**Fort Jones Town Council
Regular Meeting Minutes
November 12, 2024**

CERTIFICATION OF POSTING AGENDA

I, JenniferJoy Cox, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the November 12, 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 November 8, 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 7:01p.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

AGENDA ITEM ADDITION: M. Garcia expressed the need to add the review, discussion, and possible action to approve of the annual Fort Jones Lions' Christmas Parade to the evening's agenda, citing it was a matter that had come to their attention following the posting of the agenda and that it was a matter of urgency due to timing that could not wait until the next council meeting.

Public Comments: None.

Discussion: None.

Motion: J. Collie-Mason moves to approve the addition of the review, discussion, and possible action to approve the annual Fort Jones Lions' Christmas Parade to the evening's agenda, confirming the agreeance that it was a matter new since the agenda's posting, and that it was a matter of urgency.

Second: K. Banks

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

Nays: None.

Abstain: None.
Motion: Passes.

PUBLIC COMMENTS: M. De Andreis expressed her hopes that all new council members would seek advanced classes and education to be better able to fulfill their roles. Additionally, she stated that she thought that transparency and being a part of something positive were of utmost importance.

DISCUSSION/REPORTS CORRESPONDENCE: NON-ACTION ITEMS

A. Police Department Monthly Report

Written report appears in the agenda packet. Chief Short said the Trunk-or-Treat went well.

B. Fire Department Monthly Report

Written report appears in the agenda packet. Chief Hess said that they had interviewed three candidates for the retention and recruitment grant position. One was not suited, the other two were offered the position, and both declined. He will re-fly it as soon as possible. Chief Hess reported that FEMA would be opening a grant in December, earlier than normal, and to expect that to be on the agenda for December's council meeting.

C. Public Works Monthly Report

Written report appears in the agenda packet. No comments.

D. Administrator/Accounting Monthly Report

Written report appears in the agenda packet. A. LaRiviere asked if the town administrator was familiar with bond issues as potentially another way of obtaining funding until the audits are completed. The town administrator replied that she was familiar with them. She said that she thought that they would still want financials to be in good standing but that she would look into it.

CONSENT CALENDAR:

1. a) Approval of Minutes

- i. Regular Meeting November 12, 2024

b.) Ratification of Disbursements: November 01 through November 30, 2024

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

Public Comments: None.

Discussion: None.

Motion: M. Eayrs moves to approve the consent calendar.

Second: A. LaRiviere

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

Nays: None.

Abstain: None.

Motion: Passes.

DISCUSSION / REPORTS: ACTION ITEMS:

2. Review and discuss possible action to approve the First 5 Read Across Siskiyou Proclamation.

Public Comments: M. Harris encouraged everyone to read to children. She said that Chief Short was to come in and read this year's book to a childcare location, and that even the veterinary clinic can encourage children to read. She thinks it is integral to create a community that fosters a love of reading, which helps create that bond and connection.

Discussion: K. Banks asked how many books were given out. M. Harris responded that it went to all the daycares, preschools, TK, children ages 0-5. She added that she hoped to get Chief Short to dance during his reading, following the theme of this year's book.

Motion: J. Collie-Mason moves to approve the First 5 Read Across Siskiyou Proclamation.

Second: M. Eayrs

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

Nays: None.

Abstain: None.

Motion: Passes.

3. Review and discuss possible action to approve Resolutions 1134 and 1135 authorizing the town administrator to sign and execute any amendments regarding the MOU with SEDC funded by the Community Development Block Grant – Coronavirus Response Rounds 1,2, and 3.

Public Comments: M. De Andreis asked what the money was for. The town clerk responded that there had been CDBG grants during COVID for food resources and for microbusiness support.

Discussion: None.

Motion: M. Eayrs moves to approve Resolutions 1134 and 1135 authorizing the town administrator to sign and execute any amendments regarding the MOU with SEDC funded by the Community Development Block Grant – Coronavirus Response Rounds 1,2, and 3.

Second: A. LaRiviere

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

Nays: None.

Abstain: None.

Motion: Passes.

4. Review and approve amended 24/25 budget line item for the Law Enforcement Growth Allocation.

Public Comments: None.

Discussion: None.

Motion: A. LaRiviere moves to approve the amended 24/25 budget line item for the Law Enforcement Growth Allocation.

Second: J. Collie-Mason

Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None.
Abstain: None.
Motion: Passes.

5. Review and discuss possible action to approve Resolution 1136 certifying the 24/25 fiscal year AB2788 Maintenance of Effort form.

Public Comments: None.

Discussion: None.

Motion: M. Eayrs moves to approve Resolution 1136 certifying the 24/25 fiscal year AB2788 Maintenance of Effort form.

Second: A. LaRiviere

Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None.
Abstain: None.
Motion: Passes.

6. Review and discuss possible action to approve the Job Certification and Continuing Education Policy.

Public Comments: M. De Andreis asked for a copy of the policy.

Discussion: Discussion ensued between staff and council bringing concerns that the limitations of this policy would create an environment where employees lack encouragement or motivation to improve and progress. The question of the current salary cap was raised. M. Garcia stated that the town administrator can always request raises for employees that exceed the cap. Public Works said that he is required by regulation to appoint a stand-in if he cannot work. M. Garcia said that D. Dunn could be designated and that the discussion had moved beyond the scope of the agenda. J. Cox stated that as it stands it is only for Public Works as the only cert required for her position simply requires a couple years wait, and no other positions require certs. The council asked E. Hullquist if he had T1 and T2 certification, which was answered affirmatively. A citizen asked who wrote the policy. The council responded the policy committee, and after being asked who was on it responded with K. Banks, M. Garcia, and L. Gemaehlich, although T. Eastlick had previously been a member. A citizen asked if the policy had gone through legal counsel, council responded that it hadn't but could. A. LaRiviere said that a raise is a good idea. The council said these policies are already in place and this just gives parameters.

Motion: K. Banks moves to approve the Job Certification and Continuing Education Policy.

Second: A. LaRiviere

Ayes: M. Garcia, K. Banks, M. Eayrs, A. LaRiviere, J. Collie-Mason
Nays: None.
Abstain: None.
Motion: Passes.

7. Review and discuss possible action to approve the agreement between the town of Fort Jones and the Fort Jones Neighborhood Garden.

Public Comments: G. Quintero said that they had had a meeting to make a few adjustments to the MOU and that she felt good about it.

Discussion: None.

Motion: A. LaRiviere moves to approve the agreement between the town of Fort Jones and the Fort Jones Neighborhood Garden.

Second: M. Eayrs

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

Nays: None.

Abstain: None.

Motion: Passes.

8. Review and discuss current state of water and sewer infrastructure.

Public Comments: M. De Andreis asked if this was about CALTRANS 2031. Response was negative.

Discussion: Public Works discussed concerns about what to do when it fails, it is important to be proactive. There are ten to fifteen areas in town in dire need. There is infiltration from when rainwater rises. The council asked if we are currently at a stage of emergency, and therefore should be looking at ways to fund. Public Works explained that the state is well aware of the situation via reports, and that they primarily focus on sewer spills. The pond and water tanks are already being addressed. Chief Short mentioned that Etna was in a similar situation and raised their rates. Public Works responded that our water rate raises are being held up by the audits. The last water feasibility study was in 2005. Public Works said their first priorities are a back up generator, a 2nd well, and steel lines like they are starting to Douglas Street, as little repairs add up.

9. Review and discuss Public Works duties, certifications, efficiency, and best use.

Public Comments: None.

Discussion: Council was concerned about water testing and if it was required to have certification to treat it, it is not, but E. Hullquist does have it. It is not required due to the small population of the town. If the positive tests continue the town would need to go to year-round testing. Leaky and aging pipes are the biggest cause of coliform. E. Hullquist commented that the job descriptions as approved by the council do not accurately reflect what he does day to day. J. Cox commented her agreement that the job descriptions do not accurately reflect his duties and that he works incredibly hard. E. Hullquist said he believed more certs just benefit the town. M. Garcia responded that again the town administrator can bring raises etc. to council anytime and they are not limited to the salary cap.

10. Review, introduce, and approve first reading of Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

Public Comments: None.

Discussion: K. Banks indicated this was mandatory and done by the attorney.

Motion: K. Banks moves to introduce and waive the first reading of Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning and consider it for adoption by title only.

Second: A. LaRiviere

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

Nays: None.

Abstain: None.

Motion: Passes.

11. Review and discuss possible action to approve the annual Fort Jones Lions' Christmas Parade.

Public Comments: None

Discussion: M. Eayrs commented that this is the 56th year.

Motion: K. Banks moves to approve the annual Fort Jones Lions' Christmas Parade.

Second: A. LaRiviere

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

Nays: None.

Abstain: None.

Motion: Passes.

STAFF COMMENTS: None.

COUNCIL COMMENTS: K. Banks said that serving had been a pleasure and good luck. M. Eayrs said ditto, and that the two years had been an eye opener, there had been a lot of work done and there is a lot more to do.

ADJOURNMENT:

The meeting was adjourned at 8:23 p.m. The next regular town council meeting is scheduled to be held on December 9, 2024, at 7:00 p.m.

Attest:

Cherie Stephen, Town Administrator

Approved:

Mercedes M. Garcia, Mayor

Town of Fort Jones
Payroll Summary
November 2024

	Hours	Rate	Nov 24
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Council Member Stipend	4.00		400.00
Salary (Administrator)	2.00		8,861.54
Salary (Fire Chief)	2.00		5,120.00
Salary (Mayor)	1.00		180.00
Clerk Payroll	59.75	17.03	1,168.28
CTO	21.50	26.50	569.75
FD Calls		10.00	0.00
FD Training		7.00	0.00
Fire Hall Seasonal	12.00	200.00	2,400.00
Fire Shift Stipend	17.00	200.00	3,400.00
Firefighter Rate	2,648.50	16.00	83,409.68
Floating Holiday	8.00	22.00	176.00
Holiday - Clerk	14.00	17.03	262.18
Holiday - Janitorial		18.25	0.00
Holiday - Parks & Rec	8.00	22.00	176.00
Holiday - Water	8.00	26.50	212.00
Janitorial Payroll	78.00	18.25	1,423.50
Library Payroll	53.50	20.00	1,147.00
On-call PW	513.50	2.00	1,027.00
Overtime- Water	9.00	39.75	270.00
Overtime-Roads		39.75	0.00
Overtime-Sewer		39.75	0.00
Overtime - Admin	1.50	30.00	45.00
Overtime - Parks/Rec	1.50	39.75	59.63
Parks Payroll	33.50	26.50	797.75
Parks Payroll - Janitorial	4.00	18.25	73.00
Road Payroll	48.00	26.50	1,096.50
Sewer Payroll	57.00	26.50	1,416.00
Sick Pay - Clerk		20.00	0.00
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.25	0.00
Sick Pay - Parks/Rec	8.00	22.00	176.00
Sick Pay - Water	5.00	26.50	132.50
Town Hall	7.00	22.00	154.00
Vacation - Fire		32.00	0.00
Vacation - Janitorial		18.25	0.00
Vacation - Parks/Rec	3.00	22.00	66.00
Vacation - Water	8.00	26.50	212.00
Water Payroll	301.00	17.03	6,203.15
Medical Reimbursement			246.40

Town of Fort Jones
Payroll Summary
November 2024

	Hours	Rate	Nov 24
Total Gross Pay	3,937.25		120,880.86
Deductions from Gross Pay			
2520- Med Ins Employee			-900.00
Total Deductions from Gross Pay			-900.00
Adjusted Gross Pay	3,937.25		119,980.86
Taxes Withheld			
Federal Withholding			-7,266.00
Medicare Employee			-1,749.19
Social Security Employee			-7,479.36
CA - Withholding			-2,737.38
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-19,231.93
Net Pay	3,937.25		100,748.93
Employer Taxes and Contributions			
Federal Unemployment			33.62
Medicare Company			1,749.19
Social Security Company			7,479.36
CA - Unemployment Company			336.31
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			9,598.48

Nov 30, 24

ASSETS

Current Assets

Checking/Savings

02-028700	356,860.39
02-810025 - GF	465,079.66
02-810116 - WRF	526,419.43
02-810141	655,906.80
02-810189	939,695.51
1801-CBDG	1,275.23
92 810153	-28,850.38
LAIF 98-47-310	
Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00
Total LAIF 98-47-310	-14,191.00

Total Checking/Savings 2,902,195.64

Accounts Receivable

1200 - Account Receivable	13,329.99
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76
Sewer Connection	-500.00

Total Accounts Receivable 106,466.53

Other Current Assets

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

Total Current Assets 3,006,052.75

Fixed Assets

1720 - Utility Plant & Equip	2,390,432.58
1723 - Fire	310,457.81
1724 - Parks and Rec	425,454.00
1725 - Public Works	110,327.10
1726 - Streets and Roads	1,890,938.00
1777 - Accumulated Depreciation	-2,517,541.00
1900 - Town Buildings & Equip.	826,776.26

Total Fixed Assets 3,436,844.75

Other Assets

1810 B CDBG Loans RLF	918,731.66
1915 - Public Safety Reserve	49,000.00
CDBG Loans 89-92	825,530.05

Total Other Assets 1,793,261.71

TOTAL ASSETS 8,236,159.21

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable	
2000 - Accounts Payable	13,658.00
Total Accounts Payable	13,658.00
Other Current Liabilities	
2102 - Payroll Liabilities	
2100 - SUICA	
2110 - CompanyCA	9,291.75
Total 2100 - SUICA	9,291.75
2104 - Federal Withholding	
Federal Unemployment	224.57
2104 - Federal Withholding - Other	2,632.47
Total 2104 - Federal Withholding	2,857.04
2106 - State Withholding CA	9,457.91
2108 - FICA	
2112 - Employee	3,544.41
2118 - Company	3,916.40
Total 2108 - FICA	7,460.81
2114 - Medicare	
2116 - Employee	8,935.98
2120 - Company	4,565.71
Total 2114 - Medicare	13,501.69
2122 - Retirement	
Company	-33.76
2122 - Retirement - Other	6,342.36
Total 2122 - Retirement	6,308.60
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-80,218.41
2500 - Medical Insurance - Other	6,962.46
Total 2500 - Medical Insurance	-22,140.22
2102 - Payroll Liabilities - Other	-22,914.53
Total 2102 - Payroll Liabilities	2,811.34
2805 - Curent Portion of Bond	13,000.00
CDBG Impound Accounts	10,588.86
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	22,127.55
Total Current Liabilities	35,785.55
Long Term Liabilities	
2700 - Refundable Water Deposit	49.10
2800 - Water Bond Payable	165,317.50
Total Long Term Liabilities	165,366.60

Total Liabilities	201,152.15
Equity	
3000 - Opening Bal Equity	-263,657.39
3900 - Retained Earnings	8,133,141.62
Net Income	165,522.83
Total Equity	8,035,007.06
TOTAL LIABILITIES & EQUITY	8,236,159.21

	Jul - Nov 24	Budget	\$ Over Budget	% of Budget
Income				
II - General Government Income				
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	5,426.01	4,294.03	1,131.98	126.36%
4102 - Unsecured Delinquent	1,073.54	30.86	1,042.68	3,478.74%
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	19,728.00	-19,728.00	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	11,798.34	31,009.39	-19,211.05	38.05%
4111 - Sales Tax	122,348.54	124,998.68	-2,650.14	97.88%
4214 - Land Use	0.00	100.00	-100.00	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	6,023.03	-5,941.03	1.36%
4301- Fees Booking	0.00	0.00	0.00	0.0%
4302- Fees Collection Cost	-11.24	-3.94	-7.30	285.28%
4303 - Vehicle Fees	133.18	30.83	102.35	431.98%
4304-Fees Other	800.00			
4400 - Hall Rental	2,830.00	2,450.00	380.00	115.51%
4410 - Interest General Fund	0.00	12.57	-12.57	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%
II - General Government Income - Other	0.00	0.00	0.00	0.0%
Total II - General Government Income	137,980.82	164,949.26	-26,968.44	83.65%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	0.00	127.21	-127.21	0.0%
4112 - COPS Allocation	0.00	90,095.47	-90,095.47	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	255.00	230.00	25.00	110.87%
Total Animal Control	255.00	230.00	25.00	110.87%

Total 2a - Law Enforcement	594.31	90,831.23	-90,236.92	0.65%
2b - Fire Protection				
4740 - Fire Dept.	2,871.87	9,612.13	-6,740.26	29.88%
4741 - Tax Allocation - Fire	0.00	0.00	0.00	0.0%
4750 - Strike Team Income	153,735.10	8,812.12	144,922.98	1,744.59%
Total 2b - Fire Protection	156,606.97	18,424.25	138,182.72	850.01%
Total 2I - Public Safety Income	157,201.28	109,255.48	47,945.80	143.88%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	2,610.43	2,532.67	77.76	103.07%
4500 - Gas Tax 2106	2,097.68	3,306.02	-1,208.34	63.45%
4501 - Gas Tax 2107	1,982.70	2,291.23	-308.53	86.53%
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00	100.0%
4503 - Gas Tax 2105	2,240.51	1,659.81	580.70	134.99%
4530 - Local Transportation	6,783.29	4,986.55	1,796.74	136.03%
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	6,452.17	0.00	6,452.17	100.0%
SB1	0.00	1,334.77	-1,334.77	0.0%
Total 3a - Streets Income	23,170.66	17,111.05	6,059.61	135.41%
3b - Sewer Income				
4210 - Tax Allocation - Sewer	0.00	0.00	0.00	0.0%
4212 - Sewer Revenue	66,572.68	52,409.42	14,163.26	127.02%
4213 - Connections & Fees	1,000.00	0.00	1,000.00	100.0%
3b - Sewer Income - Other	3,288.74	4,549.92	-1,261.18	72.28%
Total 3b - Sewer Income	70,861.42	56,959.34	13,902.08	124.41%
3c - Water Income				
4810 - Water Revenue	63,081.63	70,595.24	-7,513.61	89.36%
4812 - Bulk Water Sales	660,214.95	345.00	659,869.95	191,366.65%
4815 - Tax Allocation - Water	0.00	0.00	0.00	0.0%
4820 - Water Interest	0.00	19.02	-19.02	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	5,223.23	-3,877.08	25.77%
Total 3c - Water Income	725,122.27	76,982.16	648,140.11	941.94%
Total 3I - Public Works Income	819,154.35	151,052.55	668,101.80	542.3%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	83,712.28	-83,712.28	0.0%
Total 5I - American Rescue Plan Act	0.00	83,712.28	-83,712.28	0.0%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	31.22	-31.22	0.0%
4900 - CBDG Interest - Other	8,345.61	6,203.84	2,141.77	134.52%
Total 4900 - CBDG Interest	8,345.61	6,235.06	2,110.55	133.85%
4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%
4903 - Library Reimbursement	7,066.14	5,239.48	1,826.66	134.86%

