



NOTICE TIME CHANGE

AGENDA

Regular Meeting
Monday April 8, 2019 – 6:00 P.M.
City Hall
11960 East Street Fort Jones, Ca 96032

The Council will be meeting in Closed Session at 6:00 and return to Open Session around 7:00. During that time, the Fire Department's new Rescue Truck will be on site for inspection and Christopher will be available to answer questions.

CALL TO ORDER:

Fort Jones City Council Roll Call: Mayor: Flynn _____ Members: DeCausmaker _____
Tasem _____ Garcia _____ Beckwith _____

PLEDGE OF ALLEGIANCE:

PUBLIC COMMENTS ON CLOSED SESSION: *(This is the time for community members to bring up items they wish to discuss regarding the closed session item only)*

ADJOURN TO CLOSED SESSION:

CLOSED SESSION:

A. The Council will meet pursuant to Government Code § 54956.9(b): Significant exposure to litigation: Number of Cases 1.

RETURN TO OPEN SESSION:

REPORT ON CLOSED SESSION:

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; 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. Please note – there is a five (5) minute limit per topic.

DISCUSSION / REPORTS: NON-ACTION ITEMS:

- A. Lion's Club Community Cleanup Report – Kevin Hullquist
- B. Sheriff Department Monthly Report
 - 1. Presentation by Captain Karl Houtman re Sheriff MOU
- C. Fire Department Monthly Report
- D. Public Works Monthly Report
- E. Code Enforcement Monthly Report
- F. City Administrator's Report
- G. Public Records Act Request

CONSENT CALENDAR:

Items listed on the consent agenda 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: Regular Meeting March 11, 2019
- b) Approval of Minutes: Special Meeting March 18, 2019
- c) Ratification of Disbursements: March 1 through March 30, 2019
- d) Approve Payables for April 2019

DISCUSSION / REPORTS: ACTION ITEMS:

- 1) Lot split application from Kevin Hullquist on Douglas St.
- 2) Ground Water Advisory Committee Representative
- 3) Employee benefits, retirement percentages and lunch hour schedule
- 4) Fire dept stipend for temporarily helping with lawn mowing
- 5) Public Works Department Head and Grade 1 Operator
- 6) SSO, SSMP, CWIQS and Regional Board
- 7) Review and Discuss Proposals for Legal Services
- 8) Review and discuss new Financials
- 9) Review and discuss DRAFT budget

STAFF COMMENTS:

COUNCIL MEMBER COMMENTS:

ADJOURNMENT: The next Fort Jones City Council Meeting is scheduled to be held on May 13, 2019 at 7:00 p.m. at the City Hall.

KD Management

From: Robert Stewart [Robert.Stewart@siskiyousheriff.org]
Sent: Wednesday, April 03, 2019 10:27 AM
To: 'karl@kdmanagement.us'
Subject: Ft. Jones city stats for the month of March

The City of Ft. Jones has contracted for 1,518 hours for the 2018/19 fiscal year. As of this date, 1,492 hours have been completed.

75% of the fiscal year is complete.

98.28% of the contracted hours have been completed.

March hours-----94

Miles----- 913

Cases-----7

Misd. arrests---3

Citation-----1

Alarm calls-----3

Animal call-----1

Assist other agency-----3

Disturbing the peace----3

Citizen contacts/ field interview-----4

Security checks-----15

Traffic stops-----5

Deputy Stewart

From: [Dustin Del Carlo](#)
To: [Karl Drexel](#)
Subject: monthly public works reports;
Date: Wednesday, April 03, 2019 11:40:16 AM

PUBLIC WORKS REPORT;

APRIL 08; 2019

- Monthly water samples were collected, then sent to Redding, CA for testing. All samples came back negative for a bacterial and E coli.
- We had an ongoing water leak at a resident's single family dwelling along Main St Hwy 3. USA locations were called into verify public utilities. A few days later we set into this project. First we began to "pot hole this location." Verified where the leak was coming from. Cutting the asphalt alongside of Hwy 3, then removing a sizeable portion. Shortly after this we exposed a length of old water lines, with multiple leaks. Fixing the initial leak first with new water lines. We began then to address the house next door. Installed for both residents are two brand new water meters, along with 15ft of new poly pipe and meter boxes with lids.
- The City has roughly 4 sewer main lines that have been very problematic over the years. With no maintained services set upon a schedule to prevent these issues. I am going to schedule routine maintenance of these problem lines. Along with flushing City manhole's cleaning the debris that accumulates inside. When this is implemented we should never again have to deal with sewage over flowing into resident's yards, also onto our City streets. Log books with dates and times of each sewer line cleaned and flushed will be recorded. We do have an issue with one sewer line resting in the back yards of 6 to 7 homes. This makes flushing somewhat of

task. I believe that something should be done to alleviate this ongoing issue. I spent at least 4 days in the aftermath of this explosion, cleaning the debris out of people's yards, irrigation water boxes. In my limited time of doing such things I have never seen any reports filled for such things as this.

- Baseball season is upon us, bathrooms have been unlocked and are in use. Unfortunately we have certain individuals that use these facilities at later points in the evenings so no one can see the comings or goings. I believe that they should be locked after the end of the day's events, to help mitigate issues of vandalism and use for illicit activities. I have encountered people sleeping inside these locations.
- Walker field has recently been abused in the form of vandalism. Old boards have been kicked and or broken and torn away from their original position. Feces has been found underneath the grandstand, then promptly removed. I will be working on boarding up locations of access underneath the grandstands.
- Mowing along with edging of both ballfields and City parks is starting to ramp up, we have had some inclement weather as of late making it difficult to accomplish this. But never the less once on schedule it won't be a difficult task.
- There is another park that has gone by the weigh side for too long. I am referring to the Bridge ST triangle park. We still need top soil for a beautiful lawn to grow. Old fruit trees that are dead or close to dead need to be cleared out. I believe that fewer trees are needed. Trees that provide shade would be sufficient.
- The City's flusher truck was recently repaired by an outside source. It seems to be working fine for the moment. I think that we should start looking for a newer updated version. I have not yet begun to start looking for this equipment, or do I know what something like this

would cost. We should update this antique equipment for the sake of our community.

- City hall, the men's bathroom had to be outsourced to a Yreka company (SVM).
- Filled 3, 40 yard metal bins for the lions club as of today the dumping inside of Fort Jones is done.
- End of Report for April 8, 2018:

From: [Dustin Del Carlo](#)
To: [Karl Drexel](#)
Subject: code report 04-2019
Date: Wednesday, April 03, 2019 11:46:50 AM

CODE ENFORCEMENT REPORT 4-08-2019:

- Spoke with a couple of different individual's about dog licenses in the City of Fort Jones, both apparently are new to the area.
- End of Report:

City Administrator
Funding Credits
9-1-18 thru 3-31-19

Reviewed auditor's work for last two years and found he did not do anything. Fired him and put out to bid for new auditor. Reviewed all bids and hired Sue Goranson CPAs.	Saved City	\$15,000
Worked with auditor on financials and billed State Grant for my time	Saved City	\$9,200
Found and followed up on filing forms for COPS Grant Growth Allocation for 16-17 and 17-18.	Made City	\$88,163
Replaced Clerk position for rest of term ending in 2020	Saved City per year	\$60,684
Reviewed SHN billing and State Reimbursements and found over payments	Made City	\$4,990
Reviewed SHN billing and State Reimbursements and found payments made with no requests for reimbursements	Made City	\$69,322
Located misappropriation of funds by City Clerk	Being Investigated	
		\$247,359

032-0099

CERTIFIED MAIL®



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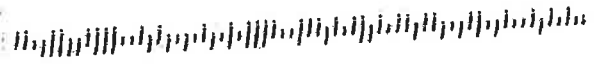
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U.S. POSTAGE PAID
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FORT JONES, CA
96032
MAR 28, 19
AMOUNT

\$6.35
R2305H126660-03

Town of A
P.O. Box 40
Fort Jones CA 96032

3/30



March 27, 2019

Fort Jones City Clerk
Town of Fort Jones

P O Box 40

Fort Jones, CA 96032-0040

RE: Public Records Act Request

Dear Fort Jones City Clerk,

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to (inspect/obtain a copy of) the following, which I understand to be held by your agency:

1. Any and all Microsoft Word or Microsoft Excel documents or files authored by me contained on my work computer during the term of my employment at the Town of Fort Jones, and

Any files contained on the before-mentioned computer labeled personal'.

I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make that determination without having to review the record[s] in question.

I would not ordinarily trouble you with this written request, but when I first made it informally I was told by Sandy Wadley that City Administrator Karl Drexel considers the information to be exempt from disclosure because it contain sensitive city documents. I respectfully suggest that this position, if I understand it correctly, is inconsistent with the Act as it has been interpreted in the following (authority/authorities...cite case or Attorney General's opinion).

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested.

In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at (provide phone or fax number, pager number, etc.). I ask that you notify me of any duplication costs exceeding \$100 before you duplicate the records so that I may decide which records I want copied.

I am sending a copy of this letter to your legal advisor to help encourage a speedy determination, and I would likewise be happy to discuss my request with [him/her] at any time.

Thank you for your time and attention to this matter.

Sincerely,

s/ 

Fort Jones City Council
Regular Meeting
March 11, 2019

The regular meeting of the Fort Jones City Council was called to order by Mayor Chris Flynn at 7:00 p.m. In addition to Mayor Chris Flynn, council members present included Kate Tasem, Michelle DeCausmaker, Mercedes Garcia and Bill Beckwith.

Also present: Administrator Karl Drexel, Clerks Sandy Wadley and Paula Basteyns.

Mayor Chris Flynn led the flag salute.

Public Comments On Closed Session:

Mayor Chris Flynn opens Public Comment on Closed Session. No comments were presented.

Adjourn to Closed Session:

Mayor Chris Flynn calls to adjourn to closed session at 7:01 p.m.

Return to Open Session:

Mayor Chris Flynn calls to resume Open Session at 7:43 p.m.

Report on Closed Session:

Mayor Chris Flynn reported out of Closed Session:

Item A – Direction given to staff.

Item B – Mayor Chris Flynn reports of discussion and review of the Cannabis Delivery lawsuit.

Bill Beckwith motions to support the League of California Cities and their pending lawsuit. Kate Tasem seconds. No discussion. Motion passed by unanimous vote.

Public Comment:

Mayor Chris Flynn opens Public Comment. Jesus Morales presents a problem with the neighboring property owner regarding a shed allowing water to flow into his backyard. Another concern is whether or not a permit is required to do the work being done on the neighboring property. He requests supervision or an inspection. Don MacLeod confirms there is a code against diverting water on to another property. Council advises

Discussion/Reports: Non-Action Items:

A) Sheriff Department Monthly Report

Deputy Stewart reports for the month of February. A Take Back Box is available to deliver to City Hall if The Town of Fort Jones wishes to participate. Administrator Karl Drexel and Mayor Chris Flynn noted they were in discussions with Etna Police Department and Siskiyou County Sheriff's Department regarding future Law Enforcement services.

B) Fire Department Monthly Report

Fire Chief Christian Sherfy reports for the month of February. The Darkness to Light training program received good reviews from the community.

C) Public Works Monthly Report

Don MacLeod presents a verbal report for the month of February. The batting cages are complete and the ball parks are up and running. The merry-go-round is soon to be repaired and returned to the playground at City Hall.

D) Code Enforcement Report

Mayor Chris Flynn waives the reading of the report submitted by Dusty DelCarlo. Dusty answers questions from council regarding code enforcement issues around town, recent complaints and use permit issues. Chris Blockman advises these problems be taken to City Hall as a formal complaint.

E) City Administrator's Report

Mayor Chris Flynn waives the reading of the report submitted by Karl Drexel. Karl has nothing to add.

F) Sewer Grant Progress Report and Request for Funding

Karl Drexel states this is part of the Consent Calendar which will be approved as one item.

Consent Calendar:

Mercedes Garcia motions to approve the Consent Calendar. Bill Beckwith seconds. No discussion. Motion passed by unanimous vote.

Discussion/Reports: Action Items:

New Agriculture Zoning Regulations:

Michael Stapleton presents Agritourism and a new Ag Zoning Regulation being proposed by the Siskiyou County Planning Commission. The concern of overriding the original Scott Valley Plan is the topic of the presentation. Michael Stapleton requests the council to respond against the proposal before the deadline of March 18, 2019. Bill Beckwith motions to have the city administrator write a letter in non-support of the proposal. Kate Tasem seconds. No discussion. Motion passed by unanimous vote. Pam Malmberg comments on the need to understand both sides of the proposal and beware of fearmongering before making a city stand in opposition. Discussion ensues regarding the proposal. Chris Blockman suggests the city recommend impact fees and taking a neutral stance. Mayor Chris Flynn requests a motion to modify previous passed motion. Michelle DeCausmaker motions to change the letter to the Siskiyou County Planning Commission stating the council would like to see more restrictions on level one and level two and the placement of impact fees. Bill Beckwith seconds. No discussion. The motion passed with 4 in favor and one against. AYES: Mayor Chris Flynn, Michelle DeCausmaker, Mercedes Garcia and Bill Beckwith. NOES: Kate Tasem.

Discussion and possible action on Budget Classifications, Tax and Administration Allocations:

Karl Drexel reads the background of the 2018/2019 and 2019/2020 Operating Budget Allocations. The separate revenues and expense classes are explained. Council Agrees by consensus to support the

Administrator to develop an allocation of taxes and Admin costs to each department. The council will review and edit as needed before approval.

Revise the Agreement with Scott Valley Fire Protection District for EMS service reimbursement. Three Options – Christian Sherfy:

Christian Sherfy goes over the EMS agreement the Fort Jones Fire Department has with the Scott Valley Fire Department. Christian has come up with three options for the council to review, edit as needed and approve. The Council approves revising the agreement with SVFPD and asked Chief Sherfy to bring back a final proposal for consideration. A representative is required to attend the SVFD Board Meeting and present the proposed agreement.

Use permit for 117 Scott River Road. Trailer hookup for 60 days Sherfy Property (Flynn):

Christian Sherfy would like to properly install a travel trailer for 60 days with the correct water, power and sewer hook ups on his parcel. Michelle DeCausmaker motions to approve the use permit. Kate Tasem seconds. No discussion. Motion passed by unanimous vote.

Review and Approve Resolution 1056 to Authorize City Administrator to set up online account with Department of Tax and Fees and review Sales Tax sources and revenue:

Karl Drexel will need authorization in order to receive information from the Department of Tax and Fees. Bill Beckwith motions to approve Resolution 1056. Kate Tasem seconds. No discussion. Motion passed by unanimous vote.

Review and Approve Resolution 1057 to apply for Household Hazardous Waste Grant:

Due to the closure of the Recycle Centers in Etna and Fort Jones, the opportunity to receive funding to install a recycling program through the HHW Grant Cycle is open. Karl Drexel would like to look into the possibilities of this grant. The application is due April 1, 2019. Kate Tasem motions to review and approve Resolution 1057 and apply for the grant. Michelle DeCausmaker seconds. No discussion. Motion passed by unanimous vote.

Review and Approve Resolution 1058 to Support 2020 Census:

Karl Drexel explains the request by The League of California Cities to support 2020 Census. Kate Tasem motions to Review and Approve Resolution 1058. Bill Beckwith seconds. No discussion. Motion passed by unanimous vote.

Review and possible action regarding Fire Chief vehicle-Assistant Fire Chief Chris Baker-Blockman:

Karl Drexel states the correction – Review and possible action regarding Fire Chief's vehicle. Assistant Fire Chief Chris Baker-Blockman proposes purchase of a new ¾ ton Chevy Crew-Cab gasoline motor Pick-Up. Blockman provides a packet with three options. Discussion ensues regarding the costs and options of vehicle purchase. Michelle DeCausmaker motions to lease Option 1 with an extended warranty. Kate Tasem seconds. No discussion. Motion passed by unanimous vote.

Target Solutions – complete AB 1234 and AB 1825:

Karl Drexel reminds those who have not submitted the State Required training should do so as soon as possible.

Form 700 – Complete and return:

Karl Drexel reminds those who have not submitted the State Required Form 700 to do so as soon as possible.

Median Household Survey Door to Door Survey March 15-17:

The Median Household Income Door to Door Survey happens this weekend March 15-17. Karl Drexel urges the public to please spread the news so people will be available for the survey. The residents who returned the surveys by mail will not be visited.

Staff Comments:

There were no comments.

Council Member Comments:

Michelle DeCausmaker would like to have the council approve contact with Kory Hayden regarding her Ford Foundation Program. The council approves without vote. Mayor Chris Flynn attended a meeting with the governor. The meeting was held in Long Beach, California. Among the attendees were Mayors of towns and cities which are out of compliance with General Plan Housing Element.

Meeting adjourned 9:34 p.m.

Attest:

Paula Basteyns, City Clerk

Approved:

Mayor Chris Flynn

**Fort Jones City Council
Emergency Meeting
March 18, 2019**

The emergency meeting of the Fort Jones City Council was called to order by Mayor Pro Tem Michelle DeCausmaker at 10:01 a.m. In addition to Mayor Pro Tem Michelle DeCausmaker, council members present included Kate Tasem, Mercedes Garcia and Bill Beckwith. Council members absent include Mayor Chris Flynn.

Also present: City Clerk Paula Basteyns and Code Enforcement Officer Dusty Del Carlo.

Mayor Pro Tem Michelle DeCausmaker led the flag salute.

Public Comments On Closed Session:

Mayor Pro Tem Michelle DeCausmaker opens Public Comment on Closed Session. No comments were presented.

Adjourn To Closed Session:

Mayor Pro Tem Michelle DeCausmaker calls to adjourn to Closed Session at 10:02 a.m.

Return To Open Session:

Mayor Pro Tem Michelle DeCausmaker calls to resume Open Session at 11:07 a.m.

Public Comment:

Mayor Pro Tem Michelle DeCausmaker opens Public Comment. No comments were presented.

Report on Closed Session:

Mayor Pro Tem Michelle DeCausmaker reports the council listened to Public Works Director Don MacLeod's concerns and reasons for leaving.

Return to Open Session:

Bill Beckwith requests to return to Open Session. Mayor Pro Tem Michelle DeCausmaker calls to return to Open Session.

Agritourism Draft Letter to the Siskiyou County Board of Supervisors:

Bill Beckwith discusses a group e-mail he received which rejected submission of a letter to the Board of Supervisors regarding new agriculture zoning regulations. The approval of said letter was passed with

unanimous vote during the March 11, 2018 Fort Jones City Council meeting. Bill Beckwith requests to bring this matter to another vote. Bill Beckwith makes a motion to direct the City Administrator Karl Drexel to send a letter to the Siskiyou County Board of Supervisors regarding the councils concerns. Kate Tasem seconds. No discussion. Motion passed with three in favor and one against. AYES: Kate Tasem, Bill Beckwith and Mercedes Garcia. NOES: Michelle DeCausmaker.

Meeting adjourned at 11:25 a.m.

