



## **AGENDA**

Regular Meeting

**Monday, November 10, 2025 at 6pm**

Town Hall

11960 East Street Fort Jones, CA 96032

### **CALL TO ORDER:**

Fort Jones Town Council Roll Call:

Members:

DeAndreis\_\_\_\_\_DeCausmaker\_\_\_\_\_LaRiviere\_\_\_\_\_Garcia\_\_\_\_\_Johnso  
n\_\_\_\_\_

**PLEDGE OF ALLEGIANCE:** Led by the Mayor

### **PUBLIC COMMENT:**

*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.*

### **CLOSED SESSION:**

- a. Public Employee Employment (Government Code Section §54957)

Position: Public Works I

### **REPORT FROM CLOSED SESSION:**

### **DISCUSSION/REPORTS/CORRESPONDENCE; NON-ACTION ITEMS:**

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

### **CONSENT CALENDAR:**

*Items listed on the consent agenda are considered routine and may be enacted in one motion. Any items may be removed for discussion at the request of the Council or the public.*

- a.) Approval for the Special Meeting: September 8, 2025
- b.) Approval for the Regular Meeting: September 8, 2025
- c.) Approval for the Special Meeting: September 10, 2025
- d.) Approval for the Special Meeting : September 22, 2025
- e.) Approval for the Special Meeting: October 13, 2025
- f.) Approval for the Regular Meeting: October 13, 2025
- g.) Approval for the Special Meeting: October 28, 2025

### **ACTION ITEMS:**

- 1. Second Reading of Ordinance Repealing and Replacing Chapter 18.56 "Flood Damage Prevention", Finding Exempt from CEQA.
- 2. Review and approve amended 25/26 budget for Law Enforcement Growth Allocation
- 3. Discussion and possible action to approve the purchase of a new utility truck from Yreka Motors for no more than \$90,000.00.

### **COUNCIL COMMENTS:**

### **ADJOURNMENT**

The next regular Town Council meeting is scheduled to be held on December 8, 2025, at 6:00p.m.

*In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 72 hours in advance of the meeting.*

*PUBLIC HEARINGS: If you wish to challenge in court any of the matters on an agenda for which a public hearing is to be conducted, you may be limited to raising only those issues which you (or someone else) raised orally at the public hearing or in written correspondence received by the Town at or before the hearing. Any person seeking to challenge a Town Council decision made as a result of a proceeding in which by law a hearing is required to be given, evidence is required to be taken, and the discretion in the determination of facts is vested in the Town Council, shall be required to commence that action 90 days following the date on which the decision becomes final as provided in Code of Civil Procedure Section 1094.6. Please refer to Code of Civil Procedure 1094.6 to determine how to calculate when a decision becomes "final."*

*CHALLENGING DECISIONS OF CITY ENTITIES: The time limit within which to commence any lawsuit or legal challenge to any quasi-adjudicative decision made by the Town of Fort Jones is governed by Section 1094.6 of the Code of Civil Procedure, unless a shorter limitation period is specified by any other provision, including without limitation Government Code section 65009 applicable to many land use and zoning decisions, Government Code section 66499.37 applicable to the Subdivision Map Act, and Public Resources Code section 21167 applicable to the California Environmental Quality Act (CEQA). Under Section 1094.6, any lawsuit or legal challenge to any quasi-adjudicative decision made by the Town must be filed no later than the 90th day following the date on which such decision becomes final. Any lawsuit or legal challenge, which is not filed within that 90-day period, will be barred. Government Code section 65009 and 66499.37, and Public Resources Code section 21167, impose shorter limitations periods and requirements, including timely service in addition to filing. If a person wishes to challenge the above actions in court, they may be limited to raising only those issues they or someone else raised at the meeting described in this notice, or in written correspondence delivered to the Town of Fort Jones, at or prior to the meeting. In addition, judicial challenge may be limited or barred where the interested party has not sought and exhausted all available administrative remedies."*

*NON-DISCRIMINATION: The Town of Fort Jones does not discriminate based on race, color, national origin, religion, age, gender, sexual orientation, disability, or any other legally protected classes in employment or provision of services. In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the City Clerk 48 hours prior to the meeting at (530) 468-2281 or by notifying the Town Clerk at [corinne.guidi@fortjonesca.com](mailto:corinne.guidi@fortjonesca.com).*

**AFFIDAVIT OF NOTIFICATION AND POSTING**

**STATE OF CALIFORNIA (COUNTY OF SISKIYOU) TOWN OF FORT JONES)**

*I, Corinne Guidi, Town Clerk for the Town of Fort Jones, hereby declare under penalty of perjury that a copy of the above Agenda of the Regular Meeting of the Town Council of the Town of Fort Jones, California, was delivered and/or notice by email not less than 72 hours, before the hour of 6:00PM on November 7, 2025 to the members of the governing agency, and caused the agenda to be posted on the Town's website at <https://fortjonesca.org/agendas-minutes/> and posted at Fort Jones Town Hall, 11960 East Street, Fort Jones, California 96032.*

*/s/: Corinne Guidi*



# 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 Town Council,*

The Fire Department responded to 37 calls for service in the month of October. Members participated in 20 hours of scheduled training and numerous hours of online and on-duty proficiency training. The department has responded to 415 calls in 2025.

## October 2025 Calls

Call Type	City Limits	Out of City
MEDICAL AID	5	16
PUBLIC ASSIST	2	2
STRUCTURE FIRE	1	2
TRAFFIC ACCIDENT		7
POLE FIRE		1
CANCELLED		1
TOTAL	8	29

We were very active this past month with the various schools in the valley. During NFPA Fire Prevention week we were active at the Fort Jones Elementary School with various presentations and meetings with the kids. We also assisted Etna Ambulance with teaching a first aid/CPR class held at the Etna High school for the Senior Class and attended a Emergency preparedness assembly at the Fort Jones Jr. High.

We met again with the other Chiefs from valley departments to continue collaboration and working toward future consolidation. We are also setting up another meeting soon with the grant writing company to go over some more details to get started on writing the grant for feasibility studies and fiscal analysis.

With the cooler weather and rain the county lifted the dooryard burn ban on October 13<sup>th</sup>. Dooryard burning is now legal on approved burn days and with a valid burn permit. Please use appropriate caution when burning and be safe.

# **Town of Fort Jones**

## **Public Works Report**

**October 2025**

### **Sewer**

We recorded all the daily readings at the wastewater treatment plant and compiled them into a usable form. We completed the CIWQS reporting for the month. There were no sanitary sewer spills in the month of October. We met with SHN and DFA staff multiple times to go over the timeframes of the WWTF planning grant among other issues. We corresponded with numerous entities about this grant. We worked with SHN, 1884, and the landowner to coordinate the geotechnical drillings that needed to be done on the Eastern site. We submitted a request for reimbursement of the staff time spent working on the WWTF grant.

We located all 811 requests in the Town.

We responded to a sewer main backup on Butte Street. We used the flusher truck to clear the obstruction. The cause of the backup is root intrusion. We used the flusher truck to clean known problem areas throughout Town.

### **Water**

We read all the meters and entered the information into the billing software. We worked with the office to do the billing. We installed freeze blankets parts on three hydrant meters that will be used to sell water during the winter months. We are working on completing the SAFER drought reporting. We located water lines for all submitted 811 requests within the Town.