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	515.02	-515.02	0.0%
6000 - Ball Park				
6001 - Donations	400.00			
6004 - Ball Park Rent	230.00			
Total 6000 - Ball Park	630.00			
Housing Interest	0.00	7,812.64	-7,812.64	0.0%
Total Income	1,130,378.20	528,256.97	602,121.23	213.98%
Gross Profit	1,130,378.20	528,256.97	602,121.23	213.98%
Expense				
1E- General Government Expense				
5800 Engineering	500.00			
5310-Retirement Fund	4,830.57			
Equipment Rental	1,874.81			
2285 - IT Services	7,963.36	6,863.09	1,100.27	116.03%
5100- Council/Election	1,800.00	276.25	1,523.75	651.58%
5110- Mayor Payroll	900.00	990.00	-90.00	90.91%
5120- Clerk Payroll	7,010.46	2,300.00	4,710.46	304.8%
5220- Supp\USPS	18,102.36	1,990.79	16,111.57	909.31%
5130- Treasurer Payroll	10,010.00			
5400 - Professional Fees				
5401 - Legal Fees	11,063.73	5,420.50	5,643.23	204.11%
5402 - Audit Fees	450.00	6,858.75	-6,408.75	6.56%
5403 - Consulting Fees	1,888.75	43,129.95	-41,241.20	4.38%
5404 - Engineering Fees - Annex	1,000.00	0.00	1,000.00	100.0%
5405 - Reimbursed Expenses	338.56	1,235.44	-896.88	27.4%
5400 - Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 5400 - Professional Fees	14,741.04	56,644.64	-41,903.60	26.02%
5500- Planning				
5502 - City Promotion	0.00	4,196.91	-4,196.91	0.0%
5501 - Economic Development	40,400.89	2,083.35	38,317.54	1,939.23%
5500- Planning - Other	500.00	0.00	500.00	100.0%
Total 5500- Planning	40,900.89	6,280.26	34,620.63	651.26%
5160- Library Payroll	6,142.00	3,374.00	2,768.00	182.04%
5140 - Admin Payroll	11,582.86	32,025.26	-20,442.40	36.17%
5600- Misc.	0.00	1,813.25	-1,813.25	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	28,736.00	6,381.84	22,354.16	450.28%
6300- Insurance				
6204- Workers Compensation	40,157.00	3,127.34	37,029.66	1,284.06%
6303- Liability Insurance	0.00	1,752.27	-1,752.27	0.0%
6304 -Property Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Insurance	0.00	13.43	-13.43	0.0%

6300- Insurance - Other	0.00	0.00	0.00	0.0%
Total 6300- Insurance	40,157.00	4,893.04	35,263.96	820.7%
6301- Insurance Expense	0.00	0.00	0.00	0.0%
6400- Property Tax	342.96	278.90	64.06	122.97%
6406- 98 Bank Charge	0.00	558.00	-558.00	0.0%
9150-City Hall Expenses				
1-012 - City Hall Power	1,168.81	1,600.32	-431.51	73.04%
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	650.00	769.00	-119.00	84.53%
9155 - Equipment Finance	308.82	1,504.77	-1,195.95	20.52%
9150-City Hall Expenses - Other	12.42	526.14	-513.72	2.36%
Total 9150-City Hall Expenses	2,140.05	4,502.96	-2,362.91	47.53%
9152- Propane	0.00	10.00	-10.00	0.0%
1E- General Government Expense - Other	255.56	320.01	-64.45	79.86%
Total 1E- General Government Expense	201,059.92	130,405.29	70,654.63	154.18%
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	118,272.51	92,981.70	25,290.81	127.2%
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	889.34	741.69	147.65	119.91%
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	119,161.85	93,723.39	25,438.46	127.14%
2EB- Fire Department Expense				
7560 - 50/50 Grant	4,486.61			
7515 - FD Sleeper Grocery	127.61	637.15	-509.54	20.03%
7532 - FF Training	0.00	150.00	-150.00	0.0%
Crime Insurance	0.00	26.16	-26.16	0.0%
7550 - Misc Expense _ Fire Dept	47,682.21	3,464.83	44,217.38	1,376.18%
6310- Property Insurance	0.00	361.70	-361.70	0.0%
7500 - Admin Allocation - Fire	0.00	0.00	0.00	0.0%
7505 - Liability Insurance	0.00	1,925.22	-1,925.22	0.0%
7506 - Work Comp Insurance	0.00	3,440.02	-3,440.02	0.0%
7507 - Auto Insurance	0.00	2,612.27	-2,612.27	0.0%
7510- Fire Dept Payroll	28,153.76	13,115.41	15,038.35	214.66%
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	7,581.00	6,557.62	1,023.38	115.61%

7520- Fire Dept Supl & Mtnce	28,627.88	8,138.51	20,489.37	351.76%
7525- Pub Safety Fuel & Oil	13,368.32	7,198.04	6,170.28	185.72%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	1,603.24	1,076.98	526.26	148.86%
2261- Fire Dept. Phone	810.48	1,856.63	-1,046.15	43.65%
2262 - Disposal	650.00	769.00	-119.00	84.53%
7541- Propane	0.00	10.00	-10.00	0.0%
7540- Fire Dept. Utilities - Other	1,327.16			
Total 7540- Fire Dept. Utilities	4,390.88	3,712.61	678.27	118.27%
2EB- Fire Department Expense - Other	6,718.71	81.00	6,637.71	8,294.7%
Total 2EB- Fire Department Expense	141,136.98	51,420.54	89,716.44	274.48%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	48,104.00	22,950.00	25,154.00	209.6%
Crime Insurance	0.00	26.16	-26.16	0.0%
6311 - Property Insurance	0.00	361.70	-361.70	0.0%
7502 - Auto Insurance	0.00	2,612.27	-2,612.27	0.0%
7505b - Liability Insurance	0.00	1,924.93	-1,924.93	0.0%
7506b - Workers Comp Ins	0.00	3,440.02	-3,440.02	0.0%
7513 Fleet Maintenance - Strike	0.00	2,214.73	-2,214.73	0.0%
7515 - Strike Team Payroll	173,783.93	24,532.08	149,251.85	708.4%
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	221,887.93	58,061.89	163,826.04	382.16%
Total 2E- Public Safety Expense	482,186.76	203,205.82	278,980.94	237.29%
3E- Public Works Expense				
3EA- Streets				
8505 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
1-000 - Street Lights				
02 HPSV Lights	242.61	191.72	50.89	126.54%
02 HPSV Metal Lights	157.68	90.96	66.72	173.35%
10 HPSV Wood Lights	1,577.00	1,246.20	330.80	126.55%
11 HPSV Lights	867.19	500.24	366.95	173.36%
72 HPSV Lights	7,038.07	4,099.64	2,938.43	171.68%
Total 1-000 - Street Lights	9,882.55	6,128.76	3,753.79	161.25%
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	462.94	249.37	213.57	185.64%
1-006 Barn Maintenance	0.00	786.62	-786.62	0.0%
1-007 - Phone Bill	488.79	384.34	104.45	127.18%
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	1,261.47	-987.50	21.72%
Total 8121- Street Maintenance	3,111.97	1,861.47	1,250.50	167.18%
8120- Street Mtnce/Utilities - Other	0.00	98.00	-98.00	0.0%
Total 8120- Street Mtnce/Utilities	4,063.70	3,379.80	683.90	120.24%
8130- Equipment Maintenance				
8131- Fuel & Oil	0.00	0.00	0.00	0.0%
8132- Repairs	1,208.57	0.00	1,208.57	100.0%
8133- Parts & Supplies	56.36	1,476.89	-1,420.53	3.82%
8135- Roads	0.00	0.00	0.00	0.0%
Total 8130- Equipment Maintenance	1,264.93	1,476.89	-211.96	85.65%
8136 -Auto Insurance	0.00	0.00	0.00	0.0%
8137- Mobile Equip	0.00	71.63	-71.63	0.0%
8199- Road Payroll	6,181.75	5,431.50	750.25	113.81%
8200- Major Street Const.				
8240 - SB1	58,963.00			
8245 - STIP	0.00	0.00	0.00	0.0%
8200- Major Street Const. - Other	0.00	1,431.75	-1,431.75	0.0%
Total 8200- Major Street Const.	58,963.00	1,431.75	57,531.25	4,118.25%
8250 - Street Engineering	0.00	0.00	0.00	0.0%
8509 - Liability Insurance	0.00	210.05	-210.05	0.0%
8511 - Work Comp Insurance	0.00	375.10	-375.10	0.0%
3EA- Streets - Other	500.00	0.00	500.00	100.0%
Total 3EA- Streets	80,855.93	18,507.72	62,348.21	436.88%
Total 3E- Public Works Expense	80,855.93	18,507.72	62,348.21	436.88%
3EB- Sewer Expense				
8545 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
6308-Property Insurance	0.00	480.42	-480.42	0.0%
8505 - Admin Allocation - Sewe	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	5,231.25	2,401.00	2,830.25	217.88%
8520- Sewer Expenses				
1-015 - Sewer Power bill	254.29	76.99	177.30	330.29%
1-019 bbp sewer	103.18	65.36	37.82	157.86%
8521- Sewer Rep & Mtnce				
8524- Cowan Street	1,662.00			
8521- Sewer Rep & Mtnce - Other	2,376.96	1,017.09	1,359.87	233.7%
Total 8521- Sewer Rep & Mtnce	4,038.96	1,017.09	3,021.87	397.11%
8527 Fuel-Oil	0.00	0.00	0.00	0.0%
8553- Auro Insurance	0.00	307.14	-307.14	0.0%
8520- Sewer Expenses - Other	0.00	0.00	0.00	0.0%
Total 8520- Sewer Expenses	4,396.43	1,466.58	2,929.85	299.77%
8522 - Waste Water Monitoring	4,088.71	7,036.40	-2,947.69	58.11%
8530- Sewer Supplies	0.00	0.00	0.00	0.0%

8535-Office	0.00	375.00	-375.00	0.0%
8540- State Fees	0.00	0.00	0.00	0.0%
8549- Mobile Equip.	0.00	71.63	-71.63	0.0%
8550 - Liability Insurance	0.00	279.94	-279.94	0.0%
8551 - Work Comp Insurance	0.00	500.11	-500.11	0.0%
8552 - Training	0.00	215.00	-215.00	0.0%
Sewer Testing	900.57	304.51	596.06	295.74%
3EB- Sewer Expense - Other	26.25			
Total 3EB- Sewer Expense	14,643.21	13,132.83	1,510.38	111.5%
3EC- Water Expense				
8618 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
6307-Property Insurance	0.00	1,688.00	-1,688.00	0.0%
8605 - Allocate Admin - Water	0.00	0.00	0.00	0.0%
8609- Water Training	157.71	3,155.00	-2,997.29	5.0%
8610- Water Parts & Supplies	806.80	2,095.29	-1,288.49	38.51%
8612- Water Office & Postage	94.52	3,044.27	-2,949.75	3.11%
8615- Water Payroll	33,504.22	25,010.25	8,493.97	133.96%
8620- Water Repairs & Mtnc	20,025.32	21,126.44	-1,101.12	94.79%
8623- Mobile Equip.	0.00	71.63	-71.63	0.0%
8624 - Auto Insurance	0.00	307.14	-307.14	0.0%
8625- Water Liability Ins	0.00	349.94	-349.94	0.0%
8626 - Work Comp	0.00	625.07	-625.07	0.0%
8627 - Fuel-Oil	1,880.63	1,879.92	0.71	100.04%
8630- Water Fees & Testing	7,569.40	1,332.52	6,236.88	568.05%
8640- Water Utilities				
1-000 - Water Power				
New Pump	9,543.50	5,908.08	3,635.42	161.53%
Old pump	411.05	249.81	161.24	164.55%
Total 1-000 - Water Power	9,954.55	6,157.89	3,796.66	161.66%
1-001 - Water Phones				
468-2598	1,376.40	1,047.76	328.64	131.37%
468-5864	0.00	319.08	-319.08	0.0%
Cell	595.28	635.77	-40.49	93.63%
1-001 - Water Phones - Other	0.00			
Total 1-001 - Water Phones	1,971.68	2,002.61	-30.93	98.46%
Total 8640- Water Utilities	11,926.23	8,160.50	3,765.73	146.15%
8650- Water Engineering	0.00	16,257.50	-16,257.50	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	4,208.70	-4,208.70	0.0%
Total 3EC- Water Expense	75,964.83	89,314.41	-13,349.58	85.05%
3EG -8690 -Water Planning Grant	0.00	592.50	-592.50	0.0%
4E- Parks & Recreation Expense				

9151- City Hall Maintenance	7.78	12,072.17	-12,064.39	0.06%
9115 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	2.24	-2.24	0.0%
9116 - Janitorial Payroll	8,796.50	2,089.30	6,707.20	421.03%
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	27,657.40	-27,657.40	0.0%
LLP Project Payroll	0.00	4,023.50	-4,023.50	0.0%
2020 Per Capita - LLP - Other	0.00	2,979.00	-2,979.00	0.0%
Total 2020 Per Capita - LLP	0.00	34,659.90	-34,659.90	0.0%
03 Parks & Recreation Grants - Other	36.07			
Total 03 Parks & Recreation Grants	36.07	34,659.90	-34,623.83	0.1%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	71.63	-71.63	0.0%
6305- Property Ins Parks - Other	0.00	1,929.13	-1,929.13	0.0%
Total 6305- Property Ins Parks	0.00	2,000.76	-2,000.76	0.0%
9105- Auto Insurance	0.00	307.14	-307.14	0.0%
9106 - Work Comp Parks	0.00	1,000.10	-1,000.10	0.0%
9107 - Liability Ins Parks	0.00	560.00	-560.00	0.0%
9108 - L.L. Park	0.00	4,632.95	-4,632.95	0.0%
9109- Parks Payroll	9,889.38	7,257.50	2,631.88	136.26%
9110 - Park Expense	0.00	0.00	0.00	0.0%
9130- Ball Park Expenses				
1-002 - LLP Snack	296.61	145.96	150.65	203.21%
1-013 - BBP lights	1,456.82	723.55	733.27	201.34%
1-014 - LLP lights	151.93	76.76	75.17	197.93%
1-017 - BBP pump	116.42	72.12	44.30	161.43%
9131- Maintenance & Supplies	0.00	2,554.60	-2,554.60	0.0%
9130- Ball Park Expenses - Other	0.00	0.00	0.00	0.0%
Total 9130- Ball Park Expenses	2,021.78	3,572.99	-1,551.21	56.59%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	232.60	74.87	157.73	310.67%
9141- Scout Hall Repairs	0.00	3,971.04	-3,971.04	0.0%
Total 9140- Scout Hall Expenses	232.60	4,045.91	-3,813.31	5.75%
9160- Museum Expenses				
1-004 - Museum Electricity	333.35	297.91	35.44	111.9%
1-XXX - Museum Monitor Fuel	0.00	1,073.68	-1,073.68	0.0%
5568- Museum Phone	489.44	385.68	103.76	126.9%
Total 9160- Museum Expenses	822.79	1,757.27	-934.48	46.82%
4E- Parks & Recreation Expense - Other	996.99	648.29	348.70	153.79%
Total 4E- Parks & Recreation Expense	22,803.89	74,606.52	-51,802.63	30.57%
4EF - Sewer Grant	0.00	10,157.50	-10,157.50	0.0%
5E - American Rescue Plan				

6.1 - Government Expense	0.00	47,995.75	-47,995.75	0.0%
Total 5E - American Rescue Plan	0.00	47,995.75	-47,995.75	0.0%
6504- Payroll Taxes				
Federal Unemployment	469.06	398.55	70.51	117.69%
6506- FICA	25,171.72	12,691.69	12,480.03	198.33%
6508- Medicare	5,886.93	2,968.21	2,918.72	198.33%
6512- SUI	4,791.15	3,116.84	1,674.31	153.72%
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	36,318.86	19,735.27	16,583.59	184.03%
9700- CBDG Const Housing				
Gen Adm & Program Delivery				
9710 - Property Tax	934.08			
Gen Adm & Program Delivery - Other	0.00	5,992.15	-5,992.15	0.0%
Total Gen Adm & Program Delivery	934.08	5,992.15	-5,058.07	15.59%
Housing Loans				
Gomez	0.00	897.86	-897.86	0.0%
Total Housing Loans	0.00	897.86	-897.86	0.0%
Total 9700- CBDG Const Housing	934.08	6,890.01	-5,955.93	13.56%
Payroll Expenses	50,087.89	-1,127.75	51,215.64	-4,441.4%
Reconciliation Discrepancies	0.00	-457.00	457.00	0.0%
Total Expense	964,855.37	612,958.87	351,896.50	157.41%
Net Income	165,522.83	-84,701.90	250,224.73	-195.42%