Attest:

Paula Basteyns, City Clerk

Approved:

Mayor Chris Flynn

Town of Fort Jones
Bills for All Vendors

March 2019

Vendor	Type	Amount
Mar 19		
S.C.O.R.E.	Bill	23,829.42
KD Management Services LLC	Bill	7,583.33
SHN Consulting Engineers &...	Bill	4,957.50
Pacific Power	Bill	4,587.17
Dell	Bill	3,430.20
PERS Health Benefit Service ...	Bill	3,266.74
City of Medford Finance Dep...	Bill	2,879.01
Community Development on ...	Bill	2,720.00
Quad-B Systems	Bill	2,029.54
Old Etna Tree Service	Bill	2,025.00
Quad-B Systems	Bill	1,700.00
S.C.O.R.E.	Bill	1,221.00
Mountain Ready Mix	Bill	1,184.75
Yreka Motors	Bill	833.13
KD Management Services LLC	Bill	800.00
Cross Petroleum	Bill	760.96
Prentice, Long & Epperson	Bill	665.00
Scott Valley Disposal	Bill	600.00
SHN Consulting Engineers &...	Bill	577.50
City of Etna	Bill PAL	500.00
Sign Dude	Bill	469.47
Siskiyou County Economic C...	Bill	416.67
Two Jacks Truck and Auto R...	Bill	400.17
Mean Gene's Gas	Bill	390.83
Don MacLeod	Bill	373.54
Downey Trucking	Bill	362.50
Downey Trucking	Bill	329.22
Basic Laboratory	Bill	312.40
Scott Valley Disposal	Bill	265.00
← Solar Shield	Bill	245.00
Hoffco	Bill	220.00
US Bank Equipment Finance	Bill	184.18
Kirsher, Winston & Boston	Bill	176.40
Fort Jones Lumber	Bill	175.31
Chris Blockman	Bill	152.30
Fort Jones Lumber	Bill	150.88
Fairchild Medical Center	Bill	119.00
Scott Valley Auto Parts	Bill	115.18
Downey Heating & Cooling	Bill	113.38
Drew Otto	Bill	100.00
Craig Keno	Bill	100.00
Carol Barns	Bill	50.00
Jonathan Ojeda	Bill	45.00
Chase Bank	Bill	41.71
Basic Laboratory	Bill	33.60
Personal Concepts	Bill	21.98
Suburban Propane	Bill	10.00
Mar 19		<u>71,523.97</u>

PRELIMINARY PLOT
FOR
KEVIN HULLQUIST

APN. 055-192-210
ZONING: R-3

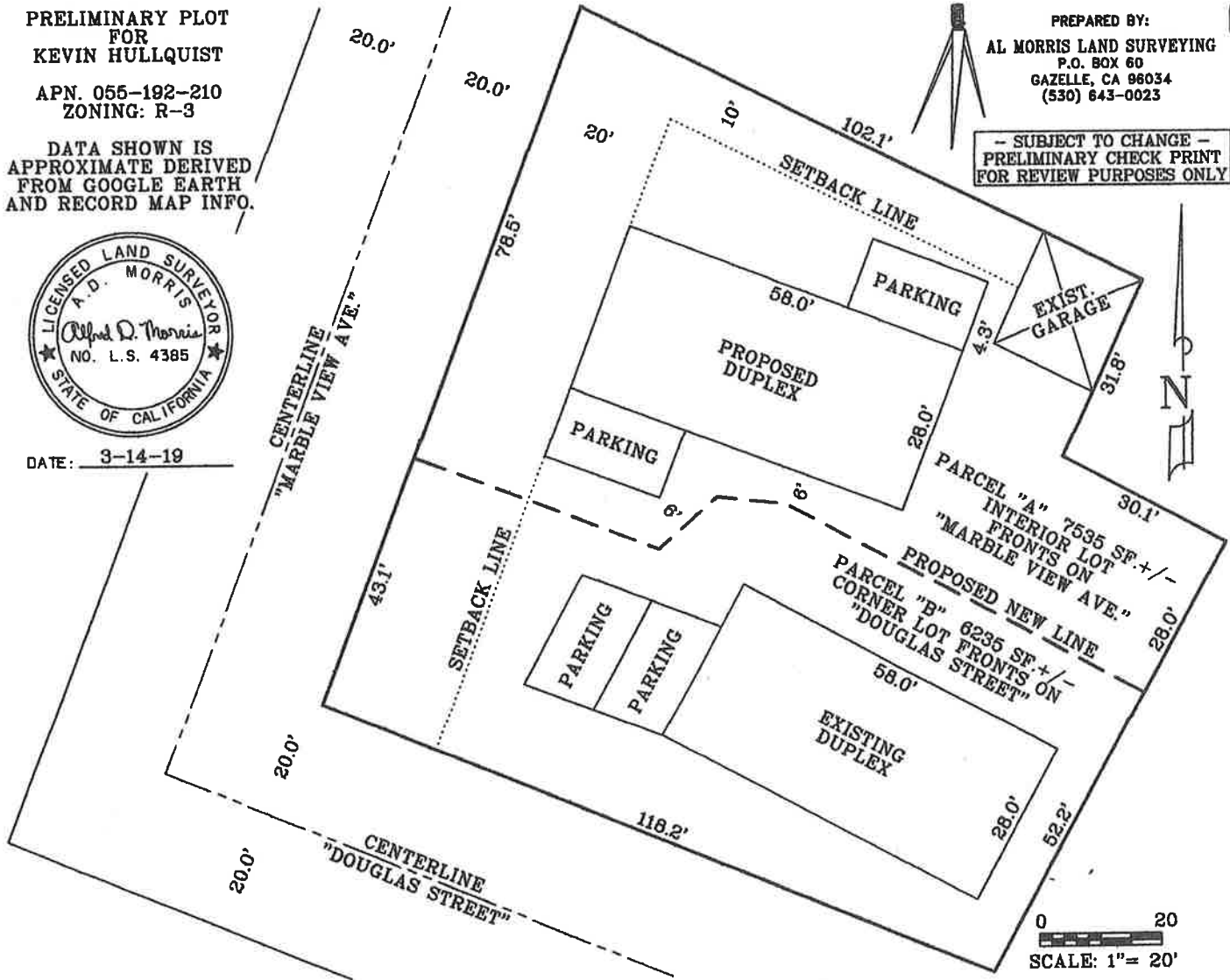
DATA SHOWN IS
APPROXIMATE DERIVED
FROM GOOGLE EARTH
AND RECORD MAP INFO.



DATE: 3-14-19

PREPARED BY:
AL MORRIS LAND SURVEYING
P.O. BOX 60
GAZELLE, CA 96034
(530) 643-0023

- SUBJECT TO CHANGE -
PRELIMINARY CHECK PRINT
FOR REVIEW PURPOSES ONLY



R3

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.) Corner	Int	Minimum Lot Width (feet) Corner	Int	Maximum Allowable Lot Coverage By all Structure	Maximum Allowable height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet) Corner	Int	Minimum Rear Yard Req. (feet) Corner	Int	Minimum Lot Area Per Family Unit (sq. ft)	Minimum Off-Street Parking Space Req.
All uses permitted in R-2 District	No	As per Section 18.16.020												
Multi-family dwellings, apartments, condos	No	7200	7200	70	60	75%	45	15	10	6	15	10	1200	1 garage or carport per dwelling unit
Dwelling groups	Yes	7200	7200	70	60	75%	35	15	10	6	15	10	1200	1 garage or carport per dwelling unit
Hotel, motel, rooming and boarding house														1 parking space for each room 1 parking space for each motel unit 1 space for each 6 seats in any assembly hall
Lodge, club, rest home, clinic	Yes	7200	7200	70	60	75%	45	15	10	6	15	10	1000	
Professional offices	Yes	6000	6000	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	6000	6000	70	60	60%	35	20	10	6	15	10	1200	1 garage or carport per dwelling unit
Professional offices, separate or combined with single-family dwelling	No	6000	6000	70	60	75%	35	20	10	6	15	10	3600	1 space per dwelling unit and 1 space per each 300 sq ft of office space

R3

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.) Corner	Int		Minimum Lot Width (feet) Corner	Int		Maximum Allowable Lot Coverage By all Structure	Maximum Allowable height (feet)	Minimum Front Yard Req. (feet)	Minimum Side Yard Req. (feet) Corner	Int		Minimum Rear Yard Req. (feet) Corner	Int	Minimum Off-Street Parking Space Req.
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 city engineer), personal service establishments, photographers, restaurants, shoe repair, variety.	No	2500	2500	30	30	100%	45			0 except 10ft 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	2500	2500	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 18.16.030, and the RPO district, Section 18.16.040.														
All uses permitted in C-1 District	No	As specified in the C-1 district, Section 18.16.050.														
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	2500	2500	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	2500	2500	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	2500	2500	30	30	100%	45	0	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						



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: APRIL 8, 2019

FROM: KARL DREXEL, CITY ADMINISTRATOR

**SUBJECT: SISKIYOU COUNTY GROUNDWATER SUSTAINABILITY AGENCY
ADVISORY COMMITTEE**

BACKGROUND:

Pursuant to Water Code Section 10727.8 this letter serves to notify you that the Siskiyou County Flood Control and Water Conservation District acting as the Groundwater Sustainability Agency (GSA) for the Scott Valley basin (Basin number 1-005), intends to develop a Groundwater Sustainability Plan (GSP), as required by the Sustainable Groundwater Management Act (SGMA). The GSA, which was approved by the Department of Water Resources in July 2017, is comprised of a board of directors that will be the decision making body regarding the Scott Valley Basin. The GSA has also created a groundwater advisory committee that will provide feedback and recommendations regarding GSP development and activities.

The GSA will develop the GSP through a transparent process with input from its advisory board, the public, stakeholders, water users and others; who will have the opportunity to provide comment, feedback, and information to the GSA, staff and the groundwater advisory committee. Public and stakeholder input, comment and feedback can be provided in written and oral form at any time during the process, during regularly held GSA and advisory board meetings, and during special workshops or public outreach events that will be hosted by the GSA.

The Siskiyou County Natural Resources Department has asked me to find a representative that would represent a municipality (City) from the Scott Valley on the Advisory Committee. I have attached some information for your review. Matt Parker from the County expects they will meet around 4-6 times a year and they do not have to be a City staff member or Council member, but someone that could represent the City regarding Ground Water.

RECOMMENDATION:

Staff recommendation is to support the Advisory Committee's request to have a representative on the Committee from the Valley and to recommend possible candidates and talk to them about the position.



COUNTY OF SISKIYOU

Flood Control and Water Conservation District

P.O. Box 750 □ 1312 Fairlane Rd
Yreka, California 96097
www.co.siskiyou.ca.us

(530) 842-8005
FAX (530) 842-8013
Toll Free: 1-888-854-2000, ext. 8005

May 7th, 2018

Mr. Trevor Joseph
Sustainable Groundwater Management Section Chief
Department of Water Resources

Subject: Initial Notification of Groundwater Sustainability Plan Development for the Scott Valley Basin

Dear Mr. Joseph,

Pursuant to Water Code Section 10727.8 this letter serves to notify you that the Siskiyou County Flood Control and Water Conservation District acting as the Groundwater Sustainability Agency (GSA) for the Scott Valley basin (Basin number 1-005), intends to develop a Groundwater Sustainability Plan (GSP), as required by the Sustainable Groundwater Management Act (SGMA). The GSA, which was approved by the Department of Water Resources in July 2017, is comprised of a board of directors that will be the decision making body regarding the Scott Valley Basin. The GSA has also created a groundwater advisory committee that will provide feedback and recommendations regarding GSP development and activities.

The GSA will develop the GSP through a transparent process with input from its advisory board, the public, stakeholders, water users and others; who will have the opportunity to provide comment, feedback, and information to the GSA, staff and the groundwater advisory committee. Public and stakeholder input, comment and feedback can be provided in written and oral form at any time during the process, during regularly held GSA and advisory board meetings, and during special workshops or public outreach events that will be hosted by the GSA. Any upcoming meeting agendas and potential actions by the GSA will be made public, and will provide opportunity for public comment prior to decisions being made by the GSA. Siskiyou County staff also maintains an active email contact list of interested parties, which the public is encouraged to join.

The GSA will be contracting with qualified consultants who will assist in developing water budgets, models, and the GSP; and a Request for Proposal for this work will be forthcoming. The GSA looks forward to working with DWR and the public to develop its GSP by January 31, 2022. If you have any questions, please free to contact Matt Parker, Natural Resources Specialist, at mparker@co.siskiyou.ca.us or 530-842-8019.

Sincerely,

Elizabeth Nielsen
Program Lead, Natural Resources

PRESS RELEASE

FOR IMMEDIATE RELEASE

DATE: March 12, 2019

The Siskiyou County Flood Control and Water Conservation District Board of Directors are seeking interested persons to serve on the Butte, Scott and Shasta Valley Basin Groundwater Advisory Committees for the purpose of developing Groundwater Sustainability Plans for the three valleys.

Below are vacant representative seats the Board is looking to fill:

Butte Valley Basin

- Tribal Representative
- Environmental/Conservation

Shasta Valley Basin

- Big Springs Irrigation District
- City/Municipal
- Grenada Irrigation District

Scott Valley Basin

- City/Municipal

Eligibility requirements to serve on either of the advisory committees are:

- 1) Water users with landownership within the Basin's boundaries or
- 2) An authorized appointee from an irrigation/water irrigation district or public water service agency
- 3) Representative from a Tribe or environmental/conservation entity with water resource experience and knowledge within the Basin.

A completed application is required to be submitted no later than April 10, 2019. The Application is available on the County's home page at: https://www.co.siskiyou.ca.us/news?field_news_type_value=vacancies (under the Notice of Vacancies section). For further information regarding the Shasta Valley, Scott Valley and Butte Valley Groundwater Basin Advisory Committees, please contact the Office of the Siskiyou County Clerk at 842-8084 or toll free at 1-888-854-2000 or by email to: wendy@sisqvotes.org.



COUNTY OF SISKIYOU

Flood Control and Water Conservation District

P.O. Box 750 □ 1312 Fairlane Rd
Yreka, California 96097
www.co.siskiyou.ca.us

(530) 842-8005

FAX (530) 842-8013

Toll Free: 1-888-854-2000, ext. 8005

RECEIVED

FEB 09 2018

SISKIYOU COUNTY
CLERK'S OFFICE

To: Flood Control District Board of Directors Sitting as the GSA for the Shasta, Scott and Butte Valley Groundwater Basins

From: Natural Resources Department

Subject: Shasta, Scott and Butte Groundwater Basin's Advisory Committee Tasks

Date: February 06, 2018

Background

On November 07, 2017 and January 16, 2018 the Siskiyou County Flood Control and Water Conservation District (District) in its capacity as a Groundwater Sustainability Agency ("GSA") voted and approved to establish groundwater advisory committees for three of the four groundwater basins that fall under the requirements of the Sustainable Groundwater Management Act ("SGMA"), which include the Shasta, Scott and Butte Valley Basins. These committees will serve in an advisory role to the District for the purposes of providing information, expertise, review and recommendations during the development and implementation of Groundwater Sustainability Plans ("GSP"). This means that these committees will function as standing committees, and each committee will operate in compliance with the Brown Act. The time, dates, location, and frequency of meetings will be determined at the first committee meeting. Staff recommends that regular meetings be held at least quarterly, but it is anticipated that special meetings will need to be called during critical GSP development periods. Advisory committee meetings will be drafted and posted according to the Brown Act, and will allow for public comment. Recommendations and advice from the advisory committee will be presented to the GSA at regularly held public meetings by the District.

The Board of Directors acting as the GSA recommends that the following tasks be assigned to each GSA advisory committee:

1. During their first meeting the committee shall appoint a Chair, Vice Chair, and Secretary for the purposes of conducting its business.
2. The advisory committee shall work with staff regarding recommendations for any additional committee tasks that should be undertaken by the committee, and which items shall be presented to the GSA for its review and approval.
3. Recommendations to the GSA on GSP development and implementation, and/or on GSA policies, shall be made by a majority vote of the advisory committee; but, that minority opinions may be expressed to the GSA.

4. The advisory committee may review and evaluate and thereafter advise or make recommendations to the GSA on:
 - a. Any technical data, documentation, presentations, and other appropriate items as it pertains to SGMA and the development of Groundwater Sustainability Plan's (GSP);
 - b. Recommendations regarding qualified individual(s) to assist in GSP developments that are either for hire or on a volunteer basis, who are appropriate professional consultants, technical experts, or provide beneficial skills to the GSA.
 - c. Review and advise on appropriate studies, models, projects, and other technical needs that will aid in developing additional information in relation to the GSP;
 - d. Identification of and recommendation on proposed groundwater management strategies, goals, and objectives specific to the GSP;
 - e. Identification of and review of grant or funding opportunities that would provide financial support for GSP development;
 - f. Hear presentations by organizations, companies, consultants, or other necessary individuals or entities regarding the GSP;
5. The committee shall review and catalog the authorities granted to the GSA when acting as the GSA for a given basin and present same to the GSA Board;
6. Through its public meetings, the advisory committee shall serve as an additional forum for public dialog on SGMA and GSP development;
7. With approval by the GSA, tasks may be amended, repealed, or additionally added at any time with the intent to comply with SGMA related activities provided they comply under the authorities granted by SGMA law.

If you have any questions, please free to contact Matt Parker, Natural Resources Specialist at mparker@co.siskiyou.ca.us or 530-842-8019. This memorandum was approved by the Siskiyou County Flood Control District Board of Directors acting as the GSA on February 06, 2018, by the following vote:

AYES: Directors Kohseff, Criss, Valenzuela, Nixon and Haupt

NOES: NONE

ABSENT: NONE

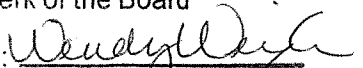
ABSTAIN: NONE

Sincerely,



Ray A. Haupt, Chair
Flood Control and Water Conservation District

ATTEST:
COLLEEN SETZER
County Clerk & Ex-Officio
Clerk of the Board

By: 
Deputy



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: APRIL 8, 2019

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: DISCUSSION REGARDING EMPLOYEE BENEFITS, RETIREMENT CONTRIBUTION AND LUNCH HOUR SCHEDULE

BACKGROUND:

I was asked to put this subject on the Agenda for Discussion and possible action. One of my main goals is to produce an updated Personnel Policy, Employee Handbook and new Codes for the Town, which would address all of these issues and others. However, I have not had the opportunity to devote the time necessary to complete that task. It is on a lot of people's minds since I brought it up to the Council several months ago.

Employee Handbook says:

"FULL-TIME EMPLOYEES

Regular full-time employees are those normally scheduled to work and who do work a schedule of 40 hours per week. Following the completion of the introductory period, regular full-time employees are eligible for most employee benefits described in this handbook.

PART-TIME EMPLOYEES

Part-time employees are those who are scheduled to and do work less than 40 hours per week. Part-time employees may be assigned a work schedule in advance or may work on an as-needed basis. Part-time employees are eligible for some, but not all employee benefits described in this handbook."

Medical Insurance

Resolution 871 was passed in 1999 providing Medical Insurance through PERS Health to any full time employee that wanted to sign up for it and the City would pay 50% of the monthly premium. In 2001, the City's contribution was increased to 75% and then in 2014 to 100%, without City Council approval or knowledge as far as I can find. Many employees took advantage of that insurance, in fact it was even extended to outside contractors, who paid their own premiums as far as can be determined, although I have not been able to find the checks. With Don's departure, the only employees on medical right now are Paula Basteyns and Christopher Baker. Christopher's premium is reimbursed through the SAFER Grant. Medical Insurance is \$820/month.

Employee Handbook says:

"The Town provides a comprehensive medical insurance plan for eligible employees.

All employees who work at least 20 hours per week are eligible for medical coverage. All eligible employees are eligible for medical coverage after the introductory period. The premiums for the medical coverage are paid to the limits set by the Town Council. If additional coverage is desired, the premium for this coverage will be deducted from the employee's paycheck.

In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage.”

Retirement

The Town of Fort Jones agreed set up a deferred compensation plan with Resolution 800 in 1988 (according to Resolution 800, it actually was set up before then) and amended it in 1997 with Resolution 881 to start a 457 retirement for employees, which is a pre tax set-aside that typically is the employees own money ONLY put into an account before taxes. Somewhere along the line it became a matching City contribution retirement plan. Nowhere in any Resolution or Council minutes does it authorized by a City Council, yet it went on for years. Ken Smith and Linda Romaine were the last participants in this retirement plan.

Employee Handbook says:

“The Town provides a plan for eligible employees in order to assist in planning for their retirement. For information regarding eligibility, contributions, benefits and tax status, contact the city clerk. All eligible participants will receive a summary plan description.

From day one of employment the employee may contribute to the deferred compensation plan. After two years of active service if the employee is contributing up to 5%, the Town will match the employees' contribution. After 4 years of active service, if the employee contributes up to 10%, the Town will match the employee's contribution. After 6 years of active service, if the employee contributes up to 12-½ %, the Town will match the employee's contribution.”

Sick leave

One of the most egregious benefits is the sick leave benefit, which was incorporated in the Employee Handbook. The Handbook states that all employees accrue paid sick leave at a rate of ½ a month per year with an accrual of 6 months sick leave. That is 1040 hrs a year or 130 days a year of paid sick leave for a full time employee. Obamacare allows for 3 paid days a year.

Employee Handbook says:

“Sick leave is a form of insurance that is accumulated in order to provide a cushion for incapacitation due to illness. It is to be used only when actually required to recover from illness or off-the-job injury; sick leave is not for "personal" absences. Time off for medical and dental appointments will be treated as sick leave. The Town will not tolerate abuse or misuse of your sick leave privilege.

The Town offers paid sick leave to regular employees who have completed their introductory period. After completion of your introductory period, you accrue paid sick leave at the rate of ½ month per year. Accrued sick leave does carry over from year to year. The Town does not provide pay in lieu of unused sick leave. You may accrue up to 6 months sick leave.

If you are absent due to illness, medical evidence of your illness and/or medical certification of your fitness to return to work satisfactory to the Town, may be required before sick pay will be given. If there is reason to believe that sick leave has been misused, sick pay may not be awarded.”

Lunch Breaks

The office schedule is currently 9 to 5 with an hour off for lunch. Employees were always supposed to turn in a time card for their hours of 9-12 and 1-5 or 7 hours of pay for a full time employee. The overtime rules still would be anything over 8 hours of paid time would start accruing overtime or comp time, but if someone spent an hour after 5, it is still not overtime. Somewhere along the line, the work day became 9-5 with an hour for lunch and a full time employee was paid for an 8 hour day. Working 7 and being paid for 8. It is still that way today. Public Works is a little different, in that their work day

started at 6:30-7:00 and ended at 2:00 with an hour for lunch and were paid for 7 hours. In the winter it changes to 7:30-8:00 - 3:00 with an hour for lunch, but still working 6 and getting paid for 7. However, in all fairness, the PW workers often had to work through lunch hour or eat during work hours because of the nature of the job. They also often stayed after 3:00 to get the job done, for overtime or comp time.

Employee Handbook says:

“The Town is normally open for business between the hours of 9:00 a.m. and 5:00 p.m., Monday through Friday.

