

Wildfire Safety Presentation

Presenters:

Mark Swanson - 1884 Line Company Project Manager

Jill Drinkwater – Pacific Power Regional Business Manager

The safety of our customers and communities is our top priority. We work 24/7 to keep the power on safely and reliably, even in extreme weather. That's why we're building our system to be more resilient long term for all seasons and weather conditions. We've already invested \$1 billion across our six-state system in wildfire prevention strategies and we will continue investing in system strengthening in the coming years. This includes developing an industry-leading meteorology program, **rebuilding portions of our system with equipment upgrades**, and using advanced technology to monitor conditions while increasing inspections and vegetation maintenance on our lines.

1884 Line Company will be working under contract with Pacific Corp to replace the wooden power lines with aluminum or steel poles to reduce the fire risk.

Fort Jones Police Chief's Monthly Report

June 2025

With the new RIMS computer-aided dispatch system accessible by PD staff now the following report will consist of statistical data beginning June 1st to July 1st we were able to produce in-house. As you will see, officers have been busy in both towns while maintaining our proactive approach to community policing. As mentioned in the past, keeping a good line of communication is key to our success. The public and council are our eyes and ears out there so please encourage our constituents to come forward with anything they may see or hear. If council has any questions or concerns, please stop by or call so we can address the issue at hand and keep it from metastasizing into something more difficult to handle. As always if you can find time in your busy schedules to come on a ride along you would find it very inciteful of what is going on around town and valley.

Traffic- Recently our main focus around town has been concentrated on downtown and main street areas.

With an influx of travelers both on foot and motor vehicles it is important for us to show presence to slow traffic and keep drivers mindful of safe vehicle operation. Numerous traffic stops have been conducted as well as citations being issued. The Radar/Message board had been placed on Main Street for a couple weeks and made a big impact in slowing drivers down. Attached to this month's PD report is statistical data of vehicles while the sign was placed on Main Street. If you notice an area that needs our attention please advise us so we can maintain extra patrols as well as set up our radar trailer.

Schools- We are currently in the middle of our school district's summer session, however, have had numerous calls related to our campus's. Each of those calls for service have been investigated and sent to either the D. A's office or probation for prosecution. Even though the schools are in their summer session, we have maintained our partnership in developing future programs and procedures to apply the next school year. We hope to be introducing several new concepts and programs in the very near future. Our school safety is paramount for our community, and we will always maintain a proactive approach to making sure every child is taken care of and made to feel safe.

Fire Assignments- Despite our assisting local agencies with fire activity we have not yet been called upon to help assist a major incident besides attending cooperators meetings within fire camp. This year we have been successful in partnering with OES in setting up pre administrative measure to ensure we are reimbursed for any fire assignment within two weeks of the incident. In the past it has been sometimes years before the city has been reimbursed. Law Enforcement response to an incident is different than fire as we are administratively a post event process versus a pre-event. It has caused a lot of delays in the past, but we have moved on from that era. It is my main focus that our local community has representation within fire camp and our communities' questions are always answered.

Animal Control- Recently several ongoing animal control issues stemming from only a couple homes have been adjudicated with the success of evictions being implemented by absentee homeowners renting to problematic persons. Thank you to Kelly for her continued persistence in following up on such difficult cases. It has finally paid off in several ways the town will surely notice. We will also be proactive in the prevention of future renters bringing the same problems to town.

Reports/Cases- As of this date we have nearly 80 written cases for the year in Ft. Jones. This is a minor increase from the year before and is a direct reflection on how busy the agency has been. Again, these cases reflect an actual written case with them being sent to other departments such as the District Attorney's Office. This does not reflect calls for service. These cases also include abatement cases. As you know, several of these ordinance cases have been active and we will be hopefully closing out shortly. As with any of the abatement issues we are always looking towards voluntary compliance. These are also all civil issues not criminal so the time a case remains open can be long periods often over a year. One of our major abatement cases has continued to see much progress and will hopefully be closed out in the near future.

Calls for Service- Our calls for service for the month continue to be at a high volume as you can see in the attached stat report. As I mentioned in the past, even our calls for service dispatch records are a small percentage of the everyday calls for service we handle in house or when someone calls us directly. These calls include our assistance to the fire department as well as the ambulance service. We have also been assisting allied agencies on a regular basis including regular calls for service and the implementation of search warrants. PAL events have also taken many hours Monday through Thursday which throws a curve ball into our daily activities.

Ordinance Enforcement- Enforcement continues to be on the forefront and we continue to have positive results and cooperation from those involved. The follow-up has shown to take much of our time, however with the results we are seeing makes it well worth it. Recently several notices have been posted on homes and properties around town. Each violator will have an opportunity to correct the issue at hand before we follow up with their progress. We also hope in the near future to send an informational piece out explaining the issues the town may be encountering and what we will be doing to be proactive in beautifying the town.

PAL- We are currently in the middle of our swimming season with both the competitive and recreational teams having great attendance. Our competitive team continues to travel and compete in competitions around the state. PAL will be involved in upcoming events in town as well as providing services during the county fair in August. The mentoring program is well established and has been awarded continued funding through the next three years. This is a wonderful opportunity for our small community to receive programs that would not normally be available to our youth.

Training- Recently officers have attended critical training to help bring better services to our community. Advanced officer training is very important to us and we will continue to provide these trainings throughout our officer's careers. Each training is POST reimbursable and comes at no cost to the city. Perishable skills training throughout the two-year cycle is also an ongoing training opportunity we usually are awarded through our partnership with the college of the Siskiyous.

Reserves- Recently Officer Buell has expressed interest in coming back to the department as a Reserve Officer. It will be wonderful to have Brandon back and within the community. He has always been a great officer for our community, so please welcome him back when you see him out and about. Our reserves put in the required time and have been a great asset to the department. We as a community are blessed to have these individuals willing to put their lives on the line and ask for nothing in return including pay. We have recently set up procedure to allow these reserves to take on special assignments such as assistants with upcoming events. This will help the department keep full time officers on their regular shifts to cover town while still providing an officer specifically to the event.

Inc #	Type	Date	Day of Week	Time	Location	Place	Dispatcher	City
2506010021	TS	06/01/2025	Sunday	13:16:13	12137 N MAIN ST	CALFIRE	4187	FTJONES
2506040006	ANIMAL	06/04/2025	Wednesday	08:55:16	11714 EAST ST		3766	FTJONES
2506040014	FU	06/04/2025	Wednesday	11:15:16	11973 DIGGLES ST		3766	FTJONES
2506050020	TRSP	06/05/2025	Thursday	10:05:10	215 DALE AVE		3109	FTJONES
2506050023	TRSP	06/05/2025	Thursday	10:40:45	101 BUTTE ST		3109	FTJONES
2506060072	TS	06/06/2025	Friday	21:13:06	STERLING ST/MAIN		4126	FTJONES
2506070052	TS	06/07/2025	Saturday	16:50:17	N HWY 3/SCOTT		3903	FTJONES
2506090025	CODE	06/09/2025	Monday	14:54:11	148 NEWTON ST		3766	FTJONES
2506100009	ANIMAL	06/10/2025	Tuesday	08:14:59	23 DOUGLAS ST		3109	FTJONES
2506100064	TRAF	06/10/2025	Tuesday	20:12:08	101 BUTTE ST		3401	FTJONES
2506100068	OWAV	06/10/2025	Tuesday	21:16:48	N HWY 3/SERPA LN		3401	FTJONES
2506110034	OTHER	06/11/2025	Wednesday	16:04:52	12150 COWAN ST		3109	FTJONES
2506120031	PTFT	06/12/2025	Thursday	09:38:08	11513 MAIN ST		3109	FTJONES
2506120053	FU	06/12/2025	Thursday	17:15:50	148 STERLING ST		3401	FTJONES
2506130024	FU	06/13/2025	Friday	10:40:38	1250 COWAN ST		3903	FTJONES
2506130034	WI	06/13/2025	Friday	12:28:20	243 STERLING ST		3903	FTJONES
2506130048	TS	06/13/2025	Friday	15:44:45	MAIN ST/N HWY 3		3109	FTJONES
2506130052	FU	06/13/2025	Friday	16:50:25	11960 EAST RD	FT JONES CITY HALL	3401	FTJONES
2506130060	FU	06/13/2025	Friday	18:18:15	243 STERLING ST		3903	FTJONES
2506140006	FU	06/14/2025	Saturday	09:08:49	243 STERLING ST		3109	FTJONES
2506140029	SCAR	06/14/2025	Saturday	13:30:42	12150 COWAN ST		4187	FTJONES
2506160061	BURG	06/16/2025	Monday	17:06:31	11307 MAIN ST	RAYS FOOD PLACE	3190	FTJONES
2506170002	TRSP	06/17/2025	Tuesday	01:09:33	11549 MAIN ST		4126	FTJONES
2506170034	TRAF	06/17/2025	Tuesday	12:38:08	30 CARLOCK ST		3903	FTJONES
2506190017	TRAF	06/19/2025	Thursday	08:30:08	237 BUTTE ST	SCOTT VALLEY JR HIGH	4001	FTJONES
2506190019	CODE	06/19/2025	Thursday	08:57:02	11221 N HWY 3		3109	FTJONES
2506190101	ASST	06/19/2025	Thursday	20:44:04	7044 SCOTT RIVER		3401	FTJONES
2506210001	DP	06/21/2025	Saturday	00:03:30	49 STERLING ST		4126	FTJONES
2506210040	TS	06/21/2025	Saturday	14:57:56	9000 N HWY 3		3766	FTJONES
2506220058	TS	06/22/2025	Sunday	18:43:32	N HWY 3/SERPA LN		4187	FTJONES
2506220067	RO	06/22/2025	Sunday	20:54:57	12150 COWAN ST		4126	FTJONES
2506230064	ASST	06/23/2025	Monday	21:51:37	30 NEWTON ST		4126	FTJONES
2506230066	MH	06/23/2025	Monday	22:39:59	30 NEWTON ST		4126	FTJONES
2506240049	DB	06/24/2025	Tuesday	16:59:34	12099 OAK MILL DR		3903	FTJONES
2506240062	PTFT	06/24/2025	Tuesday	19:35:19	11307 MAIN ST	RAYS FOOD PLACE	3852	FTJONES
2506240067	FU	06/24/2025	Tuesday	20:12:32	11718 EAST ST		3401	FTJONES
2506250005	MH	06/25/2025	Wednesday	01:07:26	11954 MAIN ST	FT JONES POST OFFICE	3401	FTJONES