**Town of Fort Jones
Vendor Balance Detail**

As of November 30, 2024

	Type	Date	Num	Account	Amount	Balance
0 +						20,534.76
Total 0 +						20,534.76
Aldrich Const.						-1,311.25
Total Aldrich Const.						-1,311.25
AT&T						0.00
	Bill	11/14/2024	October 2024	2000 - Accounts Payable	331.81	331.81
	Bill Pmt -Check	11/14/2024	27482	2000 - Accounts Payable	-331.81	0.00
Total AT&T					0.00	0.00
Black Butte Towing						0.00
	Bill	11/22/2024	85633	2000 - Accounts Payable	1,100.00	1,100.00
	Bill Pmt -Check	11/22/2024	27529	2000 - Accounts Payable	-1,100.00	0.00
Total Black Butte Towing					0.00	0.00
California Dept of Tax and Fee admin						0.00
	Bill	11/22/2024	L0028706454	2000 - Accounts Payable	417.92	417.92
	Bill Pmt -Check	11/22/2024	27520	2000 - Accounts Payable	-417.92	0.00
Total California Dept of Tax and Fee admin					0.00	0.00
Cascade Fire Equipment Company						0.00
	Bill	11/22/2024	15902/15903	2000 - Accounts Payable	5,205.71	5,205.71
	Bill Pmt -Check	11/22/2024	27521	2000 - Accounts Payable	-5,205.71	0.00
Total Cascade Fire Equipment Company					0.00	0.00
Charles W. Pillon						0.00
	Bill	11/06/2024	4669	2000 - Accounts Payable	250.00	250.00
	Bill Pmt -Check	11/06/2024	27467	2000 - Accounts Payable	-250.00	0.00
Total Charles W. Pillon					0.00	0.00
Colantuono, Highsmith & Whatley, PC						0.00
	Bill	11/14/2024	62814	2000 - Accounts Payable	2,040.00	2,040.00
	Bill Pmt -Check	11/14/2024	27483	2000 - Accounts Payable	-2,040.00	0.00
Total Colantuono, Highsmith & Whatley, PC					0.00	0.00
Curtis Blue Line						0.00
	Bill	11/22/2024	886880	2000 - Accounts Payable	382.15	382.15
	Bill Pmt -Check	11/22/2024	27522	2000 - Accounts Payable	-382.15	0.00
Total Curtis Blue Line					0.00	0.00
Dell						0.00
Total Dell						0.00
Everett Hullquist *						0.00
	Bill	11/06/2024	Camera	2000 - Accounts Payable	46.28	46.28
	Bill Pmt -Check	11/06/2024	27468	2000 - Accounts Payable	-46.28	0.00
Total Everett Hullquist *					0.00	0.00
FailSafe Testing						0.00
	Bill	11/14/2024	13848	2000 - Accounts Payable	1,189.06	1,189.06
	Bill Pmt -Check	11/14/2024	27484	2000 - Accounts Payable	-1,189.06	0.00
Total FailSafe Testing					0.00	0.00
FEMA Flood Payments						-457.00

**Town of Fort Jones
Vendor Balance Detail**

As of November 30, 2024

	Type	Date	Num	Account	Amount	Balance
Total FEMA Flood Payments						-457.00
FJ Volunteer Fire Dept Assoc						0.00
	Bill	11/14/2024	Reimbmnt	2000 - Accounts Payable	500.00	500.00
	Bill Pmt -Check	11/14/2024	27485	2000 - Accounts Payable	-500.00	0.00
Total FJ Volunteer Fire Dept Assoc					0.00	0.00
Fort Jones Ace Hardware						0.00
	Bill	11/06/2024	Nov	2000 - Accounts Payable	74.31	74.31
	Bill Pmt -Check	11/06/2024	27469	2000 - Accounts Payable	-74.31	0.00
	Bill	11/22/2024	552/535/556/603	2000 - Accounts Payable	175.32	175.32
	Bill Pmt -Check	11/22/2024	27523	2000 - Accounts Payable	-175.32	0.00
Total Fort Jones Ace Hardware					0.00	0.00
Golden State Risk Management Authority						0.00
	Bill	11/06/2024	EB-002227	2000 - Accounts Payable	4,490.00	4,490.00
	Bill Pmt -Check	11/06/2024	27470	2000 - Accounts Payable	-4,490.00	0.00
Total Golden State Risk Management Authority					0.00	0.00
Life Assist						0.00
	Bill	11/14/2024	1527576	2000 - Accounts Payable	367.06	367.06
	Bill Pmt -Check	11/14/2024	27486	2000 - Accounts Payable	-367.06	0.00
Total Life Assist					0.00	0.00
P&W Service Center						-4,722.75
Total P&W Service Center						-4,722.75
PACE Labs						0.00
	Bill	11/06/2024	242808569/242808627	2000 - Accounts Payable	340.00	340.00
	Bill Pmt -Check	11/06/2024	27471	2000 - Accounts Payable	-340.00	0.00
	Bill	11/14/2024	October 2024	2000 - Accounts Payable	3,903.23	3,903.23
	Bill Pmt -Check	11/14/2024	27487	2000 - Accounts Payable	-3,903.23	0.00
	Bill	11/22/2024	242808840	2000 - Accounts Payable	402.44	402.44
	Bill Pmt -Check	11/22/2024	27524	2000 - Accounts Payable	-402.44	0.00
Total PACE Labs					0.00	0.00
PlaceWorks						0.00
	Bill	11/06/2024	October 24	2000 - Accounts Payable	8,991.25	8,991.25
	Bill Pmt -Check	11/06/2024	27472	2000 - Accounts Payable	-8,991.25	0.00
	Bill	11/22/2024	October 2024	2000 - Accounts Payable	7,589.46	7,589.46
	Bill Pmt -Check	11/22/2024	27525	2000 - Accounts Payable	-7,589.46	0.00
Total PlaceWorks					0.00	0.00
Prentice Long						0.00
	Bill	11/06/2024	7048	2000 - Accounts Payable	1,708.35	1,708.35
	Bill Pmt -Check	11/06/2024	27473	2000 - Accounts Payable	-1,708.35	0.00
Total Prentice Long					0.00	0.00
Quad-B Systems						0.00
	Bill	11/06/2024	10389	2000 - Accounts Payable	1,456.20	1,456.20
	Bill Pmt -Check	11/06/2024	27474	2000 - Accounts Payable	-1,456.20	0.00
Total Quad-B Systems					0.00	0.00

Town of Fort Jones
Vendor Balance Detail
As of November 30, 2024

	Type	Date	Num	Account	Amount	Balance
Scott Valley Auto Parts						0.00
	Bill	11/22/2024	394613, 393798	2000 - Accounts Payable	46.40	46.40
	Bill Pmt -Check	11/22/2024	27526	2000 - Accounts Payable	-46.40	0.00
Total Scott Valley Auto Parts					0.00	0.00
Scott Valley Disposal						0.00
	Bill	11/06/2024	Octobr 2024	2000 - Accounts Payable	330.00	330.00
	Bill Pmt -Check	11/06/2024	27475	2000 - Accounts Payable	-330.00	0.00
Total Scott Valley Disposal					0.00	0.00
SHN Consulting Engineers & Geologists						0.00
	Bill	11/22/2024	123439	2000 - Accounts Payable	648.75	648.75
	Bill Pmt -Check	11/22/2024	27527	2000 - Accounts Payable	-648.75	0.00
Total SHN Consulting Engineers & Geologists					0.00	0.00
Siskiyou County Economic Council						0.00
	Bill	11/22/2024	MOU November	2000 - Accounts Payable	500.00	500.00
	Bill Pmt -Check	11/22/2024	27528	2000 - Accounts Payable	-500.00	0.00
Total Siskiyou County Economic Council					0.00	0.00
Siskiyou County Tax Collector						0.00
	Bill	11/14/2024	055161090000 24/25	2000 - Accounts Payable	934.08	934.08
	Bill Pmt -Check	11/14/2024	27488	2000 - Accounts Payable	-934.08	0.00
Total Siskiyou County Tax Collector					0.00	0.00
Siskiyou Telephone						0.00
	Bill	11/06/2024	October 2024	2000 - Accounts Payable	749.08	749.08
	Bill Pmt -Check	11/06/2024	27476	2000 - Accounts Payable	-749.08	0.00
Total Siskiyou Telephone					0.00	0.00
State farm Insurance Companies						-351.76
Total State farm Insurance Companies						-351.76
Ubeo West LLC						0.00
	Bill	11/06/2024	541223525	2000 - Accounts Payable	230.92	230.92
	Bill Pmt -Check	11/06/2024	27477	2000 - Accounts Payable	-230.92	0.00
Total Ubeo West LLC					0.00	0.00
USA Bluebook						0.00
	Bill	11/14/2024	525971	2000 - Accounts Payable	40.19	40.19
	Bill Pmt -Check	11/14/2024	27489	2000 - Accounts Payable	-40.19	0.00
Total USA Bluebook					0.00	0.00
Valley Pacific Petroleum Services						0.00
	Bill	11/14/2024	24-814981	2000 - Accounts Payable	494.28	494.28
	Bill Pmt -Check	11/14/2024	27490	2000 - Accounts Payable	-494.28	0.00
Total Valley Pacific Petroleum Services					0.00	0.00
Verizon Wireless						0.00
	Bill	11/06/2024	9976877865	2000 - Accounts Payable	119.01	119.01
	Bill Pmt -Check	11/06/2024	27478	2000 - Accounts Payable	-119.01	0.00
Total Verizon Wireless					0.00	0.00
Whitehawk Construction						0.00

Town of Fort Jones
Vendor Balance Detail

As of November 30, 2024

	Type	Date	Num	Account	Amount	Balance
	Bill	11/06/2024	Invoice 2403PPE #1	2000 - Accounts Payable	19,997.00	19,997.00
	Bill Pmt -Check	11/06/2024	27479	2000 - Accounts Payable	-19,997.00	0.00
Total Whitehawk Construction					0.00	0.00
Wood Jesse						-34.00
Total Wood Jesse						-34.00
TOTAL					0.00	13,658.00



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Cherie Stephen – Town Administrator
Subject: Review, Discuss, and Approve Second Reading and Possibly Take Action to Adopt Ordinance 2024-1 Regarding Amending Title 13: Public Services and Title 18: Zoning.

Background:

The Town of Fort Jones recently updated and approved the housing element, a mandated aspect of the general plan that requires regular updates. Part of the update process requires review of the zoning code to ensure compliance with state law. Several minor zonings changes were found to be required.

These changes have been reviewed and approved by the Town's legal counsel, and are submitted here for the second reading. A full reading may be waived by a motion from a member of the town council given that the full title of the proposed ordinance is listed on the agenda.

Once the 2nd reading is completed these amendments are ready to be adopted.

Attached is proposed Ordinance NO: 2024-1 Amending Title 132 Public Services Ordinance and Title 18 Zoning Ordinance, Chapter 13.04 Amendment, Chapter 18.08 Amendment, Chapter 18.16 Amendment, Chapter 18.20 Amendment, Chapter 18.32 Amendment, Chapter 40 Amendment, Chapter 18.52 Amendment, Chapter 18.60 Amendment, Chapter 18.64 Amendment, and the signature page.

Recommendation:

It is recommended by the Town Administrator that the council approves the second reading and adoption of Ordinance 2024-1 regarding amending Title 13: Public Services and Title 18: Zoning.

CHAPTER 13.04 In General

13.04.060 - Priority for affordable housing developments.

- A. For the purpose of this section, moderate-, low- and very low-income persons shall be defined as set forth in California Health and Safety Code Sections 50079.5 and 50105.
- B. In any given year at the time any water or sewer equivalency units allocation are authorized by the city council, priority on the residential building permit waiting list shall be given for developments which provide a minimum of fifty percent of housing which will be guaranteed to be affordable to persons and families with moderate, low and very low incomes; provided:
 - a. Developments which provide one hundred percent affordable housing shall have priority over projects which provide fifty percent affordable housing. The remaining permits shall be allocated in accordance with the existing waiting list.
 - b. Developments which provide a minimum of fifty percent of affordable housing including a minimum of twenty-five percent affordable to low- and very low-income families shall have a priority over projects which do not provide units for low and very low-income families.
 - c. Not more than fifty percent of the building permits allocated each year by the City Council shall be so prioritized over existing residences.
- C. An applicant desiring low-income housing priority shall submit to the public works department, a written request for such priority, listing the applicant/owner, the address and legal description of the project property, and written deed restrictions and agreements as approved by the city attorney, restricting the sale and occupancy of the affordable units in the project to moderate-, low- or very low-income persons for a period of thirty years after completion of the housing project. Upon receipt of this information and agreements, the applicant's property will be placed on a separate low-income housing waiting list for either single-family or multiple-family projects in the order in which the requests are received by the city to be eligible for priority in the following year's water or sewage services allocation.
- D. If a project due to be awarded water or sewage services fails to qualify or submit sufficient deed restrictions and agreements, as required in this section, prior to the award of water or sewage services, or voluntarily withdraws, then the project shall be removed from the priority list and shall be returned to its original position on the long-term building allocation waiting list.
- E. The City, at its option, may contract with a nonprofit housing agency to provide for administration of various aspects of deed restrictions, agreements and other procedures to ensure the effectiveness of this program to provide long-term low-income housing. Costs for such services shall be borne by the applicant/developer.

CHAPTER 18.08. DEFINITIONS

Sec. 18.08.010. Definitions.

The following words, terms and phrases, when used in this title, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Accessory dwelling unit (ADU) means a room or suite of rooms constructed separately and detached from or adapted within or onto a one-family (i.e., principal) dwelling being an integral part thereof, and designed for the use and occupancy by a person or persons living independently from the one-family dwelling occupants. An accessory dwelling unit shall be subordinate to the principal dwelling unit.

Affordable housing means housing affordable to persons and families with moderate, low and very low incomes.

Alley means a public or private thoroughfare which affords only a secondary means of access to abutting property.

Apartment means a family unit contained in a multiple dwelling.

Block means all property fronting upon one side of a street, between intersecting and intercepting streets, or between a street and a railroad right-of-way, waterway, dead-end street or subdivided land. An intercepting street shall determine only the boundary of the block on the side of a street which it intersects.

Boardinghouse means a building or portion thereof designed or used exclusively for residential occupancy other than a hotel or motel and where lodging and meals for three or more persons is provided for compensation.

Building means any structure having a roof supported by columns or by walls and designed for the shelter or housing of any person, animal or property. Such structure shall be permanently attached to the real property at a fixed location or in the event of a manufactured home or manufactured housing, installed as required by state law such that the same is taxed as real property.

Building, accessory, means a subordinate building, including shelters of pools, the use of which is incidental to that of the main building on the same lot, or building site, but not including living quarters, and which may or may not require a permanent attachment to the ground. Such accessory buildings may include a construction shack, construction trailers and temporary office trailers.

Building, main, means a building which is designed for or in which is conducted the principal use of the lot or building site on which it is located.

Building official means the persons designated by the town manager of the town to inspect or enforce the housing, building or zoning provisions of this Code. The building official shall, for the purposes of this chapter, be supervised by the town manager.

Building site means a lot or parcel of land occupies or to be occupied by a main building and accessory buildings, or by a dwelling group and its accessory buildings, together with such open spaces as are required by the terms of this title and having frontage on a dedicated street or private road or highway.

Business, retail, means the retail sale of any article, substance or commodity within a building but not including the sale of lumber or other building materials.

Business, wholesale, means the wholesale handling of any article, substance or commodity, but not including the handling of lumber or other building materials or the open storage or sale of any material or commodity, and not including the processing or manufacture of any product or substance.

Combining district means any district in which the general district regulations are combined with those special districts provided for in this title for the purpose of adding additional special regulations.

District means a portion of the town within certain uses of land and buildings are permitted or prohibited and within which certain yards and other open spaces are required and certain height limits are set for buildings, all as set forth and specified in this title.

Dwelling means a building or portion thereof designed or used exclusively for residential occupancy, including one-family, two-family, three-family dwellings and apartments, multiple-family dwellings, but not including hotels, motels or boardinghouses and roominghouses.

Dwelling groups means a group of two or more detached or semidetached one-family, two-family or multiple-family dwellings occupying a parcel of land in one ownership and having any yard or court in common, but not including motels.

Dwelling, multiple-family, means a building or a portion thereof, used and designed as a residence for three or more families living independently of each other and doing their own cooking in the building, including apartment houses, apartment hotels and flats, but not including motels, boardinghouses and hotels.

Dwelling, single-family, means a building designed for or used to house not more than one family, including all necessary employees of such family.

Dwelling, two-family, or duplex means a building containing not more than two kitchens, designed or used to house not more than two families, living independently of each other, including all necessary employees of such family.

Existing structure means within the four walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the building official regardless of any noncompliance with zoning standards.

Emergency shelter means housing, interim interventions, including but not limited to, navigation centers, bridge housing, and respite or recuperative care, ~~with minimal supportive services for homeless persons~~ that is limited to occupancy of six months or less ~~by a homeless person~~. No individual or household may be denied emergency shelter because of an inability to pay.

Family means 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 ~~occupying a premises and living as a single housekeeping unit, as distinguished from a group occupying a hotel, club, fraternity or sorority house. A family shall be deemed to include necessary servants.~~

Fence means any device forming a physical barrier by means of hedge, wood, mesh, metal, chain, brick, stake, plastic or other similar materials.

Garage or carport means accessible and usable covered space of not less than ten feet by 20 feet per vehicle for storage of automobiles so located on the lot as to meet the requirements of this title for an accessory building, or if attached to the main building, to meet the requirements applicable to the main building.

Guesthouse means a detached living quarters of a permanent type of construction and without kitchens or cooking facilities, and where no compensation of any form is received or paid.