Employees are provided with a 1-hour meal period, to be taken approximately in the middle of the workday. Employees are allowed ten-minute rest periods for every four hours of work or major portion thereof. You are expected to observe your assigned working hours and the time allowed for meal and rest periods. Do not leave the premises during your rest periods and do not take more than ten minutes for each rest period. You may leave the premises on your meal period.

Employees must record their own time at the start and at the end of each work period, including before and after the lunch break.”

Overtime compensation

All exempt employees who are required to work overtime during a given pay period will not be compensated by payment. All exempt employees will be compensated for overtime worked in equal time off.

Vacation

Regular employees accrue paid vacations in accordance with the following policy:

Day 1 through the 4th year:	10 days per year
5th year through 14th year:	15 days per year
15th year and thereafter:	20 days per year

Vacation can accrue from year to year to a maximum of four weeks of pay. Once this cap is reached, no further vacation will accrue until some vacation is used.

No employees shall be paid for a vacation not taken.

RECOMMENDATION:

Staff recommendation is to review the above and determine what if any changes need be made and give staff direction to develop new policies, new Employee handbook and a Resolution covering any and all changes.

RESOLUTION # 800

RESOLUTION FOR A LEGISLATIVE BODY RELATING TO A
DEFERRED COMPENSATION PLAN

WHEREAS, the Employer has employees rendering valuable services;
and

WHEREAS, the establishment of a deferred compensation plan for
such employees serves the interests of the Employer by enabling
it to provide reasonable retirement security for its employees,
by providing increased flexibility in its personnel management
system, and by assisting in the attraction and retention of
competent personnel; and

WHEREAS, the Employer has previously determined that a deferred
compensation plan administered by the ICMA Retirement Corporation
serves the above objectives and has already established that
plan; and

WHEREAS, in order for the Employer to continue to invest funds
held under its deferred compensation plan through the ICMA
Retirement Corporation, it is mandatory that such funds must be
held by the ICMA Retirement Trust, a trust established by public
employers for the collective investment of funds held under their
deferred compensation plans and money purchase retirement plans;

NOW THEREFORE BE IT RESOLVED that the Employer hereby executes
the Declaration of Trust of the ICMA Retirement Trust attached
hereto as Appendix B.

BE IT FURTHER RESOLVED that JOAN WEBSTER is hereby
designated as the coordinator for this program and shall receive
necessary reports, notices, and other information from the ICMA
Retirement Corporation or the ICMA Retirement Trust, and shall
cast, on behalf of the Employer, any required votes under the
program. Administrative duties to carry out the plan may be
assigned to the appropriate departments.

The foregoing resolution was adopted at a regular meeting of
the City Council of the City of Fort Jones, State of California,
held on the 3 day of October, 1988, by the
following vote:

AYES: Smith, Wright, Hancock, Skinner

NOES:

ABSENT: Purdy

ATTEST:

BY

Joan Webster
Clerk of the Fort Jones City Council

Name of Employer: Town of Fort Jones State: California Employer Plan Number: 300353

Resolution No. 881

FOR A LEGISLATIVE BODY RELATING TO AMENDING A DEFERRED COMPENSATION PLAN

Resolution of the above named Employer ("Employer")

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the Employer has established a deferred compensation plan for such employees that serves the interest of the Employer by enabling it to provide reasonable retirement security for its employees, by providing increased flexibility in its personnel management system, and by assisting in the attraction and retention of competent personnel; and

WHEREAS, the Employer has determined that the continuance of the deferred compensation plan will serve these objectives; and

WHEREAS, amendments to the Internal Revenue Code have been enacted that require changes to the structure of and allow enhancements of the benefits of the deferred compensation plan:

NOW THEREFORE BE IT RESOLVED that the Employer hereby amends and restates the deferred compensation plan (the "Plan") in the form of the ICMA Retirement Corporation Deferred Plan and Trust.

BE IT FURTHER RESOLVED that the assets of the Plan shall be held in trust, with the Employer serving as trustee, for the exclusive benefit of the Plan participants and their beneficiaries, and the assets shall not be diverted to any other purpose. The Trustee's beneficial ownership of Plan's assets held in the ICMA Retirement Trust shall be held for the further exclusive benefit of the Plan participants and their beneficiaries;

BE IT FURTHER RESOLVED that the Plan will permit loans.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan.

PASSED AND ADOPTED this 1st day of December, 1997, by the following vote:

AYES: Baker, Sheffield, George, Davis, McCulley

NOES: none

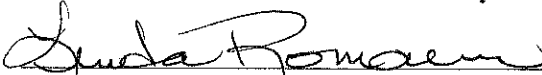
ABSENT: none

ABSTAIN: none

CERTIFICATION

I, Linda Romaine, duly elected City Clerk of the Town of Fort Jones, do hereby certify that the above is a true and correct copy of Resolution 881, passed and adopted by the City Council of the Town of Fort Jones on the 1st day of December, 1997.

Date: 12-01-97


Linda Romaine, City Clerk



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: APRIL 8, 2019

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: PUBLIC WORKS DEPARTMENT HEAD AND GRADE 1 OPERATOR

BACKGROUND:

As you are aware, Don Macleod has resigned from the position of Public Works Director. Although it is not critical at this time that we have a PW Director, it is required that the City has a Grade 1 Wastewater Treatment Plant Operator to act as the Lead Operator. I have contacted the California Rural Water Association regarding their Specialized Utilities Services Program, some Contract Operators I am familiar with, the CRWA Intern Program and the Regional Water Quality Control Board for assistance. The CRWA is working on providing some information, but suggested we advertise for a Grade 1 Operator, which I am in the process of doing. I have also talked to Dan Burbank, the lead Operator for the City of Etna who is willing to provide that service on his own time, which I feel would require 1-2 hours per week to certify sampling and advise Dusty as needed. I do want to talk to their Council member that oversees their Public Works as a courtesy and I will be doing that soon.

I would also like to begin a search for another PW employee that is willing to take all of the necessary training to become certified in Water and Wastewater, and to provide the type of long term service to the Town that we have now. I have some ideas,, but I am not in a position to make any recommendations at this time.

RECOMMENDATION:

Staff recommends the Council approve moving forward with asking Dan Burbank to provide Lead Operator Services for the Town of Fort Jones until such time as we are able to hire a permanent Grade One Operator for Public Works, and authorize the Administrator to act as PE Director while moving forward with searching for permanent staffing for the PW Dept.



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: APRIL 8, 2019

FROM: KARL DREXEL, CITY ADMINISTRATOR

SUBJECT: SSO, SSMP, CWIQS AND REGIONAL BOARD

BACKGROUND:

As you may or may not know, the Town had a Sanitary Sewer Overflow event on Mathews St. and Main St. on Monday March 25, 2019 of approximately 350 gallons of raw sewage. Don and Dusty were on it immediately and brought in Duane's Drain Cleaning to snake the line and cut out a large root ball. The manhole that overflowed was in the yard of Mr. Pollard, who reported it. Mr. Berry on Main St., and on the same sewer line, had raw sewage backup in his shower. When he opened the cleanout to snake the line, raw sewage spilled into his yard as well. I asked Dusty to make arrangements with both homeowners to cleanup and disinfect their yards as soon as possible. He did that over a Saturday and Sunday. The line had additional cleaning to help alleviate any future backups as soon as the Jetter was repaired. Duane's Drain Cleaning, Don and Dusty have done an excellent job resolving the issue, with the tools they have.

We received an Invoice from Mr. Pollard for his loss of property and for his time. Mr. Berry is satisfied with the cleanup and disinfection. I contacted Marcus Beverly with Alliant Insurance, the SCORE contact, as well as York Insurance Services. I also asked Don for a copy of the Town's Sanitary Sewer Management Plan, which we are required to maintain and update every five years. I did not hear back from him, so asked Dusty to find it. He is still looking for it. I also called the Regional Water Quality Control Board and the County Public Health Department and reported it. We are also required to report it electronically with the State Water Board, but I do not have the log in information. I am working with the State to put me on the log in account.

RECOMMENDATION:

Staff recommends the Council approve paying Mr. Pollard's Invoice for his time and property as recommended to me by SCORE. We also need to set up a regular line cleaning schedule, which Dusty and I will be working on. This will continue to happen as long as the line is inundated with tree roots and located in the yards. I will be talking with SHN and the State about amending the design plan to include moving that line and replacing some of the rest of the collection system.

*John
Dusty
Mitchell*

March-31-2019

Bill break down to the town of Fort Jones

This bill is for the sewer clean-up and personal property of Kristopher and Deon Pollard and removal of raw sewage.

Located @ 11512 & 11524 Mathews st. Fort Jones C.A. 96032.

282 square foot of raw sewage at 2 inches deep came out of city manhole and covered personal property.

Break down of bill

1. Unloading shed where city sewer manhole is located
2. Removing 282 square foot of sewage.
3. Sanitizing personal property
4. Throwing out stuff that was damaged
5. Putting everything back in the shed
6. Things provided by the city:
 - a. Help from city employee
 - b. Lime
 - c. Bleach
 - d. Rubber gloves
7. Had to buy another gallon of bleach and a spray bottle.



Receipt provided.

8. Two things were lost.
 - a. Husqvarna leaf blower BT-150-----\$299.00.
 - b. Two big bags of Kingsford charcoal ---\$20.00.

9. Hours worked by Kristopher Pollard.

Saturday started @ 7:00am til 4:00pm = **9 hrs.** (no lunch).

Sunday started @ 8:00am til 4:00pm = **8 hrs.** (no lunch).

\$20.14 is what Kristopher Pollard makes, at his full time job during the Week. ***Proof of hourly wage provided.***

March-31-2019

Bill to the town of Fort Jones

1. Replacement of a husqvarna leaf blower BT-150-----\$299.00
2. Replacement of to big bags of Kingsford charcoal-----\$20.00
3. Spary bottle ----- \$2.67
4. Bleach----- \$7.50
5. Wage of property owner 17hrs@\$20.14 per hr.-----\$342.38

TOTAL-----\$671.55

Fort Jones Frontier Hardware
11911 Main Street
Fort Jones, CA 96032
530-468-2266



11307 Main Street
Ft. Jones, CA 96032
(530) 468-2583

Transaction#: B159104
Associate: Rex
Date: 03/31/2019 Time: 01:05:03 PM

*** SALE ***

S68HWI BOTTLE, 32OZ W/SPR
810100
1.00 EACH @ \$2.49 T \$2.49
Subtotal: \$2.49
7.25% California Sales Tax: \$0.18
TOTAL: \$2.67
CASH: \$50.00
CHANGE: \$47.33

CLOROX BLEACH \$6.99 T

BALANCE DUE \$7.50
CASH \$20.00

Total number of items sold = 1

SUB TOTAL \$6.99
TOTAL TAX \$0.51
TOTAL \$7.50

CHANGE \$12.50

\$ \$\$\$\$ \$\$\$\$ \$\$\$\$ \$\$
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Complete a short survey about this shopping visit for a CHANCE to Win a \$250 Rays Gift Card!!!

New Winner Each Week!

Call Toll Free 1-866-270-9413
OR
go to WWW.RAYSFEEDBACK.COM

Survey Code: 0331026
Valid for five days.

Thank You!
"Give us a call, We have it all!"



CASHIER NAME: BRIAN
C0103 #3005 13:16:06 31MAR2019
S00026 R002

THANK YOU
FOR SHOPPING YOUR
FORT JONES RAY'S

STATEMENT OF EARNINGS - DETACH ALONG THIS PERFORATION AND RETAIN FOR YOUR RECORDS

Timber Products Co. LP
PO BOX 269
Employer ID: 36-2639465
Springfield, OR 97477

KRISTOPHER N. POLLARD
11512 MATHEW STREET
PO BOX 1154
FORT JONES, CA 96032-0000

SSN XXX-XX-1060 Emp No 001213

Paygroup AYREKA FIT W 0
 Location CALIF SIT res S 0
 Plant/Opertn 312 SIT work S 0
 Region SOREGN
 Department 2200
 Rpt Facility YRPLNT

Check No 3028104
 Check Date 3/8/2019
 Period Start 2/16/2019
 Period End 2/28/2019
 Job 312075
 Pay Rate 20.1400

COMPANY MESSAGE

EARNINGS

DEDUCTIONS

Pay Type	Piece Units	Piece Rate	Hours	Pay Rate	Current	YTD	DEDUCTIONS		
							Deduction	Current	YTD
Holiday						644.48			
Vacation						322.24	401(k) Loan 1	94.27	471.35
Regular			8.00	20.1400	161.12		401K	114.72	602.86
Regular			8.00	20.1400	161.12		Medical Ins 125	225.00	1,125.00
Regular			8.00	20.1400	161.12		Supp Life Emp	8.55	42.75
Regular			8.00	20.1400	161.12		Supp Life SP	2.70	13.50
Regular			8.00	20.1400	161.12				
Regular			8.00	20.1400	161.12				
Regular			8.00	20.1400	161.12				
Regular			8.00	20.1400	161.12	6,762.00			
Overtime			1.00	30.2100	30.21				
Overtime			1.00	30.2100	30.21				
Overtime			1.25	30.2100	37.76				



TOWN OF FORT JONES, CA CITY ATTORNEY REQUEST FOR QUALIFICATIONS

CITY ATTORNEY REQUEST FOR QUALIFICATIONS

The Town of Fort Jones (City) is seeking a law firm or individual attorney to provide City Attorney services on a contract basis. The selected law firm will be expected to provide a wide range of services to the City. Law firms and attorneys are invited to submit qualifications and proposals for the provision of these services. In order to be considered, proposals must address each of the concerns requested in this document, including rates and fees.

The City Attorney is selected by and serves at the pleasure of the City Council. The City Attorney works closely with the City Administrator, Mayor and other City staff.

DEADLINE FOR SUBMISSION

All proposals must be received no later than 3:00 pm on Tuesday, March 26, 2019.

INTRODUCTION

The Town of Fort Jones is a small city of 650 people located in central Siskiyou County in Northern California. Gateway to the pristine Scot Valley, Fort Jones is surrounded by the Klamath Mountains to the west and the Cascade mountain range to the east. The City is home to a thriving sport fishing community, 2 schools, a Resource Center, numerous restaurants and an excellent homegrown library as well as a museum and film festival. The City is a General Law City and operates under a Council/City Administrator form of government with five council members elected at large and the Mayor and Mayor Pro-Tem elected by the council. The City has the equivalent of 5 full-time employees. The City does not have union representation. The City operates the wastewater treatment plant for the town, the water pumping and distribution system, streets and roads, including street lights, maintenance and repair and snow plowing, contracted police services, a volunteer fire department, code enforcement and vehicle abatement, parks and buildings, including two baseball parks, a museum and the city hall.

The City contracts for workers' compensation and general and auto liability coverage through the Small Cities Organized Risk Effort (SCORE), a joint powers agency with numerous other cities throughout the State. As a member, defense counsel for most tort and worker's compensation claims is assigned to a third party administrator, rather than handled by the City Attorney.

SCOPE OF SERVICES/ DESCRIPTION OF RESPONSIBILITIES

The City Attorney will be required to provide general municipal counsel, basic legal services, and advice on special projects. The City requests one attorney be designated as the point of contact or lead attorney. Accessibility to and a timely response from the attorney is essential to the position.

Minimum qualifications include a Juris Doctorate from an accredited law school, a license to practice law in the State of California, and be a member in good standing of the California Bar. Experience with California municipalities and knowledge of Municipal and State Law, Labor Law , and Contract Law is required.

General municipal counsel of the City Attorney duties include but are not limited to: (1) having charge of all litigation in which the City is a party; (2) representing the City in all legal matters and proceedings in which the City is a party or interested, or in which any of its officers are parties in their official capacity; (3) advising the City Council or any committee or member thereof, and the heads of all departments, and all other officers and agencies of the City as to all legal questions affecting the City's interest; (4) approving as to form all ordinances, contracts, deeds, bonds and any other documents to be signed in the name of, or made to or with, the City; and (5) advising the City concerning all land use issues, including CEQA compliance and planning and zoning issues.

Basic legal services include: (1) reviewing or drafting ordinances, summaries, resolutions, contracts, agreements, deeds, easements; (2) providing advice regarding government operations, elections, open meetings, public records, City ordinances, State law, routine matters, personnel matters, and property matters including real estate acquisition and sale, annexation, zoning, condemnation and public finance; (3) reviewing agendas and materials for Council meetings, anticipating and preparing legal advice on items to be addressed at the Council meeting, and attending at minimum four regular City Council meetings a year which are generally held on the second Monday evening of each month; (4) attend any Special meeting or Closed session called by the City Administrator or Mayor, at their request; and (5) providing legal opinions upon request.

Generally, the City Attorney may anticipate the job requiring 6 to 8 hours per month. City staff may work in-house to produce initial drafts, such as of City ordinances and resolutions, prior to the attorney's review. The City may also seek outside specialized counsel as necessary.

The City Attorney will be required to provide a detailed, itemized billing on a monthly basis, in order to avoid misunderstanding. A standing request exists for legal review of contracts, ordinances and resolutions presented to Council for consideration at its regular meeting in addition to anticipating and preparing legal advice on issues up for consideration, as well as minimal attendance at Regular or Special Council meetings. The City Attorney is required to provide legal services upon request of the City Administrator, the Mayor, or by direction of the Council as a whole. For all other requests, including citizen's inquiries, approval by the City Administrator or the Mayor prior to commencement of service is required. City Attorney will be required to generally familiarize himself/herself with general municipal law and keep abreast of legislation affecting cities outside the scope of billable services.

REQUESTED INFORMATION

If you or your firm is interested in the opportunity to work with the City, please provide the following information:

- Firm or individual name and contact information, including e-mail and website addresses and year organized.
- Summary of qualifications, specializations, experience (including municipal), professional affiliation, special training, availability, California Bar license numbers, and contact information for key personnel and proposed lead and back-up attorneys for the City.
- Information on any previous experience or services provided, including municipal experience, such as general City Attorney services, city-related court cases, condemnation, eminent domain, zoning, litigation experience, list of past or present municipal clients, etc.
- List of clients you currently represent that could cause a conflict of interest with your responsibilities as City Attorney. Describe how you would be willing to resolve these or any future conflicts of interest.
- If your firm or you have filed any litigation in the past five years in which the City or one of its employees was named as a party, please describe the case(s).
- Other factors or special considerations you feel would influence your selection.
- List of references and contact information.
- Proposed hourly rates for each attorney assigned to the City or any alternative fee structure you propose.

OTHER TERMS AND CONDITIONS:

The City reserves the right to reject any or all responses. The City reserves the right to waive any variances from original RFQ specifications in cases where the variances are considered to be, in the sole discretion of the City, in the best interests of the City.

All proposals submitted in response to this RFQ shall become the property of the City. The City retains the right to use any or all information presented in any proposal to the RFQ, whether amended or not. Selection or rejection of the proposal does not affect this right.

Contracts shall be awarded to the applicant determined to be best qualified to meet the City's needs, with a mutually agreeable start date.