2506250040	OWAS	06/26/2025	Thursday	13:28:58	N HWY 3/MAIN ST	4001	FTJONES
2506260051	PTRL	06/26/2025	Thursday	17:16:38	/MAIN ST	3903	FTJONES
2506300042	ANIMAL	06/30/2025	Monday	12:16:47	111 BUTTE ST	4187	FTJONES
2506300048	ASST	06/30/2025	Monday	15:52:49	MATHEWS ST	4187	FTJONES
2506300052	CITASST	06/30/2025	Monday	17:00:55	12361 MAIN ST	3766	FTJONES
2507010022	PTRL	07/01/2025	Tuesday	12:36:45	12142 COWAN ST	3903	FTJONES
2507020020	PTRL	07/02/2025	Wednesday	10:05:44	12142 COWAN ST	3903	FTJONES
2507030021	BURG	07/03/2025	Thursday	12:31:22	12315 MAIN ST	3109	FTJONES

Primary Unit	Primary	Case #	Recd Time	Disp Time	Enrt Time	OS Time
ETNA10	9410		13:15:55			13:16:13
ETNA1	9401		08:54:17	08:58:04		08:58:08
ETNA1	9401		11:15:05			11:15:16
ETNA10	9410		10:04:40			10:05:10
ETNA10	9410		10:40:06	10:45:02		10:45:08
ETNA10	9410		21:12:59			21:13:06
ETNA10	9410		16:49:50			16:50:17
ETNA1	9401		14:54:01	14:54:38		14:54:45
ETNA1	9401		08:12:05	12:15:48		
ETNA6	9406	25-0065	20:10:44	20:13:56	20:14:14	20:24:31
ETNA1	9401		21:16:34			21:16:48
ETNA1	9401		16:00:39	16:52:34		
ETNA1	9401		09:34:33	09:53:07		09:57:00
ETNA1	9401		17:15:21			17:15:50
ETNA10	9410		10:40:08	10:40:42		10:40:46
ETNA10	9410	25-0066	12:26:07	12:28:32	12:28:37	13:00:36
ETNA10	9410		15:44:32			15:44:45
ETNA10	9410		16:50:13			16:50:25
ETNA10	9410	25-0067	18:18:02	18:18:20		18:18:23
ETNA10	9410		09:08:34			09:08:49
ETNA10	9410	25-0068	13:30:18			13:30:42
ETNA6	9406		17:05:45	17:08:58		
ETNA6	9406		01:02:50	01:10:42		01:21:18
ETNA6	9406		12:36:09	12:38:15		
ETNA10	9410		08:27:45	08:32:18		
ETNA8	9408		08:56:48	08:57:11		08:57:14
ETNA6	9406		20:43:46			20:44:04
ETNA10	9410		00:01:50	00:06:10		00:28:17
ETNA10	9410		14:57:26			14:57:56
ETNA10	9410		18:43:11			18:43:32
ETNA10	9410	25-0071	20:54:46			20:54:57
ETNA6	9406		21:51:18			21:51:37
ETNA6	9406	25-0072	22:36:49	22:41:15	22:47:27	
ETNA1	9401	25-0073	16:57:27	17:17:09	17:17:16	17:30:18
ETNA6	9406		19:32:58	19:37:07		19:41:39
ETNA6	9406		20:12:11			20:12:32
ETNA6	9406		01:04:56	01:11:03	01:22:43	01:35:34

ETNA1	9401		13:28:32		13:28:58
ETNA1	9401		17:14:45	17:17:12	17:19:29
ETNA6	9406		12:12:34	12:19:05	
ETNA6	9406		15:49:47		15:52:49
ETNA1	9401		16:59:43	17:01:03	17:01:07
ETNA6	9406	25-0076	12:35:33		12:36:45
ETNA6	9406		10:05:04	10:05:49	10:05:53
ETNA10	9410		12:27:21	14:34:48	14:36:50

Clear Time	Tow District	Hold For	Stop Data
13:32:42			
09:47:10	NORTH COUNTY		
11:21:47	BASE		
10:44:50	BASE		
10:45:45	BASE		
21:29:47	BASE		
16:58:39	NORTH COUNTY		
15:08:36	BASE		
13:06:00	BASE		
21:21:47	BASE		
21:29:28	BASE		
17:28:17	BASE		
09:57:08	NORTH COUNTY		
17:25:48	BASE		
11:02:10			
13:26:33	BASE		
16:00:44	NORTH COUNTY		
17:03:11			
18:12:34	BASE		
11:28:50	BASE		
13:32:26	BASE		
17:51:21	NORTH COUNTY		
01:42:22	NORTH COUNTY		
15:58:53	BASE		
09:24:18	BASE		
09:24:53	BASE		
20:58:16	BASE		
00:58:49	BASE		
14:59:47	BASE		
18:55:09	BASE		
22:31:22	BASE		
22:41:11	BASE		
23:44:57	NORTH COUNTY		
19:41:16	BASE		
20:09:19	NORTH COUNTY		
20:48:48	NORTH COUNTY		
02:11:02	NORTH COUNTY		

13:31:26	NORTH COUNTY
17:22:04	BASE
13:27:38	BASE
16:05:00	
17:06:03	NORTH COUNTY
15:06:44	BASE
10:42:50	BASE
14:46:08	NORTH COUNTY

Town of Fort Jones

Public Works Report

June 2025

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 June. We ordered and replaced the leaky seal on the vacuum trailer. We are now able to transport sewage again. We wanted to remind the Council of the age of the **all** the Public Works equipment, with parts becoming harder to find.

There was a house that got plugged up during the month. It was determined that the lateral servicing that house ran through private property for hundreds of feet before exiting into the Town's right of way. We convinced the homeowner of the need for each parcel to have its own lateral, and of the need to bring the sewer lateral out directly to the Towns ROW. We assisted with the relocation of this sewer lateral. The house should be sewer problem free for decades to come. We made an invoice for the work and materials and then delivered that to the homeowner.

Water

We worked with the office and the USFS to get a land use agreement in place for the sale of bulk water during the fire season. We read all the meters and entered the information into the billing software. We ordered numerous parts and supplies for replacing meters around Town. We replaced some meters. We inspected a new service connection being built on East Street and got all of the necessary information to the office to set up monthly billing on it. We handed out shut off notices for non-payment. We shut off numerous houses for non-payment and then turned them back on later in the day after they had paid. The SAFER drought reporting for the month has been completed. We located water lines for all submitted 811 requests within the Town.

We are pleased to report that the new cellular control for the Tank/Well is working as it should. The water tanks are now kept a lot fuller than they were without, and the alarms are working.

We fixed a water leak that sprung up on Dale Avenue. It was a ¾ inch polyethylene pipe that was bedded in native rocky soil. We used a clamp and some gasket maker to seal the hole.

Parks

We took out the trash weekly from the parks. We mowed all of the parks weekly. We fixed some broken sprinklers at the Little League Park. We assisted the Siskiyou County Library install a new Wi-Fi Router. We changed the air filters in Town Hall.

We have started getting all the things together that we need to relocate the fence located on the west side of the Scout Hall in anticipation of the building being resided.