Height of building means the vertical distance from the average level of the highest and lowest point of that portion of the lot covered by the building to the topmost point of the roof, excluding elevator equipment rooms, ventilating and air conditioning equipment.

Home occupation means a use conducted on the premises by the occupant of the dwelling as a secondary use in connection therewith, and where there is no advertising signs, no display, no stock or commodity sold on the premises, no employees in connection therewith and no mechanical equipment designed to be used in connection therein, other than that necessary or convenient for domestic purposes.

Hotel means any building or portion thereof containing six or more guest rooms used, let or hired out for compensation, whether the compensation for hire to be paid directly or indirectly, such building or portion thereof having one principal entryway or entrance, and a lobby or other public room common to all guest rooms.

Junior accessory dwelling unit (JADU) means unit that is no more than 500 square feet in size and contained entirely within the walls of an existing single-family structure. A junior accessory dwelling unit may include separate sanitation facilities or may share sanitation facilities with the existing structure. For the purposes of life/safety regulations and providing utilities such as water, sewer, power, or other utilities, a junior accessory dwelling unit shall not be considered a separate or new dwelling unit.

Junkyard means a lot or parcel used for the storage of junk, including scrap metals, salvage or other scrap materials, or for the dismantling or wrecking of automobiles or other vehicles or machinery whether for sale or storage.

Local public utility use means poles, wires and cables for local distribution of utility services; telephone transmission and distribution poles, wires and cables; underground gas and water distribution pipes and electric distribution; and telephone distribution and transmission cables.

Lot means a building site.

Lot depth means the distance to the rear lot line measured along a normal to the front line of the lot taken at the midpoint of the street frontage.

Lot, exterior, means a lot, one side or a lot line of which separates the side from a street.

Lot, hillside, means a lot which, prior to grading, has an average slope of 15 percent or greater measured between the rear lot line and the front lot line, or between side lot lines; or a lot with a building site which lies at least 15 feet above or below the building site of any adjacent lot.

Lot, interior, means a lot, the side lot lines of which separate the sides from adjoining lots.

Lot line means a line separating the frontage from a street; the side from a street or adjoining property; the rear or side from an alley or street or adjoining property.

Lot line, exterior, means a lot line separating the side of a lot from a street.

Lot line, front, means the shortest dimension of a lot fronting on a street.

Lot line, interior, means a lot line separating the side of a lot from adjoining property.

Lot line, rear, means the lot line opposite or approximately opposite the front lot line.

Lot line, side, means any lot line not a front or rear lot line.

Lot, reverse frontage, means the first lot to the rear of a corner lot, the front line of which is a continuation of the side line of the corner lot exclusive of the width of any alley and fronting on the street which intersects or intercepts the street upon which the corner lot fronts.

Lot, through, means a lot having frontage on two parallel or approximately parallel streets.

Lot width means one-half of the total width of the front and rear lot lines, measured at right angles to the depth.

Low-Barrier Navigation Center means a temporary, service-enriched shelters to help homeless individuals and families quickly obtain permanent housing.

Manufactured home means a structure that was constructed less than 25 years before moving into the town, is transportable in one or more sections, is eight feet or more in width or 40 feet or more in length in the transportable mode, or, when erected on site, is 320 or more square feet in area, is built on a permanent chassis and designed to be used as a single-family dwelling, with or without a foundation, when connected to the required utilities, and includes the plumbing, heating, air conditioning, and electrical systems contained therein. The term "manufactured home" includes any structure that meets all of the requirements of this section except the size

requirements and with respect to which the manufacturer voluntarily files a certification and complies with the standards established under the National Manufactured Housing Construction and Safety Act of 1974 (42 USC 5401 et seq.) or the most recent version, whichever is newer.

Manufactured home park means land or premises used or intended to be used, let or rented for occupancy by one or more trailers, movable dwellings, rooms or sleeping quarters of any kind including trailer courts and manufactured home parks.

Motel means a group of attached or semi-attached buildings containing guest rooms or dwelling units, some or all of which have a separate entrance leading directly from the outside of the building; each room or unit with garage attached or parking conveniently located close by on the lot, and which is designed, used or intended wholly or in part for the accommodation of transients and including auto court, motor court, motor lodge and motor hotel.

Nonconforming use means a use that does not conform to the regulations for the district in which it is situated.

Office means a business establishment for rendering of service or administration, but not including retail sales.

Parking lot means any land used or intended to be used or provided for the parking of automobiles by any person whether for hire or to meet the off-street parking space requirements of this title.

Parking space means an accessible and usable space on the building site, or adjacent lot, at least nine feet by 20 feet, for parking of automobiles.

Passageway means a pathway that is unobstructed clear to the sky and extends from a street to an entrance of the accessory dwelling unit.

Professional office means an office for the conduct of any one of the following uses: accountant, architect, attorney, chiropractor, clergyman, dentist, doctor, engineer, optometrist, podiatrist, physical therapist, social worker, surveyor, and other similar uses which in the opinion of the planning commission meet the criteria implicated in the preceding designations; but not advertiser, barber, cosmetologist, contractor, pest control, pharmacy, private investigator, veterinary or other service establishment.

Public utility offices means offices for business records and administration of public utilities.

Public utility service uses means electric transmission substations and transmission lines, service yards and field operating centers, and gas storage holders.

Public utility substations means communications equipment, buildings, electric distribution substations, public utility pumps, wells and valve stations.

Residential care facility, large means any family home or group care facility serving seven or more persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual, excluding jails or other detention facilities pursuant to Health and Safety Code Section 1568.0831 and the definition of "family" as provided in this Section.

Residential care facility, small means any family home or group care facility serving six or fewer persons in need of personal services, supervision or assistance essential for sustaining the activities of daily living or for the protection of the individual, excluding jails or other detention facilities pursuant to Health and Safety Code Section 1568.0831 and the definition of "family" as provided in this Section.

Resort means any development of property for public or private recreational use by ten or more owners purchasing interests in the property with no present intention to resell or otherwise dispose of the interest for value.

Rest home means any premises licensed under section 2300 or any replacing section of the Welfare and Institutions Code.

Roominghouse means a building or portion thereof designated or used exclusively for residential occupancy other than a hotel or motel and where lodging for three or more persons is provided for compensation.

Sanitarium or *rest home* means a health station or permanent retreat or other place where patients are housed, and where treatment is given, but excluding mental institutions or institutions for treatment of persons addicted to the use of drugs or alcohol.

School means a public, private or parochial general educational institution but does not include a school devoted to instruction in particular crafts or skills such as dancing, business colleges, beautician and barber schools.

Setback lines means lines established by this title to govern the placement of buildings or structures with respect to lot lines, streets or alleys.

Side and front of corner lots means the narrowest frontage of a corner lot facing the street is the front, and the longest frontage facing the intersecting street is the side, irrespective of the direction in which the dwelling faces.

Signs means any advertising, informational or directional display or structure.

Single room occupancy unit (SRO) means housing units that are restricted to occupancy by no more than two persons and may include a kitchen and/or a bathroom, in addition to a bed. The net area of an SRO unit may range from a minimum of 150 square feet to a maximum of 400 square feet.

Street means a public thoroughfare which affords principal means of access to abutting property, including avenue, place, way, drive, lane boulevard, highway, road, and any other thoroughfare except an alley as defined in this chapter.

Street line means the boundary between a street right-of-way and property.

Structure means anything constructed or erected, the use of which requires location on or in the ground, or attachment to something having location on the ground, including swimming pools, but excluding driveways, patios or parking spaces.

Structural alterations means any change in the supporting members of a structure, such as bearing walls, columns, beams or girders.

Supportive housing means housing with no limit on length of stay, that is occupied by the target population, and that is linked to an onsite or offsite service that assists the supportive housing resident in retaining the housing, improving his or her health status, and maximizing his or her ability to live and, when possible, work in the community.

Trade school means a private educational facility devoted to instruction in particular crafts, trades or skills such as dancing, business colleges, beautician and barber schools, radio and television schools.

Transitional housing means buildings configured as rental housing developments, but operated under program requirements that require the termination of assistance and recirculating of the assisted unit to another eligible program recipient at a predetermined future point in time that shall be no less than six months from the beginning of the assistance.

Use means the purpose for which land or a building is designated, arranged or intended or for which either land or building is or may be occupied or maintained.

Use, accessory, means a use incidental or subordinate to, and devoted exclusively to the main use of a lot or building located on the same lot.

Yard means an open space other than a court on the same lot with a building, which open space is unoccupied and unobstructed from the ground upward, except as otherwise permitted in this title.

Yard, front, means a yard extending across the front of the lot between the side lot lines and measured from the front line of the nearest line of the building; provided, however, that if any official plan line has been

established for the street upon which the lot faces, the front yard measurement shall be taken from such official plan line to the nearest line of the building.

Yard, rear, means a yard extending across the full width of the lot and measured between the rear line of the lot and nearest line of the main building.

Yard, side, means a yard between the side line of the lot and the nearest line of the building and extending from the front yard of the lot to the rear yard.

(Code 1987, §§ 18.08.020—18.08.710; Ord. No. 26-1976, art. 13, § 13.02(a)—(qqq), 1976)

- CODE OF ORDINANCES
Title 18 - ZONING
CHAPTER 18.16. SPECIFIC DISTRICT REGULATIONS

CHAPTER 18.16. SPECIFIC DISTRICT REGULATIONS

Sec. 18.16.010. R-1 district.

Subject to the provisions of chapter 18.20, none but the following uses, or uses which, in the opinion of the planning commission, are similar will be allowed	Use Permit Required	Minimum Building Site (sq. ft.)		Minimum Lot Width (feet)		Maximum Allowable Lot Coverage By all Structures	Maximum Allowable height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet)		Minimum Rear Yard Req. (feet)
		Corner	Int	Corner	Int				Corner	Int	Corner
Single-family dwellings	No	7,200	6,000	70	60	40%	35	20	15	10	15
Accessory buildings, if constructed with or subsequently to the main building or use	No					40%	20	20	5	5	1
Second single-family dwelling, when prior to the zoning ordinance a single-family dwelling existed on the rear half of the lot	Yes					60%	35	20	15	10	10
Churches, parks, playgrounds, hospital, public building, schools	Yes	10,000	10,000	70	60	60%	45	20	15	10	20
Home occupations; crop and tree farming	Yes	As noted in the use permit									
<u>Supportive and Transitional Housing</u>	<u>No</u>	<u>7,200</u>	<u>7,200</u>	<u>70</u>	<u>60</u>	<u>40%</u>	<u>35</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>15</u>
<u>Residential care facilities; six or fewer residents</u>	<u>No</u>	<u>7,200</u>	<u>6,000</u>	<u>70</u>	<u>60</u>	<u>40%</u>	<u>35</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>15</u>
<u>Residential care facilities, seven or more residents</u>	<u>No</u>	<u>7,200</u>	<u>7,200</u>	<u>70</u>	<u>60</u>	<u>40%</u>	<u>35</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>15</u>
<u>Farmworker housing, 6 or fewer residents</u>	<u>No</u>	<u>7,200</u>	<u>6,000</u>	<u>70</u>	<u>60</u>	<u>40%</u>	<u>35</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>15</u>
<u>Farmworker housing; 12 units or fewer beds</u>	<u>No</u>	<u>7,200</u>	<u>6,000</u>	<u>70</u>	<u>60</u>	<u>40%</u>	<u>35</u>	<u>20</u>	<u>15</u>	<u>10</u>	<u>15</u>
1 sign—not over 4 sq. ft. in area and pertaining only to the sale, lease or rental of the property on which the sign is located	No						5				

(Code 1987, § 18.16.010)

Sec. 18.16.030. R-3 district.

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	Use Permit Required	Minimum Building Site (sq. ft.)		Minimum Lot Width (feet)		Maximum Allowable Lot Coverage By all Structures	Maximum Allowable height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet)		Minimum Rear Yard Req. (feet)		Minimum Lot Area Per Family Unit (sq. ft.)	Minimum Off-Street Parking Space Req.
		Corner	Int	Corner	Int				Corner	Int	Corner	Int		
All uses permitted in R-2 district	No	As per section 18.12.010												
Multifamily dwellings, apartments, condos	No	7,200	7,200	70	60	75%	45	15	10	6	15	10	1,200	1 ~~parking garage or carport~~ per dwelling unit
Dwelling groups	Yes	7,200	7,200	70	60	75%	35	15	10	6	15	10	1,200	1 ~~parking space per dwelling unit~~ 1 ~~garage or carport per dwelling unit~~
Hotel, motel, rooming and boardinghouse; lodge, club, rest home, clinic, <u>single room occupancy unit</u>	Yes	7,200	7,200	70	60	75%	45	15	10	6	15	10	1,000	1 parking space for each room 1 parking space for each motel unit 1 space for each 6 seats in any assembly hall
Professional offices	Yes	6,000	6,000	70	60	75%	35	15	10	6	15	10		1 parking space for each 200 ft. of gross floor area
Single-family or duplex dwellings	No	6,000	6,000	70	60	60%	35	20	10	6	15	10	1,200	1 garage or carport per dwelling unit
Professional offices, separate or combined with single-family dwelling	No	6,000	6,000	70	60	75%	35	20	10	6	15	10	3,600	1 space per dwelling unit and 1 space per each 300 sq. ft. of office space

Sec. 18.16.080. C-1 District.

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	Use Permit Required	Minimum Building Site (sq. ft.)		Minimum Lot Width (feet)		Maximum Allowable Lot Coverage By all Structures	Maximum Allowable Height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet)		Minimum Rear Yard Req. (feet)		Minimum Off-Street Parking Space Req.
		Corner	Int	Corner	Int				Corner	Int	Corner	Int	
The following shops and stores: apparel, bars, bakery (retail only), banks, barber, beauty, book, cleaning agencies, confectionary, department, florist, food gift, hardware, jewelry, millinery, newsstands, office buildings, parking lots (approved by town engineer), personal service establishments, photographers, restaurants, shoe repair, variety	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None—unless combined with a P district. Section 18.16.090
Launderettes, liquor stores, theaters, service stations, public utility uses but not including equipment yards, warehouse or repair shop, retail sales and personal services not within a building.	Yes	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None-Unless combined with a P district
Signs pertaining to any permitted use	Yes						35	Use permit					
Residential uses, hotels, motels	Yes	As specified in the R-3 district, section 18.12.010, and the RPO district, section 18.12.010											
<u>Multifamily dwellings, apartments, condos</u>	<u>No</u>	<u>7,200</u>	<u>7,200</u>	<u>70</u>	<u>60</u>	<u>75%</u>	<u>45</u>	<u>15</u>	<u>10</u>	<u>6</u>	<u>15</u>	<u>10</u>	<u>1 parking space per dwelling unit</u>

Subject to the provisions of chapter 18.20, none but the following uses or uses which, in the opinion of the planning commission, are similar will be allowed	Use Permit Required	Minimum Building Site (sq. ft.)		Minimum Lot Width (feet)		Maximum Allowable Lot Coverage By all Structures	Maximum Allowable Height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet)		Minimum Rear Yard Req. (feet)		Minimum Off-Street Parking Space Req.
		Corner	Int	Corner	Int				Corner	Int	Corner	Int	
<u>Supportive and Transitional Housing</u>	<u>No</u>	<u>As specified in the R-3 district, section 18.12.010</u>											
<u>Emergency Shelters</u>	<u>No</u>	<u>As specified in the Section 18.52</u>											
<u>Low Barrier Navigation Centers</u>	<u>No</u>	<u>2,500</u>	<u>2,500</u>	<u>30</u>	<u>30</u>	<u>100%</u>	<u>45</u>	<u>0</u>					

(Code 1987, § 18.16.030; Ord. No. 26-1976, art. 4, § 4.02, 1976)

Sec. 18.16.080. C-2 District.

	Use Permit	Lot Size		Lot Width		Lot Coverage	Front Yard	Rear Yard					Parking Required	Area per unit	
All uses permitted in C-1 district, <u>excluding emergency shelters.</u>	No		As specified in the C-1 district, section 18.12.010												
Animal hospital, auto sales and service, automotive body repair, auto body and paint shop, commercial recreation, creameries, dry cleaners, heavy equipment, sales and service, laundry, locker plant, mortuary, nursery, plumbing shop, secondhand sales, sheet metal shop, tire shop, wholesaling	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None— Unless combined with a P district		
The following uses when conducted in a building or surrounded by a solid fence of board, masonry, or otherwise suitable material at least 6 ft. high: blacksmith shop, bottling plant, building materials, cabinet shop, cold storage, contractors' yard, feed and fuel yard, food processing, lumber yard, machine shop, outdoor storage and sales, pipe yard, public utility service yard, warehousing.	No	2,500	2,500	30	30	100%	45	0—except 10 ft. when adjacent to an R district					None- unless combined with a P district		
Living quarters included in any commercial building or use	No	2,500	2,500	30	30	100%	45	0	0	0	0	0	None— unless combined with a P district		
Signs—pertaining to any permitted use	Yes							35	Subject to conditions of use permit						

CHAPTER 18.20. - GENERAL DISTRICT REGULATIONS

Sec. 18.20.150. Manufactured homes/mobile homes; residential use requirements.