EVALUATION AND SELECTION CRITERIA

- General qualifications of the candidate for the position and key support personnel
- Quality and extent of services available
- Experience
- References
- Costs
- Compliance with this Request for Qualifications
- Other criteria which pertain to providing effective and efficient legal services such as availability for questions and contact, timeliness, responsiveness and follow-through

SUBMITTAL

Please provide three (3) unbound copies of the proposal, including one original with the signature of an authorized individual on a typed letter of submittal. Proposals shall be submitted in a sealed envelope, clearly marked on the outside of the envelope, "City Attorney Services" and addressed to:

Town of Fort Jones
Attn: Karl Drexel, City Administrator
PO Box 40
Fort Jones, CA, 96032

Any questions regarding this submittal may be addressed to the City Administrator at (707) 318-7369. City Hall, located at 11960 East St. Fort Jones is open to the public M-F from 9-12 and 1-5 pm

RFQ Legal Services Mailing List

Jeffery Walter
Walter & Pistole
670 W Napa St. #F
Sonoma CA 95476
(707) 996-9690
Fax: (707) 996-9603
jwalter@walterpistole.com

John Kenny
Kenny & Norine
PO Box 994608
Redding, CA 96099
(530) 225-8990
Fax: (530) 225-8944
jskenny@lawnorcal.com

Margaret Long
Prentice, Long and Epperson, LLP
1716 Court St Ste B
Redding, CA 96001
(530) 691-0800
Fax: (530) 691-0700
margaret@plelawfirm.com

David Norcross
Swanson Law Offices
2515 Park Marina Dr. Ste. 102
Redding, CA 96001
(530) 225-8773
Fax: (530) 232-2772
Mark@jswansonlaw.com

William Stanley
201 S Gold St
Yreka, CA 96097
(530) 842-5981

Joel Ellinwood
6520 Lonetree Blvd. Ste.1004
Rocklin, CA 95765-5874
(916) 789-9932

Bob Winston
rwinston@kwb-law.net

Barbara Brenner
Churchwell White LLP
1414 K Street, 3rd Floor
Sacramento, CA 95814
916-468-0950
Fax: 916-468-0951
info@churchwellwhite.com

Derek Cole
Cole Huber LLP
2261 Lava Ridge Court
Roseville, CA 95661
(916) 787-7520
Fax: (916) 780-9050
dcole@colehuber.com

James Day Jr.
Day, Carter & Murphy LLP
3620 American River Dr. Ste 205
Sacramento, CA 95864
916-570-2500
Fax: 916-570-2525
jday@daycartermurphy.com

Adam Lindgren
Meyers Nave
555 Capitol Mall, Ste 1200
Sacramento, CA 95814
Phone: 916-556-1531
Fax: 916-556-1516
info@meyersnave.com

Ryan Jones
Jones & Meyer
8150 Sierra College Blvd., Suite 190
Roseville, CA 95661
916-771-0635
Fax: 916-771-0690
rrj@jones-mayer.com

Karen Getman
Remcho, Johansen & Purcell, LLP
1127 Eleventh Street, Suite 602
Sacramento, CA 95814
(510) 346-6200
kgetman@rjp.com

David W. McMurchie
McMurchie Law
101 Parkshore Dr. Ste 100
Folsom, CA 95630
(916) 983-8000
dmcumurchie@mcmurchie.com

John Whitefleet
Porter Scott
350 University Avenue, Suite 200
Sacramento, CA 95825
(916) 929-1481
Fax: (916) 927-3706
jwhitefleet@porterscott.com
jwalker@porterscott.com

Maggie Stern
Kronick, Moskovitz
400 Capitol Mall, Floor 27
Sacramento, CA 95814-4416
Work: (916) 321-4500
Fax: (916) 321-4555
mstern@kmtg.com

Jesse Barton
Gallery & Barton
1112 I Street, Suite 240
Sacramento, CA 95814
Work: (916) 444-2880
Fax: (916) 444-6915
cwest@gallerybartonlaw.com

Richard Shanahan
Bartkiewicz, Kronick & Shanahan
1011 22nd Street
Sacramento, CA 95816-4907
Work: (916) 446-4254
Fax: (916) 446-4018

Larry Moss
Moore & Bogener Inc
1650 East Street
Redding, CA 96001
(530) 605-0355
info@bbredding.lawyer

TOWN OF FORT JONES

Request for Qualifications for City Attorney Services

March 22, 2019

SUBMITTED TO:

Town of Fort Jones
Attn: Karl Drexel, City Administrator
P.O. Box 40
11960 East Street
Fort Jones, CA 96032

SUBMITTED BY:

Maggie Stern, Shareholder
Kronick Moskowitz Tiedemann & Girard



400 Capitol Mall, 27th Floor
Sacramento, CA 95814

T | 916.321.4500
F | 916.321.4555

Maggie W. Stern
916.321.4541
mstern@kmtg.com

March 22, 2019

VIA FEDEX

Town of Fort Jones
Attn: Karl Drexel, City Administrator
P.O. Box 40
11960 East Street
Fort Jones, CA 96032

Re: Letter of Transmittal, Proposal for City Attorney Services

Dear Mr. Drexel:

Kronick, Moskowitz, Tiedemann & Girard ("Kronick"), a Professional Corporation, is pleased to provide the Town of Fort Jones ("City") with a Letter of Transmittal in response to the request for proposal for City Attorney Services. As an experienced public agency attorney who has spent my entire career in private practice providing general and special counsel services to cities, counties, and special districts across a broad spectrum of public law matters, if Kronick is selected, I will be your City Attorney and primary point of contact. Andreas Booher will serve as Deputy City Attorney.

In terms of background, skill, and knowledge, we feel we are well qualified to assist the City with all its legal needs. I serve as General Counsel to the Honey Lake Valley Recreation District, Foresthill Fire Protection District, and Newcastle Fire Protection District, and also represent Placer County Water Agency, City of West Sacramento, City of Isleton, and City of Rio Vista.

For 60 years, Kronick has been recognized as one of California's leading public agency law firms, providing general counsel and special counsel services to over 100 cities and special districts throughout the state. Our expertise will provide useful background in assisting the City with its legal needs. We have ample experience in the governance issues cities commonly face, such as conflicts of interest, public meeting and records laws, CEQA, election issues ranging from CURA to advising on tax measures, public contracting, police matters, and code enforcement. Kronick's environmental and real estate law practices additionally provide a unique benefit by offering expertise in a broad range of issues affecting the City. We bring the advantage of both a large, full-service law firm with a broad range of practices and experience, and a core team of attorneys which is attuned to the City's needs.

Thank you again for the opportunity to submit our qualifications. We are enthusiastic about the prospect of representing the Town of Fort Jones, and welcome the opportunity to meet with you

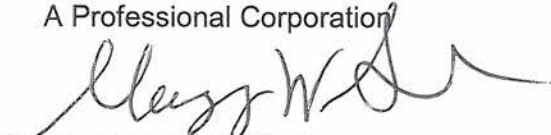
Town of Fort Jones
Karl Drexel, City Administrator
March 22, 2019
Page 2

City Council and staff to discuss the capabilities of Kronick, Moskovitz, Tiedemann & Girard and the many ways we can be of service to the City.

The enclosed proposal is valid for 90 days from the date of this Letter of Transmittal.

Very truly yours,

KRONICK, MOSKOVITZ, TIEDEMANN & GIRARD
A Professional Corporation



MAGGIE W. STERN

Enclosures



RESPONSE



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Introduction

Kronick Moskowitz Tiedemann & Girard ("Kronick") is a full-service law firm with a dedicated legal team that collectively represents a diverse mix of private business and public sector clients throughout California. For 60 years, Kronick has been recognized as one of California's leading public agency law firms. We provide general counsel and special counsel services to over 100 public agencies throughout the state, including several clients since the firm's inception, a testament to the firm's practice approach of accessibility, pragmatism, and strong client advocacy. Our clients include cities, counties, community services districts, joint powers authorities, school districts, community colleges, water districts, flood control districts, reclamation districts, groundwater sustainability agencies, and various departments of the State of California. We offer expertise in municipal law, labor and employment law, land use and planning, water rights and water quality, environmental law, real estate law, municipal finance, public agency litigation, public contracting and bidding, franchises, the Brown Act, conflicts of interest, and the Public Records Act. Our broad range of experience in working with all types of public agencies enables us to provide fast and cost-effective representation.

Over the years, Kronick's attorneys have achieved many milestones, from the formulation of California water policy that led to the development of water and hydroelectric projects implemented by the Brown Administration in the 1960s, to a Supreme Court victory in 2010 that validated the state employee furlough program implemented by former Gov. Arnold Schwarzenegger.

Kronick's experience in representing cities is both broad and deep. We represent California cities of all sizes and in varying stages of growth and development. We provide both general and special counsel services covering the full spectrum of legal issues facing cities today. Kronick currently provides City Attorney services to the City of West Sacramento, and has done so since its incorporation in 1987. Kronick also serves as City Attorney to the City of Rio Vista, City of Isleton, and the Town of Loomis, while also providing support to the in-house City Attorneys of Elk Grove, Galt, Lincoln, Lodi, and Rocklin.

Kronick also serves as special counsel to a variety of cities, such as Los Angeles, Manteca, Pleasanton, Roseville, South Lake Tahoe, and Susanville. Our broad range of experience in working with all types of cities in many different circumstances around California helps us provide immediate, effective, and cost-conscious legal services to our clients. We are pleased to present our qualifications to the Town of Fort Jones ("City").

Currently there are more than 35 attorneys at Kronick who specialize in a variety of practice areas, including municipal and public agency, construction and public works, natural resources and water, environmental and land use, climate change, eminent domain and inverse condemnation, trial and appellate litigation, insurance coverage, public finance, taxation, business, and labor and employment. Kronick's city clients benefit not only from this wide range of civil law expertise, but from insights that come from representing various other types of local and state government agencies, including counties, special districts, joint powers authorities ("JPAs"), joint powers insurance authorities ("JPIAs"), and school and community college districts.



Kronick supports and encourages strong community service and civic participation. The firm is a proud member of the Chamber of Commerce in each of the cities where it has offices. We have been a League of California Cities Partner for many years, and several of the firm's attorneys have had the privilege of serving on the Editorial Board for the League's Municipal Law Handbook. Similarly, as it relates to their practice and areas of expertise, Kronick attorneys are involved in more than 80 industry and trade organizations and speak at about 50 conferences annually. Kronick attorneys and professional staff share a strong commitment and responsibility to enhance the communities in which they live and work. As a firm, we support over 20 organizations and programs through a combination of financial contributions, donations of in-kind services, and volunteerism.

Qualifications

The attorneys in the firm take a team approach to the delivery of legal services. This team approach strengthens the firm's ability to manage work product quality, match available resources with client needs, address client knowledge and succession planning, and ensure frequent and open communication with clients and consistency in the delivery of work product and services.

With 60 years of experience in serving public agency clients, our attorneys have the resource management know-how to ensure timely handling of day-to-day tasks while also being responsive to urgent and unforeseen issues when they arise. Members of our public agency group meet regularly to discuss current client needs, critical projects and developments, and anticipated future needs of each client.

Kronick understands the needs of each client and remains committed to proposing the most qualified legal team to meet those needs. In line with that commitment, the firm proposes Maggie W. Stern to serve as City Attorney for the Town of Fort Jones. Ms. Stern will be supported by Andreas L. Booher who will serve as Deputy City Attorney. Additional attorneys will provide expertise in the areas of labor and employment, litigation, and real estate, as needed. Qualifications for each attorney are outlined below and resumes are included under the "Attorney Resumes" tab.

Maggie Stern – Proposed City Attorney

Ms. Stern helps cities, special districts, and counties navigate the wide array of legal issues facing California's local public agencies. Agencies rely on Ms. Stern for advice on general governance matters, including Brown Act and Public Records Act compliance, conflict of interest evaluation and guidance, constitutional law, election law, procurement, routine land use, and code enforcement issues. Ms. Stern currently serves as general counsel to a number of agencies and is experienced in advising legislative bodies regarding potential exposure, reviewing and approving staff reports and contracts on a timely basis, providing advice on routine regulatory compliance issues, and responding to Public Records Act, Brown Act, and conflict of interest questions, and developing regulatory frameworks to address new legal issues.

Ms. Stern is currently acting in the capacity of City Attorney for the City of Isleton, and serves as Assistant City Attorney for the city of Rio Vista. Ms. Stern also serves as general counsel to the Foresthill Fire Protection District, Newcastle Fire Protection District, and Honey Lake Valley



Recreation Authority, and also serves as assistant general counsel to the Sonoma Valley Groundwater Sustainability Agency, Petaluma Valley Groundwater Sustainability Agency, and Santa Rosa Plain Groundwater Sustainability Agency.

In addition to governance advice, Ms. Stern also represents and defends local public agencies in civil actions involving contract disputes, public agency cost recovery, tort defense, tax allocation disputes, land use, public works, and code enforcement. Ms. Stern's litigation background informs her compliance counseling and enables her to help clients avoid unnecessary litigation through risk management. On behalf of her municipal clients, she has prevailed at trial to close motels used for sex trafficking, obtained restraining orders, prevailed at trial for unlawful detainer, and successfully opposed litigation brought pursuant to the Government Claims Act and Public Records Act.

Ms. Stern is an active member of the legal community serving public agencies. She has been a reviewer for the Municipal Law Handbook, Public Contracting Chapter for the last six years. In addition, she has served on the Board of the Sacramento County Bar Association's Public Law Section since 2013, and is a member of the California Special District Association's Legal Advisory Working Group. Ms. Stern also serves on the Northern California Cities Self Insurance Fund (NCCSIF) attorney panel.

Ms. Stern was admitted to the State Bar of California in December 2009 (Bar No. 266041) and is in good standing with the State Bar. She earned her law degree from Golden Gate University in San Francisco in 2009, and holds a Master's Degree in Public Administration and a Bachelor's degree (magna cum laude) from the Middlebury (formerly Monterey) Institute of International Studies.

Andreas L. Booher – Proposed Deputy City Attorney

Mr. Booher, an associate attorney at the firm, advises cities with a focus on public agency governance, land use, and environmental and water issues. He provides advice and counsel to cities, special districts, and joint powers authorities on the Brown Act, Public Records Act, conflict laws, cannabis, California Voting Rights Act, drafting ordinances and policies, contracting, CEQA, and working with regulators and outside consultants. He is also experienced in representing public agencies as general counsel during public meetings.

Mr. Booher has also worked with other types of Brown Act bodies including water districts, fire protection districts, sanitation districts, sanitary districts, community services districts—all providing a broad range of experience in the same types of matters that aid in providing well-rounded advice to cities such as the Town of Fort Jones. In addition to this experience, Mr. Booher has experience not only in the governance but also the formation of joint powers authorities ranging from regional partnerships designed to share costly water infrastructure to large-scale partnerships aimed at leveraging the expertise and resources of public agencies across the state.

Mr. Booher is the Chair of the Environmental Law Section of the Sacramento County Bar Association as well as a member of the California State Bar Association, the Public Law Section and the Environmental Law Section of the California Lawyers Association, the Sacramento County Bar Association, and the Sacramento Chapter of the Urban Land Institute.



Mr. Booher was admitted to the State Bar of California in December 2015 (Bar No. 305921) and is in good standing with the State Bar. He earned his law degree from Loyola Law School in Los Angeles in 2015, and holds a Bachelor's degree from the University of California, Santa Barbara.

Description of Services

General Municipal Law - Advisory & Litigation

Kronick understands the evolving complexity of laws and regulations impacting public agencies and the challenges they bring to public officials trying to implement projects and enhance their communities. To assist our clients, we draw on decades of collective experience and expertise from attorneys who have been serving as both general and special counsel to public agencies throughout California. This collaboration translates into efficient, comprehensive service for our clients in all areas of public agency law, including governance, statutory powers, environmental laws and regulations, employment and labor, public finance, economic development, land use, and litigation.

For six decades, Kronick has assisted cities, counties, special districts, and local and state government agencies in all aspects of their legal powers, duties, and responsibilities. Whether a situation calls for preventative counseling, skillful negotiation, forceful advocacy or financial guidance, our clients know they can rely on Kronick to quickly and confidently marshal the legal, political, and financial solutions they need in order to move their projects and policies forward in the most timely and cost-conscious manner achievable.

Our municipal litigators have represented and defended cities and other public agencies across a wide spectrum of matters, including land use and CEQA disputes, construction defects, contract disputes, eminent domain, natural resources, tort defense, and labor and employment.

Public Works and Public Contracting

Public works and public contracting are integral to any public agency and to any comprehensive public sector legal practice. Our public contracting attorneys are well versed in all types of contracts related to public sector construction. Our attorneys have negotiated, drafted, and reviewed thousands of public works contracts, service agreements, consultant contracts, and purchasing contracts. Kronick attorneys are also well versed in state and federal public works contracting requirements, including bidding, licensing, wage and prevailing wage issues, and bonding.

Public Finance

Attorneys in our public finance group have provided bond counsel and disclosure counsel services on more than 1,000 transactions for bond issuances totaling in excess of \$3.5 billion.

The financings for which we have served as bond counsel have included projects that range broadly from general government facilities (administration buildings, libraries, schools, and parks) to basic infrastructure (roads, sewers, water treatment plants, and drainage systems) to more unusual facilities (hydroelectric generating facilities). The range of debt obligations issued is also wide: general obligation bonds, Mello-Roos and assessment bonds, utility revenue



bonds, lease/purchase obligations, and certificates of participation. We have participated in both new money and refunding transactions and in sales of securities both by negotiation and competition. In addition, we are experts in the field of Enhanced Infrastructure Financing Districts, having formed the first such district in California.

Our public finance attorneys have drafted and otherwise participated in the preparation of disclosure materials (official statements, offering memoranda, and private placement memoranda) as disclosure counsel for issuers, and as underwriter's counsel, bond counsel, agency counsel, and corporate counsel in both negotiated and competitively sold transactions. We are familiar with the disclosure guidelines issued by the Securities and Exchange Commission and Municipal Securities Rulemaking Board Rules pertaining to disclosure obligations of underwriters.

Economic Development, Real Estate, and Housing

Development projects touch on numerous legal as well as economic issues, some anticipated, some not. Interrelated issues ranging from transportation and environmental considerations, to eminent domain and affordable housing have become increasingly more challenging. Our team of expert attorneys partner with clients to provide the legal expertise necessary to effectively tackle each of these issues and help keep projects moving forward and within budget. We combine private- and public-side economic development experience and expertise in such crucial areas as financing, real estate and land use, property acquisition and disposition, public improvements, multi-jurisdiction negotiations, environmental, and tax law.

We help our public agency clients analyze and negotiate the intricate aspects of real estate, land use, and financial transactions for development projects. We have successfully represented parties in all aspects of real estate and land use transactions. Our well-rounded and insightful approach helps effectively bring parties to agreement, and leads to streamlined resolutions on projects.

Kronick's real estate attorneys assist public agency clients in all facets of real estate transactions, including property acquisitions, sales, leases, DDAs, OPAs, affordable housing agreements and other matters. Our experience includes purchase and sale of vacant and improved land, lease agreements for agricultural, industrial, and commercial properties, property development (CC&Rs, joint ventures, and construction contracts), and eminent domain negotiations and litigation. While Kronick and our clients prefer to acquire property through negotiation, our attorneys regularly represent cities and other public agencies in condemnation proceedings, when necessary. This process includes pre-condemnation negotiations, preparation and adoption of the resolution of necessity, and proceedings through any necessary trial and appellate process.

Kronick's real estate attorneys partner with clients and their engineers and consultants, and work closely with governmental staff and decision-makers, to ensure that our clients' objectives are met in the most timely and cost-effective manner possible, while also satisfying governmental concerns and requirements.



CEQA and Environmental Law

Kronick's attorneys are experienced in advising agencies on the preparation of thorough CEQA and NEPA environmental documents for proposed projects. Through our representation of public agency clients, as well as private clients involved in projects requiring agency approvals, Kronick's attorneys have considerable experience ensuring that environmental review documents are legally defensible.

Our attorneys regularly represent clients before state and federal regulatory agencies, including State Water Resources Control Board, Regional Water Quality Control Boards, Public Utilities Commission, State Lands Commission, State Reclamation Board, California Department of Fish and Wildlife, Army Corps of Engineers, National Marine Fisheries Service, and U.S. Fish and Wildlife Service.

Land Use

Kronick's attorneys regularly represent public agencies in complying with the State's complicated rubric of land use planning laws. This advice and representation includes such land use processes as adopting and updating general and specific plans to the implementation of those plans through orderly development in accordance with state and local zoning, subdivision, and other land use development laws, including all aspects of CEQA, NEPA, and the Clean Water Act, and compliance with the growing body of state law related to climate change. Our experience with these legal issues has encompassed permitting, shepherding projects through environmental review, hearings, and litigation, where necessary. The firm's commitment to natural resources law has earned Kronick an exceptional state-wide reputation for quality representation. Our clients include municipalities, joint powers authorities, special districts, water districts, and other public agencies.

Kronick's attorneys advise clients on matters related to handling of toxic and hazardous materials, toxic cleanups, and hazardous material compliance issues. Kronick can also assist in providing due diligence, advice and counsel for the acquisition or sale of potentially contaminated or contaminated property in real estate transactions.

Kronick's attorneys have served as the primary land use and planning attorneys to the cities of West Sacramento and Elk Grove advising those cities' planning staff and City Councils on various land use projects, involving a wide range of entitlements, including conditional use permits, variances, subdivision maps, and general and specific plan adoption, revision and amendment, as well as ensuring legally adequate environmental review and documentation attendant with such projects.

Labor & Employment - Litigation and Administrative Proceedings

To assist our public agency clients, Kronick maintains a full-service labor and employment practice that specializes in all aspects of labor and employment law. Areas of emphasis include employment advice and counsel, labor contract and negotiations, employee discrimination and harassment, litigation and class action defense, including police and non-police tort defense, workplace investigations, and training.



Kronick's representation of public agencies includes extensive experience in the defense of employment-related lawsuits, including, but not limited to, wage and hour class actions, individual wage claims, discrimination, retaliation, sexual harassment, whistle-blower, and wrongful termination. Kronick also has significant experience litigating workplace torts and federal and state civil rights cases, including police and firefighter tort defense.

Kronick's litigation attorneys have successfully defended public agencies, including numerous cities, before every level of federal and state courts, including an impressive appellate record that has resulted in several published decisions in favor of public employers. Kronick also represents its clients before the Department of Labor Standards Enforcement, the Department of Fair Employment and Housing, the Equal Employment Opportunity Commission, the U.S. Department of Labor, and other federal and state administrative tribunals on a full array of employment-related matters.

In addition to litigating employment-related cases, Kronick's attorneys also have extensive experience in the area of traditional labor litigation. Kronick's attorneys regularly defend employers before the California Public Employment Relations Board ("PERB") and litigate traditional labor cases in both federal and state courts.

Labor & Employment - Advice, Training, and Personnel Investigations

Kronick's labor and employment attorneys work closely with public agencies to implement comprehensive policies and procedures that help prevent and correct workplace problems. We provide group and custom training on workplace investigations, workplace privacy, responding to employee requests for disability accommodations, employee discipline/termination and preventing harassment, discrimination, and retaliation claims. Kronick has extensive experience in drafting and revising employee handbooks and personnel policy manuals. We advise public agencies on essential policies to include in handbooks and manuals, including for instance, appropriate policies relating to harassment, alcohol and drug testing, Family Medical Leave Act, California Family Rights Act, Pregnancy Disability Leave rights and obligations, and other federal- and state-mandated leaves of absence.

