



AGENDA

Regular Meeting

Monday, May 12, 2025 – 7:00 PM

Town Hall

11960 East Street Fort Jones, CA 96032

CALL TO ORDER:

Fort Jones Town Council Roll Call:

Members: DeAndreis____DeCausmaker____Garcia____LaRiviere____Johnson_____

PLEDGE OF ALLEGIANCE: Led by Mayor

PUBLIC COMMENTS:

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

There is a three (3) minute limit per person.

DISCUSSION / REPORTS / CORRESPONDENCE; NON-ACTION ITEMS:

A. Police Department Monthly Report

B. Fire Department Monthly Report

C. Public Works Monthly Report

D. Administrative Monthly Report

CONSENT CALENDAR:

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

a.) Approval of Minutes:

i. Special Meeting April 23, 2025

b.) Ratification of Disbursements: April 1 through 30, 2025

c.) Review Budget vs Actual July 1, 2024 through April 30, 2025

DISCUSSION / REPORTS: ACTION ITEMS:

2. Consideration of Approval and Second reading of Ordinance 2025-2 adding Chapter 3.12 “Purchasing” to Establish Purchasing Procedures, Including Cooperative Purchasing, and Informal Bidding Procedures Pursuant to California Uniform Public Construction Cost Accounting (CUPCCA).
3. Consideration of Approval and Second reading of Ordinance 2025-04 to Designate Fire Hazard Severity Zones and Consideration of Approval and Second reading of Ordinance 2025-05 to Amend Sections of the Fort Jones Municipal Code Regarding Fire Hazard Severity Zones.

COUNCIL MEMBER REPORTS:

ADJOURNMENT:

The next Fort Jones Town Council Meeting is scheduled to be held on June 9th, 2025, at 7:00 p.m.

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

Type	Date	Day of Week	Time	Location	Place	City	Case #
JV	04/24/2025	Thursday	12:04:00	321 COLLIER WAY		ETNA	
ANIMAL	04/24/2025	Thursday	16:20:11	38 MAIN ST		ETNA	
TS	04/25/2025	Friday	10:21:56	N HWY 3/MARBLE VIEW AVE		FTJONES	
TS	04/25/2025	Friday	15:52:37	MAIN ST/NEWTON ST		FTJONES	
TS	04/26/2025	Saturday	14:53:27	6737 N HWY 3	MEAN GENES	FTJONES	25-0046
RO	04/27/2025	Sunday	06:34:26	12150 COWAN ST		FTJONES	25-0044
FU	04/27/2025	Sunday	09:26:41	12130 COWAN ST		FTJONES	
ASST	04/27/2025	Sunday	10:55:02	236 STERLING ST		FTJONES	25-0045
FU	04/27/2025	Sunday	15:54:54	132 DON ST		FTJONES	
FU	04/27/2025	Sunday	17:09:23	12130 COWAN ST		FTJONES	
PTFT	04/27/2025	Sunday	17:31:58	900 E CALLAHAN RD		ETNA	
CITASST	04/27/2025	Sunday	18:03:34	223 HIGH ST		FTJONES	
TS	04/27/2025	Sunday	18:39:26	6737 N HWY 3	MEAN GENES	FTJONES	
WI	04/28/2025	Monday	11:20:22	226 COLLEGE AVE		ETNA	
TS	04/28/2025	Monday	12:28:19	N HWY 3/W MOFFETT CREEK RD		FTJONES	
ANIMAL	04/28/2025	Monday	16:46:39	32 ISLAND RD		ETNA	
TS	04/30/2025	Wednesday	12:11:30	N HWY 3/MCADAMS CREEK RD		FTJONES	
CITASST	04/30/2025	Wednesday	12:25:12	12149 MAIN ST		FTJONES	
ANIMAL	04/30/2025	Wednesday	12:52:30	12348 MAIN ST		FTJONES	
OWAV	04/30/2025	Wednesday	17:06:44	W MOFFETT CREEK RD/N HWY 3		FTJONES	
DP	05/01/2025	Thursday	04:40:09	12137 COWAN ST		FTJONES	
FU	05/01/2025	Thursday	13:07:30	4135 N KIDDER CREEK RD		GREENVW	
PTRL	05/01/2025	Thursday	16:23:10	12909 YAMICH			
NCRM	05/01/2025	Thursday	17:03:57	11920 MAIN ST	SCOTT VALLEY RESOURCE CENTER	FTJONES	
DP	05/02/2025	Friday	11:48:48	109 BOWER ST		FTJONES	
CIVIL	05/02/2025	Friday	15:44:11	7228 QUARTZ VALLEY RD		QUARTZVY	
CIVIL	05/02/2025	Friday	15:52:58	7424 QUARTZ VALLEY RD		QUARTZVY	
CODE	05/02/2025	Friday	15:59:06	9521 ORO FINO RD		FTJONES	
TS	05/02/2025	Friday	16:23:49	N HWY 3/ELLER LN		ETNA	
TS	05/02/2025	Friday	20:02:32	S HWY 3/HORN LN		ETNA	
FND	05/03/2025	Saturday	09:51:18	328 N MOUNT SHASTA BLVD	ACE HARDWARE	MTSHASTA	
FND	05/03/2025	Saturday	09:57:18	11911 MAIN ST	FRONTIER HARDWARE	FTJONES	25-0047
CIST	05/04/2025	Sunday	12:05:42	12236 MAIN ST		FTJONES	
TS	05/04/2025	Sunday	14:01:54	6701 N HWY 3	BANNER BANK	FTJONES	



Fort Jones Fire Department

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

To City Council,

The Fire Department responded to 31 calls for service in the month of April. Members participated in 24 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department has responded to 147 calls in 2025.

April 2025 Calls

Call Type	City Limits	Out of City
MEDICAL AID	5	13
PUBLIC ASSIST	4	3
FLUE FIRE		1
ILLEGAL BURN	1	
POWERLINE DOWN	1	
VEHICLE ACCIDENT		2
WILDLAND FIRE		1
TOTAL	11	20

We participated in the annual Scott Valley Agency Multi Casualty Incident drill coordinated by Etna ambulance. This helps us stay up to date on treatment and care protocols for these large incidents as well as giving our personnel the opportunity to function in command and operational roles during training scenarios to better prepare for real life.

I met with Chief Short from EPD and others as we continue to move forward with the exploration of forming an emergency service district. We have a meeting in May with all the interested agencies to meet with a group that does grant writing for these types of projects to hopefully move forward with a grant to fund comprehensive feasibility studies, a municipal services review, and the LAFCO process.

Town of Fort Jones

Public Works Report

April 2025

Sewer

All of the daily readings at the wastewater treatment plant have been recorded and compiled them into a usable form. We completed the CIWQS reporting for the month. We had a kickoff meeting with SHN concerning the recently awarded bid for our wastewater sewer plant upgrade grant amendment. We discussed everything from design considerations, permitting, and cost analysis. On May 8th there will be another meeting with SHN, the RWQCB and members of the Council to discuss the fate of this treatment plant. We replaced a pump on the vacuum trailer and installed a new suction hose onto it. We are working on fixing the seal on the back hatch of this piece of equipment. We replaced the teeth on the backhoe and greased it. We mowed at the treatment plant and used the weed eater around the flowmeter and septic tank.

Water

We read all the meters and entered the information into the billing software. The SAFER drought reporting for the month has been completed. We located water lines for all submitted 811 requests within the Town. We handed out shut off notice's door to door. We turned people on and off as they or the office requested.

We dug up and installed a new valve on Carlock street, as well as advised the homeowner about the backflow requirements for his parcel. We cataloged his new backflow device.

We noticed a lot of fire trucks filling up from the Towns hydrant on Bridge Street. We asked the USFS to please use the meter to at least track the amount of water. Other Towns such as Yreka do not give away water. We amended the bulk water sales policy for Council review. We started chlorinating the water on 5/5/2025 in anticipation of the planned shutdown on 5/7/2025. We filled out all the necessary paperwork involved with digging in Caltrans ROW and submitted it to them.

Parks

We took out the trash weekly from the parks. We fixed numerous broken sprinklers at Walker Fields and prepared to start irrigating the lawn. We filled in all the potholes at Walker fields. We sprayed weeds along all the fence lines and in other areas where we do not want weeds to grow. We have been mowing all the parks once per week. We used the weed eater in numerous locations throughout Town. We corresponded with numerous people about the scoreboards at both parks. The scoreboard at the big ballpark is no longer working, and they do not make replacement parts for it anymore. The Little League Scoreboard is starting to malfunction mid game. They are the same make/model of scoreboard. We moved the BBQ pit over to the little league field and assisted Michelle DeCausmaker with getting quotes for the installation of the block work to hold it up.

At the Little League Park we installed two new drinking fountains and a safety top for the outfield fence line. We opened all the bathrooms to all the parks and turned on all the water. We ordered some base rock for the big ballpark and filled in all the potholes in the parking areas.

We used the weed eater in numerous locations throughout Town.

Roads

We worked with the Siskiyou County Fort Jones Road Department to crack patch the Towns portion of Scott River Road. We wanted to send a huge thank you to Mellissa Cummins of the Siskiyou County Local Transportation Commission, Jose from E and S engineers, the Siskiyou County Fort Jones Road Department and Robbie Stevens for making this much needed upgrade a reality. Now that the crack patching is done, the chip sealing will begin in early June. During the chip sealing process the speed limit will be reduced to 25 miles per hour throughout the work area.

We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests.

**Fort Jones Town Council
Special Meeting Minutes
April 23, 2025**

CERTIFICATION OF POSTING AGENDA

I, Jessie Monday, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the April 18, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website www.fortjonesca.org on April 18, 2025 by close of business.

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

Jessie Monday, Town Clerk

CALL TO ORDER AND ROLL CALL:

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

Staff present: Cherie Stephen – Town Administrator, Jessie Monday- Town Clerk, Everett Hullquist – Public Works, Chief Joseph Hess- Fire Department, Chief Joshua Short – Etna/Fort Jones Police Department, and Kelly York- Animal Control/ Code Enforcement

PLEDGE OF ALLEGIANCE: Led by Mayor DeAndreis

PUBLIC COMMENTS: Larry Alexander gave an update about the Fuel Mitigation Grant. Gave council a scope of work and a map of what the grant covers. They are clearing brush and dead trees from the surrounding areas of town. Everything that is taken down will be chipped or mulched so it will not be an eye sore. Mayor would like to know more information about this grant. Suggests to have it heard at a later meeting. Mark Eysers would like to ask permission to hang the Lion Club banners in the town hall. They have done this for years because they meeting in this hall exclusively. They were taken down because during COVID but they would like they to be hung back up. Public Works says they need to be taken down because they do not let any other groups that have their meetings in the hall hang a banner and the town needs to treat each group equally. Karen Whitehead would like to know what is happening with certain properties that look unkept and abandoned. She has asked about these properties multiple times and it is bring down her property value. Chief Short says they have served them with every violation they can and the District Attorneys Office keeps dismissing the charges. Chief Short says if she would like to speak more about it she is always welcome to come to his office and he will update her in more detail. Dustin Bispo says the cottonwood trees that are by the creek and the bridge need to be taken out before they fall and cause more damage then they already have. Public Works addresses these in his report.

DISCUSSION / REPORTS / CORRESPONENCE; NON-ACTION ITEMS:

A. Police Department Monthly Report: Chief Short presenting. Written report included. There is currently 35 open cases within the town limits filed with the District Attorneys Office. Completed an Every 15 Minutes event with Fort Jones Fire Department, CHP, Sheriff's Office, and Etna High School. Chief Short says it was very impactful. Mayor DeAndreis would like to see animal strikes by car on his report monthly. She wants the citizens to realize how many animals get killed because people wont slow down. She would also like it posted on our website.

B. Fire Department Monthly Report: Chief Hess presenting. Written report included. June 19th from 7:00 to 8:30 pm CalFire, OES, Sheriff's Office and the Fort Jones Fire Dept. will be having a Public Safety Community Meeting for citizens to ask questions and get more informed. The meeting will be held at the Town Hall. Mayor DeAndreis asks if the Fire Department will check car seats for the public. Chief Hess says that they are happy to check if they are installed properly.

C. Public Works Monthly Report: PW Hullquist presenting. Written report included. Scott River Road is being chip sealed with money from a grant that we were awarded through the county. Project Don & Cowan Street cannot use the money from the bulk water revenue. The City Administrator and Public Works are looking for alternative sources of funding to pay for the project. PW Hullquist had a meeting with SHN. They talked about preliminary design and permitting of the proposed new plant, the new floodplain maps and how they affect the plant permitting, geotechnical and archaeological surveys, land acquisition around the plant, and the timeline of the grant amendment/ deliverables. Also discussed the future potential monitoring requirements for this plant.

D. Administrative Monthly Report: Administrator Stephen presenting. Written report included. The claim adjuster called for the roof on the ball field and the museum. He said he was waiting on a call to get a time from a contractor to fix the roof. Administrator Stephen and Chief Hess spoke with CalPers about retirement. CalPers has everything they need. It could take up to eight months to complete.

CONSENT CALENDAR:

Chief Hess asks if we could move agenda items 6 & 7 to the top of the meeting because he has a training to lead for the other firefighters. Approved. Motion made by LaRiviere, seconded by Garica. All Ayes.

a) Approval of Minutes:

- i. Special Meeting February 7, 2025
- ii. Regular Meeting March 10, 2025

b) Ratification of Disbursements: March 1 through 31, 2025

c) Review Budget vs Actual July 1, 2024 through March 31, 2025

Consent calendar approved as presented. Motion made by Garcia, seconded by LaRiviere. All Ayes.

DISCUSSION / REPORTS: ACTION ITEMS:

- 2. Introduction and First Reading of Ordinance 2025-04 to Designate Fire Hazard Severity Zones.
- 3. Introduction and First Reading of Ordinance 2025-05 to Amend Sections of the Fort Jones Municipal Code Regarding Fire Hazard Severity Zones.
Public Comment- Dustin Bispo says we need to have the Fire Department go to each house and tell people exactly what they need to clean around their houses for fire safety. They need to not wait. They should be out informing homeowners now before the fire season so they have time to do what they are notified to do before the fire season.

Chief Hess presents and says this ordinance is a state law and we need to pass it to be in compliance. The state is passing this map as the worst-case scenario. We need to put in the work to make the town fire safe. The insurance will not use this map because the map does not account for the residential maintenance for fire safety. Code Enforcement York says she has been giving out letters for homeowners who are not within compliance of the current fire safety parameters. If the town decides to do an Internal Hearing Board that would give the power back to the town to serve violations and fees. A receivership is also an option to get possession of properties that have not been maintained or have been abandoned. Law enforcement has done everything they can. Attorney Jared says what is on the agenda is this ordinance that is a state law that you pass. The Internal Hearing Board is called an Administrative Process and it is done in other cities. Receivership is a very extreme situation where the Town would take ownership, contract someone to clean it, put it for auction, and hopefully get the towns money back. If you make anything extra it will go back to the owner of the property. Both of these situations are possible but is not what is on the agenda for this item. Motion to approve Ord. 2025-04 and 2025-05 by title only made by Garcia, seconded by LaRiviere. All Ayes.

4. Consideration of approval for donations of a 40-yard dumpster for Annual Fort Jones Cleanup Day put together by the Fort Jones Lions Club. Mark Eysers from the Lions Club presents. May 10th from 8-12 will be the Fort Jones Clean Up Day. The Lions will purchase one 40 yard dumpster and two 20 yard dumpsters. The Lions are asking the town to donate a 40 yard dumpster like they have in the years previously. Approved. Motion made by LaRiviere, seconded by DeCausmaker. All Ayes.
5. Consideration of approval for a donation to 2025 Glow Fest put together by Northern California Resource Center. Larry Alexander presenting. This festival is a SEDC project. This event brings film makers to the valley to make money for the locals. Motion made to donate \$1000 made by LaRiviere, seconded by Johnson. All Ayes.
6. Consideration of approval to award Advantage Paving for the Butte and Bower Street Rehabilitation Project for the amount of \$163,594. Public Works Hullquist reporting. Says that Butte Street will be repaved and Bower Street will be grinded and paved. Approved. Motion made by LaRiviere, seconded by Garcia. All Ayes.
7. Consideration of approval to donate \$5,000 to Essex's Spay/Neuter Clinic for Fort Jones. Jaime Essex's presenting. The clinic has to be moved to June 11th through the 13th. They have collected enough donations to make the clinic happen with the Town's donation or not. Administrator Stephen says \$3000 would be the absolute max the town could afford. Motion made to donate \$2500 made by LaRiviere, seconded by Johnson. All Ayes.
8. Consideration of salary increase for Customer Service Representative position. Cynthia has done an amazing job and has been loyal to the Town. Motion to give \$20 an hour to the Customer Service Representative position made by Garcia, seconded by LaRiviere. Ayes: Johnson, DeAndreis, LaRiviere, and Garcia. Nays: DeCausmaker because Public Works has been asking for a raise for a long time, and he has not been granted his raise.

STAFF COMMENTS:

Public Works Hullquist said that the salary schedule has not been updated in a long time. The schedule is outdated.

COUNCIL MEMBER COMMENTS:

DeCausmaker: Public Works has installed 2 drinking fountains, and fence covers at the ball field.

Johnson: She has been communicating with the little league about the score board that is no longer working to collaborate on their options to replace it for next season.

DeAndreis: Attended the LOLA Dinner in Tulelake on the 9th of April.

Closed open session at 8:00 PM

CLOSED SESSION: @8:05 PM

1. Conference with Legal Counsel – Potential Liability: Gov. Code 54956.9(d)(2)
Number of Cases; 2
2. Public Employee Performance Evaluation: Gov. Code 54957(b)(1)
Position: Town Administrator

Back into open session at 10:19 PM. Nothing to report.

ADJOURNMENT: @ 10:21 PM

The next Fort Jones Town Council Meeting is scheduled to be held on May 12th, 2025, at 7:00 p.m.