We inspected the masonry work that was completed at the Little League Park for the BBQ. The mortar will need to be cured for a month before the placement of the grilling structure. We will also be starting small fires inside of the BBQ to help cure the mortar.

We assisted the contractor who was doing the museum's roof and inside work on multiple days. We are pleased to report that the work will most likely be completed by the Council meeting.

We are working with local fencing contractors to solicit quotes to repair the fence that was driven through at the Big Ball Park. It appears that the person who drove through the fence's insurance will cover the cost to replace the damaged 98 feet of 4-foot chain link.

Roads

We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We used the weed eater in numerous locations throughout Town to help mitigate the effects of catastrophic wildfires. We wanted to remind landowners of the need to cut tall grass and ladder fuel down. We got called on a weekend to pick up 1 deceased male deer.

We helped to Traffic control on Scott River Road to assist the County chip sealing. We are extremely grateful for the help that Mellissa Cummins and the Siskiyou Local Transportation Council have had in getting this project funded.

We serviced and fixed the chainsaw. The main control button had started malfunctioning. We were able to diagnose the problem and fix it. We then replaced the fuel filter, air filter and spark plug. This chainsaw is running well now.



ADMINISTRATION REPORT

JUNE 2025

ADMINISTRATOR

- STIP- Butte and Bower Project: Received all required paperwork from Advantage Excavating and Paving. Work will begin soon.
- Cowan Street: Continue to research options to complete the project.
- Per Capita Grant: Reimbursement for \$49,597 has been completed but not yet received.
- Scout Hall: Public Works has ordered siding for the building. We are updating the hall with the hope that the public will begin to utilize the space for smaller events/meetings. The goal is to make it an affordable option. The funds to fix it up will be from the Per Capita Grant.
- Waste Water Treatment Facility: Met with SHN personnel and FEMA to discuss a possible relocation of the new facility. We discussed site alternatives as the current site is not viable due to flood risks. We discussed flood-proofing strategies for critical infrastructure and the importance of demonstrating to FEMA that no other alternatives exist. Relocating the facility may present fewer impacts on the floodway. We want to make sure the access road and building that will house all the electrical components are above the flood plain. With relocating the facility, we would only have to raise the ground a couple feet as opposed to four feet to be above the flood plain. I met with Jason Finley, of the Finley family ranch, who own the purposed new location, and got clarification on the lot line that would be acquired should the WWTF be relocated. I will be looking into getting a Purposed Purchase Agreement together to present to the Finley family ranch to secure the location. In the meantime, SHN personnel will begin the CLOMAR (Conditional Letter of Map Revision) application which is required by FEMA.
- Central Park Grant: Met with Victoria Schlussler, Project Officer with the California Department of Parks and Recreation, to discuss what needs to be done to move forward with the project. Discussion included:
 - Describe the change – Explain what the proposed location change is and why the change is needed.
 - Community notification and feedback – Describe how residents were notified of the proposed location change and given an opportunity to provide feedback. If there was any controversy, please explain what it was and what actions were taken to address it.
 - Impact on access – Explain how the location change affects residents' ability to access the project compared to the original location. Please include whether this increases or decreases the distance for residents and describe any new obstacles (e.g., major roads, lack of sidewalks).
 - Demographics equivalency – Explain how the demographics of the community surrounding the new location are reasonably equivalent to those of the original location.
 - Reason for inability to complete (if applicable) – If the project included Recreation Features or Major Support Amenities that could not be completed at the original location, please explain why they couldn't be completed and confirm that this was due to circumstances beyond the grantee's control.

- Bridge St Project: Submitted the Notice of Exemption for the project. E&S Engineers will begin the PS&E allocation with Cal Trans.
- Scott River Road-Chip/Seal: The County was able to complete the Chip/Seal project.
- Museum/Ball Field: The roof of both the museum and the ball field have been replaced. Work will continue on the inside of the museum which includes repairing damaged walls and painting.
- Local Streets and Roads SB1 funding program: Submitted several purposed road rehabilitation projects to Cal Smart for future grant funding.
- Prepare RFP for IT Services as directed by the council. Contacted several IT companies to see if they were accepting new clients. Sent out RFPs to perspective companies.
- Met with Council member LaRiviere, council member Johnson, council member Garcia, and council member DeAndreis.
- Received some applicants for the Town Clerk position on Indeed. Conducted a few interviews. I will continue to keep the position open until filled with a qualified applicant.

Attended a webinar on Mental Fitness in the Workplace

Signed up for several classes with Cal Cities focusing on budgets, leadership, and human resources.

FINANCE

- 2025-2026 Budget: Completed FY 2025-2026 Town of Fort Jones Budget. Submitted the final budget to the County.
- CDBG: Continue to work on reconciling accounts.
- Audit: Pending completion of CDBG reconciliation.
- CalPERS: Still waiting on further information. The Public Safety information that was requested was submitted.
- Accounts Payable/ Accounts Receivables/ Payroll
- Reconciled Water Accounts
- Created a Purchase Order form to be used when needed.

CLERK

- Worked on backgrounds for agenda items and received information related to the agenda.
- Prepared packet and sent out to council and posted on website.
- Posted agenda on website, Town Hall, Post Office, Ace Hardware, and Rays.
- Attended Council meeting and took minutes.
- Prepared minutes from May's Council Meeting.

- Created an Event Checklist to accompany Town Hall/Scout Hall rental permit.
- Responded to a PRA from the U.S. Department of Agriculture – Rural Development, requesting 2023 financials.

With the absence of a Town Clerk, our Customer Service Clerk, Cynthia, has been handling the front office. For the month of June, Cynthia has brought in \$4000 in past due water bills and \$45 in past due dog licenses. Cynthia went through all business licenses and sent out letters to all business owners who did not have a current license on file. She was able to get 25% of them back totaling \$2,609.00. She is continuing to go through all licensing accounts to bring them current.

Fort Jones Town Council
Regular Meeting Minutes
June 9, 2025

CERTIFICATION OF POSTING AGENDA

I, Cherie Stephen, Town Administrator for the Town of Fort Jones, hereby certify that the agenda for the June 9, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office, Ray's Food Place, and on the Town's website www.fortjonesca.org on June 6, 2025 before 6:00 p.m.

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

Cherie Stephen, Town Administrator

CALL TO ORDER AND ROLL CALL:

The regular meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 6:00 p.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Paula Johnson, and Alex LaRiviere.

Staff present: Cherie Stephen – Town Administrator, Everett Hullquist – Public Works, Joseph Hess – Fort Jones Fire Department Chief, and Josh Short – Fort/Etna Jones Police Department Chief.

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS:

Amy Mathis: Asked if the town could take some action to fix and upgrade the playground at the Town Hall. She states that on Wednesdays after story time, up to 12 kids use this playground and it would be nice if there was shade, functional toys, and a gate that stays closed as dogs get through the gate and poop in the play area.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

P1. Green Waste Presentation by Bradley Isbell

Bradley Isbell is the owner of Scott Valley Disposal. A local business that has provided trash service along the Klamath and Salmon River, and the entire Scott Valley for over 35 years.

Bradley gave a short presentation about a new facility coming to the town of Fort Jones, the Scott Valley Composting and Green Waste Facility. Rick Dean, the Siskiyou County Community Development Director, and Seth Curry, the Siskiyou County Building Plans Examiner were also present to show their full support of this project and to answer any questions.

Scott Valley Composting and Green Waste Facility will be a collection site for green waste, food waste, and by-products of animal butchering that will utilize eco-composting tubes to produce an end product of compost/soil amendments to be either packaged/bagged for small scale use or available on a large scale for agricultural application.

This project has received a full approval judgement from the following jurisdictional agencies:

The California Department of Food and Agriculture, Cal Recycle, The California State Waterboard, and County of Siskiyou Local enforcement agency. This is the very first approved mammalian composting facility in California!

Ground breaking on this project is possible this summer 2025.

Attached to these minutes is the full presentation that Mr. Isbell provided to the Fort Jones Town Council.

A. Police Department Monthly Report

A written report appears in the June 9th agenda packet. Chief Short briefly added to his report verbally stating that the department received adjudication on two court cases dealing with dogs at large, Kelly York, with code enforcement, has been dealing with vegetation control, and there is a speed sign out on Main Street. He will provide statistics in his next report. There has also been two possible sightings of a mountain lion at Walker Field.

Chief also suggested a special meeting to discuss the next steps on problem properties in town.

No public comment on the police monthly report.

B. Fire Department Monthly Report

Chief Hess gave a verbal reporting that the department went on 54 calls for the month of May; 15 inside town limits and 39 outside town limits. An engine was sent to Mount Shasta for the Spring Fire and interviews were held for the seasonal firefighter positions and two were hired. Chief attended the special district meeting; they are seeking help to apply for a grant to pay for the special district. They will need \$2000-\$2500 from each agency to pay for writing the grant.