Manufactured homes, as defined by section 18.08.010, are allowed to be placed in a residential zone on individual lots, consistent with Government Code Section 65852.3, as follows, and a manufactured home shall:

- (1) Be occupied only as a residential use;
- (2) Be subject to all of the provisions and ordinances of the town's zoning regulations that apply to for residential structures;
- (3) Be attached to a permanent foundation system as required in the uniform building code for residential structures;
- (4) Be covered with an exterior material customarily used on conventional dwellings. The exterior covering material shall extend over the foundation in the same manner as conventional buildings;
- (5) Have a roof load design according to the uniform building code, but not less than 40 pounds per square foot;
- ~~(6) Have roof pitch of not less than three inches of vertical rise for each 12 inches of horizontal run;~~
- ~~(7) Have a roof covering consisting of materials customarily used for conventional dwellings within the neighborhood in which the manufactured home is proposed to be placed;~~
- ~~(8) Have a plot plan showing the proposed location of the manufactured home on the lot;~~
- ~~(9) Be subject to all of the provisions and ordinances that apply to all other residential buildings;~~
- ~~(10) Be required to have porches and eaves, or roofs with eaves, when it is necessary to make the manufactured home compatible with other dwellings in the neighborhood.~~

(Code 1987, § 18.20.150; Ord. No. 26-1976, art. 5, § 5.16, 1976; Ord. No. 45-1981, § 2, 1981; Ord. No. 46-1981, § 2, 1981; Ord. No. 2019-7, § 18.20.150, 11-12-2019)

Sec. 18.20.160. Manufactured homes; building permits.

A building permit shall be obtained for the placement of a manufactured home/manufactured home. Issuance of the building permit shall require that the applicant comply with all of the requirements of the town's building codes and ordinances where they may apply. The manufactured home must have a foundation system consisting of an assembly of materials constructed below the manufactured home, and below grade for frost protection, and not intended to be removed, which system is designed to support the manufactured home structure, and to resist the imposition of external natural forces. The foundation system shall be designed in accordance with the uniform building code and local soil conditions. The foundation shall be designed to withstand 60-pound snow loads and 15-pound wind loads when imposed from the manufactured home. The manufactured home shall be installed in accordance with the installation instructions provided by:

- (1) The manufacturer of the manufactured home; or
- (2) A state-licensed architect or engineer when the manufacturer's instructions are not available or are inapplicable due to the unique conditions of the site.

All manufactured homes/manufactured homes installed for the purpose of residential use shall be connected to town sewer and water facilities at owner's expense.

(Ord. No. 2019-7, § 18.20.175, 11-12-2019)

CHAPTER 18.32. CONDITIONAL, REVOCABLE OR TEMPORARY USES

Sec. 18.32.010. Issuance.

A use permit, revocable, conditional, or valid for a term period, may be issued in the manner specified in this chapter for any of the uses or purposes for which such use permits are required by any of the terms of this title.

(Code 1987, § 18.32.010; Ord. No. 26-1976, art. 7, § 7.01, 1976)

Sec. 18.32.020. Application.

Application for a use permit shall be made to the planning commission on a form prescribed by the planning commission and shall be accompanied by plans and elevations necessary to show the detail of the proposed use of the land or building.

(Code 1987, § 18.32.020; Ord. No. 26-1976, art. 7, § 7.02, 1976)

Sec. 18.32.030. Fee.

Applications shall be accompanied by a fee of \$25.00.

(Code 1987, § 18.32.030; Ord. No. 26-1976, art. 7, § 7.03, 1976; Ord. No. 54-1985, § 1(A), 1985)

Sec. 18.32.040. Hearings.

The planning commission shall be a public hearing on any use permit application and shall give notice of the time and place of such hearings as provided by law.

(Code 1987, § 18.32.040; Ord. No. 26-1976, art. 7, § 7.04, 1976)

Sec. 18.32.050. Planning commission findings; decision.

- (a) In order to grant any use permit, the findings of the planning commission shall be that the establishment, maintenance or operation of the use or building applied for will not, under the circumstances of the particular case, be materially detrimental to the health, safety, ~~peace, morals, comfort~~ and general welfare of persons residing or working in the neighborhood of the proposed use or be materially detrimental to property or improvements in the neighborhood or to the general welfare of the town. The planning commission may designate such conditions in connection with the use permit as it deems necessary to secure the purposes of this title and may require that such conditions will be complied with by the applicant.
- (b) The planning commission shall render its decision on any use permit within 35 days following the close of the public hearing. Failure of the commission to render its decision within the period shall be deemed to be a denial of the application. The granting of any use permit, when conforming to the provisions of this section, is declared to be an administrative function, the authority and responsibility for performing which is imposed upon the planning commission shall be final and conclusive except in the event of an appeal as provided on this chapter.

(Code 1987, § 18.32.050; Ord. No. 26-1976, art. 7, § 7.05, 1976)

Sec. 18.32.060. Appeal.

- (a) In case the applicant or others affected are not satisfied with the action of the planning commission, they may, within ten calendar days after rendition of the decision thereon by the commission, appeal in writing to the town council. The town council, on its own motion made within 20 days of the planning commission decision, may consider the action of the planning commission the same as if an appeal had been taken therefrom.
- (b) The appeal shall be taken by the filing of a notice in writing to that effect with the town clerk, and when the appeal is taken by a person other than the original applicant, by the payment of an appeal fee in the amount of \$10.00. At its next regular meeting held at least three days after the filing of the notice of appeal, the town council shall set a date for the hearing of the appeal and notice thereof shall be given to the applicant and to the planning commission and as provided by law. The planning commission shall submit a report to the town council setting forth the reasons for the action taken by the commission.
- (c) The town council shall render its decision within 45 days after the conclusion of the hearing and the town council in its decision may reverse, set aside, affirm, amend or modify the action of the planning commission for further study and action. Failure of the council to render its decision within the period shall be deemed to be an affirmance of the action of the planning commission.
- (d) No building permit shall be issued in any case where a use permit is required by the terms of this title until after the period allowed for appeal. In the event of an appeal, no such permit shall be granted until the matter has been finally approved by the town council. Building permits issued pursuant to this section shall conform to the terms and conditions of the use permit granted.

(Code 1987, § 18.32.060; Ord. No. 26-1976, art. 7, § 7.06, 1976)

Sec. 18.32.070. Automatic revocation of use permit.

Any use permit granted in accordance with the terms of this title shall be automatically revoked and terminated if not used within one year from the date of approval thereof or within any shorter period of time, if so designated by the planning commission.

(Code 1987, § 18.32.070; Ord. No. 26-1976, art. 7, § 7.07, 1976)

CHAPTER 18.40. HOUSING DENSITY BONUSES AND INCENTIVES

Sec. 18.40.010. Purpose.

The purpose of this Chapter is to implement the State Density Bonus Law, California Government Code Section 65915 et seq.

~~providing a housing density bonus or incentives is to contribute to the economic feasibility of low income and moderate income housing in housing developments proposed within the town.~~

~~(Ord. No. 2019-5, § 18.36.010, 11-12-2019)~~

Sec. 18.40.020. Applicability.

~~This Chapter shall be applicable in all zoning districts that allow residential uses. (a) — When a developer enters into an agreement pursuant to Government Code § 65915 consisting of at least one of the following:~~

- ~~(1) — Five percent of units restricted to very low income households;~~
- ~~(2) — Ten percent of the total units of a housing development restricted to low income households;~~
- ~~(3) — Ten percent of the total for sale of a common interest housing development restricted to moderate-income households;~~
- ~~(4) — The project donates at least one acre of land with the appropriate general plan, zoning, permitting, and approvals and access to public facilities needed for such housing to the town for very low income units; or~~
- ~~(5) — The project is restricted to seniors.~~

~~(b) — The developer shall be eligible for housing density bonuses and incentives as listed in Government Code § 65915.~~

~~(Ord. No. 2019-5, § 18.36.020, 11-12-2019)~~

Sec. 18.40.030. Application and approval.

~~Any person requesting a housing density bonus, incentives, or concessions shall apply for a development agreement. Density bonus, incentives, or concessions shall be granted by approval of the development agreement which shall specify the density bonus or incentives, and any conditions attached to the approval of such bonus, incentive or concession.~~

~~(Ord. No. 2019-5, § 18.36.030, 11-12-2019)~~

Sec. 18.40.030. Qualifications

All proposed housing developments that qualify under California Government Code Section 65915 for a density increase and other incentives, and any qualified land transfer under California Government Code Section 65915 shall be eligible to apply for a density bonus (including incentives and/or concessions) consistent with the requirements, provisions and obligations set forth in California Government Code Section 65915, as may be amended.

Sec. 18.40.040. Density Bonus, Incentives and Concessions

The Town of Fort Jones shall grant qualifying housing developments and qualifying land transfers a density bonus, the amount of which shall be as specified in California Government Code Section 65915 et seq., and incentives or concessions also as described in California Government Code Section 65915 et seq.18.12.050 Application. An application for a density bonus or other incentive under this Chapter for a housing development shall be submitted in writing to the Planning Division to be processed concurrently with all other entitlements of the proposed housing development. The application for a housing development shall contain information sufficient to fully evaluate the request under the requirements of this Chapter and applicable State law.

Sec. 18.40.050. Review and Consideration

The application shall be considered by the Planning Commission or Town Council at the same time the project for which the request is being made is considered. If the project is not to be otherwise considered by the Planning Commission or the Town Council, the request being made under this Chapter shall be considered by the Community Development Director. The request shall be approved if the applicant complies with the provisions of California Government Code Section 65915 et seq.

Sec. 18.40.060. Continued Affordability

Consistent with the provisions of California Government Code Section 65915 et seq., prior to a density bonus or other incentives being approved for a project, the City and the applicant shall agree to an appropriate method of assuring the continued availability of the density bonus units.

Sec. 18.40.040. Planning commission recommendation.

Prior to council action on a development agreement providing a housing density bonus or incentives, the commission, if applicable, shall consider the development agreement and make a recommendation to the council.
(Ord. No. 2019-5, § 18.36.040, 11-12-2019)

Sec. 18.40.050. Determination of housing density bonus or incentives.

The project developer may specify the requested housing density bonus or incentives; however, the town may agree to provide a housing density bonus or incentives other than those requested, so long as such housing density bonus or incentives meet the requirement set forth in the Government Code.
(Ord. No. 2019-5, § 18.36.050, 11-12-2019)

CHAPTER 18.52. EMERGENCY SHELTERS

Sec. 18.52.010. Purpose.

It is the purpose of this section to facilitate and encourage the provision of emergency shelter for homeless persons and households by allowing permanent year-round emergency shelters without a conditional use permit or other discretionary action within the C-1 (~~central-retail~~ business) zone, subject only to the same development standards that apply to the other permitted uses in these zones, except for the following requirements unique to emergency shelters, as authorized by Government Code § 65583(a)(4):

- (1) The beds or persons to be served nightly by an emergency shelter shall not exceed 35.
- (2) Off-street parking shall ~~accommodate all staff working in the emergency shelter be based upon demonstrated need,~~ provided that parking for an emergency shelter shall not be more than that required for other ~~commercial or industrial uses~~ residential or commercial uses permitted in the ~~central-retail~~ business (C-1) zone.
- (3) Appropriately sized and located exterior and interior on-site waiting and intake areas shall be provided.
- (4) Appropriate exterior lighting shall be provided.
- (5) On-site management shall be provided.
- (6) Security shall be provided during the hours that the emergency shelter is in operation.
- (7) The maximum length of stay by a homeless person in an emergency shelter shall be six months.
- (8) An emergency shelter shall not be required to be more than 300 feet of another emergency shelter.
- (9) No individual or household shall be denied emergency shelter because of an inability to pay.

(Ord. No. 2019-1, § 18.46.010, 11-12-2019)

Sec. 18.52.020. Standards for emergency shelters.

In addition to the standards set forth in here and below, emergency shelters shall also be required to comply with the state building code and state fire code in effect at the time of building permit application.

(Ord. No. 2019-1, § 18.46.020, 11-12-2019)

Sec. 18.52.030. Health and safety standards.

In addition to the standards set forth in here and below, emergency shelters shall also be required to comply with the state housing code in effect at the time of building permit application.

(Ord. No. 2019-1, § 18.46.030, 11-12-2019)

Sec. 18.52.040. Management plan.

Prior to commencing operation, the emergency shelter provider must have a written management plan, which shall be approved by ~~Town staff the planning commission.~~ The management plan must include, but shall not be limited to, provisions for staff training, resident identification process, ~~neighborhood outreach,~~ policies

regarding pets, the timing and placement of outdoor activities, temporary storage of residents' personal belongings, safety and security, ~~screening of residents to ensure compatibility with services provided at the facility, and training, counseling and social service programs for residents, as applicable.~~

(Ord. No. 2019-1, § 18.46.040, 11-12-2019)

Sec. 18.52.050. Occupancy load and bathroom facilities.

Each resident shall be provided a minimum of 50 gross square feet of personal living space per person, not including space for common areas. In no case shall occupancy exceed 35 residents at any one time. Bathing facilities shall be provided in quantity and location as required in the California Plumbing Code (title 24, part 5) and shall comply with the accessibility requirements of the California Building Code (title 24, part 2).

(Ord. No. 2019-1, § 18.46.050, 11-12-2019)

Sec. 18.52.060. Common facilities and services.

The emergency shelter facility may provide one or more specific facilities and services, including, but not limited to, commercial kitchen facilities designed and operated in compliance with the California Retail Food Code, dining area, laundry area, recreation room, support services such as training and counseling, and childcare facilities.

(Ord. No. 2019-1, § 18.46.060, 11-12-2019)

Sec. 18.52.070. Lighting.

Adequate external lighting shall be provided for security purposes. The lighting shall be stationary, full cut-off downward facing hooded lighting and directed away from adjacent properties and public rights-of-way, and of intensity compatible with the neighborhood.

(Ord. No. 2019-1, § 18.46.070, 11-12-2019)

Sec. 18.52.080. Outdoor activities.

Outdoor activities, such as recreation, eating, and staging for drop-off, intake, and pick-up, may be conducted at the facility. Conducting such activities either at a back entrance or inner courtyard is encouraged. For the purposes of noise abatement in residential districts, outdoor activities may only be conducted between the hours of 8:00 a.m. to 10:00 p.m.

(Ord. No. 2019-1, § 18.46.080, 11-12-2019)

Sec. 18.52.090. Shelter location, and concentration of uses.

Emergency shelters must be sited within the ~~R-3C-1 (high density residential retail business) zone, R-4 (residential mixed use), and C-2 (general commercial) zones.~~

(Ord. No. 2019-1, § 18.46.090, 11-12-2019)

Sec. 18.52.100. Design standards.

To ensure that new and renovated buildings are compatible with the existing character and scale of the surrounding commercial environment, new and infill buildings must be consistent with the architectural design guidelines.

(Ord. No. 2019-1, § 18.46.100, 11-12-2019)

Sec. 18.52.110. Shelter provider.

The agency or organization operating the shelter shall comply with the following requirements:

- (1) Temporary shelter shall be available to residents for no more than 60 days. Extensions up to a total stay of 180 days may be provided if no alternative housing is available.
- (2) Staff and services shall be provided to assist residents to obtain permanent shelter and income. Such services shall be available at no cost to all residents of a provider's shelter.
- (3) The provider shall not discriminate in any services provided.
- (4) The provider shall not require participation by residents in any religious or philosophical ritual, service, meeting or rite as a condition of eligibility.

(Ord. No. 2019-1, § 18.46.110, 11-12-2019)

CHAPTER 18.60. ACCESSORY DWELLING UNITS

Sec. 18.60.010. Purpose.

~~The intent of this section is to regulate accessory dwelling units in residential zoning districts consistent with state law. Implementation of this section is intended to expand housing opportunities for low-income and moderate-income or elderly households by increasing the number of rental units available within existing neighborhoods while maintaining the primarily single-family residential character of the area. An accessory dwelling unit (ADU), as defined by Government Code § 65852.266313(ai)(4), including any amendments thereto and this title, is permitted only on a lot zoned for rural residential agriculture (R-R), low-density residential (R-1), medium-density residential (R-2), high-density residential (R-3), or high-density residential or professional (R-4) use in accordance with the provisions of this chapter.~~

~~(Ord. No. 2019-3, § 18.52.010, 11-12-2019)~~

Sec. 18.60.020. Definitions.

~~The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~*Accessory dwelling unit* means a room or suite of rooms constructed separately and detached from or adapted within or onto a one-family (i.e., principal) dwelling being an integral part thereof, and designed for the use and occupancy by a person or persons living independently from the one-family dwelling occupants. An accessory dwelling unit shall be subordinate to the principal dwelling unit.~~

~~*Building official* means the persons designated by the town manager of the town to inspect or enforce the housing, building or zoning provisions of this Code. The building official shall, for the purposes of this chapter, be supervised by the town manager.~~

~~*Existing structure*, for the purpose of defining an allowable space that can be converted to an accessory dwelling unit, means within the four walls and roofline of any structure that can be made safely habitable under local building codes at the determination of the building official regardless of any noncompliance with zoning standards.~~

~~*Passageway* means a pathway that is unobstructed clear to the sky and extends from a street to an entrance of the accessory dwelling unit.~~

~~(Ord. No. 2019-3, § 18.52.020, 11-12-2019)~~

Sec. 18.60.0320. Number of ADUs

The City shall ministerially approve an application for a building permit within a residential or mixed-use zone to create any of the following:

(1) Single-Family

- a. One ADU and one junior ADU per lot with a proposed or existing single-family dwelling if all of the following apply:

1. The ADU or JADU is within the proposed space of a single-family dwelling or existing space of a single-family dwelling or accessory structure and may include an expansion

of not more than 150 square feet beyond the same physical dimensions as the existing accessory structure. An expansion beyond the physical dimensions of the existing accessory structure shall be limited to accommodating ingress and egress.

2. The space has exterior access from the proposed or existing single-family dwelling.
3. The side and rear setbacks are sufficient for fire and safety.
4. The JADU complies with the requirements of this Chapter.

b. One detached, new construction ADU with side and rear yard setbacks of no less than four feet, with a height limitation of the underlying zoning for a lot with a proposed or existing single-family dwelling.

1. The City shall not require a detached, new construction ADU meeting the required side and rear yard setbacks to be smaller than 800 square feet.