Attest:

Jessie Monday, Town Clerk

Approved:

Madeleine DeAndreis, Mayor

Town of Fort Jones
Payroll Summary
April 2025

	Hours	Rate	Apr 25
Employee Wages, Taxes and Adjustments			
Gross Pay			
City Council Member Stipend	3		300.00
Retention Recruitment Officer	2		5,280.00
Salary (Administrator)	2		9,083.08
Salary (Fire Chief)	2		5,412.00
Salary (Mayor)	1		180.00
Clerk Payroll	114.75	17.46	2,748.11
FD Calls		10.00	0.00
FD Training		7.00	0.00
Fire Hall Seasonal		150.00	0.00
Firefighter Rate	243	15.50	6,847.74
Holiday - Janitorial		18.71	0.00
Janitorial Payroll	90.5	18.71	1,693.26
Library Payroll	55	20.00	1,180.00
On-call PW	510	2.00	1,020.00
Overtime- Water		40.76	0.00
Overtime-Roads		40.76	0.00
Overtime-Sewer		40.76	0.00
Overtime - Parks/Rec		40.76	0.00
Parks Payroll	53	27.17	1,370.71
Per Capita LLP	13	27.17	334.73
Road Payroll	56	27.17	1,332.10
Sewer Payroll	66.5	27.17	1,631.25
Sick Pay - Fire		32.00	0.00
Sick Pay - Janitorial		18.71	0.00
Sick Pay - Water	10.5	27.17	285.29
Strike Team	817	32.20	27,972.10
Town Hall	2	22.55	45.10
Vacation - Fire		32.00	0.00
Vacation - Janitorial		18.71	0.00
Vacation - Water	18	27.17	489.06
Water Payroll	272	17.46	5,905.03
Medical Reimbursement			279.20
Total Gross Pay	2,331.25		73,388.76
Deductions from Gross Pay			
2520- Med Ins Employee			-835.60
Total Deductions from Gross Pay			-835.60
Adjusted Gross Pay	2,331.25		72,553.16

Town of Fort Jones
Payroll Summary
April 2025

	Hours	Rate	Apr 25
Taxes Withheld			
Federal Withholding			-7,414.00
Medicare Employee			-1,060.09
Social Security Employee			-4,532.81
CA - Withholding			-2,784.56
Medicare Employee Addl Tax			0.00
Total Taxes Withheld			-15,791.46
Net Pay	2,331.25		56,761.70
Employer Taxes and Contributions			
Federal Unemployment			132.06
Medicare Company			1,060.09
Social Security Company			4,532.81
CA - Unemployment Company			1,358.47
CA - Employee Training Tax			0.00
Total Employer Taxes and Contributions			7,083.43

Balance Sheet

Apr 30, 25

ASSETS

Current Assets

Checking/Savings

02-028700	366,781.38
02-810025 - GF	468,019.95
02-810116 - WRF	694,696.77
02-810141	678,334.54
02-810189	954,890.57
1801-CBDG	1,275.23
92 810153	-28,850.38

LAIF 98-47-310

Fire Reserves	-200.00
LAIF 98-47-310 - Other	-13,991.00

Total LAIF 98-47-310 -14,191.00

Total Checking/Savings 3,120,957.06

Accounts Receivable

1200 - Account Receivable	23,172.08
1201 - W Water Acct Receivable	70,921.78
1201 WW Sewer Acct Receivable	22,714.76

Total Accounts Receivable 116,808.62

Other Current Assets

Payroll Service Customer Asset -2,609.42

Total Other Current Assets -2,609.42

Total Current Assets 3,235,156.26

Fixed Assets

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

Total Fixed Assets 3,436,844.75

Other Assets

1810 B CDBG Loans RLF	
Total 1810 B CDBG Loans RLF	912,268.08
1915 - Public Safety Reserve	49,000.00
CDBG Loans 89-92	
Total CDBG Loans 89-92	816,398.54

Total Other Assets 1,777,666.62

TOTAL ASSETS 8,449,667.63

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Accounts Payable

2000 - Accounts Payable 20,534.76

Total Accounts Payable 20,534.76

Other Current Liabilities

2102 - Payroll Liabilities

2100 - SUICA

2110 - CompanyCA 9,291.77

Total 2100 - SUICA 9,291.77

2104 - Federal Withholding

Federal Unemployment 224.59

2104 - Federal Withholding - Other 2,632.47

Total 2104 - Federal Withholding 2,857.06

2106 - State Withholding CA 9,457.91

2108 - FICA

2112 - Employee 3,544.43

2118 - Company 3,916.42

Total 2108 - FICA 7,460.85

2114 - Medicare

2116 - Employee 8,936.00

2120 - Company 4,565.73

Total 2114 - Medicare 13,501.73

2122 - Retirement

Company -33.76

2122 - Retirement - Other 6,342.36

Total 2122 - Retirement 6,308.60

2400 - Retirement Withheld -1,011.71

2500 - Medical Insurance

2510 - Company 51,115.73

2520 - Employee -88,051.09

2500 - Medical Insurance - Other 6,962.46

Total 2500 - Medical Insurance -29,972.90

2102 - Payroll Liabilities - Other -22,914.53

Total 2102 - Payroll Liabilities -5,021.22

2805 - Current Portion of Bond 13,000.00

CDBG Impound Accounts

CDBG Impound Accounts - Other 21.78

Total CDBG Impound Accounts 11,124.86

Direct Deposit Liabilities -7,828.44

Employee Training Tax 7,018.72

None -3,462.93

Total Other Current Liabilities 14,830.99

Total Current Liabilities 35,365.75

Long Term Liabilities

1:40 PM
05/07/25
Accrual Basis

2701 - Refundable Sewer Deposit	747.00
2700 - Refundable Water Deposit	362.10
2800 - Water Bond Payable	165,317.50
Total Long Term Liabilities	166,426.60
Total Liabilities	201,792.35
Equity	
3000 - Opening Bal Equity	-263,470.45
3900 - Retained Earnings	8,152,705.39
Net Income	358,640.34
Total Equity	8,247,875.28
TOTAL LIABILITIES & EQUITY	8,449,667.63

P&L Budget vs Actual		Jul '24 - Jun 25	Budget	\$ Over Budget	% of Budget
Income					
II - General Government Income					
4800 Housing Element					
4801 - 20-LEAP-15250 hcd		23,230.00			
Total 4800 Housing Element		23,230.00			
4099 - Property Taxes					
Slater Fire Prop Tax		0.00	342.00	-342.00	0.0%
4100 - Secured Current		112,098.95	123,249.00	-11,150.05	90.95%
4101 - Unsecured Current		5,426.01	5,052.00	374.01	107.4%
4102 - Unsecured Delinquent		69.06	312.00	-242.94	22.14%
4106- Supp Int		0.00	22.00	-22.00	0.0%
4108- Supp Del		7.66	145.13	-137.47	5.28%
4507 - Homeowner Alloc		540.03	1,688.76	-1,148.73	31.98%
4508 - VLF Net		38,911.52	90,271.20	-51,359.68	43.11%
4512 - Off Highway Vehicle Tax		0.00	0.00	0.00	0.0%
4514- Unsec Interest		0.00	8.20	-8.20	0.0%
4516- Sup Current		269.56	4,138.00	-3,868.44	6.51%
4518 - CA Fish& Game PILT		81.40	0.00	81.40	100.0%
Total 4099 - Property Taxes		157,404.19	225,228.29	-67,824.10	69.89%
4111 - Sales Tax		274,244.81	315,909.51	-41,664.70	86.81%
4214 - Land Use		0.00	594.00	-594.00	0.0%
4215e - Tax Allocation - Parks		0.00	0.00	0.00	0.0%
4216 - Franchises		21,054.62	8,674.00	12,380.62	242.73%
4218 - Business License		1,563.66	6,378.03	-4,814.37	24.52%
4300 - Vehicle Fines (County)		44.67			
4301- Fees Booking		0.00	0.00	0.00	0.0%
4302- Fees Collection Cost		-56.14	-0.52	-55.62	10,796.15%
4303 - Vehicle Fees		400.38	58.07	342.31	689.48%
4304-Fees Other		975.00			
4400 - Hall Rental		9,895.00	6,236.00	3,659.00	158.68%

4410 - Interest General Fund	0.00	20.11	-20.11	0.0%
4504 - Motor Vehicle in Lieu	0.00	899.00	-899.00	0.0%
4730 - Miscellaneous	179.93	12,033.67	-11,853.74	1.5%
Transfer In - Admin	0.00	0.00	0.00	0.0%
Transfer Out - Tax Allocation	0.00	0.00	0.00	0.0%
II - General Government Income - Other	260.00	300.00	-40.00	86.67%
Total II - General Government Income	489,196.12	576,330.16	-87,134.04	84.88%
2I - Public Safety Income				
2a - Law Enforcement				
4111- Growth Alloc	0.00	465.00	-465.00	0.0%
4112 - COPS Allocation	0.00	209,688.00	-209,688.00	0.0%
4115 - 17-18 Growth Allocation	0.00	0.00	0.00	0.0%
4116 - Prop172	0.00	4,792.34	-4,792.34	0.0%
4117 - Tax Allocation - Law Enf	339.31	0.00	339.31	100.0%
Animal Control				
4230 - Dog Licenses	455.00	340.00	115.00	133.82%
Animal Control - Other	600.00			
Total Animal Control	1,055.00	340.00	715.00	310.29%
Total 2a - Law Enforcement	1,394.31	215,285.34	-213,891.03	0.65%
2b - Fire Protection				
4760 - Donations	1,800.00			
4740 - Fire Dept.	2,471.87	31,165.90	-28,694.03	7.93%
4741 - Tax Allocation - Fire	0.00	0.00	0.00	0.0%
4750 - Strike Team Income	405,790.73	145,152.88	260,637.85	279.56%
Total 2b - Fire Protection	410,062.60	176,318.78	233,743.82	232.57%
Total 2I - Public Safety Income	411,456.91	391,604.12	19,852.79	105.07%
3I - Public Works Income				
3a - Streets Income				
4499 - Gas Tax 2103	5,782.50	5,500.33	282.17	105.13%
4500 - Gas Tax 2106	6,258.65	7,889.02	-1,630.37	79.33%
4501 - Gas Tax 2107	4,833.78	5,346.82	-513.04	90.41%
4502 - Gas Tax 2107.5	1,000.00	1,000.00	0.00	100.0%

4503 - Gas Tax 2105	4,409.25	3,923.04	486.21	112.39%
4530 - Local Transportation	8,137.50	20,157.84	-12,020.34	40.37%
4534-Prop 42 TCRF	0.00	0.00	0.00	0.0%
4538-Vehicle License Fee	3.88	963.00	-959.12	0.4%
4540 - Tax Allocation - Roads	12,981.38	0.00	12,981.38	100.0%
SB1	118,806.45	10,202.91	108,603.54	1,164.44%
3a - Streets Income - Other	0.00	1,127.61	-1,127.61	0.0%
Total 3a - Streets Income	162,213.39	56,110.57	106,102.82	289.1%
3b - Sewer Income				
4216 - FOG	200.00			
4210 - Tax Allocation - Sewer	240.00	0.00	240.00	100.0%
4212 - Sewer Revenue	118,519.17	140,896.71	-22,377.54	84.12%
4213 - Connections & Fees	8,000.00	7,500.00	500.00	106.67%
4214 - Material Reimbursement	1,021.30			
3b - Sewer Income - Other	3,288.74	4,549.92	-1,261.18	72.28%
Total 3b - Sewer Income	131,269.21	152,946.63	-21,677.42	85.83%
3c - Water Income				
4811 Service Charge	-25.00			
4880- Backflow Device Testing	1,500.00			
4810 - Water Revenue	104,760.79	160,685.74	-55,924.95	65.2%
4812 - Bulk Water Sales	716,974.14	415.00	716,559.14	172,764.85%
4815 - Tax Allocation - Water	2,241.56	0.00	2,241.56	100.0%
4820 - Water Interest	4.52	53.97	-49.45	8.38%
4830 - Water Connections	0.00	500.00	-500.00	0.0%
4840 - Gretchen Acres Assess	479.54	2,751.38	-2,271.84	17.43%
3c - Water Income - Other	1,394.15	6,457.64	-5,063.49	21.59%
Total 3c - Water Income	827,329.70	170,863.73	656,465.97	484.2%
Total 3I - Public Works Income	1,120,812.30	379,920.93	740,891.37	295.01%
5I - American Rescue Plan Act				
4915 - ARPA Income	0.00	83,712.28	-83,712.28	0.0%
Total 5I - American Rescue Plan Act	0.00	83,712.28	-83,712.28	0.0%
4900 - CBDG Interest				

MI Bank/LAIF Interest	0.00	141.36	-141.36	0.0%
4900 - CBDG Interest - Other	18,953.89	14,023.04	4,930.85	135.16%
Total 4900 - CBDG Interest	18,953.89	14,164.40	4,789.49	133.81%
4901 - SCORE Reimbursement	6,629.00	1,872.00	4,757.00	354.11%
4903 - Library Reimbursement	15,389.15	9,686.35	5,702.80	158.88%
4904 - SWRCB Reimbursement	0.00	15,220.00	-15,220.00	0.0%
4911 Coronavirus Relief Fund	0.00	-514.80	514.80	0.0%
4950-Housing Interest	0.00	515.02	-515.02	0.0%
6000 - Ball Park				
6001 - Donations	200.00			
6004 - Ball Park Rent	230.00			
Total 6000 - Ball Park	430.00			
Housing Interest	0.00	18,525.00	-18,525.00	0.0%
Total Income	2,062,867.37	1,491,035.46	571,831.91	138.35%
Gross Profit	2,062,867.37	1,491,035.46	571,831.91	138.35%
Expense				
1E- General Government Expense				
5800 Engineering	1,500.00			
5310-Retirement Fund	10,441.75	11,339.77	-898.02	92.08%
Equipment Rental	3,525.97			
2285 - IT Services	22,467.16	14,943.44	7,523.72	150.35%
5100- Council/Election	7,300.83	1,461.59	5,839.24	499.51%
5110- Mayor Payroll	1,620.00	2,340.00	-720.00	69.23%
5120- Clerk Payroll	19,422.14	3,800.00	15,622.14	511.11%
5220- Supp\USPS	21,907.88	6,693.68	15,214.20	327.29%
5130- Treasurer Payroll	10,010.00			
5400 - Professional Fees				
5401 - Legal Fees	40,958.73	23,640.05	17,318.68	173.26%
5402 - Audit Fees	4,450.00	10,428.75	-5,978.75	42.67%
5403 - Consulting Fees	1,888.75	110,955.57	-109,066.82	1.7%
5404 - Engineering Fees - Annex	2,000.00	0.00	2,000.00	100.0%
5405 - Reimbursed Expenses	338.56	2,001.20	-1,662.64	16.92%

5400 - Professional Fees - Other	0.00	0.00	0.00	0.0%
Total 5400 - Professional Fees	49,636.04	147,025.57	-97,389.53	33.76%
5500- Planning				
5502 - City Promotion	0.00	4,901.63	-4,901.63	0.0%
5501 - Economic Development	49,277.25	4,166.70	45,110.55	1,182.65%
5500- Planning - Other	500.00	6,380.25	-5,880.25	7.84%
Total 5500- Planning	49,777.25	15,448.58	34,328.67	322.21%
5160- Library Payroll	12,495.00	10,871.00	1,624.00	114.94%
5140 - Admin Payroll	13,367.43	66,014.49	-52,647.06	20.25%
5600- Misc.	230.00	2,322.26	-2,092.26	9.9%
5700- Publication	0.00	0.00	0.00	0.0%
5705 - Dues and Subscriptions	4,882.00	3,218.15	1,663.85	151.7%
6205- Health Insurance	52,647.23	12,586.86	40,060.37	418.27%
6300- Insurance				
6204- Workers Compensation	40,157.00	6,395.42	33,761.58	627.9%
6303- Liability Insurance	0.00	3,578.97	-3,578.97	0.0%
6304 -Property Insurance	0.00	0.00	0.00	0.0%
6305 - Crime Insurance	0.00	29.45	-29.45	0.0%
6300- Insurance - Other	0.00	0.00	0.00	0.0%
Total 6300- Insurance	40,157.00	10,003.84	30,153.16	401.42%
6301- Insurance Expense	20,077.00	0.00	20,077.00	100.0%
6400- Property Tax	342.96	341.90	1.06	100.31%
6406- 98 Bank Charge	0.00	558.00	-558.00	0.0%
9150-City Hall Expenses				
1-012 - City Hall Power	4,513.23	4,648.90	-135.67	97.08%
133000- City Hall water	0.00	344.23	-344.23	0.0%
2281- City Hall Phone	100.26	0.00	100.26	100.0%
6601-Library Expense	0.00	0.00	0.00	0.0%
9153- Emergency expenses	500.00			
9154 - Disposal 2 yd Bin	1,475.00	2,009.00	-534.00	73.42%
9155 - Equipment Finance	617.64	4,540.90	-3,923.26	13.6%
9150-City Hall Expenses - Other	6,585.86	563.85	6,022.01	1,168.02%

Total 9150-City Hall Expenses	13,791.99	12,106.88	1,685.11	113.92%
9152- Propane	8,434.87	14,116.17	-5,681.30	59.75%
1E- General Government Expense - Other	255.56	1,607.64	-1,352.08	15.9%
Total 1E- General Government Expense	364,290.06	336,799.82	27,490.24	108.16%
2E- Public Safety Expense				
2EA- Law Enforcement Expense				
7120 - Admin Allocation - Law E	0.00	0.00	0.00	0.0%
7125 - Law Enforcement Services	177,408.76	223,156.00	-45,747.24	79.5%
7135- Police Maintenance	0.00	4,000.00	-4,000.00	0.0%
7145- Dispatch	0.00	5,125.00	-5,125.00	0.0%
7180 - Law Enforcement - Other	0.00	0.00	0.00	0.0%
7181 - Law Enforcement Phones	1,810.58	2,021.29	-210.71	89.58%
Animal Control				
7930- Animal Control	0.00	0.00	0.00	0.0%
Total Animal Control	0.00	0.00	0.00	0.0%
2EA- Law Enforcement Expense - Other	0.00	37.21	-37.21	0.0%
Total 2EA- Law Enforcement Expense	179,219.34	234,339.50	-55,120.16	76.48%
2EB- Fire Department Expense				
7561 - Retention and Recruitmen	255.50			
7560 - 50/50 Grant	5,916.22			
7515 - FD Sleeper Grocery	306.88	1,181.03	-874.15	25.98%
7532 - FF Training	110.00	2,050.54	-1,940.54	5.36%
Crime Insurance	0.00	53.52	-53.52	0.0%
7550 - Misc Expense _ Fire Dept	48,782.21	4,023.33	44,758.88	1,212.48%
6310- Property Insurance	0.00	741.01	-741.01	0.0%
7500 - Admin Allocation - Fire	0.00	0.00	0.00	0.0%
7505 - Liability Insurance	0.00	3,932.38	-3,932.38	0.0%
7506 - Work Comp Insurance	0.00	7,032.72	-7,032.72	0.0%
7507 - Auto Insurance	0.00	5,346.85	-5,346.85	0.0%
7510- Fire Dept Payroll	57,269.76	29,807.75	27,462.01	192.13%
7511- Firefighter Physicals	0.00	0.00	0.00	0.0%
7512 - Live Scan	0.00	0.00	0.00	0.0%

7513 - Calls & Meetings	10,986.00	12,049.62	-1,063.62	91.17%
7520- Fire Dept Supl & Mtnce	52,411.32	47,017.32	5,394.00	111.47%
7525- Pub Safety Fuel & Oil				
7527- Gas Reimbursement	112.56			
7525- Pub Safety Fuel & Oil - Other	18,265.80	12,921.51	5,344.29	141.36%
Total 7525- Pub Safety Fuel & Oil	18,378.36	12,921.51	5,456.85	142.23%
7540- Fire Dept. Utilities				
1-001- Fire Dept. Power Bill	4,827.68	4,516.30	311.38	106.9%
2261- Fire Dept. Phone	1,330.74	4,553.20	-3,222.46	29.23%
2262 - Disposal	1,475.00	2,009.00	-534.00	73.42%
7541- Propane	10.00	1,415.59	-1,405.59	0.71%
7540- Fire Dept. Utilities - Other	3,311.41			
Total 7540- Fire Dept. Utilities	10,954.83	12,494.09	-1,539.26	87.68%
2EB- Fire Department Expense - Other	9,108.61	1,465.40	7,643.21	621.58%
Total 2EB- Fire Department Expense	214,479.69	140,117.07	74,362.62	153.07%
2EC - Strike Team Expenses				
7514 Seasonal FF Payroll	48,104.00	29,300.00	18,804.00	164.18%
Crime Insurance	0.00	53.52	-53.52	0.0%
6311 - Property Insurance	0.00	743.19	-743.19	0.0%
7502 - Auto Insurance	0.00	5,346.85	-5,346.85	0.0%
7505b - Liability Insurance	0.00	3,932.09	-3,932.09	0.0%
7506b - Workers Comp Ins	0.00	7,032.72	-7,032.72	0.0%
7513 Fleet Maintenance - Strike	0.00	19,938.76	-19,938.76	0.0%
7515 - Strike Team Payroll	289,816.92	64,878.03	224,938.89	446.71%
7516 - Payroll Taxes				
7517 - FICA	0.00	0.00	0.00	0.0%
7518 - Medicare	0.00	0.00	0.00	0.0%
7519 - SUI	0.00	0.00	0.00	0.0%
Total 7516 - Payroll Taxes	0.00	0.00	0.00	0.0%
Total 2EC - Strike Team Expenses	337,920.92	131,225.16	206,695.76	257.51%
Total 2E- Public Safety Expense	731,619.95	505,681.73	225,938.22	144.68%
3E- Public Works Expense				

Bulk Water	14,907.30			
3EA- Streets				
8505 - Clothes Allowance	0.00	33.06	-33.06	0.0%
Crime Insurance	0.00	6.58	-6.58	0.0%
1-000 - Street Lights				
02 HPSV Lights	495.06	599.69	-104.63	82.55%
02 HPSV Metal Lights	318.55	281.89	36.66	113.01%
10 HPSV Wood Lights	3,217.92	3,765.12	-547.20	85.47%
11 HPSV Lights	1,751.91	1,550.22	201.69	113.01%
72 HPSV Lights	14,266.85	12,600.62	1,666.23	113.22%
Total 1-000 - Street Lights	20,050.29	18,797.54	1,252.75	106.66%
6306- Property Insurance	0.00	0.00	0.00	0.0%
8110 - Admin Allocation - Stree	0.00	0.00	0.00	0.0%
8120- Street Mtnce/Utilities				
1-005 - Barn Power	3,093.29	1,988.71	1,104.58	155.54%
1-006 Barn Maintenance	165.00	786.62	-621.62	20.98%
1-007 - Phone Bill	978.31	1,059.46	-81.15	92.34%
8121- Street Maintenance				
8128- Cowan St Consulting	1,204.00			
8126- LTC	0.00	0.00	0.00	0.0%
8127- STIP Project - Consulting	4,300.00	3,482.75	817.25	123.47%
8121- Street Maintenance - Other	4,814.42	1,261.47	3,552.95	381.65%
Total 8121- Street Maintenance	10,318.42	4,744.22	5,574.20	217.5%
8120- Street Mtnce/Utilities - Other	0.00	98.00	-98.00	0.0%
Total 8120- Street Mtnce/Utilities	14,555.02	8,677.01	5,878.01	167.74%
8130- Equipment Maintenance				
8131- Fuel & Oil	120.79	0.00	120.79	100.0%
8132- Repairs	1,851.07	198.34	1,652.73	933.28%
8133- Parts & Supplies	1,127.52	5,090.23	-3,962.71	22.15%
8134- Equipment Purchases	27.92			
8135- Roads	0.00	0.00	0.00	0.0%
Total 8130- Equipment Maintenance	3,127.30	5,288.57	-2,161.27	59.13%