We dug up and replaced a two inch meter at a local business. We dug up and replaced a broken shut off valve on Jane Drive. We replaced a few meters around Town. We updated the lead service line inventory with new information as well as updated the Towns map.

We are working on putting in a new service lateral for a house on Newton Street. This house is currently served by a ¾ inch steel line that runs underneath the fire hall. We are moving it to the alleyway behind the fire hall. We recommend that we buy some up to date locating equipment to help find buried lines.

We worked with Pace Analytical to perform the required hexavalent chromium test as well as the routine bacteriological sample.

We changed the oil in the 2002 Ford-350.

### **Parks**

We are working on picking up all the leaves that have fallen on the parks and roads. We took out the trash weekly from the parks. We removed the rest of the fencing from the west side of the Scout Hall and removed all of the brush/trees from that side of the building.

### **Roads**

We took out the trash weekly from the Towns trash cans. We located the Towns storm drains for all 811 requests. We removed a planter box at the request of the business owner. We replaced the big flag with a new flag. We trimmed some trees around the flagpole. We drafted an RFQ for a statement of qualifications from engineering firms. We received three statements of qualifications. These firms will be put on a list to use for on-call engineering services.

**Fort Jones Town Council  
Special Meeting Minutes  
September 8, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Cynthia Keno, Customer Service Clerk for the Town of Fort Jones, hereby certify that the agenda for the Sept. 8, 2025 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office, Ray's Food Place, and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on Sept. 5, 2025 before 6:00 p.m.

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

---

Cynthia Keno, Customer Service Clerk

**CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 5:01 p.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Andrew Jared – Town Counsel by Zoom.

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:** NONE

**COUNCIL COMMENTS:**

C.M. Garcia stated that the Brown Act requires that litigation must be named on the agenda or announced in open session. She then asked for the mayor to announce that before going into closed session.

Andrew Jared, legal counsel, said that due to the nature of the litigation that it did not have to be announced.

**ADJOURN TO CLOSED DOOR SESSION:**

Open meeting was adjourned to closed session at 5:05 p.m.

**CLOSED DOOR SESSION:**

1. The town council met with legal counsel pursuant to Government Code § 54956 (d)(2)  
Anticipated litigation (potential litigation): one item

2. The town council met with legal counsel pursuant to Government Code § 54956 (d)(4)  
Anticipated litigation (town initiating): one item



**RETURN TO OPEN SESSION:**

The town council returned to open session at 5:56 p.m.

**REPORT ON CLOSED SESSION:** (Any action taken will be reported in open session)

No reportable action taken.

**ADJOURNMENT:**

The meeting was adjourned at 8:31 p.m. The next regular town council meeting is scheduled to be held on Sept. 8, 2025, at 6:00 p.m.

Attest:

\_\_\_\_\_  
Joseph Hess, Acting Town Administrator

Approved:

\_\_\_\_\_  
Madeleine DeAndreis, Mayor

**Fort Jones Town Council**  
**Regular Meeting Minutes**  
**September 8, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Cynthia Keno, Customer Service Clerk for the Town of Fort Jones, hereby certify that the agenda for the Sept. 8, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office, Ray's Food Place, and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on Sept. 5, 2025 before 6:00 p.m.

Note: The correct updated version of this agenda did not get uploaded to the website.

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

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Cynthia Keno, Customer Service Clerk

**CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 6:03 p.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

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

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:** NONE

**DISCUSSION /REPORTS / CORRESPONDENCE: NON-ACTION ITEMS:**

**A. SHN Presentation on Potential Future Wastewater Facility Site(s)**

SHN's Anders Rasumussen, PE, Senior Civil Engineer, and Project Manager Chuck Swanson gave a short overview/presentation about the Town's current wastewater treatment facility (WWTF). In short, the current facility needs to be upgraded as the facility is old and the equipment outdated. It has also been determined that the facility is approximately three feet below the base flood elevations according to the new Federal Emergency Management Agency's (FEMA's) Flood Insurance Rate Map.

Upgrading the treatment facility will require the elevations of structures and equipment to be above the base flood elevation by at least one foot. This means the existing facility will need to be raised by about four feet, which will expand the footprint. The other option is to move the facility to a new location with a higher elevation. The proposed new site would run along Scott River Road and Bridge Street sitting adjacent to Valley Towing and Pioneer Auto Body.

The State Water Resources Control Board has provided the town a planning grant for this project, which is currently in the design phase.

SHN is looking to the Town to provide direction about the site location for the upgraded wastewater treatment facility, based on the information provided in the presentation by the next regular council meeting in October.

Rick Dean from the Siskiyou County Environmental Health Department and Austin Eastlick, owner/operator of A1 Drains, spoke advocating for a septic receiving facility to be possibly added to upgrades of the WWTF.

Mr. Dean also mentioned that there are approximately 1.5 billion dollars in DEA funds for sewer projects that could help fund this project. He gave contact information for Trista Perry who is an independent grant writer out of Happy Camp.

Q & A after the presentation addressed concerns about the proposed new site such as, but not limited to, property values, visual worries, odor issues, and pest control.

### **B. Police Department Monthly Report**

A written report was not present in agenda packet, but the monthly call/activity log appeared in the packet.

Chief Short gave a verbal report that the department has been involved with schools addressing truancy letters and the SART process to keep kids in school. They have been working on resolving criminal activity problems, U-turns and speeding on Main Street. Chief stated that 90% of the offenders are not locals.

Public Comment: None

Council Discussion:

Mayor DeAndreis asked to reduce the call/activity log to a simpler report such as the fire department has.

### **C. Fire Department Monthly Report**

A written report appears in the agenda packet.

Chief Hess verbally added that the department has an engine at the Scott Valley Airport for crash rescue support.

Public/Council Comment: None

### **D. Public Works Monthly Report**

A written report appears in the agenda packet.

Public Comment: None

Council Discussion:

Mayor DeAndreis asked what was an 811 request? E. Hullquist responded that it is a request to find where water and sewer lines are located before digging. He added that it would be nice to get a Ground Radar for public works so they can locate underground structures more easily.

## **1. CONSENT CALENDAR:**

Public Comment: None

Council Discussion:

C.M. Garcia asked that a correction to the August 25<sup>th</sup> special meeting minutes be considered. She said that on the agenda in the closed session description it states that the reason for session

was for an evaluation of the town administrator, but the minutes say it was for the appointment of the town administrator. She states that the minutes should match the agenda description for the session.

a) Approval of Minutes:

- i. Special Meeting Minutes August 25, 2025
- ii. Special Meeting Minutes August 15, 2025
- iii. Regular Meeting Minutes August 11, 2025

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

c) Review Budget vs Actual: July 1, 2025 through August 31, 2025

Motion: Garcia moves to accept the consent calendar with the corrections to the Aug. 25<sup>th</sup> special meeting minutes stating that the closed-door session was for the evaluation of the town administrator, not the appointment of one.

Second: LaRiviere

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

Nays: None

Action: Motion passes unanimously

**DISCUSSION / REPORTS: ACTION ITEMS:**

**1. Appointment of Corrine Guidi as Town Clerk and approval of employment contract.**

Public Comment: None

Council Discussion:

C.M. Garcia made mention that the approval of the employment contract should be before the appointment of the clerk because the hiring should be done first, but it can all be done in one motion if both items are agreed upon by council.