Kronick's dedication to helping public agencies extends also to labor law. Kronick's labor and employment attorneys have significant experience representing public agencies in collective bargaining matters before PERB and are well versed in the Meyers-Milias-Brown Act, and related statutes. Kronick's services include representation of public agencies at the bargaining table during negotiations (as well as in the "backroom"), the development of executive and senior management contracts, review of collective bargaining policies and procedures, advice on grievance procedures, analysis of contract proposals, drafting of contract language, and immediate verbal response on collective bargaining contracts, and other labor relations issues.

Our labor and employment attorneys help public agencies to achieve advantageous contract language and, when necessary, assist with the implementation of an employer's Last, Best and Final Offer. We provide assistance and support at every phase of contract negotiations and administration.

We work closely with human resources personnel on best practices and procedures and offer training to management and other employees to avoid personnel disputes and misunderstandings and minimize the risk of employee claims.

Approach

The role of City Attorney is to provide guidance to the City Council. It is also to provide guidance to the City Manager, City department heads, and staff in implementing the policies set by the City Council. The City Attorney advises the City Council, commissioners, committees, and staff concerning legal requirements and potential legal obstacles to policies and actions under consideration. The City Attorney assists City officials in achieving the City's visions, goals, and policies, advises City officials on the legal benefits and burdens of potential decisions, and defends those decisions once made. As your City Attorney, Ms. Stern is committed to providing legally sound advice, and creative legal mechanisms to reach the City's stated goals. The City Attorney, however, is not a policymaker, and the ultimate decision on whether to pursue a particular course lies with the City Council and City management, to which the City Attorney defers.

Proactively Advise the City Council

It is important to stay informed of legal issues confronting the City and municipalities generally. Ms. Stern, as well as most of Kronick's municipal attorneys, subscribe to the League of California Cities City Attorney e-mail list-serve, through which the collective wisdom of hundreds of municipal attorneys throughout the state is shared on a daily basis. When new cases, legislation, or other items of interest are posted to the list-serve, that information is passed along to our municipal clients. Kronick's attorneys also regularly review advance sheets listing newly decided appellate cases to look for case law developments that might impact our municipal clients. When they are located, we pass those developments on to our clients. We also provide periodic Legal Alerts to our clients and friends at no charge. The Legal Alerts consist of written summaries of recent developments in the law and relevant impact, thus helping our clients stay abreast of changes in the law at no additional cost to the client.

Coordination with City Manager and Staff

Ms. Stern will be in regular contact with the City Manager and department heads through in-person meetings, telephone calls, and e-mails about projects and issues in the City. She generally performs work at the request of the City Manager or a department head. There are occasions when other attorneys at Kronick are better suited to provide legal services to the City on a particular topic. When the need arises, Ms. Stern will ensure that the work is assigned to the appropriate legal professional, and oversee and manage the work.

Track and Manage Legal Costs

Ms. Stern will track legal costs on a monthly basis and provide detailed billing statements to the City with an itemization of time and costs. She will monitor attorney time spent on various projects and make suggestions for cost-saving measures when appropriate. For example, at times, it is appropriate for staff to perform work with later legal review rather than the City Attorney producing the original product. Similarly, where attorney time on projects appears excessive, Ms. Stern consults with the department head or the City Council before continuing. She relies on Kronick's excellent support staff to perform non-legal work for the City's benefit at no cost to the client. Kronick also manages costs by creating templates for City staff to use and re-use document templates, such as form contracts, pleadings, or other documents, so as to avoid the need to recreate such documents each time. Finally, when possible, Ms. Stern will



seek cost recovery of legal fees and expenses from third parties, as in the case of insurance coverage, indemnity agreements, or developer reimbursement agreements, thus minimizing legal expenses to the City.

Professional Development, Training, and Keeping Current in the Law

Kronick is an active member of the League of California Cities (“LOCC”), the California Special District’s Association (“CSDA”), Urban Land Institute (“ULI”), American Planning Association (“APA”), Association of Environmental Professionals (“AEP”), the California Association for Local Economic Development (“CALED”), and various sections of the State and County Bar Associations. We participate in professional development and training provided by those groups. In addition, Kronick has an extensive training program within the firm where attorneys from different practice areas present on a wide-range of legal issues including updates on the Ralph M Brown Act, conflicts of interest, labor and employment matters, Sustainable Groundwater Management Act, and the California Environmental Quality Act (“CEQA”). Kronick distributes to all attorneys on a daily basis a summary of appellate and supreme court decisions and the attorneys actively monitor these lists for judicial precedents relevant to their practice areas. Kronick’s attorneys are also diligent in staying in compliance with state-mandated continuing education requirements and require attorney participation in such educational programs.

Seamless Transition from the Incumbent to the New Contract

Kronick's attorneys practice at the highest ethical level and will ensure a seamless transition from the current team to Kronick's Legal Team. We recognize the institutional knowledge held by an incumbent firm is invaluable and our attorneys will work cooperatively to ensure the greatest efficiency throughout the process.

Clients and Conflicts of Interest

Kronick understands that the City is seeking a City Attorney who can address the City's legal needs on a day-to-day basis and provide municipal legal advice to your City Council, as well as to the City's commissions, committees, and staff. The City Attorney would attend City Council meetings and advise the City Council in closed and open sessions on legal matters impacting the City.

The firm can provide all services listed in the RFP. As explained in this proposal, Kronick is a full-service public agency law firm uniquely suited to continue servicing the City's municipal law needs. Kronick can provide not only the general services necessary to serve the legal needs of the City, but also specialized legal services in such areas as labor and employment, redevelopment, litigation, public finance, water law, environmental law, and the myriad other legal topics that the City may face.

Actual or Perceived Conflicts

Kronick does not foresee any actual or potential conflicts of interest that would prevent the firm's representation of the Town of Fort Jones.



Kronick adheres to the California Rules of Professional Conduct in addressing actual or potential conflicts of interest amongst its clients. Kronick has an appointed Conflicts Administrator, who is a Kronick shareholder assigned to address conflicts issues that might arise in client representation. Whenever a potential conflict issue arises, Kronick notifies the affected parties immediately and works with the Conflicts Administrator to resolve such conflicts, which has historically been to the mutual benefit and satisfaction of all involved, and in accordance with the California Rules of Professional Conduct. This resolution may require disclosure of certain representations and/or seeking informed written consent from the clients to continue representation on particular matters. In some cases, Kronick may have to decline representation of a client or refer a matter to other legal counsel to ensure that both the reality and appearance of a conflict of interest is avoided.

To the best of our knowledge, Kronick has not been involved in any litigation in the past five years in which the City or one of its employees was named as a party.

References, Related Experience, and Examples of Work

A list of Ms. Stern's clients and representative services undertaken in the last five years can be found below.

Placer County Water Agency
Michael Willihnganz, Director of Administrative Services
144 Ferguson Road
P.O. Box 6570
Auburn, CA 95604
(530) 823-4850
Email: mwillihnganz@pcwa.net

City of West Sacramento
Amanda Berlin, Assistant City Manager
1110 West Capitol Avenue, 3rd Floor
West Sacramento, CA 95691
(916) 617-4500
Email: amandab@cityofwestsacramento.org

Foresthill Fire Protection District
Kirk Kushen, Fire Chief
24320 Main Street
Foresthill, CA 95631
(530) 308-1257
Email: chiefkushen@placerhillsfire.org

City of Isleton
Charles Bergson, City Manager
101 2nd Street
Isleton, CA 95641
(916) 777-7770
Email: cbergson@cityofisleton.com



Proposed Budget

As a full-service law firm, Kronick makes it a primary goal to manage legal costs through efficient staffing and competitive pricing of services. We find that a team approach to serving our public agency clients provides for a mutually beneficial relationship by allowing our attorneys to draw on each other's knowledge and experience to the ultimate benefit for our clients. Our broad range of experience in working with all types of public agencies enables us to provide fast and cost-effective representation.

Kronick maintains a sophisticated and flexible billing system, which provides clients the ability to monitor their legal costs on a bi-weekly basis, and receive alerts when their legal bills reach a certain threshold. Hourly rates are billed in increments of one-tenth of an hour for the legal staff involved, multiplied by the hours devoted on the client's behalf. Kronick's usual billing procedure is to submit a monthly itemization identifying the attorneys performing services, along with the time and a description of the services. Notwithstanding our usual procedure, Kronick can create custom statements specific to the City's current billing needs. We are receptive to discussing alternative billing arrangements other than presented below. Kronick has such arrangements with several large public agency clients.

Basic Legal Services

Kronick will provide basic legal services at an hourly rate of \$280 for Ms. Stern and shareholders (including senior counsel and of counsel), \$260 for Mr. Booher, and \$250 for associates. Travel time will be charged at half the regular billing rate for the attorney.

Basic legal services include:

- Attendance at Council meetings, Planning Commission or other meeting (upon request)
- Attendance at staff meetings (upon request)
- Consult with City staff and elected and appointed officials and provide general legal advice on routine matters concerning the City's operations (e.g. Brown Act, Public Records Act, Political Reform Act, and conflict of interest laws, land use and planning, public contracting and bidding, claims for money or damages, general labor and employment advice, real estate transactions, municipal code compliance, elections, and legislative updates)
- Review staff reports, ordinances, resolutions, contracts, agreements, forms, notices, deeds, leases, and other legal documents required by the City.

Special Counsel Services (Non-Basic Legal Services)

For special counsel services, Kronick proposes the following hourly rates:

<u>City Attorney</u>	
Maggie W. Stern, Shareholder.....	\$300
<u>Assistant City Attorney</u>	
Andreas L. Booher, Associate.....	\$275



Other Professionals

Shareholders/Senior Counsel/Of Counsel.....	\$290-\$325
Associates	\$265-\$285
Paralegals.....	\$140-\$180
Law Clerks.....	\$120-\$135

Special counsel services include: (1) all legal services not included within basic legal services described above; (2) complex or non-routine ordinances, contracts or agreements; (3) complex or non-routine land use, planning, land acquisition, public works, labor and employment, or other matters; (4) any litigation or administrative hearings; (5) public finance or bond matters; (6) power company or energy matters; (7) payroll and income tax issues; (8) employee disciplinary hearings; (9) labor, employment, and personnel matters that would normally be assigned to outside counsel; (10) eminent domain matters; (11) LAFCO-related work, including, annexations and sphere of influence amendments; (12) low- and moderate-income housing matters; and (13) wetlands regulatory, environmental, and CEQA issues for developer/non-city initiated projects (such projects would be charged at reimbursable rates, below, if the City is being reimbursed by the developer).

Compensation for Reimbursable Services

From time to time, the City may ask Kronick to perform legal services for which the City is entitled to seek reimbursement from third parties (e.g., work pursuant to indemnity agreements protecting the City or reimbursable land use and planning work for specified projects). In these circumstances, Kronick would charge a rate that more closely approximates the market rates for legal services provided to such private, third party entities. For legal services for which the City is entitled to seek reimbursement from third parties, the following rate schedule shall apply:

Shareholders/Senior Counsel/Of Counsel.....	\$325-\$425
Associates	\$290-\$310
Paralegals.....	\$160-\$200
Law Clerks.....	\$140

Fee Adjustments

Kronick’s rates would be adjusted upward effective July 1 of each year based on application of the Urban Wage Earners and Clerical Workers for San Francisco Consumer Price Index (CPI), rounded to the nearest \$5 per hour. Should application of the CPI result in a lower fee than those being charged at the time of the adjustment, Kronick’s fees would remain unchanged for that year.

Other Charges

Kronick bills for computer-assisted research (Westlaw/Lexis and other on-line services) at the actual discounted cost to Kronick. Travel expenses are reimbursable at the actual cost incurred for lodging, meals, parking, and bridge tolls, plus mileage at the IRS-approved rates. Photocopying will be billed at \$.15/page for black and white and \$.75/page for color. Delivery charges, such as U.S. Mail, Federal Express, courier services, etc. are charged at Kronick’s actual cost. Also billed at cost would be fees assessed by courts and administrative agencies, and prior approved costs for experts and consultants, if any. Any other expenses incurred by



Kronick would be billed to the City at Kronick's actual cost. Kronick does not charge for faxes or long-distance telephone calls, nor does it charge for secretarial time.

Additional Information

Additional Services

We believe that providing up-to-date training in the many areas of law affecting public agencies is a necessary and valuable service for our clients. We provide these training opportunities to clients through client workshops and seminars, which allow participants to ask legal questions on specific topics in a real-time interactive setting. We provide comprehensive written materials, including in-depth white papers. We would work closely with the City to develop specific workshops to meet any identified needs that the City may have, and our team can host trainings onsite, via webinar and/or teleconference. The following is a sampling of the trainings we have prepared for and presented to our public agency clients and which we have also presented to civic groups at conferences and forums.

- AB 1234: Ethics Training for Local Officials
- AB 1825: Sexual Harassment Prevention Training for Supervisors
- Brown Act Compliance
- Conflicts of Interest/FPPC Policies
- Electronic Discovery and Document Retention
- Employee Leave Laws
- Furloughs, Layoffs and Other Downsizings Mechanisms
- Municipal Water Supply
- Social Media Usage in the Workplace
- Wage and Hour Compliance
- Workplace Investigations

Additionally, our attorneys keep clients immediately apprised of new legislation and important court decisions at no cost with our written Legal Alerts. Kronick Legal Alerts are distributed directly to clients electronically and can also be found on our website at www.kmtg.com. On a somewhat less-formal basis, Kronick consistently trains its municipal clients in the drafting and preparation of contracts, ordinances, resolutions, and other documents regularly utilized by public agencies. We develop forms for our clients' future use, which has the benefit of reducing the cost to the client in not having to recreate routine documents. Kronick is also available on an "as-requested" basis to conduct training seminars and sessions on the preparation of fundamental public agency documents or any other aspect of municipal operations. These trainings would be billed per hour or at a pre-negotiated flat rate.

Kronick regularly reviews insurance requirements as part of contract approvals, and the development of individualized templates that serve as a long-term cost savings that staff can rely upon.

Professional Liability Insurance Coverage

Kronick is insured for professional liability by Lloyd's of London. The firm's policy is designed to cover the professional liability exposures of a law firm. Coverage is provided for claims made against the firm during the policy period arising out of its professional services. In general, the



firm's professional liability policy is intended to cover claims alleging economic damages. The limits of liability are \$10 million for each claim and in the aggregate, including defense costs. The policy is subject to all coverage terms and conditions, including policy exclusions. Kronick also carries comprehensive general liability insurance, Workers' Compensation and employers' liability insurance, and automobile liability. Should Kronick be awarded a contract with the City, the firm would name the City as an Additional Insured and provide proof of such coverage prior to the commencement of any legal work.

Conclusion

Thank you for the opportunity to present this Proposal for City Attorney Legal Services. Our firm is exceptionally qualified to provide the services listed in the City's RFP without the hassle of conflicts present with many of the firms in the area. We hope that you will strongly consider our proposal and allow us the opportunity to serve as your City Attorney.

If you have any questions or wish to discuss any matters contained in this proposal, please do not hesitate to contact us.

ATTORNEY RESUMES



Maggie W. Stern, Shareholder

(916) 321-4541 | mstern@kmtg.com

Maggie helps cities, counties, and special districts navigate the legal issues facing California public agencies. She streamlines routine legal matters and demystifies regulatory compliance, so her clients can spend less time on legal issues and more time on service delivery. Public agencies rely on Maggie for advice on general governance matters, including Brown Act and Public Records Act compliance, conflicts-of-interest evaluation and guidance, constitutional law, procurement and public safety issues. She also represents and defends public agencies in civil actions involving contract disputes, cost recovery, tort defense, tax allocation disputes, land use, public works, and code enforcement.

Legal Experience

Maggie provides representation and advice on general municipal law governance matters. Examples of her specific experience and areas of practice include:

Open meeting laws, including the Brown Act

Public records laws, including the Public Records Act and local Sunshine laws

Compliance with the Fair Political Practices Act

Conflicts of Interest, including Government Code section 1090 and the Political Reform Act

Code enforcement, including abatement warrants and receiverships

Pitchess Motions and weapons petitions

Construction, public projects and public works, including prevailing wages, competitive bidding, and bid protests

Maggie also has experience in all phases of litigation, from pre-litigation strategic advising, through trial and recovery of judgments, and has experience representing cities in nuisance abatement, construction, tax, civil rights, dangerous condition of public property, and contract litigation.

Before joining Kronick, Maggie worked in the City Attorney's Office for the City of Oakland as a Neighborhood Law Corps attorney, where she managed cases involving public nuisance.

While attending law school, Maggie was a Judicial Extern to the Honorable Russel D. Pulver of the United States Department of Labor, Office of Administrative Law Judges, where she worked on cases involving the Longshore and Harbor Workers' Act and the Defense Base Act.

Practice Examples

Maggie successfully resolved four bid protests on a \$50 million dollar public works project, avoiding project-killing delays.

Maggie successfully prosecuted two Oakland motel owners for violations of the California Red Light Abatement Act. Following trial, the Judge ordered both motels to close for one year. Maggie also obtained a permanent injunction against a third Oakland motel owner by stipulation.

She prevailed in a lawsuit against a property owner for breach of contract for failing to adhere to a settlement agreement designed to abate drug nuisance activities.

She has prepared Reasonable Accommodation Ordinances for a number of cities in the Sacramento region.

She obtained a workplace violence restraining order for a special district.

She has prepared transactional documents for public works design-bid-build, lease-leaseback, and design-build projects, and has helped clients navigate hundreds of projects from issuing the notice inviting bids, through filing of the notice of completion.

Professional Activities & Affiliations

Maggie provides trainings for public agencies, including Brown Act, Public Records Act, Form 700 and AB 1234 training for boards and commissions, and inspection warrant and right-of-entry training for code enforcement officers. Her professional activities and affiliations include:

Northern California Rising Stars 2018

Member, Public Safety Policy Committee, League of California Cities (2017)

Member, Legal Committee, California Special Districts Association (2017)

Top Lawyers, Sacramento Magazine (2016, 2017, 2018)

Reviewer, League of California Cities, Municipal Law Handbook, Public Contracting Chapter (2014-2018)

Board member, Sacramento County Bar Association, Public Law Section (2016-present)

Chairperson, Sacramento County Bar Association, Public Law Section (2013-2015)

Member, California State Bar Association

Reviewer, League of California Cities, 2013 Municipal Law Handbook, Code Enforcement Chapter (2012)

Presenter, "Civil Remedies to Address Human Trafficking and the Commercial Sexual Exploitation of Children,"

National District Attorney's H.E.A.T. Conference (2012)

Presenter, "Eliminating Blight in Your Community," Mayor's Crime Prevention Summit for the City of Oakland (2011)

Admitted to Practice

All California State Courts

United States District Court, Eastern and Northern Districts of California

Academic Background

J.D. Golden Gate University, 2009

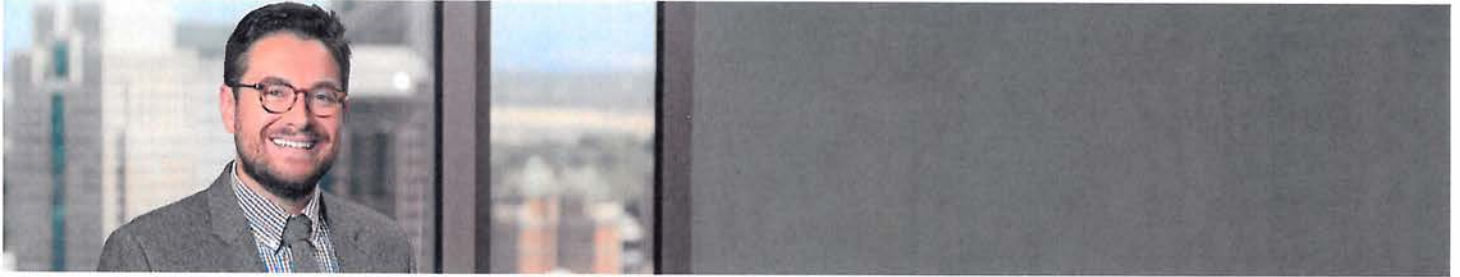
Member, Environmental Law Journal

Law and Leadership Fellow

M.P.A. Middlebury (formerly Monterey) Institute of International Studies, 2001

B.A. Middlebury (formerly Monterey) Institute of International Studies, 2000

Graduated magna cum laude



Andreas L. Booher, Associate

(916) 321-4372 | aboohar@kmtg.com

Andreas, an associate attorney in the firm, represents public sector clients with a focus on municipal governance, environmental law, water, land use issues, and joint powers authority formation and governance. He provides advice and counsel to public agencies on a broad range of issues including advising on environmental regulatory compliance, Brown Act, Public Records Act and Political Reform Act compliance, code enforcement including issues related to cannabis, and land use entitlement. Andreas also assists municipalities and special districts in negotiating, drafting, and reviewing agreements, developing ordinances and regulations, and has experience acting in the capacity of general counsel to special district boards during public meetings.