8136 -Auto Insurance	0.00	0.00	0.00	0.0%
8137- Mobile Equip	0.00	148.45	-148.45	0.0%
8199- Road Payroll	13,410.37	16,518.00	-3,107.63	81.19%
8200- Major Street Const.				
8240 - SB1	58,963.00			
8245 - STIP	344.00	50.00	294.00	688.0%
8200- Major Street Const. - Other	0.00	1,431.75	-1,431.75	0.0%
Total 8200- Major Street Const.	59,307.00	1,481.75	57,825.25	4,002.5%
8250 - Street Engineering	0.00	0.00	0.00	0.0%
8509 - Liability Insurance	0.00	414.34	-414.34	0.0%
8511 - Work Comp Insurance	0.00	764.44	-764.44	0.0%
3EA- Streets - Other	2,512.72	121.22	2,391.50	2,072.86%
Total 3EA- Streets	112,962.70	52,250.96	60,711.74	216.19%
3E- Public Works Expense - Other	7,247.85			
Total 3E- Public Works Expense	135,117.85	52,250.96	82,866.89	258.59%
3EB- Sewer Expense				
8523 - WWTP	1,642.50			
8545 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	4.58	-4.58	0.0%
6308-Property Insurance	0.00	983.86	-983.86	0.0%
8505 - Admin Allocation - Sewe	0.00	0.00	0.00	0.0%
8510- Sewer Payroll	15,284.43	9,902.50	5,381.93	154.35%
8520- Sewer Expenses				
1-015 - Sewer Power bill	541.48	333.26	208.22	162.48%
1-019 bbp sewer	206.62	194.10	12.52	106.45%
8521- Sewer Rep & Mtnc				
8524- Cowan Street	13,138.00			
8525- Emergency Sewer	1,388.85			
8521- Sewer Rep & Mtnc - Other	3,765.89	10,667.09	-6,901.20	35.3%
Total 8521- Sewer Rep & Mtnc	18,292.74	10,667.09	7,625.65	171.49%
8527 Fuel-Oil	0.00	0.00	0.00	0.0%
8553- Auro Insurance	0.00	631.76	-631.76	0.0%

8520- Sewer Expenses - Other	0.00	3,844.08	-3,844.08	0.0%
Total 8520- Sewer Expenses	19,040.84	15,670.29	3,370.55	121.51%
8522 - Waste Water Monitoring	4,681.21	10,374.48	-5,693.27	45.12%
8530- Sewer Supplies	5,699.18	486.61	5,212.57	1,171.2%
8535-Office	0.00	750.00	-750.00	0.0%
8540- State Fees	32,150.00	28,140.00	4,010.00	114.25%
8549- Mobile Equip.	0.00	148.45	-148.45	0.0%
8550 - Liability Insurance	0.00	552.81	-552.81	0.0%
8551 - Work Comp Insurance	0.00	1,019.91	-1,019.91	0.0%
8552 - Training	169.00	340.00	-171.00	49.71%
Sewer Testing	900.57	304.51	596.06	295.74%
3EB- Sewer Expense - Other	26.25			
Total 3EB- Sewer Expense	79,593.98	68,678.00	10,915.98	115.89%
3EC- Water Expense				
8770 - Water Rate Study 2025	3,526.00			
8618 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	4.58	-4.58	0.0%
6307-Property Insurance	0.00	3,453.90	-3,453.90	0.0%
8605 - Allocate Admin - Water	-100.60	0.00	-100.60	100.0%
8609- Water Training	207.71	3,255.00	-3,047.29	6.38%
8610- Water Parts & Supplies	1,222.23	4,375.19	-3,152.96	27.94%
8612- Water Office & Postage	158.52	4,531.27	-4,372.75	3.5%
8615- Water Payroll	71,746.09	62,338.25	9,407.84	115.09%
8620- Water Repairs & Mtnce	20,572.93	25,391.32	-4,818.39	81.02%
8623- Mobile Equip.	3,698.63	148.45	3,550.18	2,491.5%
8624 - Auto Insurance	0.00	631.76	-631.76	0.0%
8625- Water Liability Ins	0.00	691.59	-691.59	0.0%
8626 - Work Comp	0.00	1,275.25	-1,275.25	0.0%
8627 - Fuel-Oil	4,601.26	5,439.59	-838.33	84.59%
8630- Water Fees & Testing	11,918.56	4,411.39	7,507.17	270.18%
8640- Water Utilities				
1-000 - Water Power				

New Pump	16,277.96	14,337.68	1,940.28	113.53%
Old pump	856.03	782.59	73.44	109.38%
Total 1-000 - Water Power	17,133.99	15,120.27	2,013.72	113.32%
1-001 - Water Phones				
468-2598	2,660.09	2,808.85	-148.76	94.7%
468-5864	0.00	870.95	-870.95	0.0%
Cell	1,190.75	1,477.45	-286.70	80.6%
1-001 - Water Phones - Other	0.00			
Total 1-001 - Water Phones	3,850.84	5,157.25	-1,306.41	74.67%
8640- Water Utilities - Other	2,470.80			
Total 8640- Water Utilities	23,455.63	20,277.52	3,178.11	115.67%
8650- Water Engineering	0.00	28,442.50	-28,442.50	0.0%
8660- Water Interest				
8632 - Revenue Bond Interest	0.00	11,055.15	-11,055.15	0.0%
8660- Water Interest - Other	-4.35			
Total 8660- Water Interest	-4.35	11,055.15	-11,059.50	-0.04%
3EC- Water Expense - Other	0.00	4,319.70	-4,319.70	0.0%
Total 3EC- Water Expense	141,002.61	180,042.41	-39,039.80	78.32%
3EG -8690 -Water Planning Grant	0.00	783.75	-783.75	0.0%
4E- Parks & Recreation Expense				
9151- City Hall Maintenance	76.63	16,637.94	-16,561.31	0.46%
9115 - Clothes Allowance	0.00	0.00	0.00	0.0%
Crime Insurance	0.00	4.58	-4.58	0.0%
9116 - Janitorial Payroll	17,657.63	8,464.30	9,193.33	208.61%
02 Admin Allocation - Parks	0.00	0.00	0.00	0.0%
03 Parks & Recreation Grants				
2020 Per Capita - Scout Hall	322.52	11,654.12	-11,331.60	2.77%
2020 Per Capita - LLP				
Improvements	0.00	28,485.32	-28,485.32	0.0%
LLP Project Payroll	334.73	4,899.50	-4,564.77	6.83%
2020 Per Capita - LLP - Other	0.00	2,979.00	-2,979.00	0.0%
Total 2020 Per Capita - LLP	334.73	36,363.82	-36,029.09	0.92%

9830 - Walker Field Grant				
Parking Lot	165.00			
Total 9830 - Walker Field Grant	165.00			
03 Parks & Recreation Grants - Other	36.07			
Total 03 Parks & Recreation Grants	858.32	48,017.94	-47,159.62	1.79%
6305- Property Ins Parks				
9104- Mobile Equip.	0.00	148.45	-148.45	0.0%
6305- Property Ins Parks - Other	0.00	3,950.69	-3,950.69	0.0%
Total 6305- Property Ins Parks	0.00	4,099.14	-4,099.14	0.0%
9105- Auto Insurance	0.00	631.76	-631.76	0.0%
9106 - Work Comp Parks	0.00	2,041.70	-2,041.70	0.0%
9107 - Liability Ins Parks	0.00	1,108.17	-1,108.17	0.0%
9108 - L.L. Park	0.00	4,632.95	-4,632.95	0.0%
9109- Parks Payroll	16,671.04	17,409.50	-738.46	95.76%
9110 - Park Expense	0.00	495.40	-495.40	0.0%
9130- Ball Park Expenses				
1-002 - LLP Snack	531.60	458.24	73.36	116.01%
1-013 - BBP lights	2,874.00	3,176.16	-302.16	90.49%
1-014 - LLP lights	282.18	348.31	-66.13	81.01%
1-017 - BBP pump	223.32	219.72	3.60	101.64%
9131- Maintenance & Supplies	64.67	4,685.46	-4,620.79	1.38%
9130- Ball Park Expenses - Other	0.00	0.00	0.00	0.0%
Total 9130- Ball Park Expenses	3,975.77	8,887.89	-4,912.12	44.73%
9140- Scout Hall Expenses				
1-006 - Scout Hall Power	1,574.28	916.62	657.66	171.75%
9141- Scout Hall Repairs	0.00	3,971.04	-3,971.04	0.0%
Total 9140- Scout Hall Expenses	1,574.28	4,887.66	-3,313.38	32.21%
9160- Museum Expenses				
1-004 - Museum Electricity	886.67	839.82	46.85	105.58%
1-XXX - Museum Monitor Fuel	885.72	5,676.96	-4,791.24	15.6%
5568- Museum Phone	979.61	1,061.00	-81.39	92.33%
9161- Museum Maintenance	200.82			

Total 9160- Museum Expenses	2,952.82	7,577.78	-4,624.96	38.97%
4E- Parks & Recreation Expense - Other	942.56	648.29	294.27	145.39%
Total 4E- Parks & Recreation Expense	44,709.05	125,545.00	-80,835.95	35.61%
4EF - Sewer Grant	0.00	20,747.05	-20,747.05	0.0%
5E - American Rescue Plan				
6.1 - Government Expense	0.00	48,338.83	-48,338.83	0.0%
Total 5E - American Rescue Plan	0.00	48,338.83	-48,338.83	0.0%
6504- Payroll Taxes				
Federal Unemployment	3,286.56	1,401.75	1,884.81	234.46%
6506- FICA	46,827.18	24,470.75	22,356.43	191.36%
6508- Medicare	10,951.52	5,723.00	5,228.52	191.36%
6512- SUI	13,192.03	8,860.02	4,332.01	148.89%
6516 - ETT	0.00	0.00	0.00	0.0%
6504- Payroll Taxes - Other	2,020.27	559.98	1,460.29	360.78%
Total 6504- Payroll Taxes	76,277.56	41,015.50	35,262.06	185.97%
6600- Medical Insurance				
6603- Medical Ins Reimb	525.60			
Total 6600- Medical Insurance	525.60			
9700- CBDG Const Housing				
Gen Adm & Program Delivery				
9710 - Property Tax	934.08			
Gen Adm & Program Delivery - Other	0.00	7,324.40	-7,324.40	0.0%
Total Gen Adm & Program Delivery	934.08	7,324.40	-6,390.32	12.75%
Housing Loans				
Gomez	0.00	582.82	-582.82	0.0%
Total Housing Loans	0.00	582.82	-582.82	0.0%
Total 9700- CBDG Const Housing	934.08	7,907.22	-6,973.14	11.81%
Payroll Expenses	154,896.67	2,147.69	152,748.98	7,212.25%
Reconciliation Discrepancies	0.00	-457.00	457.00	0.0%
Total Expense	1,728,967.41	1,389,480.96	339,486.45	124.43%
Net Income	333,899.96	101,554.50	232,345.46	328.79%

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

	Type	Date	Num	Account	Amount
Amped Electric					
	Bill	04/09/2025	Invoice 0042	2000 - Accounts Payable	10,131.15
	Bill Pmt -Check	04/09/2025	27908	2000 - Accounts Payable	-10,131.15
Total Amped Electric					0.00
Black Butte Towing					
	Bill	04/21/2025	Invoice 86799	2000 - Accounts Payable	1,100.00
Total Black Butte Towing					1,100.00
City Clerks Association of California					
	Bill	04/21/2025	300004407	2000 - Accounts Payable	250.00
Total City Clerks Association of California					250.00
City of Medford Finance Department					
	Bill	04/09/2025	IN044873	2000 - Accounts Payable	2,256.48
	Bill Pmt -Check	04/09/2025	27909	2000 - Accounts Payable	-2,256.48
Total City of Medford Finance Department					0.00
City of Tulelake*					
	Bill	04/09/2025	April 2025	2000 - Accounts Payable	170.00
	Bill Pmt -Check	04/09/2025	27907	2000 - Accounts Payable	-170.00
Total City of Tulelake*					0.00
Colantuono, Highsmith & Whatley, PC					
	Bill	04/21/2025	64991	2000 - Accounts Payable	6,120.00
Total Colantuono, Highsmith & Whatley, PC					6,120.00
Dawn Schott					
	Bill	04/09/2025	040225	2000 - Accounts Payable	179.27
	Bill Pmt -Check	04/09/2025	27894	2000 - Accounts Payable	-179.27
Total Dawn Schott					0.00
Derick Girven					
	Bill	04/03/2025	533782	2000 - Accounts Payable	340.73
	Bill Pmt -Check	04/03/2025	27874	2000 - Accounts Payable	-340.73
Total Derick Girven					0.00
Domain Listing					
	Bill	04/09/2025	202526	2000 - Accounts Payable	288.00

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

	Type	Date	Num	Account	Amount
	Bill Pmt -Check	04/09/2025	27895	2000 - Accounts Payable	-288.00
Total Domain Listing					0.00
E&S Engineers and Surveyors					
	Bill	04/03/2025	4934	2000 - Accounts Payable	500.00
	Bill	04/03/2025	4947	2000 - Accounts Payable	8,887.00
	Bill	04/03/2025	Invoice 4949	2000 - Accounts Payable	3,526.00
	Bill	04/03/2025	4942	2000 - Accounts Payable	688.00
	Bill Pmt -Check	04/03/2025	27875	2000 - Accounts Payable	-500.00
	Bill Pmt -Check	04/03/2025	27879	2000 - Accounts Payable	-8,887.00
	Bill Pmt -Check	04/03/2025	27880	2000 - Accounts Payable	-3,526.00
	Bill Pmt -Check	04/03/2025	27881	2000 - Accounts Payable	-688.00
Total E&S Engineers and Surveyors					0.00
Fort Jones Ace Hardware					
	Bill	04/09/2025	013200	2000 - Accounts Payable	40.89
	Bill Pmt -Check	04/09/2025	27910	2000 - Accounts Payable	-40.89
	Bill	04/21/2025	013106/1	2000 - Accounts Payable	21.49
Total Fort Jones Ace Hardware					21.49
Golden State Risk Management Authority					
	Bill	04/09/2025	EB-002608	2000 - Accounts Payable	4,682.00
	Bill Pmt -Check	04/09/2025	27896	2000 - Accounts Payable	-4,682.00
Total Golden State Risk Management Authority					0.00
Kenny's Lock Shop					
	Bill	04/09/2025	1797, 1828, 1829	2000 - Accounts Payable	6,179.08
	Bill Pmt -Check	04/09/2025	27897	2000 - Accounts Payable	-6,179.08
Total Kenny's Lock Shop					0.00
PACE Labs					
	Bill	04/09/2025	252802554	2000 - Accounts Payable	170.00
	Bill Pmt -Check	04/09/2025	27898	2000 - Accounts Payable	-170.00
	Bill	04/09/2025	252802258	2000 - Accounts Payable	263.00
	Bill Pmt -Check	04/09/2025	27911	2000 - Accounts Payable	-263.00
Total PACE Labs					0.00

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

	Type	Date	Num	Account	Amount
Pacific Power					
	Bill	04/09/2025	March 2025	2000 - Accounts Payable	6,242.06
	Bill Pmt -Check	04/09/2025	27899	2000 - Accounts Payable	-6,242.06
Total Pacific Power					0.00
Scott Valley Auto Parts					
	Bill	04/09/2025	955,932,833,742	2000 - Accounts Payable	213.25
	Bill Pmt -Check	04/09/2025	27912	2000 - Accounts Payable	-213.25
Total Scott Valley Auto Parts					0.00
Scott Valley Disposal					
	Bill	04/09/2025	March 2025	2000 - Accounts Payable	330.00
	Bill Pmt -Check	04/09/2025	27900	2000 - Accounts Payable	-330.00
Total Scott Valley Disposal					0.00
Siskiyou County Economic Council					
	Bill	04/07/2025	Dec 24 Feb 25	2000 - Accounts Payable	1,000.00
	Bill Pmt -Check	04/07/2025	27883	2000 - Accounts Payable	-1,000.00
	Bill	04/09/2025	April 25	2000 - Accounts Payable	500.00
	Bill Pmt -Check	04/09/2025	27901	2000 - Accounts Payable	-1,500.00
Total Siskiyou County Economic Council					-1,000.00
Siskiyou Telephone					
	Bill	04/09/2025	March 2025	2000 - Accounts Payable	735.17
	Bill Pmt -Check	04/09/2025	27902	2000 - Accounts Payable	-735.17
Total Siskiyou Telephone					0.00
Stifel					
	Bill	04/09/2025	PPE 04052025	2000 - Accounts Payable	434.84
	Bill Pmt -Check	04/09/2025	27903	2000 - Accounts Payable	-434.84
Total Stifel					0.00
Suburban Propane					
	Bill	04/03/2025	16380200206	2000 - Accounts Payable	973.08
	Bill Pmt -Check	04/03/2025	27876	2000 - Accounts Payable	-973.08
Total Suburban Propane					0.00
Technology Reflections, Inc.					

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

	Type	Date	Num	Account	Amount
	Bill	04/09/2025	Inv 8891	2000 - Accounts Payable	1,384.40
	Bill Pmt -Check	04/09/2025	27904	2000 - Accounts Payable	-1,384.40
Total Technology Reflections, Inc.					0.00
Ubeo West LLC					
	Bill	04/02/2025	552211898	2000 - Accounts Payable	404.44
	Bill Pmt -Check	04/03/2025	27877	2000 - Accounts Payable	-404.44
Total Ubeo West LLC					0.00
USA Bluebook					
	Bill	04/21/2025	INV00674399	2000 - Accounts Payable	954.33
Total USA Bluebook					954.33
Valley Pacific Petroleum Services					
	Bill	04/09/2025	25-861169	2000 - Accounts Payable	670.22
	Bill Pmt -Check	04/09/2025	27906	2000 - Accounts Payable	-670.22
	Bill	04/21/2025	CL 25-869002	2000 - Accounts Payable	760.40
Total Valley Pacific Petroleum Services					760.40
Verizon Wireless					
	Bill	04/03/2025	6109104583	2000 - Accounts Payable	238.16
	Bill Pmt -Check	04/03/2025	27878	2000 - Accounts Payable	-238.16
Total Verizon Wireless					0.00
WD Heavy Equiptment					
	Bill	04/21/2025	976	2000 - Accounts Payable	330.00
Total WD Heavy Equiptment					330.00
TOTAL					8,536.22

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

	<u>Balance</u>
Amped Electric	0.00
	10,131.15
	<u>0.00</u>
Total Amped Electric	0.00
Black Butte Towing	-1,100.00
	<u>0.00</u>
Total Black Butte Towing	0.00
City Clerks Association of California	-250.00
	<u>0.00</u>
Total City Clerks Association of California	0.00
City of Medford Finance Department	0.00
	2,256.48
	<u>0.00</u>
Total City of Medford Finance Department	0.00
City of Tulelake*	0.00
	170.00
	<u>0.00</u>
Total City of Tulelake*	0.00
Colantuono, Highsmith & Whatley, PC	-6,120.00
	<u>0.00</u>
Total Colantuono, Highsmith & Whatley, PC	0.00
Dawn Schott	0.00
	179.27
	<u>0.00</u>
Total Dawn Schott	0.00
Derick Girven	0.00
	340.73
	<u>0.00</u>
Total Derick Girven	0.00
Domain Listing	0.00
	288.00

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

	Balance
	0.00
Total Domain Listing	0.00
E&S Engineers and Surveyors	0.00
	500.00
	9,387.00
	12,913.00
	13,601.00
	13,101.00
	4,214.00
	688.00
	0.00
Total E&S Engineers and Surveyors	0.00
Fort Jones Ace Hardware	-21.49
	19.40
	-21.49
	0.00
Total Fort Jones Ace Hardware	0.00
Golden State Risk Management Authority	0.00
	4,682.00
	0.00
Total Golden State Risk Management Authority	0.00
Kenny's Lock Shop	0.00
	6,179.08
	0.00
Total Kenny's Lock Shop	0.00
PACE Labs	0.00
	170.00
	0.00
	263.00
	0.00
Total PACE Labs	0.00

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

	Balance
Pacific Power	0.00
	6,242.06
	0.00
Total Pacific Power	0.00
Scott Valley Auto Parts	0.00
	213.25
	0.00
Total Scott Valley Auto Parts	0.00
Scott Valley Disposal	0.00
	330.00
	0.00
Total Scott Valley Disposal	0.00
Siskiyou County Economic Council	1,000.00
	2,000.00
	1,000.00
	1,500.00
	0.00
Total Siskiyou County Economic Council	0.00
Siskiyou Telephone	0.00
	735.17
	0.00
Total Siskiyou Telephone	0.00
Stifel	0.00
	434.84
	0.00
Total Stifel	0.00
Suburban Propane	0.00
	973.08
	0.00
Total Suburban Propane	0.00
Technology Reflections, Inc.	0.00

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

	Balance
	1,384.40
	0.00
Total Technology Reflections, Inc.	0.00
Ubeo West LLC	0.00
	404.44
	0.00
Total Ubeo West LLC	0.00
USA Bluebook	-954.33
	0.00
Total USA Bluebook	0.00
Valley Pacific Petroleum Services	-760.40
	-90.18
	-760.40
	0.00
Total Valley Pacific Petroleum Services	0.00
Verizon Wireless	0.00
	238.16
	0.00
Total Verizon Wireless	0.00
WD Heavy Equipment	-330.00
	0.00
Total WD Heavy Equipment	0.00
TOTAL	20,534.76



The Town of Fort Jones

To: Fort Jones Town Council
Meeting Date: April 14, 2025
From: Cherie Stephen, Town Administrator
By: Andrew L. Jared, Town Attorney

Subject: Second Reading of Ordinance Adding Chapter 3.12 “Purchasing” to Establish Purchasing Procedures, Including Cooperative Purchasing, and Informal Bidding Procedures Pursuant to California Uniform Public Construction Cost Accounting (CUPCCA); Finding Exempt from CEQA

Background:

This ordinance is the second reading of an ordinance to address changes to the purchasing ordinance in the municipal code. This ordinance will adopt those changes discussed and approved in the urgency ordinance at the March 10, 2025 meeting. Those changes were presented after the February 19 council meeting and first reading held on February 19.