Mayor DeAndreis was confused by this process and asked C.M. Garcia to run the meeting for this agenda item.

Motion: DeCausmaker moves to accept the employment contract and to appoint Corrine Guidi as the Town Clerk.

Second: LaRiviere

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

**2. Consideration of approval for purchasing a new fire utility truck.**

Public Comment: None

Council Comment:

C.M. LaRiviere clarified the amount, (\$90,000), the fire department needed for the purchase of utility truck.

Motion: LaRiviere moves to approve up to \$90,000 for the fire department purchase a new utility truck.

Second: Garcia

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

Nays: None

Action: Motion passes unanimously

3. Consideration of approval for purchasing electrical upgrades to the well.

Public Comment: None

Council Discussion:

C.M. Garcia asked why the town needed to have an automated chlorine pump when the town does not chlorinate all year round. E. Hullquist said that the pump now is manually operated and when the town does chlorinate the dosages should still be monitored and with the automation it can all be done remotely to make this process more efficient.

C.M. Garcia questioned that there were not estimates for any trenching or other construction fees in the proposal. E. Hullquist responded that there are no other construction fees necessary for this project. It is for the connection from the generator to the well which does not require digging, etc.

C.M. Garcia inquired about the bid process on this project. The acting town administrator Joseph Hess replied that if the amount for the project was over \$75,000 then the forced bid process would apply, but this project is under that amount.

Motion: DeCausmaker moves to approve the quote from Amped Electric to purchase an electrical upgrade to connect the backup generator to the well, to provide surge protection to the building, and to automate the chlorine pump.

Second: Johnson

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

4. Consideration of approval of hiring E & S Engineers to provide civil engineering, sub-consultant coordination, and surveying services to replace a water main (Sterling to Douglas).

Public Comment:

Austin Eastlick, owner of A1 Drains, states that heavy vehicles are causing this pipe to deteriorate and, in his opinion, it is very urgent to replace it. If the work gets done it will last a long time.

Council Discussion:

C.M. Garcia inquired as to why this proposal only included the water main from Sterling Street to Douglas Street. She thought that the water main needed to be replaced all the way to at least Carlock so it was done before Cal-Trans came through. E. Hullquist said that it was because the pipe from Sterling to Douglas is a steal pipe.

C.M. Garcia asked assumingly if the bulk water funds would be paying for this project. E. Hullquist replied that the fund would pay for this as it is a water project and that there was enough in the fund to cover the costs.

Motion: LaRiviere moves to approve entering into an agreement with E & S Engineers for engineer services outlined in the proposal presented.

Second: Garcia

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

5. Consideration of approval of hiring E & S Engineers to provide civil engineering, sun-consultant coordination, and surveying services to drill a redundant well.

Public Comment:

Austin Eastlick, owner of A1 Drains, stated that the new well should be as far as possible away from the main well.

Council Discussion:

Mayor DeAndreis asked if it was normal to have redundant wells. E. Hullquist replied that yes it was normal. Austin Eastlick agreed.

Motion: Garcia moves to approve the redundant well proposal presented by E & S Engineers.

Second: LaRiviere

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

6. Consideration of approval designating Everett Hullquist and the Town Administrator as delegates for the technical advisory committee to the SCLTC (Siskiyou County Local Transportation Commission).

Public Comment: None

Council Discussion:

C.M. Garcia stated that she was not apposed to both E. Hullquist and the administrator being on the committee, but the administrator should be named as the main delegate, as the admin. runs the day-to-day of the town, then E. Hullquist as alternate. Then they can decide between the two of them who is going to attend the meeting.

Mayor DeAndreis and Joseph Hess (acting administrator) agreed with this.

E. Hullquist interjected that he has been attending the meetings as they are usually a couple of hours long and the administrator has other meetings and obligation to attend to.

Motion: Johnson moves to formally delegate the town administrator as the primary delegate and Everett Hullquist as the alternate delegate to the Technical Advisory Committee to the Siskiyou County Local Transportation Commission.

Second: LaRiviere

Ayes (roll call vote): M. DeAndreis, M. DeCausmaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passed unanimously

7. Discuss, review, and possible action to utilize the town siren for emergencies only.

Public Comment: None

Council Discussion:

Most of the council felt that it would cause quite a bit of controversy to stop the noon whistle as it is a tradition in the town, but that it was a good idea to utilize the siren for emergencies. It was suggested that a survey be put in the water bills about this subject.

Acting Admin. Hess suggested getting an estimate to purchase the cellular controller.

Action: Verbal direction given to staff to get estimate. No action taken.

**STAFF COMMENTS:**

Acting Admin. Hess wanted to confirm the special meeting this Wednesday to discuss roles and responsibilities of the position.

**COUNCIL COMMENTS:**

C.M. Garcia asked if council could give Andrew Jared, legal counsel, direction to create a policy for placing items on the agenda and to finish the Bulk Water policy.

Mayor DeAndreis stated that she didn't realize there was a problem with items being put on the agenda.

Garcia replied that there has always been a problem with it.

**ADJOURNMENT:**

The meeting was adjourned at 8:44 p.m. The next regular town council meeting is scheduled to be held on October 13, 2025, at 6:00 p.m.

Attest:

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Joseph Hess, Acting Town Administrator

Approved:

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Madeleine DeAndreis, Mayor

**Fort Jones Town Council  
Special Meeting Minutes  
September 10, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Cynthia Keno, Customer Service Clerk for the Town of Fort Jones, hereby certify that the agenda for the Sept. 10, 2025 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office, Ray's Food Place, and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on Sept. 9, 2025 before 6:00 p.m.

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

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Cynthia Keno, Customer Service Clerk

**CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 5:32 p.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Chief Joseph Hess – Fort Jones Fire Department and Acting Town Administrator, and Andrew Jared – Legal Counsel by Zoom.

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:**

Kathye Banks stated that she felt that it was not a smart move to remove Cherie Stephen from the position of the accounting clerk. There are laws guided by the G.A.S.B. (Governmental Accounting Standards Board) that provide accounting standards for municipal finances. She knows these standards and the town should keep her. Please reconsider and don't let your ignorance endanger the town.

Julia Collie-Mason stated that she didn't understand the reason for Cherie's termination, but she does know that she got stuff done and was doing an excellent job. It is hard to fine someone for the administrator position let alone the accounting position. Who are you going to find to run a town? Regardless the town needs to keep her for the financial clerk.

**ADJOURN TO CLOSED SESSION:**

Council adjourned to closed session at 5:38 PM.

**CLOSED SESSION:**

The Fort Jones Town Council met with legal counsel pursuant to the following:



1. Public Employee Appointment: Government Code §54957(b)(1); Title: Interim Town Administrator
2. Public Employee Evaluation: Government Code §54957(b)(1); Title: Town Administrator
3. Public Employee Dismissal/Release: Government Code §54957(b)(1); Title: Town Administrator
4. Public Employment: Government Code §54957(b)(1); Title: Town Administrator
5. Conference with legal counsel – Potential Litigation; Government Code §54956.9(d)(2); Number of cases: 1

**RETURN TO OPEN SESSION:**

Council reconvened to open session at 8:19 PM.