Andreas also has experience advising both public and private entities on a variety of issues related to water, wastewater, and solid waste management. He has advised sanitary and sanitation districts on state and federal regulatory compliance matters and has assisted a sanitation district on all aspects of its operations of an active landfill as well as post-closure monitoring of several additional sites. He has also advised special districts on Proposition 218 rate-setting, regulatory compliance monitoring and enforcement actions, and CEQA compliance for water infrastructure in new development.

Andreas has experience with labor and employment issues from his prior work with the Service Employees International Union, Local 721 in Los Angeles, including assessing pending arbitration matters and settlement offers for the union's members.

Legal Experience

While in law school, Andreas worked as a research assistant for the Content Creators Coalition in Los Angeles and also for two Loyola Law School professors, focusing on Supreme Court opinions for numerous law review submissions; researching and preparing materials for Technology & Privacy, Internet Law and Constitutional Law classes; and reviewing documents related to a Sierra Club case.

Andreas further conducted research on a broad range of legal issues for the Service Employees International Union, Local 721 in Los Angeles, including assessing pending arbitration matters and settlement offers for the union's members. Andreas also participated in the 2014 California State Bar Student Environmental Negotiations Competition and was an intern with the California Public Utilities Commission: 2014 Interconnection Data Management Summit. He was a member for all three years of law school of Loyola's Environmental Law Society.

As an undergraduate, Andreas was an Audubon Society Fellow and volunteer with the Coal Oil Point Preservation Project (2006-2009). He also conducted a six-month research project on environmental policies in post-reunification Germany and he conducted a three-month research project on a technology-driven clean-water initiative in Sudan.

In addition, Andreas was a legal assistant with the Law Offices of Robert B. Locke in Goleta, drafting estate planning documents including wills, health care directives, power of attorney, and deeds; and researching zoning and permitting issues related to real estate litigation.

Professional Activities & Affiliations

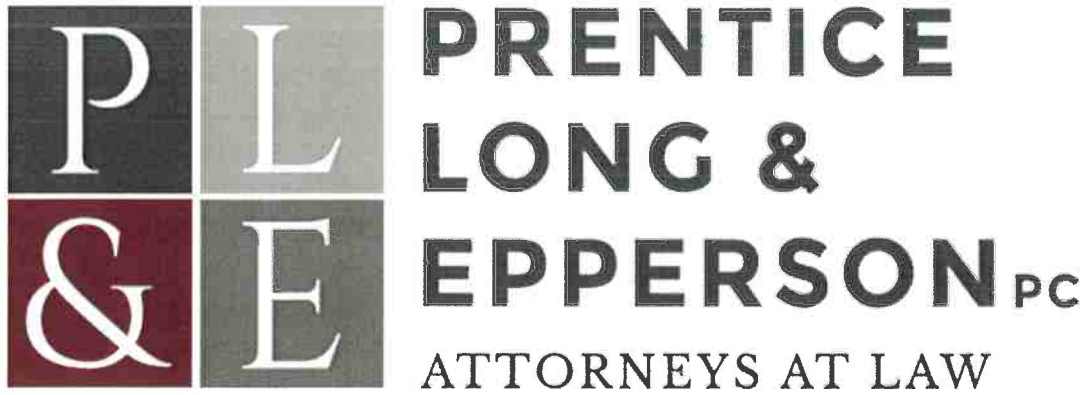
Member, California State Bar Association
Member, Sacramento County Bar Association

Member, Urban Land Institute
Member, Sacramento MetroEDGE

Academic Background

J.D., Loyola Law School, Los Angeles, May 2015
California State Bar 2014 Student Environmental Negotiations Competition, team member
Environmental Law Society, Secretary

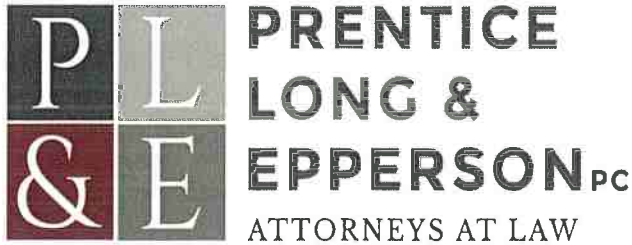
B.A., University of California Santa Barbara, June 2009
Global & International Studies; Germanic Studies
Dean's List, 2008 – 2009



Proposal for Legal Services



TOWN OF FORT JONES



Redding Office
2240 Court Street
Redding, CA 96001
530-691-0800

Fresno Office
5424 N. Palm Ave.
Fresno, CA 93704
559-500-1600

Margaret Long
margaret@plelawfirm.com

March 8, 2019

Via Email and First Class Mail

Karl Drexel, SDA, City Administrator
P.O. Box 40
Fort Jones, CA 96032
karl@kdmanagement.us

Re: Response to Request for Qualifications

Dear Mr. Drexel:

Prentice, Long & Epperson, PC respectfully submits this proposal to the Town of Fort Jones for legal services. Prentice, Long & Epperson, PC was formed in order to meet the needs of public agencies in both cost and quality of legal service. David Prentice, Margaret Long, and Jason Epperson formed the firm in 2014 with offices in Redding and Fresno, California.

The Town of Fort Jones would be personally serviced out of our Redding office. Prentice, Long & Epperson, PC prides itself on its quality of service and personal relationships it develops with its municipal clients. As your lead attorney, I would be personally available to you to answer any questions and assist your agency in all of its legal needs.

If you have any questions, please feel free to contact me at (530) 691-0800 or via email at margaret@plelawfirm.com. Also, feel free to visit our website at www.plelawfirm.com.

Thank you for considering our proposal for legal services and we very much look forward to the possibility of serving you.

Yours very truly,

A handwritten signature in blue ink, appearing to be 'ML', enclosed within a blue circular scribble.

Margaret Long
PRENTICE, LONG & EPPERSON, PC

Summary of Qualifications, Specializations and Experience

Prentice, Long & Epperson, PC is a law firm founded on the principle of service. Our firm is comprised of seasoned and experienced attorneys with a proven track record of success as advice and litigation counsel. The attorneys of Prentice, Long & Epperson PC are dedicated to the welfare of our clients. We pride ourselves on being knowledgeable, and, importantly, understanding our clients' needs. This depth of experience and concern for our clients allows us to truly serve, not just represent.

Prentice, Long & Epperson PC proposes holding regular office hours within the City, attending City Council meetings, staff meetings, communicating with staff and Council members, and assisting staff with legal issues as they arise. Prentice, Long & Epperson PC specializes in providing full service to municipal clients, alleviating the need to hire outside counsel. Below are just some of the areas in which attorneys may assist the City.

General Municipal Matters

Prentice, Long & Epperson PC has an exceptional depth of experience in the full range of legal issues affecting public agencies. We routinely advise on matters involving public contracts, labor and employment, constitutional restrictions on local government, municipal finance, the California Public Records Act, municipal liability and immunities, and police/fire department operations. We regularly advise boards and commissions, and have extensive experience in the myriad laws governing public agency proceedings, such as the Ralph M. Brown Act, Political Reform Act, and restrictions on conflicts of interest.

Personnel, General Liability and Employee Relations

Our firm has exceptional breadth of experience in all aspects of personnel. We have advised our public agency clients on virtually all aspects of employee relations, up to and including employee separation and discipline, *Skelly* hearings, and employee arbitrations. When necessary, we have successfully defended public agencies in litigation filed by both current and former employees.

We have handled all types of municipal employment litigation, defense of Department of Fair Employment and Housing (DFEH) claims, Civil Service Commission claims, proceedings before the Public Employee Relations Board (PERB), defense of actions arising from claims before the Equal Employment Opportunity Commission (EEOC) and the State Personnel Board, and actions under the Family Medical Leave Act (FMLA) and the Fair Labor Standards Act (FLSA). Our experience in state and federal court has produced exceptional results for our clients, particularly in matters involving disability discrimination and alleged violations of the interactive process.

Preparation of Ordinances, Resolutions, Orders and Written Memoranda

Prentice, Long & Epperson PC regularly prepares ordinances, resolutions and orders for its public agency clients. Whether requested by the public agency or suggested by counsel, we have drafted ordinances to assist our clients in pursuing their legislative policies, including code enforcement, land use, resolutions of necessity for eminent domain, and environmental and water-related issues.

Prentice, Long & Epperson PC also regularly prepares advice memoranda, status letters, and other written information to advise and inform its public agency clients.

Public Records Act and Brown Act

Prentice, Long & Epperson PC has extensive experience with Public Records Act, the Ralph M. Brown Act, and Elections Code compliance. The firm has assisted newly-formed public agencies establish policies and procedures to comply with the Ralph M. Brown Act from inception. We have also developed an interactive training seminar which we offer to educate our clients as to recent developments in the Ralph M. Brown Act and the legislatively or judicially enacted modifications. On behalf of our public agency clients, we regularly and routinely respond to requests made pursuant to the Public Records Act.

Land Use, CEQA and Other Environmental Issues

Prentice, Long & Epperson represents clients in all aspects of land use and environmental law. Our attorneys have significant experience litigating environmental disputes, defending clients against government enforcement actions, and handling real property issues and transactions, including purchase, sale and leasing of contaminated property, rights-of-way and easements, property disposal, and public improvements. Our scope of this experience includes advice and representation on site investigations and remedial actions, general plans and zoning, special use permits, the Subdivision Map Act, CEQA and NEPA, CERCLA, California Hazardous Substance Account Act, RCRA, Porter-Cologne, Proposition 65, air and water quality, water supply and rights, and utilities issues.

Prentice, Long & Epperson's attorneys have experience advising public and private clients regarding compliance with hazardous materials laws and regulations, including those involving preparation of hazardous materials business plans and regulation by certified unified program agencies. Our attorneys have litigated a variety of matters involving hazardous waste discharges, including claims under CERCLA and HSAA, RCRA, and other federal and state laws, and have also handled and are familiar with NPDES permitting issues.

Unlawful Detainer, Eminent Domain, Code Enforcement and Cannabis

Prentice, Long & Epperson has experience in the areas of eminent domain, unlawful detainer and code enforcement issues. We routinely manage abatement issues and work closely with code enforcement officers. We have developed code enforcement regulations for municipalities and have provided training designed to assist code enforcement officers in achieving cost effective and legal solutions.

One of the specialties of Prentice, Long & Epperson is dealing with marijuana-related issues within municipalities. We are well apprised of the ever-changing landscape of this issue, and closely follow case law and legislative action.

Municipal Litigation

Prentice, Long & Epperson PC attorneys have distinguished themselves as public agency litigators and have extensive experience in bench and jury trials, as well as administrative hearings. We are well versed in the issues that commonly face special districts, as well as rules of procedure. Prentice, Long & Epperson PC attorneys are pleased to report a very high rate of success in litigation matters.

Proposition 218 Compliance

Mr. Prentice is considered one of the leading experts on Proposition 218 compliance. He frequently lectures on that subject, and wrote and published a popular Proposition 218 manual that is still used today.

Project Team



Margaret E. Long
Proposed City Attorney

Margaret Engelhardt Long is an experienced municipal attorney, who has served a number of counties, cities and special districts throughout her career. She is currently County Counsel for both Modoc County and Trinity County, and is Assistant County Counsel for Alpine County and Sierra County. In addition, she is City Attorney for the City of Etna and District Counsel for the Lake Shastina Community Service District. Prior to forming Prentice, Long & Epperson, PC, Ms. Long was the managing partner of Cota Cole PC's Redding office. From 2005-2013, Ms. Long was an associate with the law firm of Kenny, Snowden & Norine in Redding, California. From 2003-2005, Ms. Long was the Managing Attorney for Legal Services of Northern California.

Ms. Long has considerable experience in advising municipalities and public agencies on issues relating to employment, labor, public nuisance, law enforcement, land use, code enforcement, eminent domain, housing, public contracting, unlawful detainer, medical marijuana abatement, Proposition 218, and the Brown Act, among others. Ms. Long's expertise includes facilitating local elections and initiatives, and engaging in labor negotiations on behalf of the local entity. Ms. Long also has experience in providing advice to planning commissions, water districts, community service districts, municipal airports and local transportation authorities. Ms. Long provides training to public entities on the Brown Act, and training to a variety of clients on sexual harassment prevention under AB 1825. In addition, Ms. Long represents four counties on their child dependency and Public Guardian matters.

Ms. Long received her Bachelor of Arts degree with honors from Wesleyan University in 2000. She received her Juris Doctorate from University of California, Davis in 2003, where she received the prestigious honor of becoming a member of The Order of the Barristers.

Ms. Long is a member of the California State Bar Association and Shasta-Trinity Counties Bar Association. Ms. Long has served as the Treasurer of the Shasta-Trinity Counties Bar Association, and has serviced as the President of the Shasta County Women's Refuge Board of Directors and as a Board Member for Habitat for Humanity.

Admissions:

- California Bar (2003)
- United States District Court, Eastern District of California
- Ninth Circuit Court of Appeals
- United States Supreme Court



Amanda Uhrhammer
Proposed Assistant City Attorney

Amanda Uhrhammer's practice includes primarily municipal law, civil litigation, and labor and employment law. Ms. Uhrhammer is a Davis native, with strong ties to the community.

Prior to joining Prentice, Long and Epperson, PC, Ms. Uhrhammer was the Assistant County Counsel in Nevada County from 2015 until May, 2018, when she was offered, and accepted, the Interim Human Resources Director position. Previously, from 2011-2015, Ms. Uhrhammer practiced in Sacramento as Senior Counsel for Spinelli, Donald & Nott, representing primarily school districts in general civil litigation matters and conducting work place investigations. Ms. Uhrhammer was an Associate at Hansen, Kohls, Jones, Sommer & Jacob in 2011, handling legal malpractice matters. Ms. Uhrhammer started her legal career as an Associate at Mastagni, Holstedt, Amick, Miller, Johnsen & Uhrhammer in 1997 and left as the Managing Partner in 2009. At the Mastagni firm, she practiced civil litigation with a focus on civil litigation and labor and employment matters, as well as providing general counsel advice to law enforcement association boards. Ms. Uhrhammer also served as Trust Counsel for 11 years to an employee benefits ERISA trust associated with a large labor association with over 50,000 members.

Ms. Uhrhammer has over 20 years of experience advising and representing public agencies and private sector clients in civil litigation, municipal law, and general counsel matters. Ms.

Uhrhammer's expertise includes advising on issues related to risk management/litigation, employee benefits, human resources, labor and employment, public contracts, conducting workplace investigations, and cannabis ordinance development and enforcement. Ms. Uhrhammer has provided training in areas of sexual harassment, fiduciary responsibility, and Section 1983 matters. She has also provided general legal support for law enforcement associations and their boards.

Ms. Uhrhammer has extensive experience representing her clients through the appellate process. She has three published matters to her credit: *Pitts v. City of Sacramento* (2006) 138 Cal.App.4th 853; *Coleman v. Standard Life Ins. Co.*, 288 F. Supp. 2d 1116 (E.D. Cal. 2003); and *Guarino v. County of Siskiyou* (2018).

Ms. Uhrhammer lived in Davis for over 40 years before her recent move. She received her Bachelor of Arts degree from University of California at Davis and her Juris Doctorate from McGeorge School of Law.

Ms. Uhrhammer is a member of the California State Bar Association, Nevada County Bar Association, Association of Workplace Investigators, and the Tahoe-Truckee Bar Association. She also served as a panelist for the Yolo County Neighborhood Court program.

Admissions:

- California Bar (1997)
- United States District Court, Eastern District of California
- United States District Court, Northern District of California
- United States District Court, Central District of California
- United States District Court, Southern District
- Ninth Circuit Court of Appeals
- United States Supreme Court



Kelly J. Snowden
Proposed Litigation Counsel

KELLY J. SNOWDEN is a partner at Prentice, Long & Epperson, PC. He is a 1990 graduate of San Diego State University, with a B.A. in economics, and a 1993 graduate of the University of San Francisco School of Law. After a brief stint in solo private practice, focusing on criminal defense and appeals, in association with noted criminal defense and appellate specialist John

Philipsborn, he took an associate position with Goldstein & Phillips and its successor firm, Phillips and Erlewine LLP. In 2000, he accepted an associate position with Moss & Enochian in Redding, California, becoming a partner and shareholder in its successor, Enochian, Kenny & Snowden, in 2006, before joining Prentice, Long & Epperson in 2017.

Mr. Snowden's practice encompasses civil litigation in a variety of legal fields, including appellate practice, maritime, employment, entertainment and contract law matters. Currently, Mr. Snowden's practice focuses on medical malpractice defense, tort, personal injury, employment and insurance defense, and general civil litigation. His clients include three North State hospitals in the Dignity Health/Catholic Healthcare West system, Costco Wholesale, Inc., Orchard Nutrition Center, and handles litigation on behalf of county clients, including elections contests, breach of contract claims, and employment claims.

Mr. Snowden is admitted to practice before the United States District Court for the Northern and Eastern Districts, as well as the California Supreme Court. He is a member and past president of the Shasta-Trinity Counties Bar Association, as well as a member of the Association of Defense Counsel (ADC) and the Association of Defense Trial Attorneys (ADTA). Because of his extensive trial experience, he was invited by his peers to join the prestigious American Board of Trial Advocates (ABOTA) where he is a fellow member in the Sacramento Valley Chapter.

Admissions:

California Bar (1993)

United States District Court, Eastern District of California

Ninth Circuit Court of Appeals



Sophia R. Meyer
Proposed Deputy City Attorney

Sophia R. Meyer is an associate attorney in the Redding office of Prentice, Long & Epperson. Ms. Meyer's practice includes municipal law, civil litigation, labor and employment law, and business law.

Ms. Meyer currently serves as Deputy County Counsel for Alpine County, Modoc County, and Trinity County, and as Deputy City Attorney for the City of Ione. She is actively involved in providing clients with a full range of services and has developed expertise in a number of areas, including code enforcement, the Brown Act, law enforcement, labor negotiations, public contracting, public administration, marijuana abatement issues and dependency law.

An Agriculture Business graduate of California State University, Chico, Ms. Meyer got her Juris Doctor at Cal Northern School of Law in Chico, California. After graduation, she was an assistant district attorney for Modoc County. As a prosecutor, Ms. Meyer handled a variety of misdemeanor and felony cases, including child sexual abuse, domestic violence, juvenile offenders, dependency matters and public administration. This broad and comprehensive skill set allows Ms. Meyer to resolve conflicts by minimizing the time and expense of litigation. When mediation and settlement are not possible, Ms. Meyer is a zealous litigator and will fight for her clients in the courtroom. Ms. Meyer's professional experiences in rural, agriculture-dependent communities afford her a firm grasp of diverse agricultural issues involving land use, zoning and water.

Admissions:

California State Bar (2011)
 Vice President, Shasta-Trinity Counties Bar Association

Support Staff

In addition to Ms. Long, Ms. Uhrhammer, Mr. Snowden and Ms. Meyer, the firm has additional attorneys trained to handle all of the legal needs of the Town of Fort Jones. Specifically, David Prentice, Jason Epperson, Joseph Larmour, Cashel White, PJ Van Ert and Michelle Nasise are all available to provide services to the Town of Fort Jones.

Prentice, Long & Epperson prides itself on employing the best available para-professional and clerical support staff. Our legal secretaries and paralegals are all versed in municipal law and litigation support.

Potential Conflicts

Prentice, Long & Epperson does not see any actual or perceived conflicts with its current clients at this time. The firm was created to service public entities, and works diligently to avoid creating conflicts.

We are providing a list of our public entity clients for your review:

Alpine County	County Counsel
Sierra County	County Counsel
Trinity County	County Counsel
Modoc County	County Counsel
Lassen County	Special Counsel/CPS/Litigation
Lake County	Labor Negotiation/Labor
City of Etna	City Attorney
City of Hollister	City Attorney
City of Ione	City Attorney
City of Lakeport	Labor Negotiation/Labor Relations
City of Shasta Lake	Special Projects/Labor Relations

City of Taft	City Attorney
First Five Alpine County	General Counsel
Housing Authority County of Merced	Special Counsel/Labor
Lake Shastina Community Service District	District Counsel
Scotia Community Service District	District Counsel
Hayfork Fire Protection District	General Counsel
Southern Cascade Community Services District	General Counsel
Cameron Park Community Services District	General Counsel
Sierra Valley Groundwater Management District	General Counsel
Adin Cemetery District	General Counsel
Del Puerto Health Care District	General Counsel/Labor
Fresno Kings Madera Health Authority (CalViva Health)	General Counsel

Other Considerations

Prentice, Long & Epperson PC offers its clients a full range of trainings specialized for their specific needs. Specifically, all mandated training in ethics and sexual harassment are offered, with written materials. We also offer optional trainings that are not required, but are very helpful and frequently requested. These trainings are personalized to fit the needs of each client and include handouts, presentation materials, and case studies specifically tailored to assist our clients in understanding the complex issues involved in public agency law.

Prentice, Long & Epperson PC provides such training sessions in several subjects, including The Ralph M. Brown Act, The Fair Labor Standards Act, Labor Negotiations, Workplace Discipline, Workplace Investigations, and Proposition 218.