This action will adopt those changes to the code presented on March 10, 2025 as first reading, which were adopted by urgency ordinance that evening.

This ordinance will establish purchasing procedures required under Government Code section 54202. It will also allow for the cooperative purchasing (“piggyback”) purchasing to allow staff to utilize competitive bidding undertaken by other governmental agencies. By allowing competitive bidding efforts undertaken by other public agencies for goods requiring competitive bidding under the current municipal code, the efforts of town staff can be maximized.

This will also adopt the California Uniform Public Construction Cost Accounting Act (CUPCCA) to allow the town to perform work with in-house personnel (force account work) for projects up to \$75,000 in value for self-performed public works and maintenance work. It also expedites the informal bidding procedures for public works projects up to \$220,000 in value. These provisions will allow for projects to be completed in a timely manner because of the streamlined awards process and the reduction in paperwork related to advertising and report filing. Such language would be codified as Chapter 3.12 in the Fort Jones Municipal Code.

Initially a version of the ordinance was introduced on February 19, 2025 for first reading. However, issues were noted by members of the council prior to its second reading on March 10, 2025. A revised version was then introduced on March 10, 2025 for first reading (as amended). Council voted to approve that version of the ordinance and also adopt as an urgency ordinance that version of the ordinance.

That version from March 10, 2025 is presented for adoption as Attachment 1 for second reading.

Discussion:

-Purchasing Ordinance

All cities are required to adopt policies and procedures, including bidding regulations, governing purchases of supplies and equipment. (Government Code section 54202). The attached ordinances will comply with this requirement.

Attachment 1 was introduced by Council on March 10. If approved, it will become effective in 30 days.

It was adopted as an urgency ordinance on March 10 to allow for immediate effect. However, due to the potential for legal challenge of urgency ordinance is presented here for second reading.

This was amended prior to last meeting to adjust the threshold for approval by department heads to \$5,000, and review by the town attorney above the same level. Additionally, a typographic error omitting the word “twenty” in the text describing \$220,000.00 was corrected. No other changes were made. Any additional changes at this time would require a subsequent second reading at a future meeting.

Attachment 2 is the resolution addressing required notice to the state concerning opting in to CUPCCA.

The proposed ordinance covers the following topics:

- Bidding and Award of Bid (Non-Public Works)

The proposed ordinance sets thresholds for bidding and award of bids. As these are not public works items, these are set by the Town. As requested at time of introduction, the threshold amount for award by department heads was raised to \$5,000, which means purchases under \$5,000 only are required to engage in open-market (non-competitive bidding) purchases and can be purchased without any advertising or solicitation of bids. Amounts over \$5,000 to \$50,000 must obtain at least three bids based on a written scope of work. For purchases over \$50,000, a formal bidding procedure would be required.)For public works projects, the thresholds and methods are discussed below; Under state law, for public works projects over \$5,000 specific requirements for bidding and award discussed below apply.)

For non-public works projects, the proposed thresholds for bidding and award are as follows:

Amount	Who Awards	How Bid
Up to \$5,000	Department Head with Town Administrator or purchasing Officer approval	Market purchase
\$5,000 to \$25,000	Department Head and Town Attorney/Purchasing Officer	Informal bidding

\$25,001 - \$50,000	Town Council	Informal bidding
>\$50,000	Town Council	Formal bidding
\$100,000 During a declared emergency,	Town Administrator	Informal bidding

Competitive bidding for public works contracts for public projects over \$5,000 is required for general law cities. Pub Cont C §20162.

A project may not be split into smaller portions to avoid the competitive bidding requirement. Pub Cont C §20163.

A request to change low bid purchases to a market purchase procedure for purchases under \$5,000 was made, by adding a department head only expenditure approval threshold below \$500. This is discussed in Attachment 5 and included in the ordinances in Attachments 3 and 4.

- Cooperative Purchasing (“Piggyback Purchasing”)

The proposed ordinance also allows for the Town to use the competitive bidding efforts of other agencies through a “cooperative purchasing” arrangement. In section 3.12.120, the town will be allowed to purchase supplies, equipment or services from suppliers who have been awarded contracts by the state or other local agencies for the purchase of supplies, equipment, and/or services under a competitive process, and that contractor extends the price to the town. One such contract facilitator, Sourcewell, offers a number of resources to expedite the procurement process. Approving this ordinance will formalize and expedite the purchasing process for the town and provide cost savings available to agencies that use the cooperative purchasing process. This does not apply to contracts to perform for public works services.

- Bidding and Award of Bid (Public Works)

State law requires all public works projects over \$5,000 to be let by a competitive bidding process. One exception to this general requirement is for projects using the California Uniform Public Construction Cost Accounting Act (CUPCCA) as discussed below.

For competitive is required for any “public work” defined as

- erecting, improving, painting, or repair of public buildings and works;
- work in or about streams, bays, waterfronts, embankments, or other work for protection against overflow;
- street or sewer work, except maintenance or repair; and
- furnishing supplies or materials for any such project, including maintenance or repair of streets or sewers.

(Public Contract Code §20161).

California Uniform Public Construction Cost Accounting Act (CUPCCA)

CUPCCAA provides for alternative bidding procedures when an agency performs public work and maintenance work. This applies either to work performed by the town's own staff ("force account" work) or when contracting with an outside contractor. CUPPCA is a voluntary program available to all public entities in the State, but it applies only to those public agencies that have "opted in" to the provisions set forth by the Act using the processes outlined in the Act. The entirety of the Act is found at Public Contract Code Sections 22000-22045. The provisions of a local ordinance adopting CUPCCA are located within the attached proposed ordinance at section 3.12.140. A key provision of the Act is to allow for public projects of \$75,000 or less to be performed by a public agency's force account using the public agency's own resources, by negotiated contract, or by purchase order. Typically, a town may only self-perform such work up to \$5,000 in value. Public projects in the amount of \$220,000 or less may use an informal bidding process if the town adopts an ordinance in compliance with the Act to govern contractor selection through informal bidding. Public projects at a cost of more than \$220,000 must use formal bidding procedures to select a contractor. Public projects under CUPCCA includes • Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.

- Painting or repainting of any publicly owned, leased, or operated facility, and

- For publicly owned utility systems, the construction, erection, improvement, or repair of dams, reservoirs, powerplants, and electrical transmission lines (over 230,000 volts).

(Pub. Contr. Code sec. 22002(c).)

"Maintenance work" includes routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes; minor repainting; resurfacing of streets and highways at less than one inch; landscape maintenance, including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems; and work performed to keep, operate, and maintain publicly owned water, power, or waste disposal systems. (Pub. Contr. Code sec. 22002(d).)

The benefit of adopting this program are:

- increased force account limit for public agencies;
- simplified bidding for projects that are \$220,000 or less;
- reduced number of formal bids based on project size; and expedited contracting for projects under \$220,000.

The town will benefit from this program as it gives more leeway in the execution of public works projects under a certain dollar amount. It will speed up the award process; expedite project delivery, and reduce the time, effort, and expense associated with bidding projects under \$220,000. It will simplify the administration for those projects. These processes may also be applied to maintenance work.

Opting into CUPCCA will allow the town to expedite public works projects by allowing more work to be self-performed (force account; projects up to \$75,000) and by allowing informal bidding to occur on projects up to

\$220,000. Effective January 1, 2025, the thresholds under CUPCCA have recently been raised from \$60,000 and \$200,000 for force account and informal bidding to the current \$75,000 and \$220,000 levels.

Included as Attachment 6 is the required resolution electing to opt-in to CUPCCA that must be sent to the State Controller's Office.

Business Analysis: It should be noted that when a local agency elects to become subject to the CUPCCAA the entire entity is subject to the Act and no departments are exempt. Filing of the resolution to the California State Controller will be the responsibility of the Finance Director (or person managing the duties of the Finance Director) but only occurs after final adoption.

Operations Analysis: The town will need to notice and maintain at least annually a list of qualified contractors and additionally notice to invite/solicit bids on projects as identified, including publication to trade journals. Informally bid projects shall include project title, cost, site location, who is taking bids/date and time due, along with owner address and phone number, architect or engineers address and phone number, a brief description of work to be done, where plans may be obtained/deposit required as well as the percentage of bid bond/percentage of performance bond/or percentage of payment bond.

Environmental Analysis: The adoption of this resolution and ordinance does not meet the definition of a project for the purposes of the California Environmental Quality Act, under Public Resources Code Section 21065 and CEQA Guidelines Section 15378(b)(5), because it is an administrative governmental activity which will not cause a direct or indirect physical change in the environment. The Town Council's review and adoption of informal bid procedures is not a project under CEQA Guidelines mechanisms which do not involve commitment to any specific project which may result in a potentially significant environmental impact. Thus, no environmental analysis is required at this time.

Fiscal Impact: Streamlined processes are expected to result in more timely completion of public projects and lessen the administrative overhead burden on procurement of contracts involving a public work. There are no fees associated with opting into the program.

Useful Links:

[https://www.sco.ca.gov/Files-ARD-Local/frequently asked questions faq uniform public construction cost accounting act.pdf](https://www.sco.ca.gov/Files-ARD-Local/frequently%20asked%20questions%20faq%20uniform%20public%20construction%20cost%20accounting%20act.pdf)
[https://www.sco.ca.gov/Files-ARD-Local/cuccac manual 2021 edition.pdf](https://www.sco.ca.gov/Files-ARD-Local/cuccac_manual_2021_edition.pdf)

Recommendation:

Staff recommends the following motion:

“Move to waive full reading of the ordinance and approve by title only Ordinance 2025-2, attached as Exhibit 1, adding Chapter 3.12 “Purchasing” to Establish Purchasing Procedures, Including Cooperative Purchasing, and Informal Bidding Procedures Pursuant to California Uniform Public Construction Cost Accounting (CUPCCA)’

Attachments:

1. Ordinance 2025-2 Adding Chapter 3.12 (Second Reading, as Introduced on March 10, 2025)
2. Resolution 1137: Resolution of Town Council of the Town of Fort Jones Electing to Adopt The Uniform Public Construction Cost Accounting Act (CUPCAA) Procedures

Attachment 1

ORDINANCE NO. 2025-2

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES, CALIFORNIA ADDING CHAPTER 3.12 “PURCHASING” TO THE FORT JONES MUNICIPAL CODE; AND FINDING THE ORDINANCE NOT SUBJECT TO CEQA

WHEREAS, Government Code section 54201 et seq., authorizes the Town Council to adopt policies and procedures governing Town purchases of supplies and equipment by ordinance;

WHEREAS, amendments to Title 3 “Revenue and Finance” of the Fort Jones Municipal Code are necessary to remain in compliance with updated federal procurement requirements and address consistency with financial policies;

WHEREAS, the Town Council finds it necessary and desirable to add Chapter 3.12 (Purchasing) to Title 3 (Revenue and Finance) of the Fort Jones Municipal Code

WHEREAS, the Town Council has by Resolution 1137 adopted on May 12, 2025, elected to become subject to the uniform construction cost accounting procedures promulgated by the State Controller pursuant to the California Uniform Public Construction Cost Accounting Act, (“Act”), (Public Contract Code (“PCC”) § 22000 et seq.);

WHEREAS, Public Contract Code Section §22034 requires that public agencies who elect to be subject to the Act adopt an ordinance establishing informal bidding procedures for public projects and sets forth the requirements of said informal bidding ordinance;

WHEREAS, the Town Administrator recommends this Ordinance to meet the requirements of said informal bidding procedures.

NOW, THEREFORE, the Town Council of the Town of Fort Jones does ordain as follows:

SECTION 1. RECITALS: The foregoing recitals are true and correct and incorporated into the findings herein.

SECTION 2: CODE ADOPTION: Chapter 3.12 (Purchasing) of Title 3 (Revenue and Finance) of the Fort Jones Municipal Code is hereby added as set forth in **Exhibit “A”** attached to this Ordinance and incorporated herein by reference.

SECTION 3. CEQA: The Ordinance is not a Project within the meaning of the California Environmental Quality Act (CEQA) (Public Resources Code section 21000, et seq.) pursuant to CEQA Guidelines (California Code of Regulations, Title 14, section 15000, et seq.) section 15061(b)(3). This Ordinance involves updates and revisions to existing regulations. It can be seen with certainty that the proposed Municipal Code text amendments will have no significant effect on the environment.

SECTION 4. SEVERABILITY: If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase or portion thereof, irrespective of the fact that

any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional, and, to that end, the provisions hereof are hereby declared to be severable.

SECTION 5. SUMMARY: Upon request of the Town Administrator or Town Clerk, the Town Attorney may prepare a summary of this Ordinance for the purposes of publication.

SECTION 6. EFFECTIVE DATE: This Ordinance shall take effect and be enforced within thirty (30) days from and after the date of its adoption by the Town Council at a second reading and shall be posted and published in accordance with the California Government Code.

SECTION 7. CERTIFICATION: The Town Clerk shall certify to the passage and adoption of this Ordinance and shall give notice of its adoption as required by law. This Ordinance, or a summary thereof, shall be published and/or posted in compliance with the requirements of Government Code section 36933.

I HEREBY CERTIFY the foregoing Ordinance was introduced for first reading at a regular meeting of the Town Council of the Town of Fort Jones held on the 10th day of March 2025, and thereafter adopted at a regular meeting of said Council held on the 12th day of May 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Madeleine DeAndreis
Mayor, Town of Fort Jones

ATTEST:

Jessie Monday

Town Clerk, Town of Fort Jones

EXHIBIT A

Sections:

- 3.124.010 Purpose.
- 3.12.020 Definitions.
- 3.12.030 Powers and duties.
- 3.12.040 Purchasing guidelines.
- 3.12.050 Purchase agreements.
- 3.12.060 Award of contracts to businesses located in the town.
- 3.12.070 Informal bid procedure.
- 3.12.080 Formal bid procedure.
- 3.12.090 Sole-source purchasing.
- 3.12.100 Sole-source purchases from businesses within the town.
- 3.12.110 Emergency purchases.
- 3.12.120 Exemptions from bidding procedure.
- 3.12.130 Disposition of surplus personal property.
- 3.12.140 Uniform Construction Cost Accounting Procedures

3.12.010 Purpose.

- A. This chapter is adopted pursuant to Government Code section 54201 et seq. to provide guidance and direction regarding the procurement of supplies, equipment, and services; to ensure that the town and its departments will receive high quality goods and services at minimum cost to the taxpayer; to exercise positive financial control over purchases; to clearly define the authority for all purchases; and to limit the administrative demands imposed by the purchasing system to those reasonably necessary to achieve the other objectives of that system.
- B. The policies and procedures contained in this chapter are not intended to conflict with Public Contracts Code section 20160 et seq., Public Contracts Code section 22030 et seq., or any other applicable law governing the solicitation of bids and award of contracts for public works projects requiring the expenditure of five thousand dollars (\$5,000.00) or more.

3.12.020 Definitions.

Unless otherwise indicated, the following definitions shall apply to this chapter.

“Town administrator” means the town administrator of the town of Fort Jones or his or her designee.

“Town clerk” means the town clerk of the town of Fort Jones, or such other officer to whom the duties and responsibilities of the town treasurer have been transferred, or his or her designee.

“Department head” means a person designated by the town administrator and/or the town council to be responsible for the management of a department of the town or his or her designee.

“Emergency” means an emergency as defined by Section 2.16.020 of this code.

“Equipment” means items that are durable, have a fixed life expectancy and are shown in the town’s books as fixed assets.

“General services” means all services other than professional services and services pursuant to a public works contract excluded from this chapter by Section 3.12.010(B).

“Local business” means an individual, business, partnership or corporation that meets all of the following: (1) maintains a place of business located within the town of Fort Jones; (2) has a current town of Fort Jones business license; (3) reports to the state sales tax returns for goods purchased at its business located within the boundaries of the town of Fort Jones which regularly maintains a place of business and an inventory of merchandise for sale within the sphere of influence of the town; (4) has any necessary licenses, certificates, bonds and insurances; and (5) is in good financial and legal standing with the Town.

“Market value” means the value estimated by the purchasing officer at which the surplus personal property would sell if offered at auction or other open competitive bid sale.

“Professional services” means those services governed by Government Code section 4525 et seq., including architectural, landscape architectural, engineering, environmental, and land surveying services.

“Professional service agreement” means a written contract for professional services entered into as provided in this chapter.

“Purchase” means the renting, leasing, purchasing, licensing or trade of supplies or equipment or the hiring of private contractors.

“Purchasing officer” means the town administrator or his or her designee.

“Purchase order” means a form approved by the purchasing officer for the purchase of supplies, material, and/or equipment, but not professional services.

“Supplies” means office supplies, janitorial supplies, material, goods, tools, or other commodities used in the general conduct of the town’s business that do not constitute equipment.

“Surplus personal property” means any personal property or equipment owned by the town of Fort Jones which the purchasing officer determines, subject to approval of the town administrator or the town council as required by Section 3.12.130, is no longer needed or used for town purposes or which has become obsolete, worn out or past its useful life.

3.12.030 Powers and duties.

A. Department heads:

1. Shall have the power to:
 - a. Negotiate and recommend to the town council contracts for the purchase of supplies, equipment, and/or services on behalf of their respective departments.
 - b. Approve purchase orders and professional service agreements for the benefit of their respective departments for amounts up to five hundred dollars (\$500) without consent and approval of the town administrator if such amount is allowed under the existing budget, and up to five thousand dollars (\$5,000.00), with consent and approval by the town administrator.
 - c. Execute contracts for the purchase of supplies, equipment and/or services for the benefit of their respective departments in accordance with the policies and procedures prescribed by this chapter.
 - d. Increase the time for performance or the not-to-exceed amounts prescribed by professional service agreements for which they are responsible by up to ten (10) percent of the original agreement amount if they reasonably conclude that doing so will result in cost and/or time savings to the town.
2. Are under the duty to:
 - a. Identify the type and quantity of supplies, equipment, and/or services required to fulfill the responsibilities of their respective departments.
 - b. Engage in an informal bidding process under section 3.12.070 of this chapter for items expected to cost more than five thousand dollars (\$5,000.00) and less than or equal to fifty thousand dollars (\$50,000.00), or a formal bidding process under section 3.12.080 of this chapter for items expected to cost more than fifty thousand (\$50,000.00).

It is not permissible to split or separate purchases into smaller amounts to evade the requirements of this chapter.
 - c. Maintain records of all submitted bids for the procurement of supplies, equipment, and/or services as required by the town's approved document-retention schedule.
 - d. Determine whether the required items or services are budgeted or the town council has otherwise authorized their purchase.
 - e. Secure necessary authorization prior to the commencement of work or delivery of supplies and equipment by preparing a purchase order or professional service agreement and ensuring that it is approved as prescribed by this chapter.