Bre Buker, the Recruitment and Retention Coordinator, has recruited three new volunteers and has two more interested. Six new volunteers are required to fulfill the grant each year.

June 19th is the community safety meeting to be held at the Fort Jones Community Hall at 6:30 pm hosted by the Siskiyou County Sheriff's Office. Agencies attending are OES, Sis. Co. Sheriff's Dept., Cal-Fire, Forest Service, and the Fort Jones/Etna Police Department.

No public comment on the fire monthly report.

C. Public Works Monthly Report

A written report appears in the June 9th agenda packet. Everett stated that the BBQ pit at the little ball field will be up on Thursday the 12th, then expanded on what was in his written report.

Council Discussion: Councilmember DeCausmaker asked about the meter grant. E. Hullquist responded that it was on hold due to audits, but that they are replacing meters that are not functioning properly.

No public comment on the public works monthly report.

D. Administrator / Accounting Monthly Report

A written report appears in the June 9th agenda packet.

Admin. Stephen briefly added to her report verbally that the museum and the Walker Field roofs were to be repaired starting the 16th of June; at this time there is no new damage to the property.

In the budget monies were adjusted to the correct accounts and line items were added such as fleet maintenance for public works and fire.

No public comments.

1. CONSENT CALENDAR:

Public Comment: None

a) Approval of Minutes:

i. Special Meeting May 12, 2025

ii. Regular Meeting May 12, 2025

b) Ratification of Disbursements: May 01 through 31, 2025

c) Review Budget vs Actual July 01, 2024 through May 31, 2025

No public comment.

Council discussion: There were questions about stipends and IT monthly rate.

Motion: Garcia moves to accept the consent calendar as presented.

Second: LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

PUBLIC HEARING; BUDGET:

2. Possible action to approve the Draft Operations Budget 2025/2026.

Public comments: None

Council Discussion: Mayor DeAndreis suggested to have a staff meeting with the public possibly to adjust the budget and to form a budget committee in the future for the next fiscal year.

M. DeCausmaker stated that the budget looked good.

Admin. Stephen suggested that each council member make a list of amendments to the budget and give it to her.

Motion: LaRiviere moves to approve the Draft Operations Budget 2025/2026.

Second: Johnson

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

DISCUSSION / REPORTS; ACTION ITEMS:

3. Possible action to approve Resolution 1140 adopting the Draft Operations Budget as the Final Operations Budget for 2025/2026.

Public comment and council discussion: None

Motion: Garcia moves to approve Resolution 1140 adopting the Draft Operations Budget as the Final Operations Budget for 2025/2026.

Second: LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

4. Possibly take action to approve the Scout Hall Use Permit.

Public comment: None

Council discussion: DeCausmaker asked if we could have the building with no alcohol, as the permit had a section for alcohol consumption approval.

Direction was given to remove the ABC liquor section on permit.

Motion: DeCausmaker moves to approve the permit with the removal of the ABC liquor section.

Second: Garcia

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

5. Possible action to approve the resolution amending the Bulk Water Sales and Permit Policy.

Public comment:

Paul Buchter, Chief of Scott Valley Fire Protection District, states that they have mutual aid assistance both in/out of town limits and if they had to pay for bulk water for aid, training, and initial attacks it would be a huge burden on their department and local departments.

Council/Staff discussion:

Joseph Hess, Chief of F.J. Fire Department, states that no one charges for water in Siskiyou County for initial attacks on fire suppression. Hess clarified that initial attacks range between 12-24 hours, then becomes an "Incident" if the fire is not resolved. He asked if the department had to be charged for water that was used for training?

Council member Garcia stated that the water must be accounted for and an audit trail must be made; by law the Town must charge for water even if it is being charge to the Town. She did not know what the solution would be to take the burden off the fire entities; she was just stating the law.

DeCausmaker asked who put this on the agenda. Garcia stated she believed it was E. Hullquist. Direction was given to form a committee with E. Hullquist, Chief Hess, Admin. Stephen, and M. Garcia to discuss further with attorney A. Jared.

Motion: Garcia moves to table this agenda item until more clarification can be obtained after the committee speaks with the town attorney.

Second: LaRiviere

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

6. Consideration to reinstate the Community Central Park and Event Venue grant.

Public comment:

Karen Whitehead hopes that the grant gets reinstated as a park would provide a nice place for the community.

Staff comment:

E. Hullquist stated it would be nice for the town.

Council Discussion:

Garcia asked if the grant could purchase property; would it be better to secure property before reinstating the grant or rescope the grant to upgrade an existing park.

DeAndreis stated that she had a meeting with the grant agency and the grant is still active. To change from the original proposed location of the park the scope of the grant would need to be changed. Community outreach is a must if the location is changed. Other grants can be used in addition to the parks grant to add components such as cooling stations.

Motion: DeCausmaker moves to reinstate the Community Central Park grant.

Second: Johnson

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson

Nays: A. LaRiviere

Action: Motion passes 4 in favor and 1 opposed.

COUNCIL COMMENTS:

Garcia asked for the possibility to place on next months agenda the reconsideration of the Town Hall being closed on Christmas Eve. She feels that the subject was passed under duress previously. She noted that a member that voted in favor needs to make the motion.

Motion: LaRiviere moves to reconsider the subject of office staff having Christmas Eve off and add it to next month's agenda.

Second: Johnson

Ayes: M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously.

DeCausmaker would like a RFP sent out for new IT services. Council agrees and gives direction to staff.

DeAndreis asked for a status update on the town clerk position. Admin. Stephen stated that there were 5-6 applicants. She has also contacted the temp agency and sent the job posting to Kory Hayden with Siskiyou Economic Development.

ADJOURNMENT:

The meeting was adjourned at 8:38 p.m. The next regular town council meeting is scheduled to be held on July 14, 2025, at 6:00 p.m.

Attest:

Cherie Stephen, Town Administrator

Approved:

Madeleine DeAndreis, Mayor

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL				
	Jun 25	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
11 - General Government Income				
4099 - Property Taxes				
4100 - Secured Current	0.00	23,121.49	-23,121.49	0.0%
4101 - Unsecured Current	143.02	309.77	-166.75	46.17%
4102 - Unsecured Delinquent	0.00	63.69	-63.69	0.0%
4108- Supp Del	0.00	0.00	0.00	0.0%
4507 - Homeowner Alloc	162.01	169.61	-7.60	95.52%
4508 - VLF Net	0.00	0.00	0.00	0.0%
4514- Unsec Interest	0.00	5.58	-5.58	0.0%
4516- Sup Current	0.00	2,476.11	-2,476.11	0.0%
Total 4099 - Property Taxes	305.03	26,146.25	-25,841.22	1.17%
4111 - Sales Tax	0.00	95,220.12	-95,220.12	0.0%
4214 - Land Use	0.00	494.00	-494.00	0.0%
4216 - Franchises	0.00	953.86	-953.86	0.0%
4218 - Business License	889.00	0.00	889.00	100.0%
4302- Fees Collection Cost	-1.53	4.73	-6.26	-32.35%
4303 - Vehicle Fees	0.00	3.16	-3.16	0.0%
4400 - Hall Rental	1,550.00	361.00	1,189.00	429.36%
4410 - Interest General Fund	0.00	0.96	-0.96	0.0%
4504 - Motor Vehicle in Lieu	0.00	82.32	-82.32	0.0%
4730 - Miscellaneous	0.03	3,202.65	-3,202.62	0.0%
11 - General Government Income - Other	0.00	300.00	-300.00	0.0%
Total 11 - General Government Income	2,742.53	126,769.05	-124,026.52	2.16%
21 - Public Safety Income				
2a - Law Enforcement				
4118 - Public Safety Allocation	4,023.30			
4111- Growth Alloc	94,663.46	337.79	94,325.67	28,024.35%
4112 - COPS Allocation	100,000.00	44,416.73	55,583.27	225.14%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
4116 - Prop172	0.00	396.47	-396.47	0.0%
Animal Control				
4230 - Dog Licenses	35.00	10.00	25.00	350.0%
Total Animal Control	35.00	10.00	25.00	350.0%
Total 2a - Law Enforcement	198,721.76	45,160.99	153,560.77	440.03%
2b - Fire Protection				
4760 - Donations	200.00			
4740 - Fire Dept	2,185.57	0.00	2,185.57	100.0%
4750 - Strike Team Income	0.00	0.00	0.00	0.0%
Total 2b - Fire Protection	2,385.57	0.00	2,385.57	100.0%
Total 2i - Public Safety Income	201,107.33	45,160.99	155,946.34	445.31%
3i - Public Works Income				
3d - Park Income				
6005 - Pavillion Rental	140.00			
Total 3d - Park Income	140.00			
3a - Streets Income				
4505 - Retroactive Adjustment	-16.84			
4499 - Gas Tax 2103	679.22	493.08	186.14	137.75%
4500 - Gas Tax 2106	723.23	687.68	35.55	105.17%
4501 - Gas Tax 2107	542.03	495.77	46.26	109.33%
4503 - Gas Tax 2105	383.87	351.11	32.76	109.33%
4530 - Local Transportation	2,448.58	11,362.29	-8,913.71	21.55%
4538-Vehicle License Fee	9.35	251.79	-242.44	3.71%
SB1	0.00	1,406.60	-1,406.60	0.0%
3a - Streets Income - Other	0.00	0.00	0.00	0.0%
Total 3a - Streets Income	4,769.44	15,048.32	-10,278.88	31.69%
3b - Sewer Income				
4212 - Sewer Revenue	10,992.21	12,851.16	-1,858.95	85.54%
Total 3b - Sewer Income	10,992.21	12,851.16	-1,858.95	85.54%
3c - Water Income				
4810 - Water Revenue	11,127.79	14,164.63	-3,036.84	78.56%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
4812 - Bulk Water Sales	1,583.00	0.00	1,583.00	100.0%
4820 - Water Interest	0.00	5.55	-5.55	0.0%
4830 - Water Connections	0.00	0.00	0.00	0.0%
4840 - Gretchen Acres Assess	0.00	0.00	0.00	0.0%
3c - Water Income - Other	0.00	0.00	0.00	0.0%
Total 3c - Water Income	12,710.79	14,170.18	-1,459.39	89.7%
Total 3f - Public Works Income	28,612.44	42,069.66	-13,457.22	68.01%
4900 - CBDG Interest				
MI Bank/LAIF Interest	0.00	37.70	-37.70	0.0%
4900 - CBDG Interest - Other	2,009.40	1,134.36	875.04	177.14%
Total 4900 - CBDG Interest	2,009.40	1,172.06	837.34	171.44%
4901 - SCORE Reimbursement	0.00	0.00	0.00	0.0%
4903 - Library Reimbursement	0.00	0.00	0.00	0.0%
4904 - SWRCB Reimbursement	0.00	0.00	0.00	0.0%
Housing Interest	0.00	1,927.46	-1,927.46	0.0%
Total Income	234,471.70	217,099.22	17,372.48	108.0%
Gross Profit	234,471.70	217,099.22	17,372.48	108.0%
Expense				
1E- General Government Expense				
5801 Engineering	1,000.00			
5000-Payroll				
5040 - Town Clerk Payroll	1,087.50			
5050 - Administrator Payroll	9,083.08			
5010 - Mayor Stipend	180.00	360.00	-180.00	50.0%
5020 - Clerk Payroll	380.00	0.00	380.00	100.0%
5060 - Library Payroll	1,214.00	1,132.00	82.00	107.24%
5070 - Council/Election	300.00	200.00	100.00	150.0%
Total 5000-Payroll	12,244.58	1,692.00	10,552.58	723.68%
5310-Retirement Fund	898.02	11,339.77	-10,441.75	7.92%
Equipment Rental	486.92			
2285 - IT Services	2,161.50	0.00	2,161.50	100.0%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
5220- Supp\USPS	131.03	2,324.62	-2,193.59	5.64%
5400 - Professional Fees				
5401 - Legal Fees	5,181.93	350.00	4,831.93	1,480.55%
5402 - Audit Fees	0.00	2,070.00	-2,070.00	0.0%
5403 - Consulting Fees	0.00	18,694.10	-18,694.10	0.0%
Total 5400 - Professional Fees	5,181.93	21,114.10	-15,932.17	24.54%
5500- Planning				
5502 - City Promotion	0.00	400.00	-400.00	0.0%
5501 - Economic Development	0.00	416.67	-416.67	0.0%
5500- Planning - Other	180.00	500.00	-320.00	36.0%
Total 5500- Planning	180.00	1,316.67	-1,136.67	13.67%
5140 - Admin Payroll	0.00	3,691.50	-3,691.50	0.0%
5600- Misc	0.00	0.00	0.00	0.0%
5705 - Dues and Subscriptions	159.90	-75.00	234.90	-213.2%
6205- Health Insurance	9,364.00	0.00	9,364.00	100.0%
6300- Insurance				
6204- Workers Compensation	0.00	0.00	0.00	0.0%
6303- Liability Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Insurance	0.00	0.00	0.00	0.0%
6310 -Finance Charge	98.56			
6300- Insurance - Other	46,088.36			
Total 6300- Insurance	46,186.92	0.00	46,186.92	100.0%
9150-City Hall Expenses				
9152- Propane	0.00	0.00	0.00	0.0%
1-012 - City Hall Power	431.36	311.57	119.79	138.45%
9151 - City Hall water	0.00	0.00	0.00	0.0%
2281- City Hall Phone	49.92			
9153- Emergency expenses	220.00			
9154 - Disposal 2 yd Bin	165.00	155.00	10.00	106.45%
9155 - Equipment Finance	154.41	750.39	-595.98	20.58%
9150-City Hall Expenses - Other	20.00			

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
Total 9150-City Hall Expenses	1,040.69	1,216.96	-176.27	85.52%
IE- General Government Expense - Other	0.00	0.00	0.00	0.0%
Total IE- General Government Expense	79,035.49	42,620.62	36,414.87	185.44%
2E- Public Safety Expense				
2ED - Retention and Recruitment				
7562 - R&R Payroll	5,280.00			
Total 2ED - Retention and Recruitment	5,280.00			
2EA- Law Enforcement Expense				
7125 - Law Enforcement Services	114,925.25	18,596.26	96,328.99	618.0%
7181 - Law Enforcement Phones	184.17	182.12	2.05	101.13%
2EA- Law Enforcement Expense - Other	0.00	0.00	0.00	0.0%
Total 2EA- Law Enforcement Expense	115,109.42	18,778.38	96,331.04	612.99%
2EB- Fire Department Expense				
7521 - Fleet Maintenance	3,389.36			
7509 - Fire Chief Payroll	5,412.00			
7515 - FD Sleeper Grocery	85.83	79.38	6.45	108.13%
7532 - FF Training	0.00	651.54	-651.54	0.0%
Crime Insurance	0.00	0.00	0.00	0.0%
7550 - Misc Expense - Fire Dept	0.00	0.00	0.00	0.0%
5803- Fitness & Water Safety	2,999.50			
6310- Property Insurance	0.00	0.00	0.00	0.0%
7505 - Liability Insurance	0.00	0.00	0.00	0.0%
7506 - Work Comp Insurance	0.00	0.00	0.00	0.0%
7507 - Auto Insurance	0.00	0.00	0.00	0.0%
7510- Fire Dept Payroll				
7513 - Calls & Trainings	0.00	0.00	0.00	0.0%
7510- Fire Dept Payroll - Other	0.00	1,192.31	-1,192.31	0.0%
Total 7510- Fire Dept Payroll	0.00	1,192.31	-1,192.31	0.0%
7520 - Fire Dept Supl & Mtnc	1,885.00	1,793.47	91.53	105.1%
7525- Pub Safety Fuel & Oil	1,174.72	1,491.56	-316.84	78.76%
7540 - Fire Dept Utilities				