(2) Multi-family

a. Multiple ADUs within the portions of existing multifamily structures that are not used as livable space, including, but not limited to, storage rooms, boiler rooms, passageways, attics, basements, or garages, if each unit complies with state building standards for dwellings.

1. The City shall allow at least one ADU within an existing multifamily structure and shall allow up to 25 percent of the existing multifamily dwelling units.

b. No more than two detached ADUs that are located on a lot that has an existing or proposed multifamily dwelling. These detached ADUs are subject to the height limitations of the underlying zone, as applicable, and rear yard and side setbacks of no more than four feet.

1. If the existing multifamily dwelling has a rear or side setback of less than four feet, the City shall not require any modification of the existing multifamily dwelling as a condition of approving the application to construct of a detached ADU.

Sec. 18.60.0304030. Accessory ~~structures~~ dwelling units within existing space.

An ~~accessory dwelling unit~~ ADU within an existing space including the primary structure, attached or detached garage or other accessory structure shall be permitted ministerially with a building permit regardless of all other standards within the chapter if complying with building and safety codes, independent exterior access from the existing residence, and sufficient side and rear setbacks for fire safety.

(a) General plan. Construction of an ADU or JADU pursuant to this chapter shall not be considered when calculating compliance with the allowable density for the lot upon which the accessory dwelling unit is located, and an ADU or JADU that conforms to this chapter shall be deemed to be an accessory use and shall be deemed to be a residential use that is required to be consistent with the existing general plan and zoning designations for the lot.

(b) Occupancy. The ADU or JADU may be rented for a term which does not exceed one year, but there shall be no limit on the number of times the term can be renewed.

(d) Location.

(1) The ADU may be within an existing space including the primary structure, attached or detached garage or other accessory structure.

(2) The JADU shall be constructed within the walls of an existing single-family dwelling.

(f) Zoning requirements. The minimum front setbacks of the underlying zone provisions shall apply to any ADU or JADU. No setback shall be required for an existing garage that is converted to an ADU.

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- (g) Off-street parking. Parking requirements for ADUs and JADUs shall not exceed one parking space per unit or per bedroom, whichever is less. These spaces may be provided as tandem parking, including on an existing driveway or in setback areas, excluding the non-driveway front yard setback.
- (h) Replacement parking. When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an ADU or JADU, replacement parking shall not be required and may be located in any configuration on the same lot as the accessory dwelling unit.
- (i) Unit size.
- (1) An ADU converted from an existing accessory structure shall not be subject to size maximums. Provided the conversion to an ADU creates no additional space, the entirety of the existing accessory structure may be utilized.
 - (2) If the primary unit is larger than 1,600 square feet in size, the converted ADU shall not exceed 50 percent of the existing living area.
 - (3) If the primary unit is 1,600 square feet or less in size, the converted ADU shall not exceed 800 square feet.
 - (4) A JADU shall not have a size exceeding 500 square feet.
- (j) Kitchen and bathroom, JADU. JADUs shall include an efficiency kitchen, including a cooking facility with appliances, and a food preparation counter and storage cabinets that are of reasonable size in relation to the size of the JADU. A JADU does not require separate bathroom facilities.
- (k) Utility service. The utility service for the ADU or JADU must be serviced through the existing single-family dwelling service. ADUs and JADUs shall not be considered new residential uses for the purposes of calculating town connection fees or capacity charges for utilities, including water and sewer service.
- (l) Passageway. No passageway shall be required in conjunction with the construction of an ADU or JADU.
- (m) Fire sprinklers. ADUs and JADUs shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.
- (n) Noncompliant structures. An accessory dwelling unit within an existing accessory structure that does not comply with standards in section 18.60.030 or 18.60.040 may be permitted with a zoning certificate or an administrative use permit at the discretion of the town manager subject to findings in section 18.60.070.

~~An accessory dwelling unit that does not comply with standards in section 18.60.030 may be permitted with a zoning certificate or an administrative use permit at the discretion of the town manager subject to findings in section 18.60.070.~~

~~(Ord. No. 2019-3, § 18.52.030, 11-12-2019)~~

Sec. 18.60.040040. Accessory dwelling units, new construction. Development standards.

- (a) General plan. Construction of an ~~ADU accessory dwelling unit~~ pursuant to this chapter shall not be considered when calculating compliance with the allowable density for the lot upon which the ~~ADU accessory dwelling unit~~ is located, and an ~~ADU accessory dwelling unit~~ that conforms to this chapter shall be deemed to be an accessory use or an accessory building and shall be deemed to be a residential use that is required to be consistent with the existing general plan and zoning designations for the lot.
- (b) Occupancy. ~~There must be no more than one existing single-family dwelling on the lot for which an application under this chapter is submitted. The owner of the property must occupy either the main unit or the accessory dwelling unit and a declaration of such restriction on occupancy shall be recorded and be binding on future owners. The accessory dwelling unit may not be sold separately from the lot and primary unit. The ADU accessory dwelling unit may be rented for a term which does not exceed one year, but there shall be no limit on the number of times the term can be renewed.~~
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- ~~(c) Existing code conformance. There shall be no zoning code or building code violation existing on the lot on which the accessory dwelling unit is located.~~
- ~~(d) Location.~~ The ADU accessory dwelling unit may be either attached to the existing dwelling and located within the living area of the existing dwelling or detached from the existing dwelling by a minimum of ten feet but located on the same lot as the existing dwelling, and subject to the same conditions as the main building.
- ~~(e) Lot area. The lot must conform to the lot area, width and depth requirements on the underlying zone. Any parcel that does not conform to such requirements shall not be granted a permit for an accessory dwelling unit.~~
- ~~(f) Zoning requirements.~~
- (1) The minimum front, ~~side and rear~~ setbacks of the underlying zone provisions shall apply to any ~~accessory dwelling unit and shall be made a condition of approval~~ ADU.
- (2) A setback of no more than four feet from the side and rear lot lines shall be required for an ADU that is an expansion of an existing structure or is a new structure.
- (3) ~~No setback shall be required for an existing garage that is converted to an accessory dwelling unit and~~ A setback of no more than ~~four~~ five feet from the side and rear lot lines shall be required for an ~~accessory dwelling unit~~ ADU that is constructed above a garage.
- (4) ~~Aside from the exceptions provided for off-street parking, fire sprinklers, and setbacks for converting existing space into an accessory dwelling unit, Lot coverage requirements do not apply for ADUs 800 square feet and under.~~
- (5) Lot coverage requirements apply to ADUs larger than 800 square feet.
- ~~requirements relating to height, setback, lot coverage, and other zoning requirements generally applicable to residential construction in the zone in which the property is located shall apply to an accessory dwelling unit.~~
- (e) *Off-street parking.* Parking requirements for ~~ADU accessory dwelling unit~~ shall not exceed one parking space per unit or per bedroom, ~~whichever is less~~. These spaces may be provided as tandem parking, including on an existing driveway or in setback areas, excluding the non-driveway front yard setback.
- (f) *Replacement parking.* When a garage, carport, or covered parking structure is demolished or converted in conjunction with the construction of an ~~ADU accessory dwelling unit~~, replacement parking shall not be required and may be located in any configuration on the same lot as the ~~ADU accessory dwelling unit~~.
- (g) *Unit size.* ~~An If the primary unit is larger than 1,600 square feet in size, the attached ADU accessory dwelling unit not exceed 50 percent of the existing living area. If the primary unit is 1,600 square feet or less in size, the attached ADU shall not exceed 800 square feet.~~ A detached ~~ADU accessory dwelling unit~~ on the subject parcel shall have a floor space not to exceed 1,200 square feet.
- (h) *Design.* ~~Each accessory dwelling unit shall be designed to be compatible with the main dwelling.~~ The design shall ~~take into consideration the~~ use of the same exterior materials, roof covering, colors and other architectural features.
- (i) *Utility service.* The utility service for the ~~ADU accessory dwelling unit~~ must be serviced through the existing single-family dwelling service. ~~ADU accessory dwelling unit~~ shall not be considered new residential uses for the purposes of calculating town connection fees or capacity charges for utilities, including water and sewer service.
- ~~(j) Passageway.~~ No passageway shall be required in conjunction with the construction of an ~~ADU accessory dwelling unit~~
- ~~(m) Accessory dwelling units~~ Fire sprinklers. ADUs accessory dwelling units shall not be required to provide fire sprinklers if they are not required for the primary residence and may employ alternative methods for fire protection.
-

Sec. 18.60.050. Permit ~~process~~review.

Permit applications for accessory dwelling units shall be considered and approved ministerially without discretionary review or a hearing within 60 days from receipt of a completed application if there is an existing single-family or multifamily dwelling on the lot or when the permit application for a proposed single-unit or multi-unit dwelling is acted upon.

An accessory dwelling unit must have a certificate of registration issued by the town in order to be in conformance with the requirements of this chapter. Accessory dwelling units shall be permitted ministerially, in compliance with this chapter, within 120 days of application. The building official, or his/her designee shall issue a building permit or zoning certificate to establish an accessory dwelling unit in compliance with this chapter if all applicable requirements are met in section 18.60.030 as appropriate.

- ~~(1) Application for a certificate of registration shall be made on a form prescribed by the building official, and shall contain the following information; provided, however, that the building official may, in his or her discretion, require additional information:~~
 - ~~1. The name and address of the owner;~~
 - ~~2. The address of the property for which an accessory dwelling unit is proposed to be permitted;~~
 - ~~3. A photocopy of the deed for the property as recorded with the county recorder;~~
 - ~~4. A scale drawing showing the lot dimensions, the location of the existing and proposed structures and additions to structures, building setbacks, and all vehicular parking spaces;~~
 - ~~5. Floor plans of the principal and accessory dwelling units drawn to the scale showing all existing and proposed improvements;~~
 - ~~6. Consent of the owners to the physical inspection of the premises prior to the issuance of any building permit or certificate of registration;~~
 - ~~7. Signature of the owners stating the truth of the application under penalty of perjury;~~
 - ~~8. A nonrefundable filing fee, to be established by the town manager and approved by resolution of the town council; and~~
 - ~~9. Any other information or data deemed necessary to determine compliance of the proposed accessory dwelling unit with the terms of this section.~~
- ~~(2) Application for a certificate of registration shall be made when applying for a building permit. Issuance of a certificate of registration will take place upon final building inspection and the issuance of a certificate of occupancy. The building official shall also certify, date, and cause to be recorded the certificate of registration at the time of issuance. The following shall appear on the certificate of registration:~~
 - ~~a. This certificate of registration has been issued in accordance with the provisions of this title and is subject to certain restrictions and conditions so long as an accessory dwelling unit exists on the premises; these include, but are not necessarily limited to, the following:~~
 - ~~1. That the accessory dwelling unit is allowed only so long as one of the two dwelling units is occupied by the owners of record;~~
 - ~~2. That all off-street parking spaces, as identified in plans submitted with the application for this certificate of registration shall be maintained in usable conditions. Such spaces shall not be used for storage of materials, inoperable vehicles, or equipment, if such storage~~

~~necessitates the parking of the property owner's or tenant's vehicles outside the specified parking area;~~

~~3. That no improvement or modification of the building shall be made without issuance of a building permit by the town.~~

~~b. The town council has the right to terminate the continued use of the accessory dwelling unit if, after a public hearing on the matter, it determines that a violation of any zoning, building, fire or other health and safety code of the town exists. The town council may cause to be recorded with the county recorder a revocation of this certificate of registration.~~

~~c. The use of such property contrary to these special restrictions shall constitute a violation of the zoning ordinance and shall constitute a misdemeanor or infraction, in the discretion of the town attorney, and upon conviction thereof the person violating this chapter shall be subject to all remedies under section 1.20.010, including a fine of not more than \$500.00, or imprisonment in the county jail for a term not exceeding six months or both. A separate offense shall have been committed for each and every day during which a violation persists. In addition, the town may take all civil actions necessary to abate such use as a nuisance.~~

~~d. The certificate of registration shall be signed and acknowledged by the owners of record.~~

~~e. The certificate of registration may be conveyed with title to the property; however, this in no way relieves any property owner or successor from compliance with all the terms of this chapter and all other applicable regulations.~~

~~f. Failure to comply with the requirement of this or any other section of this title will comprise a violation that, in addition to penalties cited in section 1.20.010, can result in the revocation of the certificate of registration by the town council after public hearing on the matter.~~

(Ord. No. 2019-3, § 18.52.050, 11-12-2019)

~~Sec. 18.60.060. Noncompliant accessory structures may be approved.~~

(Ord. No. 2019-3, § 18.52.060, 11-12-2019)

~~Sec. 18.60.070. Findings.~~

~~(a) In order to deny an administrative use permit under section 18.60.050, the building official shall find that the accessory dwelling unit would be detrimental to the public health and safety or would introduce unreasonable privacy impacts to the immediate neighbors.~~

~~(b) In order to approve an administrative use permit under section 18.60.050, to waive required accessory dwelling unit parking, the building official shall find that additional or new on-site parking would be detrimental, and the granting of the waiver will meet the purposes of this chapter.~~

(Ord. No. 2019-3, § 18.52.070, 11-12-2019)

~~Sec. 18.60.080. Existing "granny flats."~~

~~Existing "granny flats" that are in compliance with this Code at the adoption of this chapter shall be allowed to continue in existence and shall be considered in compliance herewith. The building official shall issue a certificate of compliance for such uses upon request of the property owner and payment of any required fee, which fee shall be established by the town manager and approved by the town council.~~

~~{Ord. No. 2019-3, § 18.52.080, 11-12-2019}~~

~~Sec. 18.60.090. Appeal process.~~

~~Denial of any building permit application or certificate of registration may be appealed by the applicant to the town council. All appeals must be made in writing to the town clerk within 30 days after the date of the denial. The town council shall elect a time and place for hearing the appeal and give due notice thereof to the affected persons and shall render a written decision. The decision of the town council shall be final. Any such appeal must be accompanied by payment of the required fee, which fee shall be prescribed by the town manager and approved by the town council.~~

~~{Ord. No. 2019-3, § 18.52.090, 11-12-2019}~~

CHAPTER 18.64. SINGLE ROOM OCCUPANCY UNITS

Sec. 18.64.010. Purpose.

The purpose of these regulations is to allow the development of reduced-size dwelling units, defined as single room occupancy (SRO) units, with limited parking requirements to provide additional options for affordable housing opportunities.

These SRO regulations are considered to be in addition to the regulations of the underlying zoning districts where SRO development is permitted. SROs must meet the current local standards for building safety.

18.64.020 Permitted SRO zones.

SROs are permitted in the R-3 district.

18.64.030 Minimum development standards.

- (A) The net area of an SRO unit may range from a minimum of 150 square feet to a maximum of 400 square feet.
- (B) Private Facilities.
 - (1) SRO units of 220 square feet or more are required to have a kitchen and a full bathroom.
 - (2) Any area that may be used for food preparation must be defined in building plans and each having a clear working space of 30 inches in front and meet the requirements of the State of California Health and Safety Code and California Building Code Section 1208.4 or subsequent amendments.
 - (3) A full bathroom shall contain at least a toilet, sink and bathtub, shower or bath/shower combination.
 - (4) A partial (or half) bathroom shall have at least a toilet and sink.
 - (5) All SRO units must have a closet.
- (C) Twenty-four-hour on-site management must be provided at an SRO with seven or more units and shall include a dwelling unit designated for the manager.
- (D) All SRO projects must have a management plan approved by the Town Staff. The management plan shall contain management policies, maintenance plans, rental procedures, tenant rules, and security procedures.

18.64.040 Parking.

Off-street parking must be provided at a rate of one space per three rooming units.

18.64.050 Common spaces.

- (A) SRO projects shall have at least 10 square feet of common usable open space per unit; however, no SRO project shall provide less than 200 square feet of common outdoor open space and 200 square feet of common indoor open space. Maintenance areas, laundry facilities, storage (including bicycle storage), and common hallways shall not be included as usable indoor common space. Landscape areas that are less than eight feet wide shall not be included as outdoor common space.

-
- (B) Common open spaces shall be designed to accommodate appropriate furnishings and shall be furnished for use by residents. Appropriate furnishings for indoor spaces may include such items as lounge chair(s) and/or couch(es), table(s) with chairs, writing desk(s), and television(s). Outdoor furnishings may include such items as outdoor bench(es), table(s) with chairs, barbecue(s), and shade umbrella(s).
 - (C) Laundry facilities that have a minimum of two washers and two dryers must be provided in a separate room. Additional washers and dryers must be provided for any development that has more than 20 units at the ratio of one washer and one dryer for every additional 20 units.
 - (D) Common bathrooms must be located on any floor with units that do not have full bathrooms. Common bathrooms shall be either single occupant use with provisions for privacy or multi-occupant use with separate provisions for men and women. Common bathrooms shall have shower or bathtub facilities at a ratio of one for every seven units or fraction thereof. Each shared shower or bathtub facility shall be provided with an interior lockable door.
 - (E) Complete common cooking facilities/kitchens must be provided if any unit within the project does not have a kitchen. One complete cooking facility/kitchen shall be provided within the project for every 20 units or portion thereof or have one kitchen on any floor where units without kitchens are located.
 - (F) All SRO units must have access to a separate usable storage space within the project.
 - (G) With the exception of projects that allow only senior residents, projects that have less than one automobile parking space per unit shall provide one easily accessible space for storing and locking a bicycle per unit. For projects that provide one parking space per unit, at least one bicycle storage space for every two units shall be provided.

18.64.060 Additional standards for single room occupancy (SRO) housing units.

In addition to meeting requirements for residential structures defined elsewhere in the Code of Ordinances, buildings, hotels, and structures containing single room occupancy housing units shall comply with the following:

- (A) Kitchen and Bathroom Requirements.
 - (1) All appliances and power outlets shall be installed pursuant to the California Building Code and California Electrical Code.
 - (2) All cooking appliances and power outlets used for cooking appliances shall be installed pursuant to the California Building Code and California Electrical Code and shall be installed under permit from the City of Fort Jones.