- f. Supervise the inspection of supplies or equipment purchased to ensure that the items conform to the quality expectations of the town.
- g. Monitor the work of contractors to ensure adherence to the terms and conditions of professional service agreements.
- h. Provide coded and approved invoices to the finance department for payment in a timely fashion.

B. The purchasing officer:

- 1. Shall have the power to:
 - a. Negotiate contracts for the purchase of supplies, equipment, and/or services on behalf of the town.
 - b. Approve purchase orders and professional service agreements on behalf of the town in amounts up to twenty-five thousand dollars (\$25,000.00).
 - c. Execute contracts for the purchase of supplies, equipment and/or services on behalf of the town in accordance with this chapter.
- 2. Is under the duty to:
 - a. Enforce this chapter.
 - b. Recommend the transfer or exchange of surplus supplies and equipment between departments as needed, and recommend the sale of all supplies and equipment which have become obsolete, useless, or otherwise unsuitable for use by the town.

C. The town administrator:

- 1. Shall have the power to:
 - a. Approve purchase orders and professional service agreements on behalf of the town for amounts up to twenty-five thousand dollars (\$25,000.00), or up to one hundred thousand dollars (\$100,000.00) during a state of emergency declared pursuant to Chapter 2.16 of this code.
 - b. Perform any or all the duties of a department head or the purchasing officer.
- 2. Is under the duty to:
 - a. Ensure that the process for purchasing supplies, equipment, and services meets the needs of the community and the town.
 - b. Recommend to the town council revisions and amendments to this chapter to achieve its purposes.

D. The finance director shall have the power to:

1. Review and process payment to vendors after receiving properly coded and approved invoices.
2. Prepare the warrant/check register and submit to the town clerk for vendor payment issuance.
3. Delay processing payments to vendors if an agreement is void or if insufficient budgetary appropriation is available. Purchase orders and professional service agreements are void if any of the following is true:
 - a. The term of the agreement has expired;
 - b. The not-to-exceed amount specified by the agreement has been exceeded;
or,
 - c. The services performed are other than specified in the agreement.

E. The town clerk shall have the power to issue payment to vendors after receiving an approved warrant/check register from the finance director.

3.12.040 Purchasing guidelines.

- A. Purchases of supplies, equipment, or services for amounts equal to five hundred dollars (\$500) do not require a bidding process and may be approved by a department head if such amount is allowed under the existing budget without approval of the town administrator, and to five thousand dollars (\$5,000.00) or less do not require a bidding process and may be approved by a department head, with consent and approval by the town administrator. Purchases in this range do not require a purchase order or a professional service agreement unless otherwise required by the vendor.
- B. Purchases of supplies, equipment, or services for amounts greater than five thousand dollars (\$5,001.00) but less than or equal to twenty-five thousand dollars (\$25,000.00) are subject to the informal bidding process set forth in Section 3.12.070. Purchases in this range require that a purchase order or a professional service agreement be prepared and approved by a department head and by the purchasing officer or town administrator.
- C. Purchases of supplies, equipment, or services for amounts greater than twenty-five thousand dollars (\$25,000.00) but less than or equal to fifty thousand dollars (\$50,000.00) must meet the requirements of the informal bidding process set forth in Section 3.12.070. Purchases in this range require that a purchase order or a professional service agreement be prepared and approved by the department head, the town administrator, and town council.
- D. Purchases of supplies, equipment, or services for amounts greater than fifty thousand dollars (\$50,000.00) must meet the requirements of the formal bidding process set forth in

Section 3.12.080. Purchases in this range require that a purchase order or a professional service agreement be prepared and approved by the department head, the town administrator, and council.

- E. During a declared state of emergency, purchases of supplies, equipment, or services for any amount do not require a bidding process. Purchases less than or equal to one hundred thousand dollars (\$100,000.00) require the approval of the town administrator. Purchases greater than one hundred thousand dollars (\$100,000.00) require the approval of the town council.
- F. Purchases of supplies, equipment, or services made with federal grant funds are exempt from the purchasing guidelines established by this Chapter 3.12 and are governed by a separate policy adopted by resolution of the town council, as may be amended from time to time.
- G. For all purchase agreements and contracts over \$500, the Town Attorney shall approve as to form.”
- H. Unless otherwise provided herein, award of purchases shall be made by the town council in open session of a council meeting.
- I. Competitive bidding for public works contracts for public projects over \$5,000 as required for general law cities under Public Contract Code §20162 is not affected by this ordinance..

Purchase Order and Professional Service Agreement Requirement Matrix

Contract Amount	Purchase Order	Professional Services Agreement	Bidding Process	Authorization Required
\$500.00 or less	Not required	Not required	None	Department head only, if allowed under existing budget
\$501.00 to 5,000.00	Not required	Not required	None	Department head only, with approval and consent of town administrator
\$5,000.01–\$25,000.00	Required	Required	Informal	Department head and either (i) purchasing officer or (ii) town administrator
\$25,000.01–\$50,000.00	Required	Required	Informal	Department head, town administrator, and town council

\$50,000.01 or more	Required	Required	Formal	Department head, town administrator, and town council
Any amount during a declared state of emergency	Not required	Not required	None	Town administrator (up to \$100,000.00) or town council (above \$100,000.00)

NOTE: The above matrix is intended to summarize the requirements of this chapter and not to change them. If the matrix contradicts the text of this chapter in any respect, the language of the chapter will prevail.

3.12.050 Purchase agreements.

A. Professional service agreement (PSA):

1. Professional service agreements are used to purchase professional services as defined in Section 3.12.020.
2. All purchases of professional services over five thousand dollars (\$5,000.00) require the completion of a PSA on the town's standard form, except during times of a declared state of emergency. Deviations from the town's standard professional service agreement must be approved by the purchasing officer or the town administrator.
3. The town shall secure professional services based upon demonstrated competence, professional qualifications, and suitability for the project in general and needs to comply with either the informal or formal bid procedures set forth in Sections 3.12.070 or 3.12.080 respectively if the value of the agreement exceeds five thousand dollars (\$5,000.00). The town should also consider the cost of the professional service, and in the event that a vendor is selected that does not offer the lowest price, a rationale must be provided to and approved by the town administrator prior to final selection being made.
4. Authority to approve a professional service agreement shall be as specified in Section 3.12.040.
5. Authority to modify a professional service agreement shall be as specified in Section 3.12.040 based on the total not-to-exceed value of the agreement, including any proposed increase in the not-to-exceed value.

B. Purchase order (PO):

1. Purchase orders are used to purchase supplies, material, and/or equipment having a cost greater than five thousand dollars (\$5,000.00). They are not to be used to secure professional services.
2. Authority to approve a purchase order shall be as specified in Section 3.12.040.

3. Authority to modify a purchase order shall be as specified in Section 3.12.040 based on the total not-to-exceed value of the purchase order, including any proposed increase in the not-to-exceed value.
4. All procurement using a PO require the completion of a purchase order on the town's standard form, except during times of a declared state of emergency. Deviations from the town's standard purchase order must be approved by the purchasing officer or the town administrator.

3.12.060 Award of contracts to businesses located in the town.

- A. In establishing a preference to local businesses in the award of contracts for supplies, equipment or services under this chapter, the town council finds that local businesses are disadvantaged in comparison to business located outside the town, particularly due to longer commutes for the delivery of goods and services and the high gas prices which increase the cost of goods and services delivered to and from the town limits. The town council also finds that awarding contracts to local businesses results in financial advantages to the town.
- B. Town personnel are directed to use their best efforts to purchase supplies, equipment, and services from local businesses whenever possible and consistent with the terms of this policy.
- C. All informal and formal bids are to be evaluated with a five percent (5%) preference for local businesses. A bid or proposal received from a local business will be tabulated as if it were five percent (5%) lower than the figure actually set forth in the bid or proposal. The local business must claim the local business preference to be considered.
- D. To qualify as a local business, the business shall submit with its bid or proposal, or have on file with the town clerk, an affidavit that demonstrates its eligibility as a local business, including but not limited to the following: the business has a facility with an address within the town and the business will attribute any sales tax from sales to the town of Fort Jones.

3.12.070 Informal bid procedure.

When the informal bid procedure is required, purchases shall be made in compliance with the following:

- A. The town shall specifically identify the goods and/or services it wishes to purchase and determine the estimated cost of the good and/or service from at least three different providers whenever possible.
- B. Informal bids received must be documented in writing and retained by the department head as required by the approved document retention schedule.

- C. Unless otherwise provided by any existing law, rule, regulation, or policy, the purchase of supplies, equipment and non-professional services shall be awarded to the provider with the lowest responsive estimated cost.

3.12.080 Formal bid procedure.

When the formal bid procedure is required, purchases shall be made following compliance with the following:

- A. Notice Inviting Bids. Notices inviting sealed bids shall include: 1) a general description of the articles and/or services to be purchased, 2) where bid forms and specifications may be obtained, 3) the date, time and place for the bidders' conference, if any, and for the submission of sealed bids, and 4) any other information which the department head conducting the procurement deems useful.
- B. Published Notice. Notice inviting bids shall be published at least once in a newspaper of general circulation published in the town at least five days before the date of opening of the bids, or if there is no such newspaper, posted in at least three public places in the town designated by the town clerk for posting public notices at least five days before the date of opening of the bids.
- C. Bidder's Security:
 - 1. When deemed necessary or appropriate, as with public works projects, the purchasing officer may require a bidding vendor to submit a bid security in any of the following forms:
 - a. Cash;
 - b. A cashier's check made payable to the town;
 - c. A certified check made payable to the town;
 - d. A bidder's bond executed by a surety insurer admitted to do business in California, made payable to the town.
 - 2. Any requirement for bid security must be included in the public notice inviting bids.
 - 3. The security shall be in an amount equal to at least ten (10) percent of the bid amount.
 - 4. A vendor shall forfeit its bid security upon its refusal or failure to perform pursuant to the terms of its contract with the town within twenty (20) days after notice of award of contract or such lesser period specified in the notice inviting bids.
- D. Failure to Perform:

1. Upon refusal or failure of the lowest successful bidder to execute or perform the contract pursuant to its terms, the officer or agency of the town authorized to award the contract may award it to the next lowest responsible bidder.
2. If the officer or agency of the town authorized to award the contract awards the contract to the next lowest bidder, the amount of the lowest bidder's security shall be applied by the town to the difference between the low bid and the second lowest bid, and the surplus, if any, shall be returned to the lowest bidder.

E. Bid Opening Procedure:

1. Sealed bids shall be submitted to the office of the town clerk and shall be identified as "Submitted Bid" on the envelope.
2. Bids shall be opened at the time and place stated in the notice inviting bids.
3. A record of all bids submitted to the town shall be subject to public inspection at the office of the town clerk during regular business hours for at least ten (10) calendar days after the bids are opened.

F. Rejection of Bids. The officer or agency of the town authorized to award the contract may reject any and all bids and require the purchasing officer or department head to rebid the purchase.

G. Award of Contracts. The officer or agency of the town authorized by Section 3.12.040 of this code to do so shall award contracts.

H. Tie Bids. If two or more bids are submitted in the same total amount or unit price, quality and service being equal, and if the public interest will not permit the delay of re-advertising for bids, the officer or agency of the town authorized to award the contract may accept either bid.

I. No Bids Received. If no bids are received following compliance with the requirements of this section, the officer or agency of the town authorized to award the contract may procure the requested supplies, equipment, or services without further compliance with this chapter.

J. Performance Bonds:

1. The purchasing officer may require a performance bond in such amount as may be reasonably necessary to ensure performance before entering into any contract.
2. If a performance bond is required, the form and amount of the bond shall be described in the notice inviting bids.

3.12.090 Sole-source purchasing.

- A. Prior to submitting a purchase request, the requesting department shall conduct a survey of available sources to determine whether there is only one source capable of competently and efficiently providing the required supplies, equipment or service.
- B. If it is determined that there is only a single source for the purchasing of a particular item or service, the requesting department shall prepare a waiver of bid and submit it to the purchasing officer.
- C. If it is determined that there is only a single source for the purchasing of a particular item or service, upon review and approval of the request by the purchasing officer and the town administrator, the contract may be awarded to the sole source vendor without competition. In this case, the purchasing officer or authorized designee shall conduct negotiations, as appropriate, as to price, delivery, and terms. All other provisions of this Chapter shall remain applicable.”

3.12.100 Reserved.

3.12.110 Emergency purchases.

- A. The town administrator shall make, or authorize others to make, emergency purchases of supplies, equipment or services during a declared state of emergency for amounts less than or equal to one hundred thousand dollars (\$100,000.00); provided that such emergency purchases shall be made with such competition as is practicable under the circumstances. Purchases for amounts greater than one hundred thousand dollars (\$100,000.00) must be approved by the town council.
- B. When making an emergency purchase, the requesting department shall complete a waiver of bid form and submit it to the purchasing officer.
- C. At the next meeting of the town council following to town administrator making. or authorizing others to make, emergency purchases pursuant to this section, the town administrator shall provide in writing a summary of cause all such purchases to the town council. No further action to ratify or approve such purchases is required of the town council.

3.12.120 Exemptions from bidding procedure.

- A. Purchases of three thousand dollars (\$3,000.00) or less.
- B. Sole-source purchases in accordance with Section 3.04.090 of this code.
- C. Emergency purchases in accordance with Section 3.04.110 of this code.
- D. Intergovernmental orders by which the town has contracted with another governmental entity to purchase particular supplies, equipment or services on a cooperative basis or

where the town contracts with suppliers who have been awarded contracts by the state or other local agencies for the purchase of supplies, equipment, and/or services under a competitive process and are able to have the bid prices they received extended to the town.

- E. Purchases of professional services in accordance with Section 3.04.050 of this code.
- F. Purchases of supplies, equipment, or services made with federal grant funds which are governed by a separate policy adopted by resolution of the town council, as may be amended from time to time.

3.12.130 Disposition of surplus personal property.

- A. Prior to disposal, a list of surplus personal property specifying the item, its actual or estimated purchase price, date of purchase, and estimated market value shall be submitted to the town council for approval as to its "surplus" status. Surplus personal property of the town shall be disposed of on annual or semi-annual basis, in the following manner:
 - 1. The town administrator may authorize the sale or disposition of surplus personal property which has a market value equal to or less than his or her contracting authority under Section 3.04.040.
 - 2. The town council may authorize the sale or disposition of surplus personal property which has a market value in excess of the town administrator's contracting authority under Section 3.04.040.
 - 3. Any surplus personal property within his or her contracting authority may be sold or disposed of by the town administrator as follows:
 - a. Surplus property with an estimated market value of less than one hundred dollars (\$100.00) may be disposed of by the department head, upon written approval of the town administrator, in the manner most advantageous to the town considering the value of the property and the cost of sale, including, but not limited to, sale by salvage, recycling or disposal.
 - b. Surplus personal property with an estimated market value of more than one hundred dollars (\$100.00) but less than or equal to five thousand dollars (\$5,000.00) per individual item of property may be sold or disposed of by any method the town administrator determines to be most advantageous to the town considering the value and nature of the property and the cost of sale, including, but not limited to, sale by salvage, recycling or disposal.
 - c. Surplus personal property with an estimated market value of greater than five thousand dollars (\$5,000.00) per individual item of property shall be sold under sealed bid or by public auction. Public auctions may include electronic bidding or auction services.

- d. Disposition of surplus personal property pursuant to this section shall be “as is” without warranty, express or implied, and the buyer shall agree to pay applicable sales or transfer taxes.
 - e. Notwithstanding other provisions in this section, surplus personal property may be sold to another public entity for market value or traded for market value equivalent property or services as approved by the town administrator.
 - f. Notwithstanding other provisions in this section, surplus personal property of any value may be traded in as consideration toward the acquisition of other personal property upon written approval of the town administrator.
 - g. Notwithstanding other provisions in this section, surplus personal property of any value may be transferred to other town departments without consideration as approved by the town administrator.
- 4. Surplus personal property which the town administrator deems unacceptable for sale to the public may be disposed of in the manner deemed appropriate by the town administrator. Examples of such property include: town-owned animals, law enforcement equipment and property which may pose a hazard to the general public.
- B. The town council may, by resolution, authorize the donation of surplus personal property, if the town council finds that such donation serves a public purpose or benefit. All donations pursuant to this section shall be “as is” without warranty, express or implied, and the transferee shall agree to defend, indemnify and hold harmless the town, its officers and employees from any claim, cause of action, damage, loss or liability arising out of the condition of the property or its use by the organization or subsequent transferee.
- C. In cases where a sealed bid or public auction is required for the sale of surplus personal property, reasonable notice to prospective bidders of such sale by sealed bid or public auction shall be given, as determined by the purchasing officer, taking into account the circumstances and the item or items to be sold.
- D. Any department disposing of surplus personal property shall document the disposition and provide, in writing, to the finance director or his or her designee, who shall keep a record of sales, exchanges or other disposition of any property disposed of pursuant to the provisions of this chapter, at least the following information:
 - 1. A description of the property transferred;
 - 2. The name of the transferee;
 - 3. The date of transfer;
 - 4. The gross receipts, net receipts and/or transaction costs; and
 - 5. A description, including the value of any personal property received in exchange for the property transferred.

- E. Such records shall be kept consistent with the town's records retention policy.

3.12.140 Uniform Construction Cost Accounting Procedures

- A. Purpose. The purpose of this chapter is to establish regulations for public projects and maintenance work in accordance with the requirements of the California Uniform Public Construction Cost Accounting Act (Public Contracts Code section 22000 et seq.). This chapter shall also apply to maintenance work in accordance with Public Contracts Code section 22003.
- B. Definitions. The following words, terms and phrases shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:
 - a. "Act" means the California Uniform Public Construction Cost Accounting Act, Public Contract Code section 22000 et seq.
 - b. "Facility" has the meaning set forth in Public Contract Code section 22002.
 - c. "Maintenance work" has the meaning set forth in Public Contract Code section 22002.
 - d. "Project" includes public projects and maintenance work, as defined by this chapter.
 - e. "Public project" has the meaning set forth in Public Contract Code Section 22002.
- C. General provisions.
 - a. Whenever any reference is made to any other ordinance or law, such reference shall be deemed to include all future amendments and successor statutes or ordinances thereto.
 - b. The dollar limits set forth in this Chapter shall adjust without council action as necessary to comply with amendments to the Act and any procedures adopted by the state controller.
 - c. Plans, specifications, and/or working details adopted by the Town for any public project are public records, subject to examination upon request.
- D. Contracts for public projects and maintenance work.
 - a. Public projects and maintenance work for \$75,000 or less.
 - i. The town administrator is authorized to award a contract for public projects and/or maintenance work if the lowest bid received is seventy-five thousand dollars (\$75,000.00) or less.
 - ii. Public projects and/or maintenance of seventy-five thousand dollars (\$75,000.00) or less to be may be performed by town employees , by negotiated contract, or by purchase order without competitive bidding.
 - b. Public projects and maintenance work for \$75,000 or more, but less than or equal to \$220,000.
 - i. Bid specifications shall be prepared and notices inviting bids shall be solicited as set forth in section 3.12.140.E of this chapter.
 - ii. The town administrator is authorized to award a contract for public projects and/or maintenance work if the lowest bid received is seventy-five thousand dollars (\$75,000.00) or more, but less than or equal to two hundred twenty thousand dollars (\$220,000).
 - iii. If all bids received are in excess of two hundred twenty thousand dollars (\$220,000), the town council may adopt a resolution by a four-fifths (4/5)

vote to award the contract at two hundred thirty-five thousand dollars (\$235,000) or less to the lowest responsible bidder, if the town council determines the cost estimate of the project prepared by the town was reasonable. Where town council does not adopt a resolution in accordance with the provisions of this subsection, the project shall be rebid.

- c. Public projects and maintenance work for more than \$220,000.
 - i. Public project and maintenance work of more than two hundred twenty thousand dollars (\$220,000) shall be approved by the Town Council.
 - ii. The town council shall adopt plans, specifications, and working details for all public projects up to two hundred twenty thousand dollars (\$220,000).
 - iii. Public projects and/or maintenance work of more than two hundred twenty thousand dollars (\$220,000.00) shall require competitive written bidding. A notice inviting bids shall be published and sent in compliance with the provisions of Public Contract Code section 22037. In addition, bid plans and working details shall be adopted by the town council for all public projects exceeding two hundred twenty thousand dollars (\$220,000.00).