References

Prentice, Long & Epperson considers all of its clients as excellent references, and encourages the District to contact any of them. For your convenience, the following four are provided:

Sarah Simis
Deputy County Administrative Officer
County of Alpine
P.O. Box 158
Markleeville, CA 96120

Phone: 560-694-2287
Email: ssimis@alpinecountyca.gov

Chester Robertson
County Administrative Officer
County of Modoc
204 South Court Street
Alturas, CA 961010

Phone: 530-133-7600
Email: chesterrobertson@co.modoc.ca.us

Wendy Tyler County Administrative Officer County of Colusa 250 Fifth St Colusa, CA 95932	Phone: 530-458-0737 Email: wtyler@countyofcolusa.com
Laura L. Redwine, CPA Finance Director City of Shasta Lake 4477 Main Street Shasta Lake, CA 96019	Phone: 530- 275-7429 Email: lredwine@cityofshastalake.org

Rate Structure

Attorney Rates: Prentice, Long & Epperson PC is pleased to offer the following rates to the Town of Fort Jones:

Attorney: \$175/hour
 Paralegal: \$70/hour

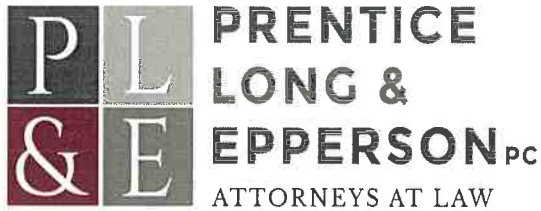
In the alternative, Prentice, Long & Epperson PC is willing to negotiate with the Town of Fort Jones to structure a professional services schedule which accommodates the needs of the District.

The proposed fee structure and hourly rates are subject to further negotiation or revision, depending on the District's needs.

Cost Recovery: In addition to the Attorney Fees, Prentice, Long & Epperson PC will charge the following costs incurred in the course of services, which will be invoiced monthly. The following list of litigation charges is included by way of example:

Reasonable travel expenses (mileage)	Applicable IRS rate per mile x number of miles
Duplication/reproduction fees	Actual cost if performed by outside service; no charge if in- house
Any other expense not listed above that becomes necessary for the successful resolution of a client matter	Actual Cost
2.0% administrative fee in lieu of separate charges for phone, fax and copies	Based on the amount of fees billed during the month

Letter of Submittal



Redding Office
2240 Court Street
Redding, CA 96001
530-691-0800
530-691-0700

Fresno Office
5424 N. Palm Ave.
Suite 108
Fresno, CA 93704
559-500-1600

Margaret Long, Partner
margaret@plelawfirm.com

March 8, 2019

Karl Drexel, SDA, City Administrator
P.O. Box 40
Fort Jones, CA 96032
karl@kdmanagement.us

Re: Transmittal Letter and License to Practice

Dear Mr. Drexel:

Please accept this as confirmation from Prentice, Long & Epperson PC that we understand the work that is to be done as City Attorney for the Town of Fort Jones. In our attorneys' 50 years of experience as municipal lawyers, we have had the privilege of working closely with community cities and understand the unique problems they face. We are committed to perform the work within the time stated within the Request for Proposal. All of our attorneys are properly licensed within the State of California.

Please accept our response as an irrevocable offer for 60-days.

Thank you for your consideration and we look forward to serving your legal needs.

Yours very truly,

A handwritten signature in blue ink, appearing to be 'ML', enclosed within a blue circular scribble.

Margaret Long
PRENTICE, LONG & EPPERSON PC

WEED OFFICE
150 Alamo, Suite 103
(530) 938-3438

YREKA OFFICE
216 Lane St.
(530) 842-3552

www.kwb-law.net

KWBSM
EST. 1970
KIRSHER, WINSTON & BOSTON
LAW CORPORATION

WRAY E. KIRSHER (1922-2003)
U.S. Magistrate Judge, Retired

ROBERT D. WINSTON
ROBERT B. BOSTON

Law Clerks:
SARA E. COLLINS
ERINN BELLWOOD

Please Respond To:

205 N. Mt. Shasta Blvd., Suite 400
P.O. Box 177, Mt. Shasta, CA 96067
(530) 926-3444, Fax (530) 926-3599

March 20, 2019

Town of Fort Jones
P.O. Box 40
Fort Jones, CA 96032

Attn: Karl Drexel, City Administrator
Re: City Attorney Services

Dear Councilors and Mr. Drexel:

This is my proposal to renew our agreement for City Attorney Services pursuant to which I have worked for the Town of Fort Jones for approximately the past 30 years.

I graduated from California State University at Northridge with a B.S. degree in Business Administration and received my J.D. degree from Southwestern School of Law, in Los Angeles, in 1978. I was admitted to the California Bar that same year, and hold State Bar number 80843.

Since 1979, I have been engaged in the private practice of law in Siskiyou County, emphasizing work for public agencies, as well as general business and real estate for private clients and business entities. My work includes both transactions and litigation, including substantial administrative, trial, and appellate work on behalf of public agencies, involving personnel, eminent domain, zoning, the Brown Act, and the Public Records Act.

During my 40 years of practice in Siskiyou County, I have served at various times as City Attorney to the cities of Dorris, Fort Jones, Mount Shasta, and Weed, and as general counsel or special legal counsel to several districts.

I currently serve as City Attorney to the City of Weed, an elected member of the Mt. Shasta Union School District Board of Trustees, and an appointed member of the College of the Siskiyous Foundation Board of Directors, the Siskiyou County Assessment Appeals Board, and the Siskiyou County Air Pollution Control Hearing Board. I do not believe any of these will result in a conflict-of-interest with work for the Town of Fort Jones.

Town of Fort Jones / 3-20-19 / P.2
Re: City Attorney Services

Our firm's website address is shown above.

My firm was established in 1970 and we currently maintain part-time offices in Yreka and Weed, and our main office in Mount Shasta City. Our staff consists of two attorneys, two law clerks, and a total of six employees.

I propose to bill the Town of Fort Jones at the hourly rates of \$175.00 for attorney work and \$85.00 for that done by my law clerk, plus 2% of billings for miscellaneous offices expenses (copies, printing, phone, faxes, and postage). We track our time and bill on intervals of 1/10ths of an hour, with a 1/10th minimum. Out-of-pocket expenses are itemized in any billings. There would be no retainer or other minimum periodic charge.

I am generally in our Yreka office on Thursdays, and often on Wednesdays and Fridays, and would be pleased to meet with Fort Jones city staff and officers there, or at your City Hall, on some of those days, when requested, without any additional charge for my travel time or mileage. On other days, I am generally available to attend City Council meetings or provide counsel by conference in closed session during Council meetings, at a reasonable cost.

I believe that my experience, expertise, prompt responsiveness, local availability, and my knowledge of, and continuity of service to the Town of Fort Jones allows me to provide it with the same excellent service it has received from my firm for the past 30 years.

A current reference can be obtained from Ronald Stock, City Manager, City of Weed, at 938-5020, or stock@ci.weed.ca.us

Sincerely,



Robert D. Winston

RDW/



THE TOWN OF FORT JONES

TO: FORT JONES CITY COUNCIL

MEETING DATE: APRIL 8, 2019

FROM: KARL DREXEL, TOWN ADMINISTRATOR

SUBJECT: 2019/2020 PROPOSED OPERATING BUDGET

BACKGROUND:

I have gone through the last four years of financial information and divided up the different functions of the Town's departments and came up with Profit and Loss statements for each Department. By doing so, I was able to see the financial needs of each Department, determine the cost of Administration and allocate the tax revenue the Town receives across Departments and allocate a cost sharing percentage for each Department. These allocations are in no way set in stone and the Council will have to determine if they should change or remain the same for both taxes and Admin costs. The percentages I came up with for allocating tax revenues are:

Sewer	15%
Water	20%
Police Service	15%
Fire Protection	25%
Streets & Roads	15%
Parks & Bldgs	10%

Administration Costs are the cost of doing business. It includes City Hall and staff, the library and the required legal, accounting and consulting costs running the Town. Admin costs are necessary for all departments and need to be allocated across all departments in order to be fair. Some departments are allocated a little more than others, which is a reflection on the Department size, their budgets, the amount of work devoted to their department and fees received. The percentages I came up with for sharing the Administration Costs are:

Sewer	10%
Water	15%
Police Service	10%
Fire Service	15%
SAFER Grant	5%
Strike Team	15%
Streets & Roads	15%
Parks & Bldgs	10%
CDBG	5%

Each Department on the other hand is responsible for their own variable costs, or those costs that change because of what the Department is doing. Each Department (or City service) has its own labor costs, maintenance costs, utilities, materials, etc. In the past all of these costs were lumped altogether in the General Fund and were not recorded or allocated to the individual departments. These financial statements, on the other hand, show exactly what each department is making and what each department is spending, giving a more realistic picture of the financial health of the Town.

Although it appears the town is in poor financial shape, the reality is we are in pretty good financial shape. Because the books have been recorded in a haphazard way using a blend of accrual and cash accounting record keeping, not all of the revenue that will be coming in has been posted and not all of the payroll that is yet to be paid is posted either. We are working on changing that and will have a much better recording practice and financial picture next fiscal year.

One of our biggest expenses is the insurance through SCORE. Many small cities are members and it is a shared cost type of JPA for our Workers Comp, Liability and Property Insurances. It has been going up annually and I have already started investigating other options for the future, but do not have anything concrete yet for this fiscal year. Workers Comp and Liability rates are determined by payroll, which is why it varies from year to year. So when there is a busy fire season, the Strike Team payroll goes up consequently Workers Comp and Liability Insurances go up accordingly. As stated earlier, these costs used to be lumped altogether. Now each department is responsible for their own insurance costs as a factor of their own payroll costs. All departments are separate, including sewer and water, fire and strike teams, etc. Another change I am implementing is the fixed costs of payroll in the office and in public works. Previous administrations had arbitrarily assigned the office staff a certain amount of time for water, sewer and CDBG. It was the same with the Public Works staff. The problem is they front loaded the time to water, because water billing and water maintenance took a lot of the time and they had a revenue source in rates. However, it was not always proportional to the actual amount of time spent and revenues do not cover the cost of operating the services. Now, all departments share in the cost of office staff and the PW staff will keep actual track of their time. Also, each department (except CDBG, the Safer Grant and Strike Teams) will be allocated a share of the tax money that comes into the City in addition to any fees for service or taxes specific to a particular department.

There are numerous other changes which have been implemented, which are too numerous to list here, but I believe the City's financials are easier and more realistic to view and understand.

I was, however, able to look back on the last three years Profit and Loss reports and came up with what I believe is a realistic budget based on historical figures and best educated guesses. However, a budget is just that, a budget. It is a moving, living, breathing document that changes throughout the year and can only be a guesstimate. Government Code Sec 53901 requires each local agency to file its budget with the county auditor within 60 days after the beginning of its fiscal year. This budget is an attempt to provide the City with the legal means of spending the people's money for the upcoming fiscal year, well in advance of that requirement. Also, as before, this budget does not include a Capital Improvement Program (CIP) element to it. There are some very critical capital investment needs and although I have recommended some reserves be set aside where possible, there is not specific spending plan at this time.

RECOMMENDATION:

I recommend that the Board review the enclosed financial statements and recommend any changes for approval of the Proposed DRAFT Budget as presented for FY 2019/2020, and request Quarterly updates as well as monthly monitoring.

**TOWN OF FORT JONES
2016-2017**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%		15%	10%		100%
REVENUES										
Department 1 - General Government										
4099 - Property Taxes		19,164	25,553	19,164	31,941		19,164	12,776		127,762
4111 - Sales Tax		19,792	26,389	19,792	32,986		19,792	13,195		131,946
4216 - Franchises								7,452		7,452
4218 - Business License	521									521
4303 - Vehicle Fees		4,439	5,918	4,439	7,397		4,439	2,959		29,591
4400 - Rent								1,749		1,749
4901 - SCORE Dividends	8,935									8,935
4903 - Library Reimbursement	12,415									12,415
Department 2 - Public Safety										
4112 - Public Safety				100,000						100,000
4532 - PS Growth Allocation				39,297						39,297
4735 - Strike Team Revenue						133,975				133,975
4740 - Fire Department Revenue					16,868					16,868
4745 - Fire Dept Training Revenue										-
4910 - SAFER Grant										-
4750 - Other Public Safety (MOE)	215									215
Department 3 - Public Works										
4499 - Gas Tax							19,956			19,956
4530 - Local Transportation							7,001			7,001
4540 - SB 1 Grants										-
4212 - Sewer Revenue		53,342								53,342
4213 - Sewer Connections & Fees										-
4904 - SWRCB Reimbursement		19,689								19,689
4810 - Water Revenue			156,281							156,281
4830 - Water Connections & Fees										-
4840 - Gretchen Acres			6,427							6,427
Department 4 - Parks and Buildings										
6000 - Ball Park Income										-
5075.0 - Grant Revenue										-
Department 5 - CDBG RLF										
4900 - CDBG Interest										
Bank Interest									322	322
Loan Interest									45,123	45,123
4902 - CDBG Reimbursement									62,185	62,185
Transfer In - Admin Allocation	90,000									90,000
5081.0 - Interest Earned - Rsv (Savings)										-
5080.0 - Interest earned - Ops										-
TOTAL INCOME 2016-2017 Actual	112,086	116,426	220,568	182,692	89,192	133,975	70,352	38,131	107,630	1,071,052

**TOWN OF FORT JONES
2016-2017**

Actual

	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%		15%	10%		100%
EXPENSES										
1E - General Government Expense										
5100 - Council/Election	2,181									2,181
5110 - Mayor Payroll	2,340									2,340
5210 - Clerk Payroll	31,382									31,382
5220- Supp\USPO\Petty	258									258
5400 - Professional Fees										
5401 - Legal Fees	1,955									1,955
5402 - Accounting Fees										-
5403 - Consulting Fees										-
5404 - Engineering Fees										-
5500 - Planning and Economic Development	5,668									5,668
5550 - Library Payroll	10,719									10,719
5600 - Miscellaneous	4,529									4,529
6204 - Workers Comp Insurance	4,310									4,310
6303 - Liability Insurance	4,088									4,088
6304 - Property Insurance	989									989
6300 - Insurance - Other	7,148									7,148
6301 - Insurance Expense	480									480
9150 - City Hall Expenses										
City Hall Power	4,946									4,946
City Hall Phone	1,510									1,510
Librabry Expense	651									651
City Hall Maintenance	2,610									2,610
9152 - Propane	5,117									5,117
2E - Public Safety Expense										
2EA - Law Enforcement										
7120 - Admin Allocation - Law Enforcement				13,500						13,500
7140 - Sheriff Contract				85,000						85,000
7160 - Public Safety Payroll				318						318
7165 - Juvenile Crime Prevention Program				5,000						5,000
7170 - Sinking Fund				42,000						42,000
2EA - Law Enforcement - Other				1,641						1,641
2EB - Fire Department Expense										
7500 - Admin Allocation - Fire					13,500					13,500
7505 - Liability Insurance					1,707					1,707
7506 - Workers Comp Ins					1,800					1,800
7507 - Property Insurance					989					989

**TOWN OF FORT JONES
2016-2017**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%		15%	10%		100%
EXPENSES										
7510 - Fire Dept Payroll					7,090					7,090
7511 - Firefighter Physicals					231					231
7512 - Live Scans					144					144
7513 - Calls & Meetings					11,466					11,466
7520 - Fire Dept Suppl & Maintenance					87,663					87,663
7525 - Public Safety Fuel & Oil					9,589					9,589
7527 - Gas Reimbursement					(3,000)					(3,000)
7526 - Training					2,637					2,637
7540 - Fire Dept - Utilities					10,860					10,860
Public Safety Expense - Other					4,627					4,627
7528 - SAFER Grant Expense										-
7529 - SAFER Grant Payroll										-
7529.5 - Workers Comp Insurance										-
7529.6 - Liability Insurance										-
7529.7 - Admin Allocation - Safer Grant										-
7528 - SAFER Grant Expenses - Other										-
2EC - Strike Team Expense										
7501 - Admin Allocation - Strike Team						13,500				13,500
7505b - Liability Insurance						6,423				6,423
7506b - Workers Comp Insurance						6,944				6,944
7507b - Property Insurance						989				989
7515 - Strike Team Payroll						104,130				104,130
Public Safety Expense - Other						90				90
3E - Public Works Expense										
3EA - Streets & Roads										
8110 - Admin Allocation - Streets							13,500			13,500
8509 - Liability Insurance							2,279			2,279
8511 - Workers Comp Insurance							2,722			2,722
8512 - Property Insurance							989			989
1-000 - Street Lights										
02 - HPSV Lights							554			554
02 - HPSV Metal Light							277			277
10 - HPSV Wood Lights							1,524			1,524
11 - HPSV Lights							3,270			3,270
72 - HPSV Lights							11,797			11,797
8120 - Street Maint & Utilities							2,415	332		2,747
8130 - Equipment Maintenance							9,533			9,533
8134 - Equipment Purchases										-

**TOWN OF FORT JONES
2016-2017**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%		15%	10%		100%
EXPENSES										
8199 - Road Payroll							14,032			14,032
8250 - Street Engineering							9,334			9,334
3EB - Sewer Expense										-
8505 - Admin Allocation - Sewer		9,000								9,000
8550 - Liability Insurance		2,184								2,184
8551 - Workers Comp Insurance		2,246								2,246
8552 - Property Insurance		989								989
8510 - Sewer Payroll		28,916								28,916
8520 - Sewer Expenses		7,678								7,678
8530 - Sewer Supplies		300								300
8535 - Office		710								710
8553 - Sewer Testing										-
Sewer Project		15,784								15,784
8540 - State Fees		15,099								15,099
3EC - Water Expense										
8605 - Admin Allocation - Water			13,500							13,500
8625 - Liability Insurance			6,081							6,081
8626 - Workers Comp Insurance			4,691							4,691
8627 - Property Insurance			989							989
8609 - Training			3,086							3,086
8610 - Parts & Supplies			13,875							13,875
8612 - Office and Postage			4,159							4,159
8615 - Water Payroll			84,503							84,503
8620 - Repairs & Maintenance			379							379
8630 - Fees & Testing			7,168							7,168
8640 - Water Utilities			18,763							18,763
8632 - Revenue Bond Interest			8,345							8,345
4E - Parks, Recreation & Building Expense										
9102 - Admin Allocation - Parks								9,000		9,000
9105 - Liability Insurance								1,841		1,841
9106 - Workers Comp Insurance								1,941		1,941
9107 - Property Insurance								989		989
03 - Park and Rec Grants										
City Playground								810		810
9109 - Parks Payroll								16,809		16,809
Janitorial Payroll								3,202		3,202
9110 - Park Expense								2,822		2,822

**TOWN OF FORT JONES
2016-2017**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%		15%	10%		100%
EXPENSES										
9130 - Ball Park Expense										
1-002 - LLP Snack								297		297
1-013 - BBP Lights								484		484
1-014 - LLP Lights								282		282
9131 - Maintenance and Supplies								12,030		12,030
9130 - Other								539		539
9140 - Scout Hall Expenses								117	3,293	3,410
9160 - Museum Expense								3,004		3,004
6504 - Payroll Taxes										
6506 - FICA	2,610	1,794	5,228	19	426	6,457	871	1,242		18,647
6508 - Medicare	610	420	1,223	4	100	1,510	204	291		4,362
6512 - SUI	1,015	285	1,036	18	280	4,076	205	340		7,255
6516 ETT	17	5	18		5	68	3	6		122
Employee Draw					1,475					1,475
6601 - Medical Insurance (Company)	5,195	646	1,205							7,046
6503 - Retirement	3,619	450	840							4,909
5E - CDBG RLF										-
9700 - Gen Admin and Program Delivery										-
9705 - Admin Allocation - CDBG									4,500	4,500
9710 - Property Tax									63	63
9711 - Liability Insurance									4,353	4,353
9712 - Workers Comp Insurance									5,160	5,160
9713 - Property Insurance									989	989
9715 - CDBG Payroll									36,356	36,356
9790 - Public Services									43,519	43,519
Misc									156	156
6503 - Retirement									1,199	1,199
6504 - Payroll taxes									3,284	3,284
6601 - Medical Insurance (Company)									1,722	1,722
TOTAL EXPENSE 2016-2017 Actual	103,947	86,506	175,089	147,500	151,589	144,187	73,509	56,378	104,594	1,043,299
Reimbursement for Cap. Exp. from Reserves										
Net Expense	103,947	86,506	175,089	147,500	151,589	144,187	73,509	56,378	104,594	1,043,299
NET PROFIT (LOSS) 2016-2017 Actual	8,139	29,920	45,479	35,192	(62,397)	(10,212)	(3,157)	(18,247)	3,036	27,753

Notes:

Administrative Overhead Allocation Calculation used for this period: Sewer 10%, Water 15%, Police 15%, Fire 15%, Parks 10%, Streets 15%, Strike Team 15%, CDBG 5%