18.64.070 Garbage disposal and receptacles.

Garbage disposal and receptacles are to be provided by the property owner. Garbage receptacles must be located on the lot or property in a manner that does not hinder access to any required off-street parking or loading spaces.

ORDINANCE NO: 2024-1

**AN ORDINANCE OF THE TOWN OF FORT JONES
AMENDING TITLE 13 PUBLIC SERVICES ORDINANCE AND TITLE 18 ZONING ORDINANCE.**

The Town Council of the Town of Fort Jones does ordain as follows:

Section 1: The Town hereby amends its code by adding the following section, attached hereto as Exhibit A:

Section: 13.04.060 Priority for affordable housing developments.
(Title 13 Public Services; Chapter 13.04 In General)

Section 2: The Town hereby amends its code by adding or amending the following sections, attached hereto as Exhibit B:

Chapter 18.08 Definitions; Chapter 18.16 Specific District Regulations; Section 18.20.150 Manufactured homes/mobile homes; residential use requirements; Section 18.32.050 Planning commission findings; decisions; Chapter 18.40 Housing Density Bonuses and Incentives; Chapter 18.52 Emergency Shelters; Chapter 18.60 Accessory Dwelling Units; Chapter 16.64 Single Room Occupancy Units.

INTRODUCED at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 12th day of November, 2024, and adopted at a regular meeting of the Town Council of the Town of Fort Jones, California, on the 9th day of December, 2024.

APPROVED: _____
Mercedes M. Garcia, Mayor

ATTEST: _____
JenniferJoy Cox, Town Clerk

The forgoing Ordinance No. 2024-1 was adopted at a regular town meeting of the Town Council of the Town of Fort Jones, held on the 9th day of December, 2024 by the following vote:

Ayes:

Nays:

Absent:

Abstain:

ATTEST: _____
JenniferJoy Cox, Town Clerk

APPROVED AS TO FORM and LEGAL CONTENT: _____
Andrew L. Jared, Town Attorney



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Cherie Stephen – Town Administrator
Subject: Discuss and Take Action to Approve New Bank Signers and Remove Old Signers
On the Town's Accounts at Mechanics Bank.

Background:

After a new council is elected new signers need to be approved and old ones removed so that the Town can continue to pay vendors and payroll.

Recommendation:

It is recommended by the Town Administrator that the Town Council take action to remove the former bank signers and approve the new bank signers.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Leslie Tharp
Subject: Review and Discuss Possible Action to Approve the Library's Request for Signage.

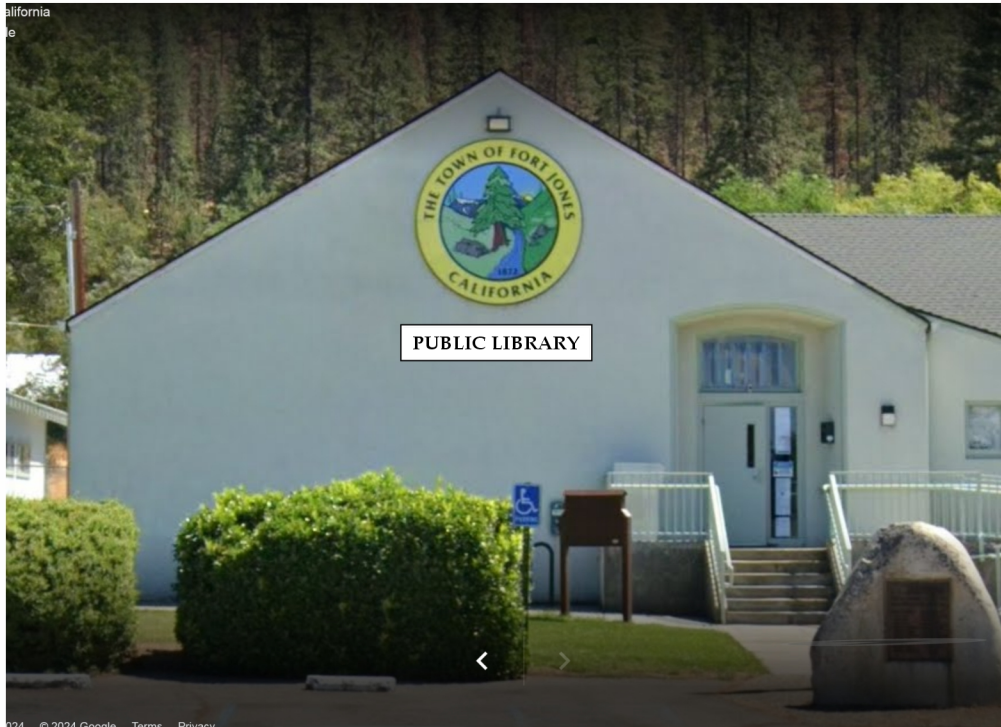
Background:

I, Leslie Tharp, the Fort Jones Public Library Manager, along with The Friends of the Fort Jones Library Board would like to propose signage on the Town Hall building. We currently have road signs showing that we have a library facing North, one facing South on Hwy 3, and at the corner of Sterling and East to guide our community. However, over the last 8 months we have had numerous claims, as recently as last week, from community members saying that they did not know that there was public library located in the Town of Fort Jones. It is imperative for the growth and continued success of our library for our community to be aware of this vital resource. In addition to regular offerings of library materials, we connect patrons and collaborate with other important nonprofit groups in our valley and county for the betterment of our community.

We would like to ask the Town Council for consideration of the following:

1. Would the Town Council allow a sign to be installed on the building below the Town of Fort Jones medallion reading PUBLIC LIBRARY?
2. Would the Council consider also having a sign showing COMMUNITY HALL, TOWN OFFICES, or other verbiage along with the PUBLIC LIBRARY sign for community members?
3. Would the Council consider paying for a portion or half of the expense of the signage in either scenario?

Attached are bids and sign examples.



1 - 96" x 18" dibond metal \$350.00 letter size 7" tall

A **PUBLIC LIBRARY**

B **PUBLIC LIBRARY**

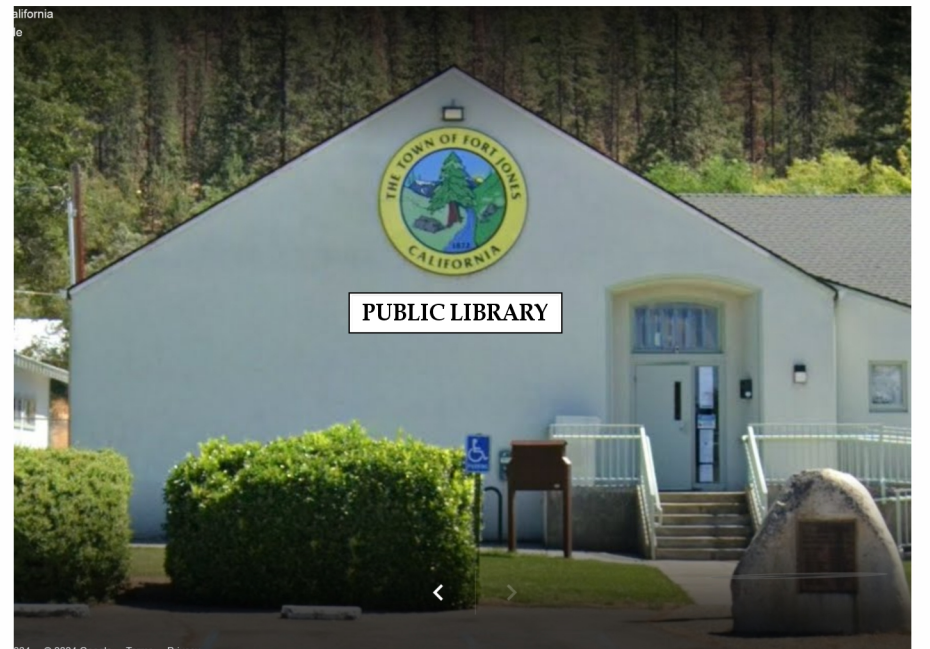
C **PUBLIC LIBRARY**

D **PUBLIC LIBRARY**

1 - 96" x 18" dibond metal \$350.00 letter size 7" tall



1 - 9" tall routed letters out of dibond metal \$950.00



1 - 120" x 22.5" dibond metal \$650.00 letter size 9.5" tall



4351 Caterpillar Rd
Redding, CA 96003
(530) 224-9655

ESTIMATE

EST-24155

Lic #914306
www.signarama.com/ca-redding

Payment Terms: 50% Deposit Required

Created Date: 11/7/2024

DESCRIPTION: Acrylic Building Letters (Installed)

Bill To: Fort Jones Library
9
Redding, CA 96002
US

Requested By: Leslie Tharp
Email: fortjonesbr.library@gmail.com

Salesperson: Blake Clark
Email: bclark@reddingsigns.com

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	Acrylic Letters	1	\$826.41	\$826.41
1.1	Acrylic 1/2" -			
2	Installation	1	\$1,920.00	\$1,920.00
2.1	Install Time - Bucket Truck -			
2.2	Install Time - Additional Man -			
3	Set Up Service	1	\$25.00	\$25.00
3.1	Set Up Service -			

Regarding production of custom signs, this estimate is valid based on information from client about the project requirements. Changes by the client after proof and quote approval may result in a change to the price of the produced signs. Estimate valid for 90 days

Subtotal:	\$2,771.41
Taxes:	\$59.91
Grand Total:	\$2,831.32

Regarding Installation and onsite services, SAR CAN ONLY WIRE/INSTALL ELCETRICAL SIGNS TO A CODE COMPLIANT DEDICATED SIGN CIRCUIT THAT IS TO BE PROVIDED BY OTHERS AND LOCATED WITHIN A REASONABLE DISTANCE TO THE SIGN LOCATION. This quote is for estimation purposes and is not a guarantee of cost for sign services for installation. The Estimate is based on current information from client about the project for time required to complete the installation. Actual cost may change once project elements are finalized. Client agrees that sign service & repair will add on the cost of ballast, LED lights, lamps, sockets, wiring and other components to restore sign illumination as needed only. Client must request and approve complete replacement of lamps.

Client may choose to pay for a site survey wherein we will inspect the sign illumination and will provide an itemized list of replacement components the sign needs.

Signature: _____ **Date:** _____



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Town of Fort Jones Staff
Subject: Review and Discuss Possible Action to Approve a Set of Standards and Guidelines for the Establishment and Maintenance of Town Committees.

Background:

The Town of Fort Jones historically has had both Ad Hoc and Standing Committees. At this time, there is no procedure in place for the creation, establishment, or renewal of necessary committees. A set of guidelines that establish a minimum and/or maximum number of committee members are required, how many of those are from the council, how many of those are from the community, how those members are chosen, whether there needs to be a public invitation, and other mechanisms for administration would allow for a more effective and efficient implementation.

Recommendation:

It is recommended by the Town of Fort Jones Staff that the council approve a set of standards and guidelines for the establishment and maintenance of Town committees.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Madeleine De Andreis
Subject: Discuss and Possibly Take Action to Re-Establish the Fort Jones Economic Development Council and Appoint New Members.

Background:

The Town of Fort Jones has utilized the services of the Rural Community Assistance Corporation (RCAC) under the direction of the Siskiyou Economic Development Office in creating the Fort Jones Economic Development Committee. This committee has been working for approximately 3 years on town improvement projects including the Paul Garrison Pavilion and others. We ask that this committee be recognized as working with the Fort Jones Town Council and as such be able to utilize town resources in the furtherance of town economic goals. The committee should consist of one or more members of the town council and an agreed upon number of community members. The committee meets once a month or as determined by project goals. We ask the Town Council to re-establish this committee and appoint new members.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Fort Jones Town Hall Staff
Subject: Review and Discuss Possible Action to Approve the Early Closure of Fort Jones Town Hall on Christmas Eve.

Background:

The Fort Jones Town Hall Employee Handbook provides for closure of Town Hall Christmas Day and the day after as two of the twelve paid holidays off for Town staff. Multiple of the Town's current staff celebrate holiday festivities with their families on Christmas Eve. We respectfully request the council allows for Christmas Eve to be a half day, and for Town Hall to close at noon. This allows for staff to spend this time with their families, as well as travel to any out-of-town festivities with greater ease.

Recommendation:

It is recommended by the Fort Jones Town Hall staff that the council approves the early closure of Fort Jones Town Hall at noon on Christmas Eve.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Public Works Department
Subject: Review and Discuss Possible Action to Approve the Disbursement of Schooling, Testing, Licensing, and Fuel Fees for Kevin Hullquist's WasteWater 1 License.

Background:

The Town of Fort Jones owns and operates a wastewater treatment facility. We have one certified WasteWater 1 operator who acts as Chief Plant operator when he is at work. When he is on vacation, or unable to perform his duties, the regulations state that he is to designate an Operator in Charge while he is away. This Operator in Charge needs to have the WW1 license to operate the plant. It is illegal to employ someone who does not have a valid unexpired Operator license at a wastewater treatment facility. This is expected to cost less than \$500.00 over the course of two to three years.

Recommendation:

It is recommended by the Town of Fort Jones Public Works Department that the council approve the disbursement of schooling, testing, licensing, and fuel fees for Kevin Hullquist's WasteWater 1 License.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Public Works Department
Subject: Review and Discuss Possible Action to Approve the Disbursement of Licensing Fees For Everett Hullquist's WasteWater 2 License.

Background:

The Town of Fort Jones is currently in the process of upgrading the Wastewater Treatment Plant. The new proposed plant will be more advanced than what is currently there, and will require a higher level of certified operator to run it. Everett has passed the WW2 exam, and now has enough experience to apply for his WW2 certificate. This will satisfy the new plant's operator requirements. The fee for this license is \$169.00.

Recommendation:

It is recommended by the Town of Fort Jones Public Works Department that the council approve the disbursement of licensing fees for Everett Hullquist's WasteWater 2 License.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Town of Fort Jones Staff
Subject: Review and Discuss Possible Action to Amend the Job Certifications and Continuing Use Policy.

Background:

The Town of Fort Jones current policy requires that all continuing education/certificate fees must be approved by the Council. Pursuant to the Town of Fort Jones Municipal Code, these day-to-day items should be under the purview of the Town Administrator. Additionally, this proposal removes the three item cap.

Attached are the proposed Job Certification Policy and the Job Certification Policy from November 12, 2024.

Recommendation:

It is recommended by the Town of Fort Jones Staff that the council approves the amendment to the Job Certifications and Continuing Use Policy.



Gateway to the Marble Mountains

Job Certifications and Continuing Education Policy

The following policy sets forth guidelines for continuing education and job certifications.

1. The Town Administrator must approve any schooling or related fees that are to be paid by the Town and they must meet one of the following criteria:
 - a. Schooling must be relevant to the employee's job description.
 - b. Mandated by California State Law
 - c. Required to perform current duties that have been bestowed upon the employee by the Town.
2. To qualify for the \$1.00 an hour certification pay the following must be met:
 - a. Certification must be a requirement of the employee's job description, or
 - b. Mandated by California state law, or
 - c. Required to perform current duties that have been bestowed upon the employee by the Town.
3. The Town will only approve wage increases during employment at the Administrator's discretion for certificates gained.
4. Studying for or taking courses shall be permitted during business hours with the Administrator's approval.
5. Employees are encouraged to educate themselves.

This Policy replaces all previous policies on this subject. Dated 12/9/2024



Gateway to the Marble Mountains

Job Certifications and Continuing Education Policy

The following policy sets forth guidelines for continuing education and job certifications.

1. Town council must approve any schooling that is to be paid by the Town and meet one of the following criteria:
 - a. Schooling must be a requirement of the employee's job description.
 - b. Mandated by California state law
 - c. Required to perform current duties that have been bestowed upon the employee by the Town.
2. To qualify for the \$1.00 an hour certification pay the following must be met:
 - a. Certification must be a requirement of the employee's job description, or
 - b. Mandated by California state law, or
 - c. Required to perform current duties that have been bestowed upon the employee by the Town.
3. The Town will only approve three (3) certificates for wage increases during employment.
4. Studying for, or taking required courses shall be permitted during business hours with notification to the Administrator to ensure it does not interfere with completing job duties.
5. Employees are encouraged to continue their education even if the Town does not cover the cost, but is not permitted during business hours.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Public Works
Subject: Review, Discuss, and Create a Plan of Action to Address the Blockage and Obstruction of Moffett Creek Drainage.

Background:

The Town of Fort Jones is in a flood zone. It also has a seasonal creek flow through Town. The creek occasionally floods, inundating homes and businesses with flood water. The creek is becoming increasingly blocked by willows, trees and other obstacles, increasing the flood risk. A plan of action needs to be created to help mitigate this risk.

Attached is an email from Janae Scruggs, California Department of Fish and Wildlife,

Recommendation:

It is recommended by the Public Works Department that the council creates a plan of action to address the blockage and obstruction of Moffett Creek Drainage to help mitigate the flood risk.

Everett,

Thank you for taking my call on Friday. Congratulations on the little one.

I understood Fort Jones Public Works is interested in removing dead, dying, or live vegetation in the bed, bank and/or channel of Moffett Creek. As we talked further about the scope of the Public Works Department, we discussed a routine agreement might be a better solution for work in other locations to alter the bed, bank, or channel and/or flow of the stream within city limits. I have provided below additional information on CDFW's Lake and Streambed Alteration Notification and Other Agencies below.