E. Informal bidding procedures.

Public projects and maintenance of \$220,000 or less may be let to contract by informal procedures as set forth in the Act, including the following procedures:

- a. Contractors list. The town shall comply with the requirements of Public Contract Code Section 22034 regarding maintaining a list of qualified contractors identified according to categories of work.
- b. Notice inviting informal bids.
 - i. Circulation. Where a public project or maintenance work is to be performed which is subject to the provisions of this section, a notice inviting informal bids shall be circulated using one or both of the following alternatives:
 - 1. Notices inviting informal bids may be mailed or emailed to all contractors for the category of work to be bid, as shown on the list developed in accordance with subsection (a) above.
 - 2. Notices inviting informal bids may be mailed or emailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with Section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the Public Works Director or their designee.
 - ii. Proprietary products and services. Notwithstanding the foregoing requirements, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.
 - iii. Mailing. All mailing of notices to contractors and Construction trade journals pursuant to this section shall be completed at least ten (10) calendar days before bids are due.
 - iv. Contents. The notice inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

- c. Rejection of bids; bid irregularities. The town administrator may, in their sole discretion, reject any or all bids presented and waive any minor irregularity or informality in such bids.
- d. Award of contract. The town administrator is authorized to award and execute contracts informally bid in accordance with this section, provided that the expenditure is within the approved budget and the contract is in a form approved by the town attorney. Such contracts shall be awarded to the lowest responsible bidder.
- e. Tie bids; no bids received. If two or more bids are the same and the lowest, the town administrator may accept the one he or she chooses. If no bids are received through the informal procedures set forth in this section, the project may be performed by town employees, by force account or negotiated contract without further complying with this section.
- f. Acceptance of work. Upon the completion of work pursuant to a contract awarded pursuant to this section, the town administrator may accept the work and may authorize the filing of the notice of completion, the release of funds retained upon such filing, and the release of any bonds upon the conclusion of their respective warranty periods.
- g. Performance bonds. The town administrator may require a performance bond before entering a contract awarded pursuant to this section in such amount as the public services director or their designee finds reasonably necessary to protect the best interests of the town. If the town requires a performance bond, the form and amount of the bond shall be described in the notice inviting bids.

RESOLUTION NO. 1137

RESOLUTION OF TOWN COUNCIL OF THE TOWN OF FORT JONES
ELECTING TO ADOPT THE UNIFORM PUBLIC CONSTRUCTION COST
ACCOUNTING ACT (CUPCCA) PROCEDURES

WHEREAS, prior to the passage of Public Contract Code Sections 22000 to 22045, known as the California Uniform Public Construction Cost Accounting Act (CUPCCA)(“the Act”), existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and,

WHEREAS, the Act establishes such a uniform cost accounting standard; and,

WHEREAS, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of or in the contracting for construction of public projects; and

WHEREAS, the Town Council of the Town of Fort Jones has determined that adoption of the resolution to be of public benefit from the raised force account limit and the informal bidding procedures, as more projects are completed in a timely manner because of the streamlined awards process and the reduction in paperwork related to advertising and report filing.

NOW, THEREFORE, BE IT RESOLVED that the Town Council of the Town of Fort Jones , Siskiyou County, California, hereby elects under Public Contract Code section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's policies and procedures manual and cost accounting review procedures, as they may each from time to time be amended, and directs that the Finance Director notify the State Controller forthwith of this election.

PASSED, APPROVED AND ADOPTED by the Town Council of the Town of Fort Jones in a meeting thereof held on May 12, 2025, by the following:

VOTE

Ayes:

Nays:

Absent:

Signature: _____ Date: _____
Madeleine DeAndreis
Mayor, Town of Fort Jones

ATTEST

Signature: _____ Date: _____
Jessie Monday
Town Clerk, Town of Fort Jones



The Town of Fort Jones

TO: Town Council of Fort Jones

FROM: Andrew L. Jared, Town Attorney

AGENDA TITLE: **Approval and Second Reading of Ordinance 2025-4 to Designate Fire Hazard Severity Zones, and Approval and Second Reading of Ordinance 2025-5 to Amend Sections of the Fort Jones Municipal Code Regarding Fire Hazard Severity Zones.**

MEETING DATE: May 12, 2025

Recommended Action:

Staff recommends that the Town Council:

1. Introduce and waive the full reading of Ordinance 2025-4 (Attachment 3) Designating Fire Hazard Severity Zones as recommended by the State Fire Marshal with modifications pursuant to Government Code Section 51179, and adding Chapter 15.16 Fire Severity Zones of the Fort Jones Municipal Code to align with state law, by reading of the following ordinance by title only:

AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES , CALIFORNIA ADOPTING THE FORT JONES FIRE HAZARD SEVERITY ZONES MAP AND ADDING CHAPTER 15.12 “FIRE SEVERITY ZONES” TO TITLE 15 OF THE OF THE FORT JONES MUNICIPAL CODE

2. Waive the full reading of Ordinance 2025-5, an Urgency Ordinance (Attachment 4) adopting the Fort Jones Fire Hazard Severity Map and amendment to Title 15 adding Chapter 15.12 to the Fort Jones Municipal Code as follows:

AN URGENCY ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES , CALIFORNIA ADOPTING THE FORT JONES FIRE HAZARD SEVERITY ZONES MAP AND ADDING CHAPTER 15.12 “FIRE SEVERITY ZONES” TO TITLE 15 OF THE OF THE FORT JONES MUNICIPAL CODE

Discussion:

Fire Hazard Severity Zone Designation

In September 2021, Senate Bill 63 was approved by Governor Newsom. Senate Bill 63 included an act to amend California Government Code Section 51178. The amendment was effective on January 1, 2022, and directed the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones (FHSZ) based on consistent statewide criteria and the severity of the fire hazard that is expected to prevail in those areas. In addition, moderate, high, and very high FHSZs are based on fuel loading, slope, fire weather, and other

relevant factors that have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Additional background information from Cal Fire is provided as Attachment 5. Information from the California Department of Insurance regarding Q&A's about Insurance and Fire Hazard Severity Zone maps is provided as Attachment 6.

In September 2022, Assembly Bill 211 was approved by Governor Newsom. Assembly Bill 211 amended California Government Code Section 51179 and requires local agencies to designate, by ordinance, moderate, high, and very high FHSZs within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.

An agency may not adopt a FHSZ that decreases the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency. (Gov. Code sec. 51179(b)(3)).

Though State law does not allow a local agency to decrease the FHSZ designation, a local agency may increase the designation of a particular area if a local agency can make findings that it is necessary for the effective fire protection within the area. (Gov. Code sec. 51179(b)(1) and (2)). Such discretion can allow an agency to apply very high, high, and moderate designations to areas not otherwise identified in the map prepared by the State Fire Marshal.

In February 2025, the Office of the State Fire Marshal released the FHSZs in Local Responsibility Area map for review. The map was posted on the City website and mentioned by the Fire Chief at prior City Council meetings. The map issued by the State Fire Marshal identified high and very high FHSZs within the Town of Fort Jones. (Attachment 3). The majority of the town is designated as very high FHSZ with only a few lots in the southern edge of town designated as high.

Staff reviewed the State Fire Marshal map and determined that because of the potential for subdivision of the few lots designated as high FHSZ, it is necessary for the effective fire protection within the area that these parcels also be designated as very high FHS.

In support of such provision and designations of the very high FHSZ, the following analysis is required pursuant to Government Code Section 51182. Staff has determined that pursuant to section 51182 the following do make it necessary for effective fire prevention of the area that this provision be adopted for following reasons:

1. To maintain defensible space of 100 feet from each side of an occupied dwelling or occupied structure.
2. To remove portions of a tree that extends within 10 feet of the outlet of a chimney or stovepipe.
3. To prevent maintaining a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood.

4. To maintain the roof of the structure free of leaves, needles, and other vegetative materials.
5. Certifying that a new occupied structure or rebuilding an existing occupied structure complies with all applicable state and local building codes.

Municipal Code Amendments

Fort Jones currently does not have an ordinance pertaining to fire hazard severity zones under Government Code section 51175 et seq. Therefore, staff recommends the Town Council pass the attached ordinance, which would provide a process for accepting the State Fire Marshal's recommended designations under section 51178. Since section 51179 requires the Town either accept the State Fire Marshal's recommended designations or increase those recommendations, the attached ordinance will assist the Town in complying with the requirements of the Government Code.

The ordinance adopting the Fort Jones Fire Hazard Severity Map is presented both as an ordinance for two readings (Att. 3) and an urgency ordinance (Att. 4) in order to comply with state adoption timelines. Both ordinances address the same amendments to the municipal code and both adopt the same FHSZ map. (Att. 1) The urgency ordinance will become effective immediately and the regularly adopted ordinance will be brought back for second reading and become effective 30 days thereafter.

Environmental Analysis: The Town staff have evaluated the proposed Ordinance and determined that it is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15061(b)(3), 15303, and 15308 on the grounds that it can be seen with certainty that the Ordinance will not have a significant effect on the environment. To the extent this is a project under CEQA, it is categorically exempt pursuant to CEQA Guidelines Sections 15304 (Minor Alterations to Land), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions by Regulatory Agencies for Protection of Natural Resources), and 15308 (Actions by Regulatory Agencies for Protection of the Environment).

Fiscal Impact: None.

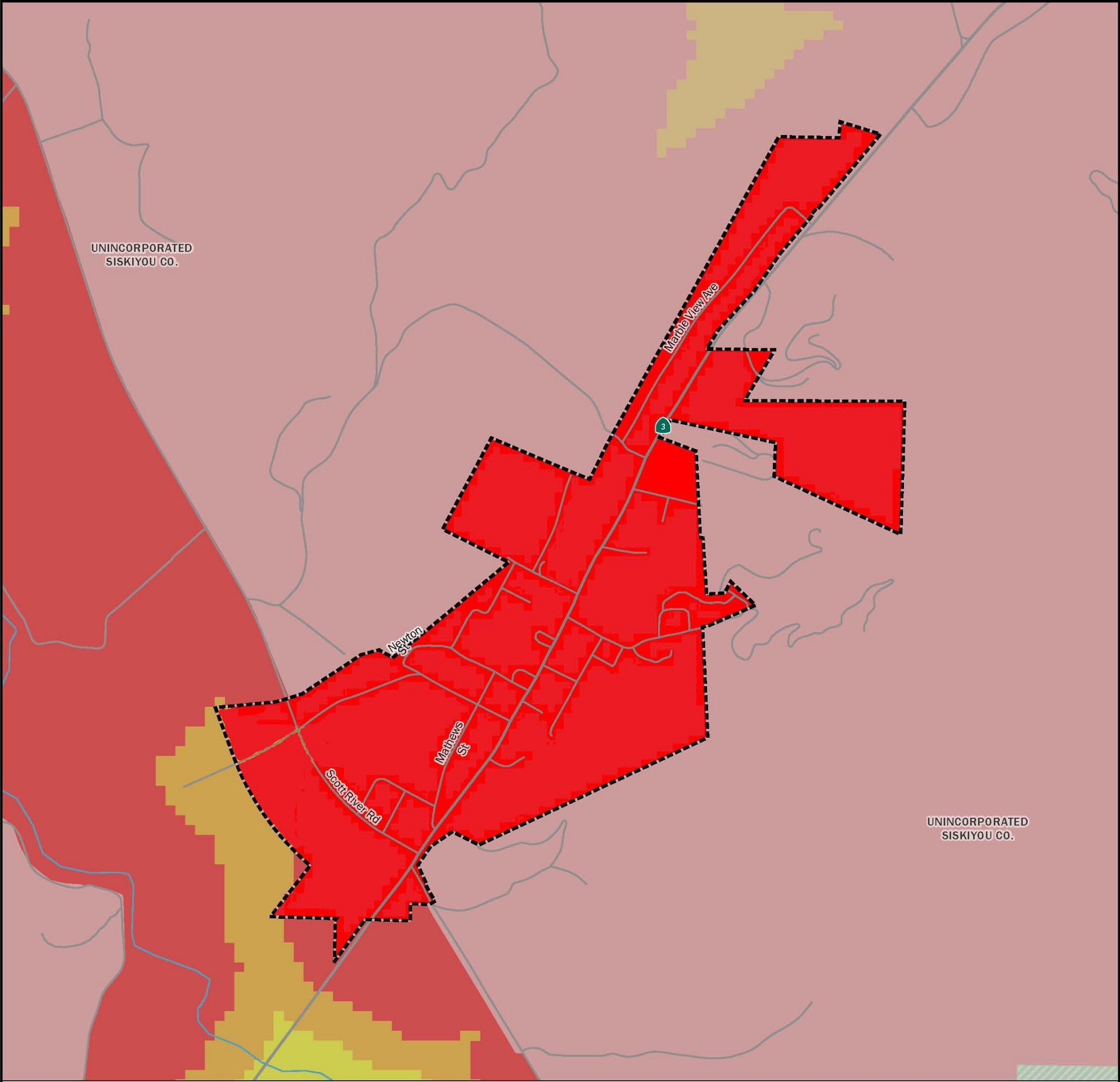
Attachments:

1. Proposed FHSZ Map to be adopted. (Ex. A to Proposed Ordinances)
2. CALFIRE FHSZ Map
3. Proposed Ordinance to Adopt FHSZ Map and Amend Municipal Code
4. Proposed Urgency Ordinance to Adopt FHSZ Map and Amend Municipal Code
5. Background Materials from CALFIRE
6. Information from the California Department of Insurance



Local Responsibility Area Fire Hazard Severity Zones

As Recommended by
Town of Fort Jones Staff
March 26, 2025

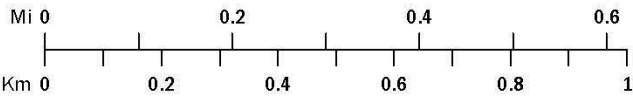


Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High



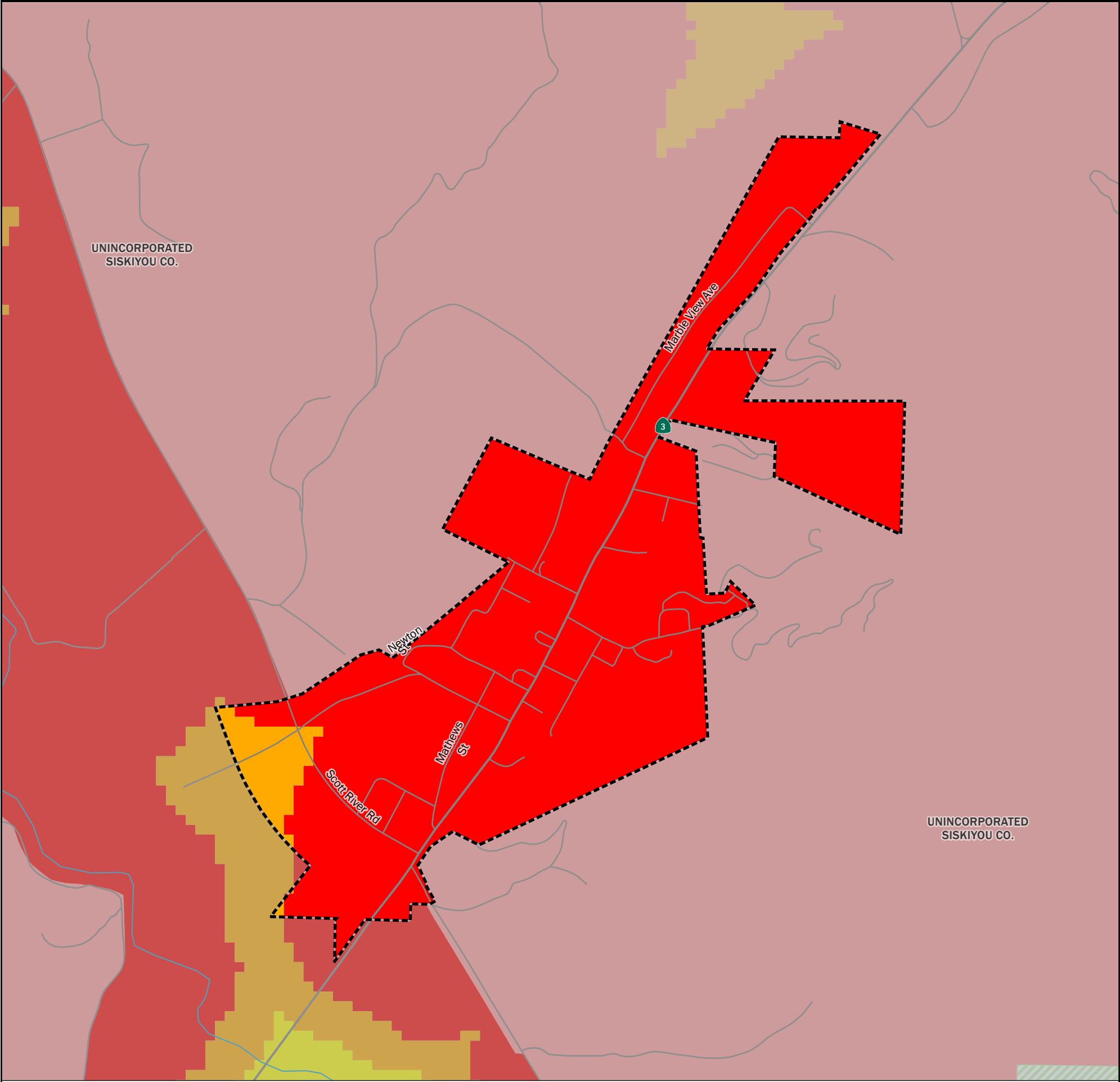
Projection: NAD 83 California Teale Albers
Scale: 1:13,000 at 11" x 17"

Incorporated City
Unzoned LRA
Federal Responsibility Area (FRA)



Local Responsibility Area Fire Hazard Severity Zones

As Identified by the
State Fire Marshal
January 22, 2025



Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as Identified by the State Fire Marshal

Very High High Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High High

Mi 0 0.2 0.4 0.6
Km 0 0.2 0.4 0.6 0.8 1

Projection: NAD 83 California Teale Albers
Scale: 1:13,000 at 11" x 17"

Incorporated City Federal Responsibility Area (FRA)

Unzoned LRA

Attachment 3

ORDINANCE NO. 2025-4
AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES,
CALIFORNIA ADOPTING THE FORT JONES FIRE HAZARD SEVERITY
ZONES MAP AND ADDING CHAPTER 15.12 “FIRE SEVERITY ZONES” TO
TITLE 15 OF THE OF THE FORT JONES MUNICIPAL CODE

WHEREAS, pursuant to Government Code section 51178, the State Fire Marshal published a map indicating the Local Responsibility Area Fire Hazard Severity Zones for the Town of Fort Jones designating various areas in the Town of Fort Jones as moderate, high and very high FHSZs;

WHEREAS, the Fort Jones Municipal Code does not have a provision for the adoption of fire hazard severity zones (“FHSZs”) following the recommendations of the State Fire Marshal under Government Code section 51175 et seq.;

WHEREAS, a parcel with more than one FHSZ designation presents challenges for efficient and comprehensive implementation of effective fire protection in the Town;

WHEREAS, in order to conduct effective fire protection within the Town, it is necessary to administer properties with more than one FHSZ on a single lot as the highest FHSZ on that lot;

WHEREAS, in order to conduct effective fire protection within the Town, and due to the potential for subdivision and development within the high FHSZ as indicated on the State Fire Marshal map, and based on the local features surrounding such FHSZ, it is necessary to designate the parcels proposed by the State Fire Marshal as high FHSZ as very high FHSZ;

WHEREAS, addition of Chapter 15.12 of the Fort Jones Municipal Code is necessary for effective fire protection within the area;

WHEREAS, any modifications made to the FHSZs determined by the State Fire Marshal are being made accordance with the California Government Code, ensuring that FHSZs were not downgraded; and

WHEREAS, the amendments to Chapter 15.12 of the Fort Jones Municipal Code are necessary for effective fire prevention in the Town to achieve the following in very high severity zones: Maintain defensible space of 100 feet from each side of an occupied dwelling or occupied structure; Remove portions of a tree that extends within 10 feet of the outlet of a chimney or stovepipe; Maintain a tree, shrub, or other plant adjacent to or

overhanging a building free of dead or dying wood; Maintain the roof of the structure free of leaves, needles, and other vegetative materials; and Certify that a new occupied structure or rebuilding of an existing occupied structure complies with all applicable state and local building codes.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF FORT JONES DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings. The recitals above are true and correct and incorporated herein by this reference.