**REPORT FROM CLOSED SESSION:** *(Any action taken will be reported per Gov. Code § 54950 et. seq.)*

All members present in closed session.

Agenda Item #1: Terms of the Interim Town Administrator agreement was agreed upon and a formal agreement will be finalized at the next regular council meeting.

Agenda items 2-5 were discussed. No reportable action.

**ADJOURNMENT:**

The meeting was adjourned at 8:20 p.m. The next regular town council meeting is scheduled to be held on October 13, 2025, at 6:00 p.m.

Attest:

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Joseph Hess, Acting Town Administrator

Approved:

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Madeleine DeAndreis, Mayor

**Fort Jones Town Council  
Special Meeting Minutes  
September 22, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Corrine Guidi, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the Sept. 22, 2025 special meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ace Hardware, on the front window of the Fort Jones Post Office, Ray's Food Place, and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on Sept. 19, 2025.

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

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Corinne Guidi, Town Clerk

**CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 8:30 a.m. In addition to the mayor, councilmembers present were Michelle DeCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Chief Joseph Hess – Fort Jones Fire Department and Acting Town Administrator, and Andrew Jared – Legal Counsel by Zoom, Corinne Guidi – Town Clerk.

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:** None

**ADJOURN TO CLOSED SESSION:**

Council adjourned to closed session at 8:31 a.m.

**CLOSED SESSION:**

The Fort Jones Town Council met with legal counsel pursuant to the following:

1. Public Employee Appointment: Government Code §54957(b)(1); Title: Interim Town Administrator
2. Public Employee Dismissal/Release: Government Code §54957(b)(1); Title: Town Administrator
3. Public Employment: Government Code §54957(b)(1); Title: Town Administrator
4. Conference with legal counsel – Potential Litigation; Government Code §54956.9(d)(2); Resolution of potential claim concerning Town Administrator employment

**RETURN TO OPEN SESSION:**

Council returned to open session at 9:32 a.m.

**REPORT FROM CLOSED SESSION:** *(Any action taken will be reported per Gov. Code § 54950 et. seq.)*

All members present in closed session.

Agenda Items 1, 2, and 3 were discussed and direction given to legal counsel. No reportable action.

Agenda item 4 was discussed and direction was given to legal counsel to settle claim. A roll call vote was 4 to 1 with M. DeCausmaker dissenting.

**ADJOURNMENT:**

The meeting was adjourned at 9:34 a.m. The next regular town council meeting is scheduled to be held on October 13, 2025, at 6:00 p.m.

Attest:

\_\_\_\_\_  
Joseph Hess, Acting Town Administrator

Approved:

\_\_\_\_\_  
Madeleine DeAndreis, Mayor



**Fort Jones Town Council  
Special Meeting Minutes  
October 13, 2025**

I, Corinne Guidi, Town Clerk for the Town of Fort Jones, hereby certify that the agenda for the October 13, 2025 regular meeting of the Town Council; was posted at the Town Hall, Ace Hardware, and the Fort Jones Post Office and Ray's Food Place and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on October 10, 2025 before 6:00 p.m.  
I declare under the penalty of perjury that the foregoing is true and correct.

---

Corinne Guidi, Town Clerk

**CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine De Andreis at 5:32 p.m. In addition to the mayor, council members present were Michelle DeCausmaker, Mercedes Garcia, Paula Johnson and Alex LaRiviere.

Staff present: Andrew Jared – Town Attorney by Zoom

**PLEDGE OF THE ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:** None

**ADJOURN TO CLOSED DOOR SESSION:**

Meeting to closed session at 5:33p.m.

**CLOSED DOOR SESSION:**

Conference with real property negotiator (Govt C §54956.8)

1. **Property:** 055-241-020-000, 055-241-010-000, 024-030-370-000, 034-030-370-000

2. **Property:** 024-040-330-000

**RETURN TO OPEN SESSION:**

The town council returned to open session at 6:00p.m.

**REPORT ON CLOSED SESSION:**

No reportable action

**DISCUSSION / REPORTS: ACTION ITEMS:**

Public comment: None

**ADJOURNMENT:**

The meeting was adjourned at 6:01p.m. The Next regular town council meeting is scheduled to be held on November 10, 2025, at 6:00 p.m.

-



**Fort Jones Town Council  
Regular Meeting Minutes  
October 13, 2025**

**CERTIFICATION OF POSTING AGENDA**

I, Corinne Guidi, Town Clerk, for the Town of Fort Jones, hereby certify that the agenda for the October 13, 2025 regular meeting of the Town Council was posted at the Town Hall, near the door of the Town Council Chambers, Ray's Food Place, Ace Hardware, on the front window of the Fort Jones Post Office and on the Town's website [www.fortjonesca.org](http://www.fortjonesca.org) on October 10, 2025.

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

---

Corinne Guidi, 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 6:01p.m. In addition to the mayor, councilmembers present were Michelle DerCausmaker, Mercedes Garcia, Alex LaRiviere, and Paula Johnson.

Staff present: Andrew L. Jared – Attorney for Town of Fort Jones by Zoom, Josh Short – Fort/Etna Police Department Chief, Everett Hullquist – Public Works, Corinne Guidi - Town Clerk

**PLEDGE OF ALLEGIANCE:** Led by Mayor DeAndreis

**PUBLIC COMMENTS:**

A citizen stated that they were glad to be here.

**DISCUSSION / REPORTS COORESPONDENCE: NON-ACTION ITEMS:**

**A. Police Department Monthly Report:**

A written report appears in the packet. Chief Short gave a verbal report stating that since the monthly report was due two weeks in advance there was quite a few things that have happened in those two weeks.

Officer Buell is back as a deputy. They have had some problematic houses in town that are no longer problematic.

He mentioned the unfortunate increase in deer strikes in town coming from south and north of Rays. He discussed getting portable signage and that he would reach out to Cal Trans about this. He will provide a report about options on this subject at the next meeting.

Trunk and Treat will be on October 25, 2025, Christmas parade is coming up.

Public comment: None

Council discussion: Council discussion continued covering topics about the gravel trucks speeding through town, and power outages.

#### **B. Fire Department Monthly Report:**

A written report appears in the packet. Josh Short spoke on behalf of Chief Hess as he was not present. Short informed the council that the fire ban had been lifted, but citizens will still need to get permit to burn.

Public comment: A citizen stated they like the fire department. They are great!

Council discussion: None

#### **C. Public Works Monthly Report:**

A written report appears in the packet. E. Hullquist gave a verbal report mentioning that there was a good turnout for the car show. He informed the council that all the parks have been closed, winterized with marine safe antifreeze which is safe for the environment, and ready for the winter. He requested that the bathrooms be opened in March as that is when baseball season starts.

E. Hullquist also mentioned a hole in one of the water tanks. It is not serious at this time but funds will need to be saved to replace the water tank in the future.

Public comment: None

Council discussion: LaRiviere and E. Hullquist continued the conversation regarding winterizing of the public restrooms.

#### **Administration/Accounting Report:**

Acting Town Administrator was not present; no written report submitted.