CDFW Lake and Streambed Alteration Notification

The notification process is online with our EPIMS Online Permitting Portal (<https://epims.wildlife.ca.gov/index.do>). You will need to create an account which will track your notification and the progress between you and myself, or other Department representatives, once you formally submit the notification. Within the program, make sure to identify the type as *Notify for Standard Agreement (Cannabis and non-Cannabis)* or *Routine Maintenance Agreements*, and the location or region of CDFW as *Region 1 (Inland)*. The portal can come later once your "project" has been defined.

Additional information to assist with submitting your notification can be found at:

1. The Department's website for Lake and/or Streambed Alteration Agreements

<https://wildlife.ca.gov/Conservation/Environmental-Review/LSA>

2. Fee Schedule and Definitions

<https://nrm.dfg.ca.gov/FileHandler.ashx?DocumentID=216787> (This will outline cost for both standard agreements and routine agreements, and provide definitions of terms found in the notification portal.)

Other Agencies

As I mentioned on the call likely California State Water Resources Control Board (SWRCB) and Army Corps of Engineers may have jurisdiction. USFWS and NOAA may be needed but that would be at the discretion of Army Corps. Attached is contact information. I would start with North Coast Region of SWRCB. They may direct you to also talk with the San Francisco District – Eureka Office for Army Corps of Engineers.

Again, local CDFW staff are available to meet with you and/or City staff to discuss the City's needs and best permitting pathways.

Thanks,
Janae

Janae R. Scruggs (she/her/hers) [Why?](#)
Senior Environmental Scientist (Specialist)

Klamath Watershed Program
California Department of Fish and Wildlife
Northern Region
1625 South Main Street
Yreka, CA 96097

530.945.9458

Janae.Scruggs@wildlife.ca.gov



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Joseph Hess – Fire Chief
Subject: Review and Discuss Possible Action to Approve Signing the MOU for the FEMA Assistance to Firefighters Grant.

Background:

The Fort Jones Fire Department is working on applying for a FEMA Assistance to Firefighters Grant (AFG) for various firefighting equipment including hand tools, thermal imaging cameras, gas detectors, hose, nozzles, and various other related items. We are applying as a regional grant to help ensure all valley departments have common equipment to streamline safe and effective fire ground operations and to increase our chances of being awarded. As a regional grant we need a signed MOU between the agencies (Etna, Fort Jones, and Scott Valley Fire). This grant will have a 5% local funds match.

Attached is the MOU for review.

Recommendation:

It is recommended by the Fire Chief that the council approves the signing of the MOU for the FEMA Assistance to Firefighters Grant.

FY2024 AFG Memorandum of Understanding

WHEREAS The City of Etna Fire Department (Known hereafter as “EFD”), The Town of Fort Jones Fire Department (Known hereafter as “FJFD”), and Scott Valley Fire Protection District (Known hereafter as “SVFPD”) have come together to collaborate and to make an application for Assistance to Firefighters Grant (AFG); and

WHEREAS the partners listed above have agreed to enter into a collaborative agreement in which FJFD will be the lead agency and named applicant and the other agencies will be partners in this application; and

WHEREAS the partners herein desire to enter into a Memorandum of Understanding setting forth the services to be provided by the collaborative; and

WHEREAS the application prepared and approved by the collaborative through its partners is to be submitted to the Federal Emergency Management Agency (FEMA.)

I) Description of Partner Agencies

- A) EFD, FJFD, and SVFPD represent the entirety of the official local fire protection agencies for their respective areas. Each entity is in good standing with regards to laws and statutes that govern fire departments and fire protection districts in respect to this agreement at the time of the signing of this MOU.

II) Development of Application

- A) Throughout the application process it has been known by all parties that FJFD will be the “Host” agency meaning all matters regarding the grant writing process would be handled by FJFD staff. Staff of EFD and SVFPD shall provide FJFD with all needed information for the application process including, but not limited to, budgets, personnel rosters, and equipment lists.

III) Roles and Responsibilities

- A) NOW THEREFORE, it is hereby agreed by and between the partners as follows: Each party in this agreement will provide all needed information pertaining to the grant in a timely manner as set by FJFD staff. Any delay, and/or neglect in providing this information may subsequently result in this MOU being deemed null and void at the option of the signers.
- B) Each party shall provide true and accurate information based upon real data regarding their respective agencies. It is the responsibility of each agency to provide true and correct information and each agency is hereby released of all liability from any false information provided from any other entity in this agreement.
- C) Should the grant be successful, each party will be responsible for payment of matching funds up to 5% of the total funds allocated to each individual department and all parties agree that

matching funds will be calculated based upon actual equipment mutually agreed upon and received by each agency. All parties will collaborate to calculate what the percentage of total funds each agency will receive. All parties receiving grant funded equipment agree to pay for their proportionate matching funds up to 5% upon receipt of equipment.

- D) Should any party refuse to pay their matching fees as calculated by the above listed method, that party/ parties will be responsible for all action taken against the other parties in this MOU from any outside agency regarding this grant. Said party refusing to pay shall be responsible to reimburse the remaining parties for any penalties and/or legal fees associated with this grant process
- E) If this grant is successful, all parties shall provide to FJFD any needed documentation and information in order to "close-out" the grant in accordance with all rules and regulations set forth by FEMA. If FJFD (the host agency) is unable to conduct all required FEMA reporting, the Town of Fort Jones shall be the party responsible for completing such reporting.
- F) All agencies are responsible for abiding by any rules and regulations regarding grant funded equipment as set forth by FEMA.
- G) All equipment (Including, but not limited to, hose, nozzles, fittings, hand tools, thermal imaging cameras, and IDLH monitoring equipment) will be inventoried and issued to each agency by the host agency in a timely manner once received and inspected. Each agency is responsible for inspection and self-inventory of their equipment prior to taking delivery. Each agency shall be responsible for retrieving their equipment from the host agency once it is notified as ready for pickup no later than 10 business days. (Exception being equipment delivered on site to any agency in this agreement)
- H) Maintenance and repair, and/or annual testing of all equipment received through the grant will be the responsibility of the agency in possession of the equipment.

IV) Timeline

- A) The roles and responsibilities described above are contingent on FJFD receiving funds requested for the project described in the grant application. Responsibilities under this Memorandum of Understanding would coincide with the grant period and follow up period.
- B) The deadline for all requested information shall be December 16th, 2024, at 5pm. Failure by an agency to comply with this deadline may result in this MOU becoming null and void at the option of the signers.

V) Grant close-out responsibilities

- A) All agencies shall be required to report NFIRS data to FEMA for a period of not less than 3 years following the award of grant monies as required by FEMA.

- B) All agencies shall provide all requested information and documentation to FJFD in a timely manner for FEMA grant close-out requirements.

VI) Commitment to Partnership

- A) The collaboration service area includes the City of Etna, Town of Fort Jones, and Scott Valley Fire Protection District.
- B) We, the undersigned have read and agree with this MOU. Further, we have reviewed the proposed project and approve it.

City of Etna

_____ Mayor Print	_____ Sign	_____ Date
_____ Fire Chief Print	_____ Sign	_____ Date

Town of Fort Jones

_____ Mayor Print	_____ Sign	_____ Date
_____ Fire Chief Print	_____ Sign	_____ Date

Scott Valley Fire Protection District

_____ Chairman of the Board Print	_____ Sign	_____ Date
_____ Fire Chief Print	_____ Sign	_____ Date



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: December 09, 2024
From: Cherie Stephen – Town Administrator
Subject: Review and Discuss Possible Action to Approve Signing the MOU for the Community Development Block Grant for the Siskiyou County Protein and Produce Program.

Background:

The State of California Department of Housing and Community Development (HCD) is administering a Community Development Block Grant for the public service program: Siskiyou County Protein and Produce Program (P&P). This program will directly benefit low to moderate income residents in Siskiyou County and will be administered and implemented by Great Northern Services. The MOU will be between the County of Siskiyou and the cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, Yreka, and Great Northern Services.

Attached is the MOU for review.

Recommendation:

It is recommended by the Town Administrator that the council approves the signing of the MOU for the Community Development Block Grant for the Siskiyou County Protein and Produce Program.

COMMUNITY DEVELOPMENT BLOCK GRANT
SISKIYOU COUNTY PROTEIN AND PRODUCE PROGRAM
MEMORANDUM OF UNDERSTANDING

BETWEEN

The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, Yreka, and Great Northern Services for program management and implementation of a Community Services Program funded by the Community Development Block Grant program.

THIS MEMORANDUM OF UNDERSTANDING (hereinafter referred to as “MOU”) is made and entered into this ___ day of _____, 2024 by and between The County of Siskiyou (hereinafter, “County”), the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka (hereinafter, “Cities”) and the subrecipient, Great Northern Services (hereinafter, “GNS”).

The purpose of this MOU is to establish the terms and conditions under which the County will operate a Public Service Program, Siskiyou County Protein and Produce Program (hereinafter, “P&P”), funded by the Community Development Block Grant (hereinafter, “Grant”), administered by the State of California Department of Housing and Community Development (hereinafter, “HCD”). The P&P program will directly benefit Low to Moderate Income residents in Siskiyou County; to be administered and implemented by GNS.

WHEREAS, the California Department of Housing and Community Development has announced the availability of funds for Public Services for the 2024 Notice of Funding Availability; and

WHEREAS, the County is an eligible non-entitlement jurisdiction that is in compliance with existing HCD Program monitoring, award agreements, debarments, and Housing Element requirements; and

WHEREAS, under the provision of said CDBG Grant application the County will be applying for a grant to provide fresh and frozen Protein & Produce to 11 distributions sites throughout the County and Cities and serving qualified residents from the 9 Cities including those in the county in opposite months of GNS’ USDA commodities distribution; and

WHEREAS, the County will be operating the program in the jurisdiction of the Cities; and

WHEREAS, participating in this MOU is advantageous to the Cities in that provides food for low to moderate income individuals, families and households on a countywide basis; and

WHEREAS, the County will be the sole applicant to apply for a Grant application for Public Services with GNS as the subrecipient; and

WHEREAS, there are no similar services provided in the County or Cities jurisdictions; and

WHEREAS, the County, Cities and GNS desire to participate in this MOU.

NOW, THEREFORE, THE PARTIES MUTUALLY AGREE TO TERMS AND RESPONSIBILITIES AS FOLLOWS:

1. This MOU shall become effective upon the day and date last signed and executed by the duly authorized representatives of the Parties to this MOU and the governing bodies of the Parties' respective jurisdictions and shall remain in full force and effect for the period of an executed agreement between the County and HCD. Parties included in this MOU may withdraw or terminate their participation at any time during its term upon ninety (90) days written notice to all participating Parties and without severing or modifying the participation of the remaining Parties. Additionally, other jurisdictions within Siskiyou County, not originally included in this MOU, may be added prior to the submission deadline.
2. If awarded funds, Cities agree that GNS will administer and implement on behalf of the County the P&P program in their jurisdiction to assist Low to Moderate Income Individuals with fresh and frozen protein and produce in the opposite months of GNS' USDA commodities distribution.
3. If awarded funds, the Cities will not be financially responsible for or beholden to the standard agreement between the County and HCD.
4. The Cities agree to allow the County and GNS to conduct the P&P program in the Cities jurisdictions without hinderance or obligation to the Cities.
5. As the applicant, the County shall:
 - a. Agree to submit the Grant and will be the Grant recipient responsible to administer the Grant, be accountable to HCD for proper expenditure of the funds and will be the point of contact for MOU Parties.
 - b. Develop subrecipient agreement with GNS, the subrecipient, to prepare the application and conduct regular administration, management, and implementation of the Grant.
6. As a subrecipient, GNS shall:
 - a. Provide appropriate, qualified staff to implement and manage the work plan, who will incur the costs of salaries, benefits, use of equipment and expenses related to eligible activity delivery costs.
 - b. Purchase and deliver food for the P&P Program.
 - c. Lead program outreach, activity delivery, and beneficiary engagement.
 - d. Coordinate P&P delivery locations and implement subrecipient agreements and MOUs with The Siskiyou Community Resource Centers and distribution sites. The preliminary distribution sites are:

Organization/ Distribution Jurisdiction	Jurisdiction/Areas Served	HH Served per Distribution
Dorris Lions Club/ Dorris	Macdoel and other small communities in Butte Valley	100
Dunsmuir CRC/ Dunsmuir	Dunsmuir and outlying residential areas	100

Valley Oaks Senior Center (Greenview)/ County	Etna, Fort Jones, Greenview, Quartz Valley and Klamath River communities, Salmon River, Cecilville, Horse Creek, Somes Bar and Seiad Valley	110
Happy Camp Community Action Center/ County	Happy Camp, Klamath River communities, Salmon River, Cecilville, Horse Creek, Somes Bar and Seiad Valley	40
Hornbrook Community Bible Church/ County	Hornbrook and communities north and east of Yreka	70
McCloud American Legion (McCloud CRC)/ County	McCloud and outlying residential areas	70
Montague Methodist Church/ Montague	Montague and other Shasta Valley towns, including Grenada, Gazelle, Shasta Valley communities	50
Mt. Shasta CRC/ Mt. Shasta	Mt. Shasta and outlying residential areas	100
TEACH/ Tulelake	Tulelake and surrounding communities in far eastern Siskiyou County	125
GNS/ Weed	Weed and the Shasta Valley communities to the north, including Grenada, Gazelle, Big Springs, Shasta Valley communities	35
Yreka CRC/ Yreka	serving Yreka and outlying areas around Yreka, portions of Klamath River communities and residents of Shasta Valley communities	140
Total HH Served per Distribution		940

7. This MOU may be amended only by mutual written agreement of all parties.

GENERAL PROVISIONS

A. Amendments. Either Party may request changes to this MOU. Any changes, modifications, revisions or amendments to this MOU which are mutually agreed upon by and between the Parties to this MOU shall be incorporated by written instrument, and effective when executed and signed by all Parties to this MOU.

B. Applicable Law. The construction, interpretation and enforcement of this MOU shall be governed by the laws of the State of California. The courts of the State of California shall have jurisdiction over any action arising out of this MOU and over the Parties, and the venue shall be Siskiyou County Superior Court in Siskiyou County, California.

C. Entirety of Agreement. This MOU represents the entire and integrated agreement between the Parties and supersedes all prior negotiations, representations and agreements, whether written or oral.

D. Severability. Should any portion of this MOU be judicially determined to be illegal or unenforceable, the remainder of the MOU shall continue in full force and effect, and either Party may renegotiate the terms affected by the severance.

E. Sovereign Immunity. The County of Siskiyou, the Cities of Dorris, Dunsmuir, Etna, Fort Jones, Montague, Mt. Shasta, Tulelake, Weed, and Yreka and Great Northern Services and their respective governing bodies do not waive their sovereign immunity by entering into this MOU, and each fully retains all immunities and defenses provided by law with respect to any action based on or occurring as a result of this MOU.

F. Third Party Beneficiary Rights. The Parties do not intend to create in any other individual or entity the status of a third-party beneficiary, and this MOU shall not be construed to create such status. The rights, duties and obligations contained in this MOU shall operate only between the Parties to this MOU and shall incur solely to the benefit of the Parties to this MOU. The provisions of this MOU are intended only to assist the Parties in determining and performing their obligations under this MOU. The Parties to this MOU intend and expressly agree that only Parties signatory to this MOU shall have any legal or equitable right to seek to enforce this MOU, to seek any remedy arising out of a party's performance or failure to perform any term or condition of this MOU, or to bring an action for the breach of this MOU.

G. CDBG Program Terms and Conditions. The Parties agree that the County of Siskiyou will administer all funding and activities identified in this MOU in compliance with the Standard Agreement executed with HCD for said activities and funding. The Parties agree that the County of Siskiyou shall be the sole applicant and executor of the HCD's Standard Agreement. It is the responsibility of the Parties to this MOU to communicate and transfer performance and regulatory requirements to applicable Parties, including contractors and subrecipients. Failure to administer funds and or activities in accordance with HUD regulations, and the terms and conditions identified in the applicable Standard Agreement will result in performance penalties toward the County of Siskiyou, and may result in repayment of expended CDBG funds in the event that the costs were determined to be ineligible, or that the funds failed to meet a National Objective, as identified in title 42 of United States Code, Section 5301 and title 24 of the Code of Federal Regulations section 570.483.

H. Insurance Requirements. "GNS" agrees to have and maintain the policies set forth in Exhibit A entitled "INSURANCE REQUIREMENTS," which is attached hereto and incorporated herein. All policies, endorsements, certificates, and/or binders shall be subject to approval by the "County" as to form and content. These requirements are subject to amendment or waiver only if so approved in writing by the "County". A lapse in any required insurance coverage during this Agreement shall be a breach of this Agreement.

IN WITNESS WHEREOF, the Parties to this MOU through their duly authorized representatives have executed this MOU on the days and dates set out below, and certify that they have read, understood, and agreed to the terms and conditions of this MOU as set forth herein.

COUNTY OF SISKIYOU

BY: _____

DATE: _____

Rick Dean, Director of Community Development

CITY OF DORRIS

BY: _____

DATE: _____

Joanna Wynant, City Administrator

CITY OF DUNSMUIR

BY: _____

DATE: _____

Dustin Rief, City Manager

CITY OF ETNA

BY: _____

DATE: _____

Jeff Mitchem, City Administrator

TOWN OF FORT JONES

BY: _____

DATE: _____

Cherie Stephen, Interim City Administrator

CITY OF MONTAGUE

BY: _____

DATE: _____

Dave Dunn, City Administrator

CITY OF MT. SHASTA

BY: _____

DATE: _____

Todd Juhasz, City Manager

CITY OF WEED

BY: _____

DATE: _____

Steven Baker, Interim City Manager

CITY OF TULELAKE

BY: _____

DATE: _____

Jenny Coelho, City Administrator

CITY OF YREKA

BY: _____

DATE: _____

Jason Ledbetter, City Manager

GREAT NORTHERN SERVICES

BY: _____

DATE: _____

Marie-Josée Wells, Executive Director/CEO