Section 2. Adoption of Fire Severity Zone Map. Pursuant to Government Code section 51179(a), the Town Council hereby amends the fire hazard severity zones as recommended by the State Fire Marshal to include all parcels in the Town as very high FHSZ, through such map entitled "Town of Fort Jones - Siskiyou County, Local Responsibility Area Fire Hazard Severity Zones" attached hereto as Exhibit A ("the Fort Jones Fire Hazard Severity Zones map") depicting such fire hazard severity zones with, and finds that in order to effectively administer fire protection within the area it is necessary that when a parcel has more than one FHSZ on a single lot the highest FHSZ on that lot shall be administered for the entire lot. The Fort Jones Fire Hazard Severity Zones map shall be on file in the Office of the Town Clerk and shall be available upon request. The official map is also located electronically on the following website: fortjonesca.org

Section 3. Municipal Code Amendment. The Town Council hereby amends Title 15 Buildings and Construction to add Chapter 15.12 "Fire Hazard Severity Zones" to the Fort Jones Municipal Code to read as follows:

Chapter 15.12 FIRE HAZARD SEVERITY ZONES

15.12.010 – Designation.

The Town Council shall, pursuant to Government Code section 51179(a), designate fire hazard severity zones as recommended by the State Fire Marshal and as thereby amended by the Town Council pursuant to state law.

15.12.020 – Multiple Designation.

In the event that a single parcel has more than one fire hazard severity zone designation on the Town of Fort Jones Fire Hazard Severity Zones map, the more strict designation shall apply to the entire property. In order to effectively administer fire protection within the area it is necessary that when a parcel has with more than one FHSZ on a single lot, the highest FHSZ on that lot shall be administered and enforced for the entire lot.

15.12.030 - Designation may not be decreased.

Pursuant to Government Code section 51179(b)(3) no fire hazard severity zone identified by the State Fire Marshal for an area within the Town may be decreased to a lesser fire hazard severity zone.

15.12.040 - Building regulations enforcement.

- (a) The building official shall enforce the provisions of the California Building Code, as such pertains to all moderate, high and very high fire hazard severity zones designated under section 15.12.010 or addressed under section 15.12.020.
- (b) The Town manager or designee shall enforce and shall have the authority to enforce the provisions of the Government Code and all other codes and regulations affected by designation of fire hazard severity zones.

Section 4. CEQA. Town staff have evaluated the proposed Ordinance and determined that it is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15061(b)(3), 15303, and 15308 on the grounds that it can be seen with certainty that the Ordinance will not have a significant effect on the environment. To the extent this is a project under CEQA, it is categorically exempt pursuant to CEQA Guidelines Sections 15304 (Minor Alterations to Land), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions by Regulatory Agencies for Protection of Natural Resources), and 15308 (Actions by Regulatory Agencies for Protection of the Environment).

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

Section 6. Effective Date. This Ordinance shall take effect thirty (30) days after final adoption.

Section 7. Implementation. The Town Council hereby authorizes and directs the Town Administrator to take any action and sign any documents necessary to implement this Ordinance.

Section 8. Certification. The Town Clerk shall certify to passage and adoption of this Ordinance and shall give notice of its adoption as required by law.

Section 9. Inconsistencies. Any provisions of the Fort Jones Municipal Code, or appendices thereto, or any other ordinances of the Town inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

Section 10. Codification. The Town Clerk is directed and authorized to instruct the publisher of the Town of Fort Jones Municipal Code that codification of this Ordinance is limited to Section 3.

Section 11. Execution. The Mayor and Town Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval.

I HEREBY CERTIFY the foregoing Ordinance was introduced for first reading at a regular meeting of the Town Council of the Town of Fort Jones held on the 14th day of April 2025, and thereafter adopted at a regular meeting of said Council held on the ____ day of ____ 2025, by the following vote, to wit:

AYES:

NOES:

ABSENT:

Madeleine DeAndreis

Mayor, Town of Fort Jones

ATTEST:

Jessie Monday

Town Clerk, Town of Fort Jones

Attachment 4

ORDINANCE NO. 2025-5

AN URGENCY ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES , CALIFORNIA ADOPTING THE FORT JONES FIRE HAZARD SEVERITY ZONES MAP AND ADDING CHAPTER 15.12 “FIRE SEVERITY ZONES” TO TITLE 15 OF THE OF THE FORT JONES MUNICIPAL CODE

WHEREAS, this Ordinance is an urgency ordinance pursuant to Government Code Section 36934 and 36937;

WHEREAS, pursuant to Government Code section 51178, the State Fire Marshal published a map indicating the Local Responsibility Area Fire Hazard Severity Zones for the Town of Fort Jones designating various areas in the Town of Fort Jones as moderate, high and very high FHSZs;

WHEREAS, the Fort Jones Municipal Code does not have a provision for the adoption of fire hazard severity zones (“FHSZs”) following the recommendations of the State Fire Marshal under Government Code section 51175 et seq.;

WHEREAS, a parcel with more than one FHSZ designation presents challenges for efficient and comprehensive implementation of effective fire protection in the Town;

WHEREAS, in order to conduct effective fire protection within the Town, it is necessary to administer properties with more than one FHSZ on a single lot as the highest FHSZ on that lot;

WHEREAS, in order to conduct effective fire protection within the Town, and due to the potential for subdivision and development within the high FHSZ as indicated on the State Fire Marshal map, and based on the local features surrounding such FHSZ, it is necessary to designate the parcels proposed by the State Fire Marshal as high FHSZ as very high FHSZ;

WHEREAS, addition of Chapter 15.12 of the Fort Jones Municipal Code is necessary for effective fire protection within the area;

WHEREAS, any modifications made to the FHSZs determined by the State Fire Marshal are being made accordance with the California Government Code, ensuring that FHSZs were not downgraded; and

WHEREAS, the amendments to Chapter 15.12 of the Fort Jones Municipal Code are necessary for effective fire prevention in the Town to achieve the following in very high

severity zones: Maintain defensible space of 100 feet from each side of an occupied dwelling or occupied structure; Remove portions of a tree that extends within 10 feet of the outlet of a chimney or stovepipe; Maintain a tree, shrub, or other plant adjacent to or overhanging a building free of dead or dying wood; Maintain the roof of the structure free of leaves, needles, and other vegetative materials; and Certify that a new occupied structure or rebuilding of an existing occupied structure complies with all applicable state and local building codes.

NOW THEREFORE, THE TOWN COUNCIL OF THE TOWN OF FORT JONES DOES HEREBY ORDAIN AS FOLLOWS:

Section 1. Findings. The recitals above are true and correct and incorporated herein by this reference.

Section 2. Adoption of Fire Severity Zone Map. Pursuant to Government Code section 51179(a), the Town Council hereby amends the fire hazard severity zones as recommended by the State Fire Marshal to include all parcels in the Town as very high FHSZ, through such map entitled "Town of Fort Jones - Siskiyou County, Local Responsibility Area Fire Hazard Severity Zones" attached hereto as Exhibit A ("the Fort Jones Fire Hazard Severity Zones map") depicting such fire hazard severity zones with, and finds that in order to effectively administer fire protection within the area it is necessary that when a parcel has more than one FHSZ on a single lot the highest FHSZ on that lot shall be administered for the entire lot. The Fort Jones Fire Hazard Severity Zones map shall be on file in the Office of the Town Clerk and shall be available upon request. The official map is also located electronically on the following website: fortjonesca.org.

Section 3. Municipal Code Amendment. The Town Council hereby amends Title 15 Buildings and Construction to add Chapter 15.12 "Fire Hazard Severity Zones" to the Fort Jones Municipal Code to read as follows:

Chapter 15.12 FIRE HAZARD SEVERITY ZONES

15.12.010 – Designation.

The Town Council shall, pursuant to Government Code section 51179(a), designate fire hazard severity zones as recommended by the State Fire Marshal and as thereby amended by the Town Council pursuant to state law.

15.12.020 – Multiple Designation.

In the event that a single parcel has more than one fire hazard severity zone designation on the Town of Fort Jones Fire Hazard Severity Zones map, the more strict designation shall apply to the entire property. In order to effectively administer fire protection within the area it is necessary that when a parcel has with more than one FHSZ on a single lot, the highest FHSZ on that lot shall be administered and enforced for the entire lot.

15.12.030 - Designation may not be decreased.

Pursuant to Government Code section 51179(b)(3) no fire hazard severity zone identified by the State Fire Marshal for an area within the Town may be decreased to a lesser fire hazard severity zone.

15.12.040 - Building regulations enforcement.

- (a) The building official shall enforce the provisions of the California Building Code, as such pertains to all moderate, high and very high fire hazard severity zones designated under section 15.12.010 or addressed under section 15.12.020.
- (b) The Town manager or designee shall enforce and shall have the authority to enforce the provisions of the Government Code and all other codes and regulations affected by designation of fire hazard severity zones.

Section 4. CEQA. Town staff have evaluated the proposed Ordinance and determined that it is exempt from the California Environmental Quality Act (CEQA) pursuant to State CEQA Guidelines Sections 15061(b)(3), 15303, and 15308 on the grounds that it can be seen with certainty that the Ordinance will not have a significant effect on the environment. To the extent this is a project under CEQA, it is categorically exempt pursuant to CEQA Guidelines Sections 15304 (Minor Alterations to Land), 15305 (Minor Alterations in Land Use Limitations), 15307 (Actions by Regulatory Agencies for Protection of Natural Resources), and 15308 (Actions by Regulatory Agencies for Protection of the Environment).

Section 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The Town Council declares that it would have adopted this Ordinance, and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, phrases or portions might be declared invalid or unconstitutional.

Section 6. Effective Date. This Ordinance shall take effect and be enforced immediately from and after the date of its adoption by the Town Council and shall be posted and published in accordance with the California Government Code..

Section 7. Implementation. The Town Council hereby authorizes and directs the Town Administrator to take any action and sign any documents necessary to implement this Ordinance.

Section 8. Certification. The Town Clerk shall certify to passage and adoption of this Ordinance and shall give notice of its adoption as required by law. This Ordinance, or a summary thereof, shall be published and/or posted in compliance with the requirements of Government Code section 36933.

Section 9. Inconsistencies. Any provisions of the Fort Jones Municipal Code, or appendices thereto, or any other ordinances of the Town inconsistent herewith, to the extent of such inconsistencies and no further, are hereby repealed.

Section 10. Codification. The Town Clerk is directed and authorized to instruct the publisher of the Town of Fort Jones Municipal Code that codification of this Ordinance is limited to Section 3.

Section 11. Execution. The Mayor and Town Clerk are authorized to subscribe this ordinance where indicated below to evidence its approval.

I HEREBY CERTIFY the foregoing Ordinance was introduced for adoption as an Urgency Ordinance at a regular meeting of the Town Council of the Town of Fort Jones held on the 14th day of April 2025, and adopted by the following vote, to wit:

AYES:
NOES:
ABSENT:

Madeleine DeAndreis

Mayor, Town of Fort Jones

ATTEST:

Jessie Monday

Town Clerk, Town of Fort Jones



Fire Hazard Severity Zones Local Responsibility Area

Fire Hazard Severity Zones

Attachment 5

What is a Fire Hazard Severity Zone?

The State Fire Marshal shall identify areas in the State as Moderate, High, and Very High Hazard Severity Zones based on consistent statewide criteria and the severity of fire hazard that is expected to prevail in those areas. – [CA GOV 51178](#)

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates 1992), prompted by the devastating Oakland Hills fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in local responsibility area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. – [CA GOV 51175](#)

What do Fire Hazard Severity Zones measure?

The maps evaluate "Hazard", not "Risk". Hazard is based on physical conditions that create expected fire behavior over a 50-year period without considering short-term modifications. Risk is the potential damage a fire can do to the area under existing conditions, including fuel reduction projects, defensible space, and ignition resistant building construction. – osfm.fire.ca.gov/fhsz

Will the new Fire Hazard Severity Zone maps affect my insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. Insurance risk models incorporate additional factors that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady.

– [California Department of Insurance](#)

What are the requirements within Fire Hazard Severity Zones?

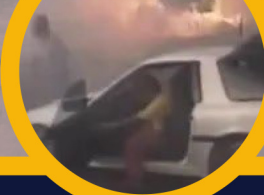
- Materials and Construction Methods for Exterior Wildfire Exposure – [CBC Chapter 7A](#)
- Natural hazard real estate disclosure at the time of sale – [CA CIV 1102.19 \(AB 38 2019\)](#)
- 100-foot defensible space clearance requirements – [CA GOV 51182](#)
- Property development standards such as road widths, water supply, and signage – [CA PRC 4290](#)
- Consideration during future development of Cities and Counties General Plan – [CA GOV 65302](#)

1980



Panorama Fire burns 28,800 acres, destroying 325 structures and resulting in 4 fatalities in San Bernardino.

1991



Tunnel Fire burns 1,600 acres, destroying 2,900 structures and resulting in 25 fatalities in the Oakland Hills.

PRC 4201 mandates that CAL FIRE develop Fire Hazard Severity Zones.

1982

Fire Hazard Severity Zone maps are created.

1985

The "Bates Bill" calls for CAL FIRE to identify Very High Fire Hazard Severity Zones in LRA.

1992

Frequently Asked Questions

Attachment 5



Is there an easy way to determine the Fire Hazard Severity Zone of my property?

You can search by address to find your current designation on the website: osfm.fire.ca.gov/fhsz

Why are Fire Hazard Severity Zones being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings. – [PRC 4125](#) and [GC 51178](#)

What are the key elements of the Fire Hazard Severity Zone Model?

The model has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The factors considered in determining fire hazard within wildland areas is fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. This is not a structure loss model, as key information regarding structure ignition is not included. – osfm.fire.ca.gov/fhsz

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks. – osfm.fire.ca.gov/fhsz

What is the difference between SRA and LRA?

State Responsibility Area (SRA) is a legal term defining the area where the State has financial responsibility for wildland fire protection and prevention. – [CA PRC 4102](#)

Local Responsibility Area (LRA) includes incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. – [CA PRC 4125](#)

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the state responsibility area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

– [PRC 4202](#) and [GC 51178](#)

2017



Tubbs Fire burns 36,810 acres, destroying 5,643 structures and resulting in 22 fatalities in Santa Rosa.

2018



Camp Fire burns 153,336 acres, destroying 18,804 structures and resulting in 85 fatalities in Paradise.

CAL FIRE finalizes the Statewide FHSZ Model to include Very High FHSZ in LRA.

2007

AB 642 and SB 63 require CAL FIRE to identify Moderate and High FHSZ in LRA.

2021

AB 211 requires local agency to designate by ordinance Moderate and High FHSZ in LRA.

2022

FHSZ Frequently Asked Questions



General

What is a Fire Hazard Severity Zone or FHSZ?

[Public Resource Code 4202](#); The State Fire Marshal shall classify lands within State Responsibility Areas into Fire Hazard Severity Zones. Each zone shall embrace relatively homogeneous lands and shall be based on fuel loading, slope, fire weather, and other relevant factors present, including areas where winds have been identified by the department as a major cause of wildfire spread.

[Government Code 51178](#); The State Fire Marshal shall identify areas in the state as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, High, and Very High Fire Hazard Severity Zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

Will the new Fire Hazard Severity Zones affect my ability to get or maintain insurance?

Insurance companies use risk models, which differ from hazard models, because they consider the susceptibility of a structure to damage from fire and other short-term factors that are not included in hazard modeling. It is unlikely that insurance risk models would utilize CAL FIRE Fire Hazard Severity Zones as a factor, but much of the same data that is used in the Fire Hazard Severity Zone model are likely included in the insurance companies' risk models. However, insurance risk models incorporate many additional factors and that change more frequently than those that CAL FIRE includes in its hazard mapping, which is built to remain steady for the next 10+ years.

What do Fire Hazard Severity Zones measure?

The Fire Hazard Severity Zone map reflects "hazard," not "risk". The map is like flood zone maps, where lands are described in terms of the probability level of a particular area being inundated by floodwaters, and not specifically prescriptive of impacts.

"Hazard" is based on the physical conditions that create a likelihood and expected fire behavior over a 30 to 50-year period without considering mitigation measures such as home hardening, recent wildfire, or fuel reduction efforts.

"Risk" is the potential damage a fire can do to the area under existing conditions, accounting for any modifications such as fuel reduction projects, defensible space, and ignition resistant building construction.

FHSZ Frequently Asked Questions



General

What are the key elements of the Fire Hazard Severity Zone model?

The fire hazard severity model for wildland fire has two key elements: probability of an area burning and expected fire behavior under extreme fuel and weather conditions. The zones reflect areas that have similar burn probabilities and fire behavior characteristics. The factors considered in determining fire hazard within wildland areas are fire history, flame length, terrain, local weather, and potential fuel over a 50-year period. Outside of wildlands, the model considers factors that might lead to buildings being threatened, including terrain, weather, urban vegetation cover, blowing embers, proximity to wildland, fire history, and fire hazard in nearby wildlands. FHSZs are not a structure loss model, as key information regarding structure ignition (such as roof type, etc.) is not included.

Where do Fire Hazard Severity Zones apply?

Fire Hazard Severity Zones are found in areas where the state has financial responsibility for wildfire protection and prevention, called the State Responsibility Area. More than 31 million acres are in this area. Under [Senate Bill 63 \(Stern, 2021\)](#), [Government Code 51178](#) was amended to also identify the Moderate and High Fire Hazard Severity Zones with the Very High in Local Responsibility Area (LRA).

What are the uses of Fire Hazard Severity Zones?

The zones are used for several purposes including to designate areas where California's defensible space standards and wildland urban interface building codes are required. They can be a factor in real estate disclosure, and local governments may consider them in their general plan.

When were the maps last updated?

In 2007, CAL FIRE updated the FHSZs for the entire State Responsibility Area (SRA). Between 2008-2011 the department worked with local governments to make recommendations of the Very High Fire Hazard Severity Zones within Local Responsibility Area (LRA).

Why are fire hazard severity maps being updated?

The hazard maps are being updated to more accurately reflect the zones in California that are susceptible to wildfire. The hazard mapping process will incorporate new science in local climate data and improved fire assessment modeling in determining hazard ratings.

FHSZ Frequently Asked Questions



General

How do the Fire Hazard Severity Zone Maps differ from California Public Utilities Commission (CPUC) High Fire Threat District Maps?

The California Public Utilities Commission (CPUC) sponsored map, known as "CPUC High Fire Threat District Map" (HFTD), includes similar factors as those in the FHSZ maps, however the CPUC HFTD Map is designed specifically for identifying areas where there is an increased risk for utility associated wildfires. As such, the CPUC map includes fire hazards associated with historical powerline-caused wildfires, current fuel conditions, and scores areas based on where fires start, as opposed to where potential fires may cause impacts.

How are Fire Hazard Severity Zones determined?

CAL FIRE used the best available science and data to develop, and field test a model that served as the basis of zone assignments. The model evaluated the probability of the area burning and potential fire behavior in the area. Many factors were included such as fire history, vegetation, flame length, blowing embers, proximity to wildland, terrain, and weather.

What new data will be included in the new model, and how does this differ from the previous model?

A 2 km grid of climate data covering the years 2003-2018 is being used in the update. The previous model used stock weather inputs across the state to calculate wildland fire intensity scores. The updated model will adjust fire intensity scores based on the most extreme fire weather at a given location, considering temperature, humidity, and wind speed. In addition, ember transport is being modeled based on local distributions of observed wind speed and direction values instead of using a generic buffer distance for urban areas adjacent to wildlands.

Why is my property in a different zone than the adjacent area, which looks similar?

In wildland areas, zone edges are a result of the way zones are delineated. Specifically, zones represent areas of similar slope and fuel potential. Zone boundaries divide zones based on geographic and vegetation features that align with fire hazard potential; although, at a local scale, it may appear that the immediate area is similar on both sides of the edge. The class value within a zone is based on the average hazard score across the whole zone, so areas that are in the same zone but not immediately adjacent to a local area can have an influence on the final zone classification. Classification outside of wildland areas is based on the fire hazard of the adjacent wildland and the probability of flames and embers threatening buildings.

FHSZ Frequently Asked Questions



General

Why does the model place an emphasis on the spread of embers?

Embers spread wildfire because they can travel long distances in the wind and ignite vegetation, roofs, attics (by getting into vents), and decks.

Why do waterbodies have a Fire Hazard Severity Zone Classification?

All areas in State Responsibility Area, including water bodies, require a Fire Hazard Severity Zone designation. The 2007 FHSZ maps zoned all water as Moderate by default. In the 2023 FHSZ model we added a buffer of FHSZ from the surrounding wildland into water bodies to account for potential threat of embers to buildings on docks and house boats, as well as variation in reservoir height that occurs with drought.

How does CAL FIRE assist Local Governments in Fire Hazard Severity Zones?

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, wildfire safety codes, as well as helping in the development of the safety elements in general plans.

How can I search the Fire Hazard Severity Zone of a property?

You can search by address to find your current designation on the web at: osfm.fire.ca.gov/FHSZ

FHSZ Frequently Asked Questions



State Responsibility Area

What is State Responsibility Area or SRA?