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL				
	Jun 25	Budget	\$ Over Budget	% of Budget
1-001- Fire Dept. Power Bill	349.49	238.14	111.35	146.76%
2261- Fire Dept. Phone	484.88	384.73	100.15	126.03%
2262 - Disposal	165.00	155.00	10.00	106.45%
7541- Propane	0.00	891.38	-891.38	0.0%
Total 7540 - Fire Dept. Utilities	999.37	1,669.25	-669.88	59.87%
2EB- Fire Department Expense - Other	0.00	0.00	0.00	0.0%
Total 2EB- Fire Department Expense	15,945.78	6,877.51	9,068.27	231.85%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	0.00	4,400.00	-4,400.00	0.0%
Crime Insurance	0.00	0.00	0.00	0.0%
6311 - Property Insurance	0.00	0.00	0.00	0.0%
7502 - Auto Insurance	0.00	0.00	0.00	0.0%
7505b - Liability Insurance	0.00	0.00	0.00	0.0%
7506b - Workers Comp Ins	0.00	0.00	0.00	0.0%
7513 Fleet Maintenance - Strike	0.00	0.00	0.00	0.0%
7515 - Strike Team Payroll	1,170.77	0.00	1,170.77	100.0%
Total 2EC - Strike Team Expenses	1,170.77	4,400.00	-3,229.23	26.61%
Total 2E- Public Safety Expense	137,505.97	30,055.89	107,450.08	457.5%
3E- Public Works Expense				
8100 Fleet Maintenance	894.22			
Bulk Water	4,695.65			
3EA- Streets				
8505 - Clothes Allowance	0.00	33.06	-33.06	0.0%
Crime Insurance	0.00	0.00	0.00	0.0%
1-000 - Street Lights				
02 HPSV Lights	59.91	54.31	5.60	110.31%
02 HPSV Metal Lights	34.54	25.08	9.46	137.72%
10 HPSV Wood Lights	389.42	353.02	36.40	110.31%
11 HPSV Lights	189.96	137.93	52.03	137.72%
72 HPSV Lights	1,607.64	1,160.76	446.88	138.5%
Total 1-000 - Street Lights	2,281.47	1,731.10	550.37	131.79%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
8120- Street Mtnc/Utilities				
1-005 - Barn Power	205.55	63.81	141.74	322.13%
1-007 - Phone Bill	97.72	96.86	0.86	100.89%
8121- Street Maintenance				
8127- STIP Project - Consulting	0.00	0.00	0.00	0.0%
Total 8121- Street Maintenance	0.00	0.00	0.00	0.0%
Total 8120- Street Mtnc/Utilities	303.27	160.67	142.60	188.75%
8130- Equipment Maintenance				
8132- Repairs	0.00	198.34	-198.34	0.0%
8133- Parts & Supplies	158.97	182.13	-23.16	87.28%
Total 8130- Equipment Maintenance	158.97	380.47	-221.50	41.78%
8137- Mobile Equip	0.00	0.00	0.00	0.0%
8199- Road Payroll	1,020.47	1,021.00	-0.53	99.95%
8200- Major Street Const				
8245 - STIP	0.00	50.00	-50.00	0.0%
Total 8200- Major Street Const	0.00	50.00	-50.00	0.0%
8509 - Liability Insurance	0.00	0.00	0.00	0.0%
8511 - Work Comp Insurance	0.00	0.00	0.00	0.0%
3EA- Streets - Other	0.00	121.22	-121.22	0.0%
Total 3EA- Streets	3,764.18	3,497.52	266.66	107.62%
3E- Public Works Expense - Other	1,941.00			
Total 3E- Public Works Expense	11,295.05	3,497.52	7,797.53	322.95%
3EB- Sewer Expense				
8523 - WWTP	8,736.70			
Crime Insurance	0.00	0.00	0.00	0.0%
6308-Property Insurance	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	1,406.02	689.00	717.02	204.07%
8520- Sewer Expenses				
1-015 - Sewer Power bill	52.35	20.68	31.67	253.14%
1-019 bbp sewer	21.19	16.02	5.17	132.27%
8521- Sewer Rep & Mtnc	0.00	9,650.00	-9,650.00	0.0%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
8553- Auto Insurance	0.00	0.00	0.00	0.0%
8520- Sewer Expenses - Other	0.00	3,844.08	-3,844.08	0.0%
Total 8520- Sewer Expenses	73.54	13,530.78	-13,457.24	0.54%
8522 - Waste Water Monitoring	1,425.00	350.00	1,075.00	407.14%
8530- Sewer Supplies	106.10	371.15	-265.05	28.59%
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	0.00	0.00	0.0%
8550 - Liability Insurance	0.00	0.00	0.00	0.0%
8551 - Work Comp Insurance	0.00	0.00	0.00	0.0%
8552 - Training	0.00	0.00	0.00	0.0%
Total 3EB- Sewer Expense	11,747.36	15,315.93	-3,568.57	76.7%
3EC- Water Expense				
Crime Insurance	0.00	0.00	0.00	0.0%
6307-Property Insurance	0.00	0.00	0.00	0.0%
8609- Water Training	0.00	-985.69	985.69	0.0%
8610- Water Parts & Supplies	1,228.04	497.09	730.95	247.05%
8612- Water Office & Postage	0.00	375.00	-375.00	0.0%
8615- Water Payroll	7,172.51	4,316.50	2,856.01	166.17%
8620- Water Repairs & Mnce	550.00	3,083.75	-2,533.75	17.84%
8623- Mobile Equip.	0.00	0.00	0.00	0.0%
8624 - Auto Insurance	0.00	0.00	0.00	0.0%
8625- Water Liability Ins	0.00	0.00	0.00	0.0%
8626 - Work Comp	0.00	0.00	0.00	0.0%
8627 - Fuel-Oil	269.07	494.39	-225.32	54.43%
8630- Water Fees & Testing	579.00	133.92	445.08	432.35%
8640- Water Utilities				
1-000 - Water Power				
New Pump	1,764.74	1,516.94	247.80	116.34%
Old pump	94.30	71.67	22.63	131.58%
Total 1-000 - Water Power	1,859.04	1,588.61	270.43	117.02%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
1-001 - Water Phones				
468-2598	243.69	269.73	-26.04	90.35%
468-5864	0.00	78.01	-78.01	0.0%
Cell	118.86	0.00	118.86	100.0%
Total 1-001 - Water Phones	362.55	347.74	14.81	104.26%
Total 8640- Water Utilities	2,221.59	1,936.35	285.24	114.73%
8650- Water Engineering	0.00	0.00	0.00	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	5,527.65	-5,527.65	0.0%
Total 8660- Water Interest	0.00	5,527.65	-5,527.65	0.0%
3EC- Water Expense - Other	0.00	25.00	-25.00	0.0%
Total 3EC- Water Expense	12,020.21	15,403.96	-3,383.75	78.03%
3EG -8690 -Water Planning Grant	0.00	191.25	-191.25	0.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	0.00	86.27	-86.27	0.0%
Crime Insurance	0.00	0.00	0.00	0.0%
9116 - Janitorial Payroll	1,646.48	1,071.00	575.48	153.73%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	0.00	0.00	0.00	0.0%
2020 Per Capita - LLP				
Improvements	0.00	0.00	0.00	0.0%
LLP Project Payroll	0.00	0.00	0.00	0.0%
Total 2020 Per Capita - LLP	0.00	0.00	0.00	0.0%
Total 03 Parks & Recreation Grants	0.00	0.00	0.00	0.0%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	0.00	0.00	0.0%
6305- Property Ins Parks - Other	0.00	0.00	0.00	0.0%
Total 6305- Property Ins Parks	0.00	0.00	0.00	0.0%
9105- Auto Insurance	0.00	0.00	0.00	0.0%
9106 - Work Comp Parks	0.00	0.00	0.00	0.0%
9107 - Liability Ins Parks	0.00	0.00	0.00	0.0%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL	Jun 25	Budget	\$ Over Budget	% of Budget
9109- Parks Payroll	2,191.28	2,593.00	-401.72	84.51%
9110 - Park Expense	0.00	0.00	0.00	0.0%
9130- Ball Park Expenses				
1-002 - J.LP Snack	80.36	34.61	45.75	232.19%
1-013 - BBP lights	686.99	484.31	202.68	141.85%
1-014 - LLP lights	164.16	10.07	154.09	1,630.19%
1-017 - BBP pump	21.99	18.45	3.54	119.19%
9131- Maintenance & Supplies	23.12	450.65	-427.53	5.13%
Total 9130- Ball Park Expenses	976.62	998.09	-21.47	97.85%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	45.24	21.97	23.27	205.92%
Total 9140- Scout Hall Expenses	45.24	21.97	23.27	205.92%
9160- Museum Expenses				
1-004 - Museum Electricity	83.80	61.75	22.05	135.71%
1-XXX - Museum Monitor Fuel	0.00	0.00	0.00	0.0%
5568- Museum Phone	97.85	97.03	0.82	100.85%
9161- Museum Maintenance	26,000.00			
Total 9160- Museum Expenses	26,181.65	158.78	26,022.87	16,489.26%
Total 4E- Parks & Recreation Expense	31,041.27	4,929.11	26,112.16	629.75%
4EF - Sewer Grant	0.00	0.00	0.00	0.0%
6504- Payroll Taxes				
Federal Unemployment	23.05	52.70	-29.65	43.74%
6506- FICA	2,622.11	1,409.90	1,212.21	185.98%
6508- Medicare	613.23	329.74	283.49	185.97%
6512- SUI	231.95	522.21	-290.26	44.42%
6516 - ETT	0.00	0.00	0.00	0.0%
Total 6504- Payroll Taxes	3,490.34	2,314.55	1,175.79	150.8%
9700- CBDG Const Housing				
Gen Adm & Program Delivery	0.00	156.75	-156.75	0.0%
Housing Loans				
Gomez	0.00	0.00	0.00	0.0%

6:58 PM
07/09/25
Accrual Basis

BUDGET VS ACTUAL

	Jun 25	Budget	\$ Over Budget	% of Budget
Total Housing Loans	0.00	0.00	0.00	0.0%
Total 9700- CBDQ Const Housing	0.00	156.75	-156.75	0.0%
Payroll Expenses	5,222.12	2,074.21	3,147.91	251.76%
Total Expense	291,357.81	116,559.79	174,798.02	249.96%
Net Ordinary Income	-56,886.11	100,539.43	-157,425.54	-56.58%
Net Income	-56,886.11	100,539.43	-157,425.54	-56.58%