#### **DISCUSSION / REPORTS: ACTION ITEMS:**

##### **1. Review and discuss possible action to approve the First 5 Read Across Siskiyou Proclamation:**

Public comment: None

Michelle Harris presented the First 5 Proclamation to the Council. She stated that First 5 Siskiyou, is in partnership with Siskiyou County Library, which dedicates one day each year to promote early literacy by providing the same titled book to be read by guest readers to children in various preschools, kindergartens, child care settings, libraries, and online events throughout Siskiyou County on the same day and provide each child with a copy of a book to take home. The goal of the First 5 Siskiyou Children and Families Commission is that all children from prenatal to age 5 years will be healthy, ready to learn, and supported in a safe, and nurturing

families and communities. We are asking that the Town of Fort Jones adopt the proclamation claiming that Wednesday, November 12, 2025 be the 18<sup>th</sup> Anniversary of Read Across Siskiyou.

Council Discussion: M. DeAndreis asked various questions about the program and how they interacted with Family Resource Center. Mrs. Harris replied that they don't much anymore except in Happy Camp.

Motion: No motion was made just a consensus to adopt the First 5 proclamation.

Second: None

Action: Passes with a majority general consensus.

**2. Discuss and possible action to approve SHN to continue to analyze and bring back further document regarding a wastewater treatment facility at the proposed eastern site, or the existing western site.**

Public comment:

Chris and Dave Beer were present and stated that they were surprised that they were the only ones present regarding this matter and that they are not for it due to concerns they had mentioned before such as odor, property values, and appearance.

A citizen asked "Why one site and not the other?" Another citizen asked if the grant for this project would cover the cost to purchase the land? It was explained that the grant is a planning grant and it will not cover the purchase of the land.

Council Discussion:

Mayor DeAndreis asked E. Hullquist to explain the location of the existing site and the proposed new site. DeAndreis let the discussion inquire about the environmental impact, and if the town owned the current site. She mentioned that the Wal-Mart Klamath Falls has a plant near its location. She stated she went there and it was not easy to find. She could not see it or smell it.

Town Legal Council: Mr. Jared advised that the current situation is known for the existing site and this discussion is to possibly give SHN direction to analyze the site proposed.

Motion: LaRiviere moves to give direction to SHN to move forward with analyzing the eastern site.

Second: Johnson

Ayes (roll call vote): A. DeAndreis, M. DeCausmaker, M Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

**3. Discussion and possible action to approve the purchase of a new utility truck from Yreka Motors for no more than \$90,000.00.**

Public comment:

A citizen stated that Public Works should not have a diesel vs. gas due to the wear and tear on the truck idling.

Council Discussion:

LaRiviere wanted to know what is the reason to buy this truck now. E. Hullquist stated that front end is loose, and ABS brakes aren't good. LaRiviere feels we should wait to hear from HUD about the investigation, get permission to use any money, and possibly get the money from HUD

to fund the purchase of the vehicle in full. He would like to table this for a week or two to have the financials looked until the town hears from HUD.

M. Garcia stated she was concerned about what funds were going to pay for this. E. Hullquist stated bulk water. Garcia stated that bulk water can't pay for the whole thing because only a percentage of the truck is used for water. Where are extra fund going to come from? We have another item on the agenda requiring funds, we need to make sure we have the money to cover these things.

Michelle DeCausmaker: How many times this has been tabled? E. Hullquist answered with four times.

Motion: A. LaRiviere moves to table this until next month's agenda and receiving directions from HUD via letter.

Second: P. Johnson

Ayes (Roll Call): A. LaRiviere, M. Garcia, P. Johnson,

Nays (Roll Call): M. DeCausemaker, M. DeAndreis

Action: Motion passed 3 to 2

**4. Discussion and possible action to approve E and S Engineering proposal to provide civil engineering, sub-consultant coordination, construction engineering and survey services for Main Street Sewer Extension Project:**

Public comment:

A citizen asked what houses are affected – E. Hullquist confirmed what houses.

Council discussion:

A. LaRiviere asked if there was an environmental study needed for this project. A. Jared - Town Legal Counsel, answered stating that the environmental study is covered under CEQA exemption.

M. DeAndreis wants to know where the funds are coming from. E. Hullquist states from the sewer account.

M. Garcia again is concerned about having enough money to cover this as we have several sewer projects in the works.

Motion: A. LaRiviere moves to approve proposal from E and S for the planning for the sewer extension project from the Gifted Horse to Newton Street.

Second: M. Garcia

Ayes (Roll Call): M. DeCausemaker, DeAndreis, P. Johnson, A. LaRiviere, M. Garcia

Nays: None

Action: Motion passes unanimously

**5. Review Administration Budget Vendor and Account Payable: Accounts Payable with no questions.**

Public comment: Nont

Council discussion: M. DeAndreis wants to know who instructed the Town Clerk to put this on the agenda. Corinne Guidi - Town Clerk stated she was instructed by IT Wayne Miller.

Motion: M. DeCausmaker moves to accepted the payroll and the vendor summary.

Second: A. LaRiviere

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



Nays: None

Action: Motion passes unanimously

**6. Appointment of Joseph Hess as Acting Town Administration**

Public comment:

A citizen stated that we are lucky to have him; he is perfect for this.

Council Discussion: M. DeCausmaker states "He is the best".

Legal Council:

A. Jared goes briefly over the contract stating that his wage for this job shall not exceed the amount of \$1,400.00 per month in addition to his current income. Employee will not receive incentives or compensation in lieu of benefits, sick leave, holiday, vacation pay or any other form of compensation.

Motion: LaRiviere moves to approve the agreement and appoint Joseph Hess as the Interim Town Administrator.

Second: P. Johnson

Ayes (roll call): M. DeAndreis, M. DeCausemaker, M. Garcia, P. Johnson, A. LaRiviere

Nays: None

Action: Motion passes unanimously

**7. Introduction and First reading of the Ordinance Repealing Chapter 18.56: Flood Damage Prevention", Finding Exempt from CEQA,**

Public comment:

What does CEQA stand for? What has changed? Where do the flood lines run?

Council Discussion:

LaRiviere wants to read the original ordinance and compare it to the changes as they are significant and when this came to be.

Legal Council:

A. Jared stated that FEMA has a deadline of December 14<sup>th</sup> for this ordinance to be passed. We must accept this if the town wants to participate in the insurance program so we can't wait to have the first reading. It is recommended to introduce now as the first reading and for the second reading to have a redline copy showing the changes so council can compare. He will provide LaRiviere and the rest of the council with the original with the strike outs a head of time so that they can be compared.

Motion: M. DeCausemaker moves to waive full reading of the ordinance and introduce for first reading by title only An Ordinance of the Town of Fort Jones Amending Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code, attached as Exhibit A, repealing and replacing adding Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code, and finding such action exempt from CEQA.

Second: P. Johnson

Ayes (Roll Call): M. DeCausemaker, M. DeAndreis, P. Johnson, M. Garcia

Nays: A. LaRiviere

Action: Motion passes 4 to 1

**COUNCIL COMMENTS:**

M. DeCausemaker stated that the LOLA dinner that was held at 5 Mary's went very nice. There were 32 people in attendance. She commented that Corrine (new Town Clerk) did well as our new employee.