**TOWN OF FORT JONES
2017-2018**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER Grant	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%			15%	10%		100%
REVENUES											
Department 1 - General Government											
4099 - Property Taxes		17,169	22,893	17,169	28,617			17,169	11,446		114,463
4111 - Sales Tax		21,692	28,923	21,692	36,154			21,692	14,462		144,615
4216 - Franchises									8,062		8,062
4218 - Business License	2,022										2,022
4303 - Vehicle & Other Fees		4,697	6,262	4,697	7,828			4,697	3,131		31,312
4400 - Rent									2,265		2,265
4901 - SCORE Reimbursement											-
4903 - Library Reimbursement	12,005										12,005
Department 2 - Public Safety											
4112 - Public Safety				100,000							100,000
4532 - PS Growth Allocation											-
4230 - Animal Control - Dog Lic	38										38
4735 - Strike Team Revenue							521,212				521,212
4740 - Fire Department Revenue					2,235						2,235
4745 - Fire Dept Training Revenue					4,250						4,250
4910 - SAFER Grant						52,839					52,839
4750 - Other Public Safety (MOE)				4,476							4,476
Department 3 - Public Works											
4499 - Gas Tax								20,540			20,540
4530 - Local Transportation								6,113			6,113
4540 - SB 1 Grants								2,655			2,655
4212 - Sewer Revenue		45,509									45,509
4213 - Sewer Connections & Fees											-
4904 - SWRCB Reimbursement		190,091									190,091
4810 - Water Revenue			191,310								191,310
4830 - Water Connections & Fees											-
4840 - Gretchen Acres			4,999								4,999
Department 4 - Parks and Buildings											
6000 - Ball Park Income											-
5075.0 - Grant Revenue											-
5080.0 - Interest earned - Ops											-
Department 5 - CDBG RLF											
4900 - CDBG Interest											
Bank Interest										330	330
Loan Interest										45,550	45,550
4902 - CDBG Reimbursement										46,616	46,616
Transfer In - Admin Allocation	142,111										142,111
TOTAL INCOME 2017-2018 Actual	156,176	279,158	254,387	148,034	79,084	52,839	521,212	72,866	39,366	92,496	1,695,618

**TOWN OF FORT JONES
2017-2018**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER Grant	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%			15%	10%		100%
EXPENSES											
1E - General Government Expense											
5100 - Council/Election	4,054										4,054
5110 - Mayor Payroll	2,340										2,340
5210 - Clerk Payroll	33,796										33,796
5220 - Supp/USPO/Petty Cash	301										301
5400 - Professional Fees											-
5401 - Legal Fees	4,129										4,129
5402 - Accounting Fees											-
5403 - Consulting Fees											-
5404 - Engineering Fees											-
5500 - Planning and Economic Development	1,915										1,915
5550 - Library Payroll	10,746										10,746
Office Payroll Expense	25,590										25,590
5600 - Miscellaneous	6,300										6,300
6204 - Workers Comp Insurance	2,893										2,893
6303 - Liability Insurance	2,547										2,547
6304 - Property Insurance	1,160										1,160
6300 - Insurance - Other	9,075	4,497	4,578								18,150
6301 - Insurance Expense	1,083										1,083
9150 - City Hall Expenses											
City Hall Power	5,800										5,800
City Hall Phone	1,560										1,560
Librabry Expense	2,368										2,368
City Hall Maintenance	3,736										3,736
9152 - Propane	3,882										3,882
2E - Public Safety Expense											
2EA - Law Enforcement											
7120 - Admin Allocation - Law Enforcement				20,524							20,524
7140 - Sheriff Contract				85,000							85,000
7160 - Public Safety Payroll				318							318
7165 - Juvenile Crime Prevention Program				5,000							5,000
7170 - Sinking Fund				32,000							32,000
2EA - Law Enforcement - Other				1,641							1,641
2EB - Fire Department Expense											
7500 - Admin Allocation - Fire					20,524						20,524
7505 - Liability Insurance					1,747						1,747
7506 - Workers Comp Ins					1,917						1,917
7507 - Property Insurance					1,160						1,160

**TOWN OF FORT JONES
2017-2018**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER Grant	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%			15%	10%		100%
EXPENSES											
7510 - Fire Dept Payroll					13,442						13,442
7511 - Firefighter Physicals					663						663
7512 - Live Scans					106						106
7513 - Calls & Meetings					11,113						11,113
7520 - Fire Dept Suppl & Maintenance					106,528	1,730					108,258
7525 - Public Safety Fuel & Oil					15,910		2,084				17,994
7527 - Gas Reimbursement					(2,000)						(2,000)
7526 - Training					859	4,580					5,439
7540 - Fire Dept - Utilities					14,226						14,226
Public Safety Expense - Other					7,029						7,029
7528 - SAFER Grant Expense											
7529 - SAFER Grant Payroll						33,867					33,867
7529.5 - Workers Comp Insurance						3,400					3,400
7529.6 - Liability Insurance						3,098					3,098
7529.7 - Admin Allocation - Safer Grant						5,284					5,284
7528 - SAFER Grant Expenses - Other						2,343					2,343
2EC - Strike Team Expense											
7501 - Admin Allocation - Strike Team							20,524				20,524
7505b - Liability Insurance							13,633				13,633
7506b - Workers Comp Insurance							14,768				14,768
7507b - Property Insurance							1,160				1,160
7515 - Strike Team Payroll							280,116				280,116
Public Safety Expense - Other											-
3E - Public Works Expense											
3EA - Streets & Roads											
8110 - Admin Allocation - Streets								20,524			20,524
8509 - Liability Insurance								941			941
8511 - Workers Comp Insurance								506			506
8512 - Property Insurance								1,160			1,160
1-000 - Street Lights											
02 - HPSV Lights								592			592
02 - HPSV Metal Light								298			298
10 - HPSV Wood Lights								1,643			1,643
11 - HPSV Lights								3,851			3,851
72 - HPSV Lights								12,647			12,647
8120 - Street Maint & Utilities								3,469			3,469
8130 - Equipment Maintenance								2,477			2,477
8134 - Equipment Purchases		12,468	12,468					12,468	12,468		49,872
8199 - Road Payroll								14,875			14,875
8250 - Street Engineering								8,934			8,934

**TOWN OF FORT JONES
2017-2018**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER Grant	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%			15%	10%		100%
EXPENSES											
3EB - Sewer Expense											
8505 - Admin Allocation - Sewer		13,683									13,683
8550 - Liability Insurance		944									944
8551 - Workers Comp Insurance		1,016									1,016
8552 - Property Insurance		1,160									1,160
8510 - Sewer Payroll		25,843									25,843
8520 - Sewer Expenses		5,321									5,321
8530 - Sewer Supplies		275									275
8535 - Office		710									710
8553 - Sewer Testing		2,907									2,907
Sewer Project		235,379									235,379
8540 - State Fees		14,929									14,929
3EC - Water Expense											
8605 - Admin Allocation - Water			20,524								20,524
8625 - Liability Insurance			1,885								1,885
8626 - Workers Comp Insurance			2,036								2,036
8627 - Property Insurance			1,160								1,160
8609 - Training			496								496
8610 - Parts & Supplies			14,336								14,336
8612 - Office and Postage			11,209								11,209
8615 - Water Payroll			81,121								81,121
8620 - Repairs & Maintneance			6,414								6,414
8630 - Fees & Testing			2,128								2,128
8640 - Water Utilities			18,915								18,915
8632 - Revenue Bond Interest			14,740								14,740
4E - Parks, Recreation & Building Expense											
9102 - Admin Allocation - Parks									13,683		13,683
9105 - Liability Insurance									1,675		1,675
9106 - Workers Comp Insurance									1,838		1,838
9107 - Property Insurance									1,160		1,160
03 - Park and Rec Grants											
City Playground									692		692
9109 - Parks Payroll									22,769		22,769
Janitorial Payroll									650		650
9110 - Park Expense									446		446
9130 - Ball Park Expense											
1-002 - LLP Snack									460		460
1-013 - BBP Lights									729		729
1-014 - LLP Lights									367		367
9131 - Maintenance and Supplies									8,066		8,066
9130 - Other									2,265		2,265

**TOWN OF FORT JONES
2017-2018**

Actual	GENERAL	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER Grant	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL All Funds
		15%	20%	15%	25%			15%	10%		100%
EXPENSES											
9140 - Scout Hall Expenses										3,683	3,683
9160 - Museum Expense									4,215		4,215
6504 - Payroll Taxes											
6506 - FICA	2,610	1,794	5,228	19	426		6,457	871	1,461		18,866
6508 - Medicare	610	420	1,223	4	100		1,510	204	342		4,413
6512 - SUI	1,015	285	1,036	18	280		4,076	205	252		7,167
6516 ETT	17	5	18		5		68	3	4		120
Employee Draw					1,475						1,475
6601 - Medical Insurance (Company)	5,195	646	1,205						1,295		8,341
6503 - Retirement	3,619	449	840						765		5,673
5E - CDBG RLF											
9700 - Gen Admin and Program Delivery											
9705 - Admin Allocation - CDBG										6,841	6,841
9710 - Property Tax										189	189
9711 - Liability Insurance										2,338	2,338
9712 - Workers Comp Insurance										3,078	3,078
9713 - Property Insurance										1,160	1,160
9715 - CDBG Payroll										32,830	32,830
9790 - Public Services										4,661	4,661
Misc										4,214	4,214
6503 - Retirement										1,121	1,121
6504 - Payroll taxes										3,029	3,029
6601 - Medical Insurance (Company)										1,933	1,933
TOTAL EXPENSE 2017-2018 Actual	136,341	322,731	201,560	144,524	195,510	54,302	344,396	85,668	75,602	65,077	1,625,711
Reimbursement for Cap. Exp. from Reserves											-
Net Expense	136,341	322,731	201,560	144,524	195,510	54,302	344,396	85,668	75,602	65,077	1,625,711
NET PROFIT (LOSS) 2017-2018 Actual	19,835	(43,573)	52,827	3,510	(116,426)	(1,463)	176,816	(12,802)	(36,236)	27,419	69,907

Notes:
Administrative Overhead Allocation Calculation used for this period: Sewer 10%, Water 15%, Police 10%, Fire 15%, Parks 10%, Safer Grant 5%, Streets 15%, Strike Team 15%, CDBG 5%

TOWN OF FORT JONES

Projected	GENERAL ADMIN	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER GRANT	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL ALL FUNDS
		15%	20%	15%	25%			15%	10%		100%
REVENUES											
Department 1 - General Government											
4099 - Property Taxes		17,169	22,893	17,169	28,617			17,169	11,446		114,463
4111 - Sales Tax		21,692	28,923	21,692	36,154			21,692	14,462		144,615
4216 - Franchises									7,620		7,620
4218 - Business License	2,540										2,540
4303 - Vehicle & Other Fees		4,697	6,262	4,697	7,828			4,697	3,131		31,312
4400 - Rent									1,180		1,180
4901 - SCORE Reimbursement	6,761										6,761
4903 - Library Reimbursement	12,004										12,004
Department 2 - Public Safety											
4112 - Public Safety				100,000							100,000
4532 - PS Growth Allocation				38,000							38,000
4230 - Animal Control - Dog Lic	98										98
4735 - Strike Team Revenue							565,508				565,508
4740 - Fire Department Revenue					8,552						8,552
4745 - Fire Dept Training Revenue											-
4910 - SAFER Grant						49,352					49,352
4750 - Other Public Safety (MOE)				4,476							4,476
Department 3 - Public Works											
4499 - Gas Tax								16,134			16,134
4530 - Local Transportation								6,113			6,113
4540 - SB 1 Grants								1,505			1,505
4212 - Sewer Revenue		45,509									45,509
4213 - Sewer Connections & Fees											-
4904 - SWRCB Reimbursement		126,000									126,000
4810 - Water Revenue			108,000								108,000
4830 - Water Connections & Fees											-
4840 - Gretchen Acres			4,999								4,999
Department 4 - Parks and Buildings											
6000 - Ball Park Income											-
5075.0 - Grant Revenue											-
5080.0 - Interest earned - Ops											-
Department 5 - CDBG RLF											
4900 - CDBG Interest											
Bank Interest										2,105	2,105
Loan Interest										33,365	33,365
4902 - CDBG Reimbursement											-
Transfer In - Admin Allocation	210,600										210,600
TOTAL INCOME 2018-2019 projected	232,003	215,067	171,077	186,034	81,151	49,352	565,508	67,310	37,839	35,470	1,640,811

TOWN OF FORT JONES

Projected	GENERAL ADMIN	SEWER	WATER	LAW ENFORCEMENT	FIRE PROTECTION	SAFER GRANT	STRIKE TEAM	STREETS & ROADS	PARKS & BUILDINGS	CDBG	TOTAL ALL FUNDS
		15%	20%	15%	25%			15%	10%		100%
EXPENSES											
1E - General Government Expense											
5100 - Council/Election	4,054										4,054
5110 - Mayor Payroll	2,340										2,340
5210 - Clerk Payroll	16,125										16,125
5220 - Supp/USPO/Petty Cash	301										301
5400 - Professional Fees											-
5401 - Legal Fees	7,540										7,540
5402 - Accounting Fees											-
5403 - Consulting Fees	76,000										76,000
5404 - Engineering Fees											-
5500 - Planning and Economic Development	5,400										5,400
5550 - Library Payroll	12,072										12,072
Office Payroll Expense	72,888										72,888
5600 - Miscellaneous	3,500										3,500
6204 - Workers Comp Insurance	3,928										3,928
6303 - Liability Insurance	3,005										3,005
6304 - Property Insurance	1,115										1,115
6300 - Insurance - Other	9,020	4,500	4,500			4,500					22,520
6301 - Insurance Expense	1,083										1,083
9150 - City Hall Expenses											
City Hall Power	3,875										3,875
City Hall Phone	1,500										1,500
Librabry Expense	2,368										2,368
City Hall Maintenance	3,700										3,700
9152 - Propane	5,525										5,525
2E - Public Safety Expense											
2EA - Law Enforcement											
7120 - Admin Allocation - Law Enforcement				21,060							21,060
7140 - Sheriff Contract				85,800							85,800
7160 - Public Safety Payroll				300							300
7165 - Juvenile Crime Prevention Program				5,500							5,500
7170 - Sinking Fund				32,000							32,000
2EA - Law Enforcement - Other				1,200							1,200
2EB - Fire Department Expense											
7500 - Admin Allocation - Fire					31,590						31,590
7505 - Liability Insurance					1,197						1,197
7506 - Workers Comp Ins					1,694						1,694
7507 - Property Insurance					1,197						1,197
7510 - Fire Dept Payroll					5,600						5,600
7511 - Firefighter Physicals					663						663

TOWN OF FORT JONES

Projected	GENERAL ADMIN	SEWER 15%	WATER 20%	LAW ENFORCEMENT 15%	FIRE PROTECTION 25%	SAFER GRANT	STRIKE TEAM	STREETS & ROADS 15%	PARKS & BUILDINGS 10%	CDBG	TOTAL ALL FUNDS 100%
EXPENSES											
7512 - Live Scans					106						106
7513 - Calls & Meetings					11,396						11,396
7520 - Fire Dept Suppl & Maintenance					94,183						94,183
7525 - Public Safety Fuel & Oil					13,512						13,512
7527 - Gas Reimbursement					(2,000)						(2,000)
7526 - Training					2,194	450					2,644
7540 - Fire Dept - Utilities					8,135						8,135
Public Safety Expense - Other					5,048						5,048
7528 - SAFER Grant Expense											
7529 - SAFER Grant Payroll						57,355					57,355
7529.5 - Workers Comp Insurance						3,048					3,048
7529.6 - Liability Insurance						2,370					2,370
7529.7 - Admin Allocation - Safer Grant						10,530					10,530
7528 - SAFER Grant Expenses - Other						4,461					4,461
2EC - Strike Team Expense											
7501 - Admin Allocation - Strike Team							31,590				31,590
7505b - Liability Insurance							19,615				19,615
7506b - Workers Comp Insurance							25,210				25,210
7507b - Property Insurance							1,197				1,197
7515 - Strike Team Payroll							311,025				311,025
Public Safety Expense - Other											-
3E - Public Works Expense											
3EA - Streets & Roads											
8110 - Admin Allocation - Streets								31,590			31,590
8509 - Liability Insurance								1,106			1,106
8511 - Workers Comp Insurance								1,439			1,439
8512 - Property Insurance								1,197			1,197
1-000 - Street Lights											
02 - HPSV Lights								592			592
02 - HPSV Metal Light								298			298
10 - HPSV Wood Lights								1,643			1,643
11 - HPSV Lights								3,851			3,851
72 - HPSV Lights								12,647			12,647
8120 - Street Maint & Utilities								2,000			2,000
8130 - Equipment Maintenance								3,000			3,000
8134 - Equipment Purchases											-
8199 - Road Payroll								9,333			9,333
8250 - Street Engineering											-

TOWN OF FORT JONES

Projected	GENERAL ADMIN	SEWER 15%	WATER 20%	LAW ENFORCEMENT 15%	FIRE PROTECTION 25%	SAFER GRANT	STRIKE TEAM	STREETS & ROADS 15%	PARKS & BUILDINGS 10%	CDBG	TOTAL ALL FUNDS 100%
EXPENSES											
3EB - Sewer Expense											
8505 - Admin Allocation - Sewer		21,060									21,060
8550 - Liability Insurance		1,904									1,904
8551 - Workers Comp Insurance		2,476									2,476
8552 - Property Insurance		1,197									1,197
8510 - Sewer Payroll		5,078									5,078
8520 - Sewer Expenses		5,002									5,002
8530 - Sewer Supplies		1,708									1,708
8535 - Office		300									300
8553 - Sewer Testing		2,102									2,102
Sewer Project		94,055									94,055
8540 - State Fees											-
3EC - Water Expense											
8605 - Admin Allocation - Water			31,590								31,590
8625 - Liability Insurance			5,632								5,632
8626 - Workers Comp Insurance			7,398								7,398
8627 - Property Insurance			1,197								1,197
8609 - Training			895								895
8610 - Parts & Supplies			5,634								5,634
8612 - Office and Postage			19,159								19,159
8615 - Water Payroll			50,152								50,152
8620 - Repairs & Maintneance			9,882					1,875			11,757
8630 - Fees & Testing			21,000								21,000
8640 - Water Utilities			17,108								17,108
8632 - Revenue Bond Interest			13,000								13,000
4E - Parks, Recreation & Building Expense											
9102 - Admin Allocation - Parks									21,060		21,060
9105 - Liability Insurance									1,522		1,522
9106 - Workers Comp Insurance									1,992		1,992
9107 - Property Insurance									1,115		1,115
03 - Park and Rec Grants											
City Playground											-
9109 - Parks Payroll									12,852		12,852
Janitorial Payroll									300		300
9110 - Park Expense									350		350
9130 - Ball Park Expense											
1-002 - LLP Snack									460		460
1-013 - BBP Lights									729		729
1-014 - LLP Lights									367		367
9131 - Maintenance and Supplies									8,000		8,000
9130 - Other									1,100		1,100

TOWN OF FORT JONES

Projected	GENERAL ADMIN	SEWER 15%	WATER 20%	LAW ENFORCEMENT 15%	FIRE PROTECTION 25%	SAFER GRANT	STRIKE TEAM	STREETS & ROADS 15%	PARKS & BUILDINGS 10%	CDBG	TOTAL ALL FUNDS 100%
EXPENSES											
9140 - Scout Hall Expenses									213	1,449	1,662
9160 - Museum Expense									3,435		3,435
6504 - Payroll Taxes											
6506 - FICA	2,610	1,794	4,000	19	885	3,900	18,040	450	796	2,350	34,844
6508 - Medicare	610	420	1,223	4	207	3,039	4,149	125	186	1,800	11,763
6512 - SUI	1,015	285	1,036	18	637	361	4,076	95	76	225	7,824
6516 ETT	17	5	18		10	20	68	3	4	12	157
Employee Draw											-
6601 - Medical Insurance (Company)	5,195										5,195
6503 - Retirement	3,619										3,619
5E - CDBG RLF											
9700 - Gen Admin and Program Delivery											
9705 - Admin Allocation - CDBG										10,530	10,530
9710 - Property Tax										189	189
9711 - Liability Insurance										1,993	1,993
9712 - Workers Comp Insurance										2,363	2,363
9713 - Property Insurance										1,197	1,197
9715 - CDBG Payroll										34,750	34,750
9790 - Public Services										4,661	4,661
Misc										4,214	4,214
6503 - Retirement										1,121	1,121
6504 - Payroll taxes										3,029	3,029
6601 - Medical Insurance (Company)										1,933	1,933
TOTAL EXPENSE 2018-2019 Projected	248,405	141,886	193,424	145,901	176,254	90,034	414,970	71,244	54,557	71,816	1,608,491
Reimbursement for Cap. Exp. from Reserves											-
Net Expense	248,405	141,886	193,424	145,901	176,254	90,034	414,970	71,244	54,557	71,816	1,608,491
NET PROFIT (LOSS) 2018-2019 Projected	(16,402)	73,181	(22,347)	40,133	(95,103)	(40,682)	150,538	(3,934)	(16,718)	(36,346)	32,320

Notes:
 Administrative Overhead Allocation Calculation used for this period: Sewer 10%, Water 15%, Police 10%, Fire 15%, Parks 10%, Safer Grant 5%, Streets 15%, Strike Team 15%, CDBG 5%