BALANCE SHEET AS OF JUNE 30 2025

Jun 30, 25

ASSETS

Current Assets

Checking/Savings

02-028700	366,981.38
02-810025 - GF	419,290.71
02-810116 - WRF	795,633.93
02-810141	689,403.53
02-810189	975,545.93
1801-CBDG	1,275.23
92 810153	-28,850.38
LAIF 98-47-310	

Fire Reserves	-200.00
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LAIF 98-47-310 - Other	-13,991.00
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Total LAIF 98-47-310	-14,191.00
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Total Checking/Savings	3,205,089.33
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Accounts Receivable

1200 - Account Receivable	26,692.08
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76
Reimbursement	-3,285.07

Total Accounts Receivable	117,043.55
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Other Current Assets

Payroll Service Customer Asset	-2,609.42
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Total Other Current Assets	-2,609.42
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Total Current Assets	3,319,523.46
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Fixed Assets

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

Total Fixed Assets	3,436,844.75
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Other Assets

1810 B CDBG Loans RLF

1810 B CDBG Loans RLF - Other	193.89
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Total 1810 B CDBG Loans RLF	1,016,209.60
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1915 - Public Safety Reserve	49,000.00
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1992-STBG-588

Harmer Rental	-8,238.20
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Mason, G.	8,442.20
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Total 1992-STBG-588	204.00
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CDBG Loans 89-92	
CDBG Loans 89-92 - Other	-325.98
Total CDBG Loans 89-92	<u>718,199.47</u>
Total Other Assets	<u>1,783,613.07</u>
TOTAL ASSETS	<u>8,539,981.28</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	<u>33,434.42</u>
Total Accounts Payable	<u>33,434.42</u>
Other Current Liabilities	
2102 - Payroll Liabilities	
2100 - SUICA	
2110 - CompanyCA	<u>9,291.75</u>
Total 2100 - SUICA	<u>9,291.75</u>
2104 - Federal Withholding	
Federal Unemployment	224.57
2104 - Federal Withholding - Other	<u>2,632.47</u>
Total 2104 - Federal Withholding	<u>2,857.04</u>
2106 - State Withholding CA	9,457.91
2108 - FICA	
2112 - Employee	3,544.41
2118 - Company	<u>3,916.40</u>
Total 2108 - FICA	<u>7,460.81</u>
2114 - Medicare	
2116 - Employee	8,935.98
2120 - Company	<u>4,565.71</u>
Total 2114 - Medicare	<u>13,501.69</u>
2122 - Retirement	
Company	-33.76
2122 - Retirement - Other	<u>6,342.36</u>
Total 2122 - Retirement	<u>6,308.60</u>
2400 - Retirement Withheld	-1,011.71
2500 - Medical Insurance	
2510 - Company	51,115.73
2520 - Employee	-86,192.59
2500 - Medical Insurance - Other	<u>6,962.46</u>
Total 2500 - Medical Insurance	<u>-28,114.40</u>
2102 - Payroll Liabilities - Other	<u>-26,072.59</u>
Total 2102 - Payroll Liabilities	<u>-6,320.90</u>
2805 - Current Portion of Bond	13,000.00
CDBG Impound Accounts	
CDBG Impound Accounts - Other	<u>21.78</u>

6:55 PM
07/09/25
Accrual Basis

Total CDBG Impound Accounts	11,392.86
Direct Deposit Liabilities	-7,828.44
Employee Training Tax	7,018.72
None	-3,462.93
Total Other Current Liabilities	<u>13,799.31</u>
Total Current Liabilities	<u>47,233.73</u>
Long Term Liabilities	
2701 - Refundable Sewer Deposit	747.00
2700 - Refundable Water Deposit	362.10
2800 - Water Bond Payable	<u>165,317.50</u>
Total Long Term Liabilities	<u>166,426.60</u>
Total Liabilities	<u>213,660.33</u>
Equity	
3000 - Opening Bal Equity	-263,470.45
3900 - Retained Earnings	8,186,116.74
Net Income	<u>403,674.66</u>
Total Equity	<u>8,326,320.95</u>
TOTAL LIABILITIES & EQUITY	<u><u>8,539,981.28</u></u>

Town of Fort Jones
Payroll Summary
June 2025

	Hours	Rate	Jun 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Council Member Stipend	3.00		300.00
Retention Recruitment Officer	2.00		5,280.00
Salary (Administrator)	2.00		9,083.08
Salary (Fire Chief)	2.00		5,412.00
Salary (Mayor)	1.00		180.00
Clerk Payroll	15.00	20.00	300.00
FD Calls		10.00	0.00
FD Training		7.00	0.00
Fire Hall Seasonal		150.00	0.00
Fire Shift Stipend	10.00	200.00	2,000.00
Firefighter Rate	26.50	15.50	1,170.77
Floating Holiday	8.00	22.55	180.40
Holiday - Clerk	4.00	20.00	80.00
Holiday - Janitorial	8.00	18.71	149.68
Holiday - Parks & Rec	8.00	22.55	180.40
Holiday - Water	8.00	27.17	217.36
Janitorial Payroll	80.00	18.71	1,496.80
Library Payroll	57.00	20.00	1,214.00
On-call PW	511.50	2.00	1,023.00
Overtime- Water		40.76	0.00
Overtime-Roads		40.76	0.00
Overtime-Sewer		40.76	0.00
Overtime - Parks/Rec		40.76	0.00
Parks Payroll	83.50	18.71	2,010.88
Road Payroll	43.00	27.17	1,020.47
Sewer Payroll	56.00	27.17	1,406.02
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.71	0.00
Sick Pay - Water	9.00	27.17	244.53
Strike Team	48.00	53.25	2,386.56
Town Clerk	43.50	25.00	1,087.50
Town Hall	7.00	27.17	180.95
Vacation - Fire		32.00	0.00
Vacation - Janitorial		18.71	0.00
Water Payroll	247.00	20.00	5,687.62
Medical Reimbursement			279.20
Total Gross Pay	1,283.00		42,571.22
Deductions from Gross Pay			
2520- Med Ins Employee			-835.60
Total Deductions from Gross Pay			-835.60

Town of Fort Jones
Payroll Summary
June 2025

	Hours	Rate	Jun 25
Adjusted Gross Pay	1,283.00		41,735.62
Taxes Withheld			
Federal Withholding			-3,365.00
Medicare Employee			-613.21
Social Security Employee			-2,622.12
CA - Withholding			-988.78
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-7,589.11
Net Pay	1,283.00		34,146.51
Employer Taxes and Contributions			
Federal Unemployment			23.04
Medicare Company			613.21
Social Security Company			2,622.12
CA - Unemployment Company			231.95
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			3,490.32

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	Type	Date	Amount	Balance
A1 Drains				0.00
	Bill	06/18/2025	550.00	550.00
	Bill Pmt -Check	06/18/2025	-550.00	0.00
Total A1 Drains			0.00	0.00
Amped Electric				0.00
	Bill	06/18/2025	4,695.65	4,695.65
	Bill Pmt -Check	06/18/2025	-4,695.65	0.00
Total Amped Electric			0.00	0.00
AT&T				0.00
	Bill	06/18/2025	431.44	431.44
	Bill Pmt -Check	06/18/2025	-431.44	0.00
Total AT&T			0.00	0.00
Cherie Stephen				0.00
	Bill	06/26/2025	15.00	15.00
	Bill Pmt -Check	06/26/2025	-15.00	0.00
Total Cherie Stephen			0.00	0.00
City of Etna*				0.00
	Bill	06/24/2025	114,925.25	114,925.25
	Bill Pmt -Check	06/26/2025	-114,925.25	0.00
Total City of Etna*			0.00	0.00
Colantuono, Highsmith & Whatley, PC				0.00
	Bill	06/11/2025	5,181.93	5,181.93
	Bill Pmt -Check	06/11/2025	0.00	5,181.93
	Bill Pmt -Check	06/12/2025	-5,181.93	0.00
Total Colantuono, Highsmith & Whatley, PC			0.00	0.00
CRBR Property Damage Services				0.00
	Bill	06/18/2025	26,000.00	26,000.00
	Bill Pmt -Check	06/18/2025	-26,000.00	0.00
Total CRBR Property Damage Services			0.00	0.00
Dell				0.00
Total Dell				0.00