M. DeAndreis expanded on the dinner and the events that happened during the meeting.

**ADJOURNMENT:**

The meeting was adjourned at 7:42p.m. The next regular town council meeting is scheduled to be held on November 10, 2025 @ 6:00pm.

Attest:

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Corinne Guidi Town Clerk

Approved:

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Madeline DeAndreis, Mayor



## **Minutes**

Special Meeting

**Tuesday, Oct. 28, 2025 – 10:00 AM**

Town Hall

11960 East Street Fort Jones, CA 96032

**Note:** Due to a councilmember participating based on “just cause” pursuant to Gov. Code sec. 54953(f)(2)(A)(i) the public is invited to participate through internet based service via Zoom at  
[https://us02web.zoom.us/j/84031330952?pwd=YyTCMfN8FnsEZBhxARtwyUr7dTYnGf.](https://us02web.zoom.us/j/84031330952?pwd=YyTCMfN8FnsEZBhxARtwyUr7dTYnGf.1)

1

Meeting ID: 840 3133 0952

I, Corinne Guidi, Town Clerk for the Town of Fort Jones, hereby certify that agenda for the October, 28<sup>th</sup>, 2025 special meeting of the Town Council was posted at the Town Hall, Ace Hardware, the Fort Jones Post Office, Ray’s Food Place, and on the Town’s website [www.fortjonesca.org](http://www.fortjonesca.org) on October 27, 2025 @ 10:00am I declare under penalty of perjury that the forgoing is true and correct.

### **CALL TO ORDER AND ROLL CALL:**

The special meeting of the Fort Jones Town Council was called to order in person by Mayor Madeleine DeAndreis at 10:05 a.m. Mayor DeAndreis announced that councilmember Paula Johnson has asked to participate via Zoom for this meeting so that she can caretake for her daughter. Based on “just cause” pursuant to Gov. Code sec. 54953(f)(2)(A)(i) a council member is allowed to attend via teleconference two regular meetings a year. Council members present approved Johnson to attend the meeting remotely.

In addition to the mayor, council members present are Michelle DeCausemaker, Mercedes Garcia, Paula Johnson via Zoom, and Alex LaRiviere.

**PLEDGE OF ALLEGIANCE:** Led by Mayor

**PUBLIC COMMENTS:** None

A. Public Employee Employment Appointment, Evaluation: Gov. Code 54957(b)(1) Position:  
Town Administrator

B. Conference with legal counsel – Potential Litigation (Govt C §54956.9(d)(2) Number of cases:  
2

## **RETURN TO OPEN SESSION:**

Council returned to Open Session at 11:50 a.m.

## **REPORT ON CLOSED SESSION:**

Direction given to staff. No reportable action.

## **NEW BUSINESS**

### **1. Direction to Town Administrator to Solicit Bids for Consultants Qualified to Assist with Community Block Grant Program (CDBG) Administration**

Town Legal Counsel:

Andrew Jared instructed that M. DeCausmaker is to leave the meeting before discussion due to a conflict of interest with the CDBG.

Public Comment: None

Interim Administrator: Joseph Hess stated that there has been communication from HUD. An email was sent to council with a list to bring us up to compliance.

Town Legal Counsel:

Andrew Jared stated that RFP's are needed to be sent out. Any bids under \$25,000 can be approved by Administrator and anything above that will need to be approved by council.

Town Council: A. LaRiviere confirmed that we have 90 days to get the CDBG audit in order and wants to find someone ASAP as this is a priority, not the administrator position. If we get this in order HUD will forgive our audits.

M. DeAndreis told LaRiviere that she appreciated his efforts with the CDBG and that she agrees with getting the RFP's out.

Motion: LaRiviere moves to give direction to Town Administrator to solicit bids for consultants qualified to assist with the community block grant program (CDBG).

Second: M. Garcia

Ayes (roll call): P. Johnson, M. Garcia, M. DeAndreis, A. LaRiviere

Nays: None

Action: Motion passes unanimously

## **ADJOURNMENT:**

The meeting was adjourned at 12:01p.m. The next regular town council meeting is scheduled to be held on November 10, 2025 at 6:00 p.m.

It is the intention of the Town of Fort Jones to comply with the Americans with Disabilities Act (ADA) in all respects. If, as an attendee or a participant at this meeting, or in meetings on a regular basis, you will need special assistance beyond what is normally provided, the Town will attempt to

accommodate you in every reasonable manner. Individuals who need auxiliary aids or services for effective communication or to participate in programs and services of the Town of Fort Jones are invited to make their needs and preferences known by contacting the City Hall office, (530) 468-2281, at least 24 hours prior to the meeting.

In compliance with the requirements of the Brown Act, notice of this meeting has been posted in a publicly accessible place, 24 hours in advance of the meeting.

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AFFIDAVIT OF NOTIFICATION AND POSTING  
STATE OF CALIFORNIA (COUNTY OF SISKIYOU)  
TOWN OF FORT JONES

I, Corinne Guidi, Town Clerk for the Town of Fort Jones, hereby declare under penalty of perjury that a copy of the above Agenda of the Special Meeting of the Town Council of the Town of Fort Jones, California, was delivered and/or notice by email not less than 24 hours, prior to the stated time of the above noticed meeting to the members of the governing agency, and caused the agenda to be posted on the Town's website at <https://fortjonesca.org/agendas-minutes/> and posted at Fort Jones Town Hall, 11960 East Street, Fort Jones, California 96032.

/s/: Corinne Guidi

Town of Fort Jones • 11960 East Street • Fort Jones, CA 96032 • s30 468-2281



## The Town of Fort Jones

**To:** Fort Jones Town Council  
**Meeting Date:** November 10, 2025  
**From:** Everett Hullquist, Public Works  
**Subject:** Second Reading of Ordinance Repealing and Replacing Chapter 18.56 "Flood Damage Prevention"; Finding Exempt from CEQA

### **Background:**

The project consists of a city-initiated update to the Town Municipal Code, Chapter 18.56 "Flood Damage Prevention" in order to comply with updates to FEMA's Preliminary Flood Insurance Study report and Flood Insurance Rate Map for the Town, which will become effective at the end of this year. An update to the Flood Damage Prevention Ordinance is necessary prior to the report and map becoming effective for the Town to maintain eligibility in the National Flood Insurance Program.

### **Discussion:**

The National Flood Insurance Program (NFIP) is a federal program managed by the Federal Emergency Management Agency (FEMA) that aims to reduce the financial impact of floods on individuals and communities in the United States. The NFIP was established by Congress in 1968 due to the lack of available and affordable private flood insurance and increasing costs of federal disaster assistance after flood events.

The NFIP makes flood insurance available to property owners, renters, and businesses in participating communities. Over 22,000 communities, including the Town of Fort Jones, participate in the NFIP. To participate, communities must adopt and enforce floodplain development regulations that meet the NFIP's minimum requirements for reducing flood effects. In Etna, these regulations are found in Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code. Title 14 was adopted by the City Council in 1980 and amended in 1987.