SRA is a legal term defining the area where the state has financial responsibility for wildland fire protection and prevention. Incorporated cities and federal ownership are not included. Within the SRA, CAL FIRE is responsible for fire prevention and suppression. There are more than 31 million acres in SRA, with an estimated 1.7 million people and 800,000 existing homes.

How is State Responsibility Area determined?

The Board of Forestry and Fire Protection (Board) classifies land as State Responsibility Area. The legal definition of SRA is found in the [Public Resources Code Section 4125](#). The Board has developed detailed procedures to classify lands as State Responsibility Area. Lands are removed from SRA when they become incorporated by a city, change in ownership to the federal government, become more densely populated, or are converted to intensive agriculture that minimizes the risk of wildfire. While some lands are removed from SRA automatically, the Board typically reviews changes every five years.

What Fire Hazard Severity Zones are in State Responsibility Area?

All of the State Responsibility Area is in a Fire Hazard Severity Zone. Lands are either ranked as Moderate, High or Very High Fire Hazard Severity Zones.

What are the wildland urban interface (WUI) building codes in State Responsibility Area?

The WUI building codes ([California Building Code \(CBC\) Chapter 7A](#)) reduce the risk of embers fanned by wind-blown wildfires from igniting buildings. The codes for roofing, siding, decking, windows, and vents apply throughout all State Responsibility Area regardless of the fire hazard severity ranking. Ember-resistant building materials can be found at: <https://osfm.fire.ca.gov/divisions/fire-engineering-and-investigations/building-materials-listing/>



State Responsibility Area

What is the difference between the various Fire Hazard Severity Zones?

Classification of a wildland zone as Moderate, High or Very High Fire Hazard is based on the average hazard across the area included in the zone, which have a minimum size of 200 acres. In wildlands, hazard is a function of modeled flame length under the worst conditions and annual burn probability. Both these factors generally increase with increasing hazard level, but there may be instances where one value is Very High and the other is low, pushing the overall hazard into a more intermediate ranking. On average, both modeled flame length and burn probability increase by roughly 40-60% between hazard classes.

Is the GIS data for Fire Hazard Severity Zones available for download?

The data inputs used to develop the Fire Hazard Severity Zones are identified in the Initial Statement of Reasons (ISOR) Title 19 Development (ca.gov). CAL FIRE has developed an additional data package which consists of sequential modeling steps, including any data inputs that were not already publicly available and referenced in the ISOR. The data package encompasses 34 spatial datasets and 8 tables, provided in raster, polygon, and table format. These datasets are formatted for Esri ArcGIS software, except for four tables provided in Excel. Ten of the datasets are updated versions used to produce an edited SRA FHSZ map following the public comment period that ended April 4, 2023. Upon formal adoption of the FHSZ map, the final SRA FHSZ geospatial data file will become available. The data package is available on the FHSZ website Fire Hazard Severity Zones (ca.gov) under the science and methods banner.



Local Responsibility Area

What is Local Responsibility Area or LRA?

Local Responsibility Areas (LRA) are incorporated cities, urban regions, agriculture lands, and portions of the desert where the local government is responsible for wildfire protection. This is typically provided by city fire departments, fire protection districts, counties, and by CAL FIRE under contract.

When did Fire Hazard Severity Zones begin in Local Responsibility Area?

Assembly Bill 337 (Bates, 1992) prompted by the devastating Oakland Hills Fire of 1991, calls for CAL FIRE to evaluate fire hazard severity in Local Responsibility Area and to make a recommendation to the local jurisdiction where Very High FHSZ exist. [Government Code 51175](#) then provides direction for the local jurisdiction to take appropriate action.

How are Fire Hazard Severity Zones determined in Local Responsibility Areas?

CAL FIRE uses an extension of the State Responsibility Area Fire Hazard Severity Zone model as the basis for evaluating fire hazard in Local Responsibility Area. The Local Responsibility Area hazard rating reflects flame and ember intrusion from adjacent wildlands and from flammable vegetation in the urban area.

What are the requirements for landowners in Fire Hazard Severity Zones in Local Responsibility Areas?

California's WUI building codes ([CBC Chapter 7A](#)) apply to the design and construction of new buildings located in High and Very High FHSZs in Local Responsibility Areas. Local ordinances may require ignition resistant construction for remodel projects. Check with your local building department to determine which ignition resistant building codes apply to your project. In addition, Government Code Section 51182 calls for defensible space clearance and other wildland fire safety practices for buildings. Owners are also required to make a natural hazard disclosure as part of a real estate transfer. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.

Does the designation of Very High Fire Hazard Severity Zones in the Local Responsibility Area trigger the 100-foot clearance requirement?

Yes, per [Government Code 51182](#) unless a local government has passed a more stringent requirement, the 100-foot defensible space clearance applies. For information regarding home hardening and defensible space clearance, visit www.readyforwildfire.org.



Local Responsibility Area

What is the process for developing Fire Hazard Severity Zones in the Local Responsibility Area?

CAL FIRE uses the same modeling data that is used to map the State Responsibility Area. The map, along with a model ordinance, are then sent to the governing body for adoption.

How are the new Fire Hazard Severity Zones impacting development?

Many of the changes expanding Fire Hazard Severity Zones in Local Responsibility Areas have been supported by the building industry. CAL FIRE works closely with the building industry when setting various building codes and defensible space requirements, so we are working together to not affect development itself but to make sure development matches the hazards of that area.

When will the Local Responsibility Area Map be released?

The Local Responsibility Area map process will happen after the State Responsibility Area process has been completed, which is estimated to occur in winter of 2025.

Why haven't Moderate and High Fire Hazard Severity Zone classes been classified before in the Local Responsibility Area?

New legislation, [Senate Bill 63 \(Stern, 2021\)](#), now requires the adoption of all three Fire Hazard Severity Zone classes in the Local Responsibility Area. Previously only Very High Fire Hazard Severity Zones were required for adoption in Local Responsibility Areas.

Why is my property in a different zone than the adjacent area, which looks similar?

In non-wildland areas, zone edges occur based on distance to the wildland edge. Because hazard in these areas is largely determined by incoming embers from adjacent wildland, urban areas that are similar in vegetation type and housing density may have a change in FHSZ class as the distance to the wildland edge increases. Areas immediately adjacent to wildland receive the same FHSZ score as that wildland where fire originates, and the model then produces lower scores as the distance to wildland edge increases.

LRA Legislation Factsheet



Assembly Bill No.337

An act to add Chapter 6.8 (commencing with Section 51175) to Part 1 of Division 1 of Title 5 of the Government Code, and to amend Section 13108.5 of the Health and Safety Code, relating to fire protection.

[Enrolled, January 28, 1991]

AB 337, Bates. Very high fire hazard severity zones.

- (1) Under existing law, the State Board of Forestry is required to classify all lands within the state, in accordance with prescribed criteria, for the purpose of determining areas in which the financial responsibility of preventing and suppressing fires is primarily the responsibility of the state.

This bill would declare that the prevention of fires is not a municipal affair but is instead, a matter of statewide concern, and would make a finding and declaration of the Legislature that its provisions apply to all local agencies, including, but not limited to, charter cities, charter counties, and charter cities and counties. The bill would prohibit that finding from limiting the authority of a local agency, as defined, from imposing more restrictive fire and panic safety requirements, as otherwise authorized by law.

The bill would state that it is not the intent of the Legislature to limit or restrict the authority of a local agency to impose more restrictive fire and panic safety requirements, as otherwise authorized by law.

This bill would require the Director of Forestry and Fire Protection to identify areas in the state as very high fire hazard severity zones within all counties pursuant to a prescribed schedule. The bill would require local agencies, as defined, to designate, by ordinance, very high fire hazard severity zones in their jurisdiction after receiving recommendations from the director, except as prescribed. The bill would authorize local agencies to include or exclude areas following certain findings and would require changes made by local agencies to be final and not rebuttable by the director. By requiring local agencies to designate very high fire hazard severity zones within their jurisdictions, this bill would impose a state-mandated local program. The bill would require the State Fire Marshal to prepare and adopt a model ordinance that provides for the establishment of any high fire hazard security zones.

LRA Legislation Factsheet



Assembly Bill No.337 (Continued)

- (2) Under existing law, any person who owns, leases, controls, operates, or maintains any building or structure in, upon, or adjoining any mountainous area or forest-covered lands, brush-covered lands, or grass-covered lands, or any land that is covered with flammable material, is required to undertake specified fire protection measures, including the maintenance of specified firebreaks.

The bill would enact requirements of this nature for any person who owns, leases, controls, operates, or maintains, any occupied dwelling or occupied structure in, upon, or adjoining any mountainous area, forest-covered land, brush-covered land, grass-covered land, or land covered with flammable material, which area or land is within a very high fire hazard severity zone, as described in (1).

The bill would authorize local agencies to exempt certain structures and would exempt certain land or water areas.

The bill would make violation of these requirements an infraction or misdemeanor, as specified, thereby imposing a state-mandated local program by creating a new crime, and would specify related matters.

This bill would require local agencies to notify owners of property of violation and would authorize local agencies to correct the conditions and make a lien upon the property, as prescribed. By creating these requirements, this bill would impose a state-mandated local program.

The bill would permit a violation of these requirements to be considered a public nuisance, as specified.

- (3) Existing law requires the State Fire Marshal to adopt, amend, and repeal regulations for roof coverings and openings into the attic areas of buildings in those fire hazard severity zones in state responsibility lands as designated by the director. Existing law requires the director to classify lands within state responsibility areas into fire hazard severity zones.

This bill would instead require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal those regulations. The bill would also require the State Fire Marshal to propose, and would require the State Building Standards Commission to adopt, amend, and repeal, those regulations for buildings in very high fire hazard severity zones in state responsibility lands, designated by the director, and in very high fire hazard severity zones as described in (1). The bill would require roofs on all new buildings and certain existing buildings in both of those zones to be at least a class B roof that complies with Standard 32-7 of the Uniform Building Code, as adopted in the California Building Standards Code. The bill would impose requirements on installers and roofing materials and make other related changes. The bill would exempt historic buildings, as defined, from these provisions.

LRA Legislation Factsheet



Senate Bill No.63

CHAPTER 382

An act to amend Sections 51177, **51178**, **51178.5**, 51182, and 51189 of the **Government Code**, to amend Section 13108.5 of the Health and Safety Code, and to amend Sections 4124.5 and 4291 of, and to add and repeal Sections 4123.8, 4291.5, and 4291.6 of, the Public Resources Code, relating to fire prevention.

[Approved by Governor September 28, 2021. Filed with Secretary of State September 28, 2021.]

SB 63, Stern. Fire prevention: vegetation management: public education: grants: defensible space: fire hazard severity zones.

- (1) Existing law requires the Director of Forestry and Fire Protection to identify areas of the state as very high fire hazard severity zones based on specified criteria. Existing law requires a local agency, within 30 days after receiving a transmittal from the director that identifies very high fire hazard severity zones, to make the information available for public review, as provided. This bill, among other things, would also require the director to identify areas of the state as moderate and high fire hazard severity zones. The bill would modify the factors the director is required to use to identify areas into fire hazard severity zones, as provided. The bill would require a local agency to make this information available for public review and comment, as provided. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program.

This bill would also make conforming changes.

- (2) Existing law requires a person who owns, leases, controls, operates, or maintains an occupied dwelling or structure in, upon, or adjoining a mountainous area, forest-covered land, brush-covered land, grass-covered land, or land that is covered with flammable material that is within a very high fire hazard severity zone, as designated by a local agency, or a building or structure in, upon, or adjoining those areas or lands within a state responsibility area, to maintain a defensible space of 100 feet from each side and from the front and rear of the structure, as specified. Existing law authorizes a greater distance than specified above on the specified land in a very high fire hazard severity zone. Existing law specifies that clearance beyond the property line may only be required if state law, local ordinance, rule, or regulation includes certain findings and specifies that clearance on adjacent property shall only be conducted following written consent by the adjacent landowner.

LRA Legislation Factsheet



Amended by Senate Bill No.63

Government Code 51178

The State Fire Marshal shall identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

(Amended by Stats. 2021, Ch. 382, Sec. 2.5. (SB 63) Effective January 1, 2022.)

Government Code 51178.5

Within 30 days after receiving a transmittal from the State Fire Marshal that identifies fire hazard severity zones pursuant to Section 51178, a local agency shall make the information available for public review and comment. The information shall be presented in a format that is understandable and accessible to the general public, including, but not limited to, maps.

(Amended by Stats. 2021, Ch. 382, Sec. 3.5. (SB 63) Effective January 1, 2022.)

LRA Legislation Factsheet



Assembly Bill No. 211

CHAPTER 574

An act to amend Sections 11891, 11893, 12581, 12996, 12998, 12999.4, and 12999.5 of, and to add Sections 12999.6 and 13001 to, the Food and Agricultural Code, **to amend Section 51179 of the Government Code**, to amend Sections 44274.10, 44274.11, 44274.12, 44274.13, and 44274.14 of the Health and Safety Code, to amend Sections 3113, 4799.05, 14503.5.1, 14538, 14549.2, 14581, 42052, and 42060 of, to add Sections 14537.5, 14548, 14555, and 21166.3 to, to add Part 5 (commencing with Section 75250) to Division 44 of, and to repeal Section 75250.1 of, the Public Resources Code, to amend Section 43152.6 of, and to amend and repeal Section 43152.10 of, the Revenue and Taxation Code, to amend Section 13198 of the Water Code, to amend the Budget Act of 2021 (Chapters 21, 69, and 240 of the Statutes of 2021) by amending Item 8570-002-0001 of Section 2.00 of that act, and to amend the Budget Act of 2021 (Chapter 44 of the Statutes of 2022) by amending Items 3540-101-0001 of Section 2.00 of that act, relating to public resources, and making an appropriation therefor, to take effect immediately, bill related to the budget.

[Approved by Governor September 27, 2022. Filed with Secretary of State September 27, 2022.]

AB 211, Committee on Budget. Public resources trailer bill.

- (2) Existing law requires the State Fire Marshal to identify areas of the state as moderate, high, and very high fire hazard severity zones based on specified criteria. Existing law requires a local agency to designate, by ordinance, very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal. Existing law authorizes a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence, as provided.

This bill would additionally require a local agency to designate, by ordinance, moderate and high fire hazard severity zones within 120 days of receiving recommendations from the State Fire Marshal. By expanding the responsibility of a local agency, the bill would impose a state-mandated local program. The bill would additionally authorize a local agency, at its discretion, to include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively. The bill would prohibit the local agency from decreasing the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, as provided.

LRA Legislation Factsheet



Amended by Assembly Bill No. 211

Government Code 51179

- (a) A local agency shall designate, by ordinance, moderate, high, and very high fire hazard severity zones in its jurisdiction within 120 days of receiving recommendations from the State Fire Marshal pursuant to Section 51178.
- (b) (1) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as very high fire hazard severity zones by the State Fire Marshal, as very high fire hazard severity zones following a finding supported by substantial evidence in the record that the requirements of Section 51182 are necessary for effective fire protection within the area.

(2) A local agency may, at its discretion, include areas within the jurisdiction of the local agency, not identified as moderate and high fire hazard severity zones by the State Fire Marshal, as moderate and high fire hazard severity zones, respectively.

(3) A local agency shall not decrease the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency, and, in exercising its discretion pursuant to paragraph (2), may only increase the level of fire hazard severity zone as identified by the State Fire Marshal for any area within the jurisdiction of the local agency.
- (c) The local agency shall transmit a copy of an ordinance adopted pursuant to subdivision (a) to the State Board of Forestry and Fire Protection within 30 days of adoption.
- (d) Changes made by a local agency to the recommendations made by the State Fire Marshal shall be final and shall not be rebuttable by the State Fire Marshal.
- (e) The State Fire Marshal shall prepare and adopt a model ordinance that provides for the establishment of very high fire hazard severity zones.
- (f) Any ordinance adopted by a local agency pursuant to this section that substantially conforms to the model ordinance of the State Fire Marshal shall be presumed to be in compliance with the requirements of this section.
- (g) A local agency shall post a notice at the office of the county recorder, county assessor, and county planning agency identifying the location of the map provided by the State Fire Marshal pursuant to Section 51178. If the agency amends the map, pursuant to subdivision (b) or (c) of this section, the notice shall instead identify the location of the amended map.

(Amended by Stats. 2022, Ch. 574, Sec. 10. (AB 211) Effective September 27, 2022.)

LRA Legislation Factsheet



Increasing Fire Hazard Severity Zone (FHSZ) Area and Designation

Government Code section 51179 requires a local agency to designate, by ordinance, moderate, high, and very high FHSZ within 120 days of receiving the identified FHSZ's from the State Fire Marshal pursuant to Section 51178.

The law does not allow for a local jurisdiction to request changes or provide comments to the State Fire Marshal on the FHSZ designations. However, a local agency may choose to increase the designation of a FHSZ from the FHSZ identified by the State Fire Marshal, or designate areas as having a FHSZ that were not designated in a FHSZ by the State Fire Marshal. This may occur because FHSZ zone edges in the maps and data from the State Fire Marshal are not aligned with parcel boundaries or roads that some may consider for lines of convenience when adopting ordinances. A local agency is not allowed to reduce the designation of a FHSZ classification from the State Fire Marshal (i.e. a local agency cannot make an area designated as High by the State Fire Marshal, Moderate in its adopted ordinance).

However, a local jurisdiction can increase the designation from the one identified by the State Fire Marshal. If a local agency decides to increase the designation of a FHSZ, it may do so if it does the following:

1. If increasing the designation to Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If increasing the designation to Moderate or High, a local agency may do this at its discretion.

If a local agency decides to include areas in its FHSZ adopted ordinance not identified as being in a FHSZ by the State Fire Marshal, it may include those areas if it does the following:

1. If including areas not identified as being in a FHSZ and designating it as Very High, a local agency must make a finding supported by substantial evidence in the record that the requirements of Government Code section 51182 are necessary for effective fire protection.
2. If including areas not identified as being in a FHSZ and designating it as Moderate or High, a local agency may do this at its discretion.

LRA Legislation Factsheet





Land Use Planning Program

CAL FIRE's Land Use Planning Program is a specialized unit that provides support to local governments by providing fire safety expertise on the State's wildland urban interface building codes, as well as collaborating in the development of Safety Elements in General Plans.



For More Information
osfm.fire.ca.gov/fhsz

Q&A – Insurance and CAL FIRE Fire Hazard Severity Zone Maps**1. How will the updated CAL FIRE maps affect insurance availability and affordability?**

CAL FIRE's maps are intended to drive local planning decisions, not insurance decisions. Under Commissioner Lara's new regulation finalized in October 2022, insurance companies must provide discounts for wildfire safety actions such as community mitigation and home-hardening, which CAL FIRE's maps do not assess. In addition, insurance companies are already using risk analysis tools and models that go beyond CAL FIRE's proposed maps in determining what properties they will underwrite.

Commissioner Lara's new wildfire safety regulation will help increase access to insurance by promoting wildfire safety across the state. Reducing wildfire risks throughout the state is the primary way we can make insurance more available and affordable, and our regulation is a major step towards that goal. CAL FIRE's maps support that goal through improving public education about hazard and the need for safety preparation.

2. How will these maps benefit the public?

Public education about where current wildfire hazards exist is essential to reducing the threat to local communities and maintaining access to available and affordable insurance. When communities know and understand their risks, they can plan and prepare.

In addition, the Department's [first-ever report on climate insurance](#) recommended updated wildfire hazard mapping to improve public safety.

3. If you are a homeowner and your zone changed from High Hazard to Very High Hazard, will this impact your insurance premiums or renewal ability?

For many years, insurance companies have been using alternate wildfire risk tools for determining where they will write and renew policies, and how much premium to charge a policyholder, not the Fire Hazard Severity Zone maps. Therefore, a change in designation on the maps for a single homeowner is unlikely to affect their insurance. The reality is that more accurate risk information enables homeowners and communities to reduce their wildfire risks, and Commissioner Lara's new wildfire mitigation regulation clarifies what actions you should take to reduce wildfire risks. Once that regulation is fully implemented, if a homeowner or business owner takes those risk mitigation actions, they will be able to see a discount in their insurance premium.

4. How is the state addressing wildfire mitigation?

By design, CAL FIRE's maps are focused on long-range wildfire hazard, which includes only certain variables, like wind, vegetation, ember production and movement, climate, topography, and fire history. CAL FIRE's maps will give up to date information to communities about the level of wildfire hazard they face, which could help target resources at the state and local level. Expanded state grant programs and Commissioner Lara's new wildfire safety regulation are aimed at reducing wildfire risks to communities through programs such as Firewise USA and the new Fire Risk Reduction Community designation from the California Board of Forestry and Fire Protection.