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	Type	Date	Amount	Balance
Downey Heating & Cooling				0.00
	Bill	06/11/2025	220.00	220.00
	Bill Pmt -Check	06/11/2025	0.00	220.00
	Bill Pmt -Check	06/12/2025	-220.00	0.00
Total Downey Heating & Cooling			0.00	0.00
E&S Engineers and Surveyors				0.00
	Bill	06/06/2025	1,000.00	1,000.00
	Bill Pmt -Check	06/06/2025	-1,000.00	0.00
Total E&S Engineers and Surveyors			0.00	0.00
Fort Jones Ace Hardware				0.00
	Bill	06/06/2025	55.21	55.21
	Bill Pmt -Check	06/06/2025	-55.21	0.00
	Bill	06/24/2025	83.94	83.94
	Bill Pmt -Check	06/26/2025	-83.94	0.00
Total Fort Jones Ace Hardware			0.00	0.00
Golden State Risk Management Authority				20,077.00
	Bill	06/06/2025	24,355.64	44,432.64
	Bill Pmt -Check	06/06/2025	-44,432.64	0.00
	Bill	06/11/2025	4,682.00	4,682.00
	Bill Pmt -Check	06/11/2025	0.00	4,682.00
	Bill Pmt -Check	06/12/2025	-4,682.00	0.00
	Bill	06/18/2025	13,060.73	13,060.73
	Bill Pmt -Check	06/18/2025	-13,060.73	0.00
	Bill	06/24/2025	13,452.55	13,452.55
	Bill Pmt -Check	06/26/2025	0.00	13,452.55
Total Golden State Risk Management Authority			-6,624.45	13,452.55
Joseph Hess				0.00
	Bill	06/06/2025	4,499.50	4,499.50
	Bill Pmt -Check	06/06/2025	-4,499.50	0.00
	Bill	06/11/2025	612.45	612.45
	Bill Pmt -Check	06/11/2025	0.00	612.45

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	Type	Date	Amount	Balance
Total Joseph Hess	Bill Pmt -Check	06/11/2025	-612.45	0.00
Kenny's Lock Shop			0.00	0.00
	Bill	06/06/2025	20.00	20.00
Total Kenny's Lock Shop	Bill Pmt -Check	06/06/2025	-20.00	0.00
Locality Media Inc			0.00	0.00
	Bill	06/06/2025	1,800.00	1,800.00
Total Locality Media Inc	Bill Pmt -Check	06/06/2025	-1,800.00	0.00
MuniBilling			0.00	0.00
	Bill	06/26/2025	1,941.00	1,941.00
Total MuniBilling	Bill Pmt -Check	06/26/2025	-1,941.00	0.00
PACE Labs			0.00	0.00
	Bill	06/06/2025	170.00	170.00
	Bill Pmt -Check	06/06/2025	-170.00	0.00
	Bill	06/18/2025	409.00	409.00
Total PACE Labs	Bill Pmt -Check	06/18/2025	-409.00	0.00
Pacific Power			0.00	0.00
	Bill	06/06/2025	6,282.99	6,282.99
Total Pacific Power	Bill Pmt -Check	06/06/2025	-6,282.99	0.00
Pioneer Auto Body			0.00	0.00
	Bill	06/18/2025	1,276.91	1,276.91
Total Pioneer Auto Body	Bill Pmt -Check	06/18/2025	-1,276.91	0.00
PlaceWorks			0.00	0.00
	Bill	06/26/2025	180.00	180.00
	Bill Pmt -Check	06/26/2025	-180.00	0.00

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	<u>Type</u>	<u>Date</u>	<u>Amount</u>	<u>Balance</u>
Total PlaceWorks			0.00	0.00
Quad-B Systems				0.00
	Bill	06/06/2025	2,161.50	2,161.50
	Bill Pmt -Check	06/06/2025	-2,161.50	0.00
Total Quad-B Systems			0.00	0.00
Quadient				0.00
	Bill	06/26/2025	154.41	154.41
	Bill Pmt -Check	06/26/2025	-154.41	0.00
Total Quadient			0.00	0.00
RDO Equipment Co				0.00
	Bill	06/26/2025	447.11	447.11
	Bill Pmt -Check	06/26/2025	0.00	447.11
	Bill	06/26/2025	447.11	894.22
	Bill Pmt -Check	06/26/2025	-447.11	447.11
Total RDO Equipment Co			447.11	447.11
Samantha Hess				0.00
	Bill	06/11/2025	85.83	85.83
	Bill Pmt -Check	06/11/2025	0.00	85.83
	Bill Pmt -Check	06/12/2025	-85.83	0.00
Total Samantha Hess			0.00	0.00
Scott River Pump				0.00
	Bill	06/06/2025	106.10	106.10
	Bill Pmt -Check	06/06/2025	-106.10	0.00
Total Scott River Pump			0.00	0.00
Scott Valley Auto Parts				0.00
	Bill	06/06/2025	158.97	158.97
	Bill Pmt -Check	06/06/2025	-158.97	0.00
Total Scott Valley Auto Parts			0.00	0.00
Scott Valley Disposal				0.00
	Bill	06/06/2025	330.00	330.00
	Bill Pmt -Check	06/06/2025	-330.00	0.00

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	Type	Date	Amount	Balance
Total Scott Valley Disposal			0.00	0.00
Scott Valley Respiratory Home Care				0.00
	Bill	06/18/2025	85.00	85.00
	Bill Pmt -Check	06/18/2025	-85.00	0.00
Total Scott Valley Respiratory Home Care			0.00	0.00
SHN Consulting Engineers & Geologists				0.00
	Bill	06/06/2025	1,425.00	1,425.00
	Bill	06/06/2025	3,990.45	5,415.45
	Bill Pmt -Check	06/06/2025	-5,415.45	0.00
	Bill	06/26/2025	4,746.25	4,746.25
	Bill Pmt -Check	06/26/2025	-4,746.25	0.00
Total SHN Consulting Engineers & Geologists			0.00	0.00
Siskiyou County Economic Council				-1,000.00
Total Siskiyou County Economic Council				-1,000.00
Siskiyou Telephone				0.00
	Bill	06/06/2025	726.79	726.79
	Bill Pmt -Check	06/06/2025	-726.79	0.00
Total Siskiyou Telephone			0.00	0.00
Stifel				0.00
	Bill	06/06/2025	449.01	449.01
	Bill Pmt -Check	06/06/2025	-449.01	0.00
	Bill	06/19/2025	449.01	449.01
	Bill Pmt -Check	06/19/2025	-449.01	0.00
Total Stifel			0.00	0.00
Ubeo West LLC				0.00
	Bill	06/06/2025	486.92	486.92
	Bill Pmt -Check	06/06/2025	-486.92	0.00
Total Ubeo West LLC			0.00	0.00
USA Bluebook				0.00
	Bill	06/18/2025	1,159.45	1,159.45
	Bill Pmt -Check	06/18/2025	-1,159.45	0.00

7:02 PM
07/09/25

Town of Fort Jones
Vendor Balance Detail
As of June 30, 2025

	Type	Date	Amount	Balance
	Bill	06/26/2025	68.59	68.59
	Bill Pmt -Check	06/26/2025	-68.59	0.00
Total USA Bluebook			0.00	0.00
Valley Pacific Petroleum Services				0.00
	Bill	06/11/2025	792.18	792.18
	Bill Pmt -Check	06/11/2025	0.00	792.18
	Bill Pmt -Check	06/12/2025	-792.18	0.00
	Bill	06/26/2025	651.61	651.61
	Bill Pmt -Check	06/26/2025	-651.61	0.00
Total Valley Pacific Petroleum Services			0.00	0.00
Verizon Wireless				0.00
	Bill	06/06/2025	118.86	118.86
	Bill Pmt -Check	06/06/2025	-118.86	0.00
Total Verizon Wireless			0.00	0.00
ZOOM				0.00
	Bill	06/26/2025	159.90	159.90
	Bill Pmt -Check	06/26/2025	-159.90	0.00
Total ZOOM			0.00	0.00
TOTAL			-6,177.34	33,434.42



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 14, 2025
From: Mercedes Garcia - Councilmember
Subject: Christmas Eve hours for the Town Hall
Action: Discuss and possibly take action to have the Town Hall open normal business hours on Christmas Eve.

Background:

On December 9th, 2024, the council passed the early closure of the town hall on Christmas Eve. Public works employees have normal hours on this day. Due to the circumstances surrounding the initial decision it was voted at the June 9th meeting to reconsider the subject.

Right now, the office hours on Christmas Eve are 8-12.

Recommendation:

The Town Administrator recommends that the council consider reinstating the Christmas Eve office hours from 8-5.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 14, 2025
From: Cherie Stephan – Town Administrator
Subject: New IT Services
Action: Possible action to approve a new IT service.

Background:

At a regular meeting, the town council gave direction to put RFP's out for new IT services.
Attached are several proposals for the council to review.

Recommendation:

The town administrator recommends that the council give direction for administrator to hire the best company for the town's needs at a reasonable cost.



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: July 14, 2025
From: Cherie Stephan – Town Administrator
Subject: Revising the Employee Job Descriptions
Action: Give the town administrator direction to revise the employee job descriptions.

Background:

The council gave direction to staff to update the employee salary schedule. Legal counsel has advised that to accurately revise the salary schedule, the employee job descriptions need to be updated prior to this being performed.

Recommendation:

The town administrator recommends that the council give her direction to update all of the employee job descriptions.