([https://library.municode.com/ca/fort\\_jones/codes/code\\_of\\_ordinances?nodeId=COOR\\_TIT18ZO\\_CH18.56FLDAPR](https://library.municode.com/ca/fort_jones/codes/code_of_ordinances?nodeId=COOR_TIT18ZO_CH18.56FLDAPR))

According to FEMA, the new FIS and FIRM will become effective in December 2025. Further, because the updated FIS report has been completed, certain additional requirements must be met under Section 1361 of the National Flood Insurance Act of 1968, as amended. Among the requirements, the Town must amend its existing flood regulations to incorporate additional requirements of 44 CFR Part 60.3(d). To ensure the Town's floodplain development regulations meet the requirements of 44 CFR Part 60.3(d), FEMA provided the Town with recommended edits to Title 14 (Flood Damage Prevention). The existing ordinance will be deleted in its entirety and replaced with the version in Exhibit A (see Exhibit A).

### **Environmental Analysis:**

Staff recommends that the proposed project is exempt from environmental review pursuant to Section 15061(b)(3) of the CEQA Guidelines under the "commonsense exemption" that CEQA only applies to projects

that have the potential for causing a significant effect on the environment. Staff recommends that the project is further exempt from environmental review pursuant to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for the Protection of the Environment). Exempt actions under Section 15308 include those taken by regulatory agencies, as authorized by state or local ordinance, to assure the maintenance, restoration, enhancement, or protection of the environment where the regulatory process involves procedures for protection of the environment. If the Town Council concurs, it would need to make the finding that the project is exempt from CEQA prior to project approval. As such, a finding to this effect has been incorporated into the suggested motion.

***Fiscal Impact:*** None.

**Recommendation:**

Planning staff recommends that the Town Council consider the totality of the record before it, including all public comments received, and should the Town Council determine that the project as proposed would not have a significant impact on the environment, staff recommends that the Council:

“Move to waive full reading of the ordinance and introduce the second reading by title only An Ordinance Of The Town Council Of The Town Of Fort Jones Amending Chapter 18.56 “Flood Damage Prevention” Of The Fort Jones Municipal Code, attached as Exhibit A, repealing and replacing adding Chapter 18.56 “Flood Damage Prevention” of the Fort Jones Municipal Code, and finding such action exempt from CEQA.”

**Attachments:**

1. [Proposed] Ordinance Repealing and Replacing Chapter 18.56 “Flood Damage Prevention”

**ORDINANCE No. \_\_\_\_\_**

**AN ORDINANCE OF THE TOWN COUNCIL OF THE TOWN OF FORT JONES  
AMENDING CHAPTER 18.56 "FLOOD DAMAGE PREVENTION" OF THE FORT JONES  
MUNICIPAL CODE**

**WHEREAS**, the National Flood Insurance Program (NFIP) is a federal program managed by the Federal Emergency Management Agency (FEMA) that aims to reduce the financial impact of floods on individuals and communities in the United States; and

**WHEREAS**, to participate in the NFIP, communities must adopt and enforce floodplain development regulations that meet the NFIP's minimum requirements for reducing flood effects; and

**WHEREAS**, the Town of Fort Jones participates in the NFIP; and

**WHEREAS**, the Town of Fort Jones's floodplain development regulations for reducing flood effects are found in Chapter 18.56 "Flood Damage Prevention" of the Fort Jones Municipal Code; and

**WHEREAS**, due to a forthcoming update to the Preliminary Flood Insurance Study report and Flood Insurance Rate Map for the Town of Fort Jones, the Town must amend Chapter 18.56 as recommended by FEMA to remain in good standing with the NFIP.

**NOW, THEREFORE, BE IT RESOLVED** the Town Council of the Town of Fort Jones does ordain as follows:

**SECTION I: Findings.** The recitals above are true and correct and incorporated herein by this reference.

**SECTION II: Amendment to Chapter 18.56 "Flood Damage Prevention".** Chapter 18.56 "Flood Damage Prevention" of the current Title 18, of the Town of Fort Jones Municipal Code is deleted entirely and replaced with the text provided in "Exhibit A" hereto.

**SECTION II: CEQA.** Because it could be seen with certainty that the amendments to Chapter 18.56 "Flood Damage Prevention," as provided for in "Exhibit A," do not have the potential to result in a significant impact on the environment, the Town Council adopted exemptions for the project pursuant to CEQA Guidelines Section 15061(b)(3) (i.e., the commonsense exemption) and Section 15308 (Actions by Regulatory Agencies for Protection of the Environment) at the Council's regularly scheduled meeting on November \_\_, 2025.

**SECTION III: Severability.** If any section, subsection, sentence, clause, or phrase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Town Council hereby declares that it would have passed this ordinance and each section, subsection, sentence, clause, or phrase of this ordinance irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases be declared unconstitutional.

**SECTION IV: Effective date.** This ordinance shall become effective thirty (30) days after its passage.



**SECTION V: Implementation.** The Town Council hereby authorizes and directs the Town Clerk to take any action and sign any documents necessary to implement this ordinance.

**Section VI. 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 VII. 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 VIII. 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 "Exhibit A."

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

**PASSED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_ 2025, at a regular meeting of the Town of Fort Jones Town Council by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Madeleine DeAndreis, Mayor

ATTEST:

\_\_\_\_\_  
Corinne Guidi, Town Clerk

## Exhibit A

### CHAPTER 18.56. - FLOOD DAMAGE PREVENTION

#### **Sec. 18.56.010. - Statutory authority.**

The legislature of the state of California has in Government Code Sections 65302, 65560, and 65800 delegated the responsibility to local governmental units to adopt regulations designated to promote the public health, safety and general welfare of its citizenry. Therefore, the council does ordain the provisions set out in this chapter.

#### **Sec. 18.56.020. - Findings of fact.**

(1) The flood hazard areas of the town are subject to periodic inundation which results in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare.

(2) These flood losses are caused by the cumulative effect of obstructions in the areas of special flood hazards which increase flood heights and velocities, and, when inadequately anchored, damage uses in other areas. Uses that are inadequately floodproofed, elevated or otherwise protected from flood damage also contribute to the flood loss.

#### **Sec. 18.56.021 - Title.**

These regulations, in combination with the flood provisions of California Code of Regulations Title 24, the *California Building Standards Code* (hereinafter "building codes," consisting of the Part 2 (building), Part 2.5 (residential), Part 10 (existing building), and related codes), shall be known as the *Floodplain Management Regulations of The Town of Fort Jones* (hereinafter "these regulations").

**Sec. 18.56.030. – Purposes and objectives.** The purposes and objectives of these regulations and the flood load and flood resistant construction requirements of the building codes are to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific flood hazard areas through the establishment of comprehensive regulations for management of flood hazard areas, designed to:

- (1) Minimize unnecessary disruption of commerce, access and public service during times of flooding.
- (2) Require the use of appropriate construction practices in order to prevent or minimize future flood damage.
- (3) Manage the alteration of natural floodplains, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain.
- (4) Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential.
- (5) Prevent or regulate the construction of flood barriers which will divert floodwater or increase flood hazards.
- (6) Contribute to improved construction techniques in the floodplain.
- (7) Minimize damage to public and private facilities and utilities.
- (8) Help maintain a stable tax base by providing for the sound use and development of flood hazard areas.
- (9) Minimize the need for rescue and relief efforts associated with flooding.
- (10) Ensure that property owners, occupants, and potential owners are aware of property located in flood hazard areas.

(11) Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events.

(12) Meet the requirements of the National Flood Insurance Program for community participation as set forth in Title 44 Code of Federal Regulations, Section 59.22.

**Sec. 18.56.040. - Methods of reducing flood losses.**

In order to accomplish its purposes, this chapter includes methods and provisions for the following:

(1) Restricting or prohibiting uses which are dangerous to health, safety and property due to water or erosion hazards, or which result in damaging increases in erosion or in flood heights or velocities;

(2) Requiring that uses vulnerable to floods, including facilities which serve such uses, be protected against flood damage at the time of initial construction;

(3) Controlling the alteration of natural floodplains, stream channels, and natural protective barriers, which help accommodate or channel floodwaters;

(4) Controlling filling, grading, dredging and other development which may increase flood damage; and

(5) Preventing or regulating the construction of flood barriers which will unnaturally divert floodwaters, or which may increase flood hazards in other areas.

**Sec. 18.56.050. - Interpretation of provisions.**

In the interpretation and application of this chapter, all provisions shall be:

(1) Considered as minimum requirements;

(2) Liberally construed in favor of the governing body; and

(3) Deemed neither to limit nor repeal any other powers granted under state statutes.

**Sec. 18.56.060. - Abrogation and greater restrictions.**

These regulations supersede any ordinance in effect in flood hazard areas. However, these regulations are not intended to repeal, abrogate or impair any existing ordinances including land development regulations, subdivision regulations, zoning ordinances, stormwater management regulations, or building codes, nor any existing easements, covenants, or deed restrictions. In the event of an overlap or conflict between these regulations and any other ordinance, code, regulation, easement, covenant, or deed restriction, the more restrictive shall govern.

**Sec. 18.56.070. - Warning and disclaimer of liability.**

(1) The degree of flood protection required for this chapter is considered reasonable for regulatory purposes and is based on scientific and engineering considerations.

(2) Larger floods can and will occur in rare occasions.

(3) Flood heights may be increased by man made or natural causes. This chapter does not imply that land outside the areas of special flood hazards, or uses permitted within such areas, will be free from flooding or flood damage. This chapter shall not create liability on the part of the town, any officer or employee thereof, the State of California or the Federal Emergency Management Agency for any flood damages that result from reliance on this chapter or any administrative decision lawfully made thereunder.

**Sec. 18.56.071- SEVERABILITY**

This chapter and the various parts thereof are hereby declared to be severable. Should any section of this chapter be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the chapter as a whole, or any portion thereof other than the section so declared to be unconstitutional or invalid.

**Sec. 18.56.080. - Definitions.**

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

*Appeal* means a request for a review of the town clerk's interpretation of any provision of this chapter.

*Area of shallow flooding* means a designated AO, AH or Ozone on the flood insurance rate map (FIRM). The base flood depths range from one to three feet; a clearly defined channel does not exist; the path of flooding is unpredictable and indeterminate; and velocity flow may be evident.

*Area of special flood hazard.* See Special flood hazard area.

*Area of special flood-related erosion hazard* is the area subject to severe flood-related erosion losses; the area designated as Zone E on the flood insurance rate map (FIRM).

*Area of special mudslide (i.e., mudflow) hazard* is the area subject to severe mudslides (i.e., mudflows). The area is designated as Zone M on the flood insurance rate map (FIRM).

*Base flood* means the flood having one percent chance of being equaled or exceeded in any given year (also called the 100-year flood).

*"Base flood elevation"* means the elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in CCR Title 24 Part 2.]

*Basement* means any area of the building having its floor subgrade (below ground level) on all sides.

*Breakaway walls* are any type of walls whether solid lattice, and whether constructed of concrete, masonry, wood, metal, plastic or any other suitable building material which is not part of the structural support of the building and which is designated to break away under abnormally high tides or wave action without causing any damage to the structural integrity of the building on which they are used or any building to which they might be carried by floodwaters. A breakaway wall shall have a safe design loading resistance of not less than ten and no more than 20 pounds per square foot. Use of breakaway walls must be certified by a registered engineer or architect and shall meet the following conditions:

(1) Breakaway wall collapse shall result from a water load less than that which would occur during the base flood; and

(2) The elevated portion of the building shall not incur any structural damage because of wind and water loads acting simultaneously in the event of the base flood.

*Coastal high hazard areas* are the area subject to high velocity waters, including coastal and tidal inundation or tsunamis. The area is designated on a flood insurance rate map (FIRM) as Zones V1-V30, VE or V.

*Development* means any manmade change to improved or unimproved real estate, including, but not limited to, buildings or other structures, mining dredging, filling, grading, paving, excavation or drilling operations or storage of equipment or materials.

*Flood or flooding* means a general and temporary condition or partial or complete inundation of normally dry land areas from the overflow of floodwaters, the unusual and rapid accumulation or runoff of surface waters from any source, and or the collapse or subsidence of land along the shore of a lake or other body of water as a result of erosion or undermining caused by waves or currents of water exceeding anticipated cyclical levels or suddenly caused by and unusually high water level in a natural body of water, accompanied by a severe storm, or by an

unanticipated force of nature, such as flash flood or an abnormal tidal surge, or by some similarly unusual and unforeseeable event which result in flooding as defined in this definition.

*Flood boundary and floodway map* means the official map on which the Federal Emergency Management Agency has delineated both the areas of flood hazard and the floodway.

*Flood insurance rate map (FIRM)* means the official map on which the Federal Emergency Management Agency has delineated both the areas of special flood hazards and the risk premium zone applicable to the community.

*Flood insurance study* means An examination, evaluation and determination of flood hazards and, if appropriate, corresponding water surface elevations, or an examination, evaluation and determination of mudslide (i.e., mudflow) and/or flood-related erosion hazards.

*Floodplain or flood prone area* means any land area susceptible to being inundated by water from any source. See Flooding.

*Floodplain management* means the operation of an overall program of corrective and preventive measures for reducing flood damage, including, but not limited to, emergency preparedness plans, flood control works and floodplain management regulations.

*Floodplain management regulations* mean zoning ordinances, subdivision regulations, building codes, health regulations, special purpose ordinances (such as floodplain ordinance, grading ordinance and erosion control ordinance) and other applications of police power. The term "floodplain management regulations" describes such state or local regulations in any combination thereof, which provide standards for the purpose of flood damage prevention and reduction.

*Floodproofing* means any combination of structural and nonstructural additions, changes, or adjustments to structures which reduce or eliminate flood damage to real estate or improved real property, water and sanitary facilities, structures and their contents.

*Floodway* means the channel of a river or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. Also referred to as "regulatory floodway."

*Functionally dependent use* means a use which cannot perform its intended purpose unless it is located or carried out in close proximity to water. The term "functionally dependent use" includes only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities, but does not include long-term storage related manufacturing facilities.

*Highest adjacent grade* means the highest natural elevation of the ground surface prior to construction nearest to the proposed walls of a structure.

*Historic Structure* means any structure that is:

- (1) Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
- (2) Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;

- (3) Individually listed on a state inventory of historic places in states with historic preservation programs which have been approved by the Secretary of the Interior; or
- (4) Individually listed on a local inventory of historic places in communities with historic preservation programs that have been certified either:
  - (a) By an approved state program as determined by the Secretary of the Interior or
  - (b) Directly by the Secretary of the Interior in states without approved programs.

*Lowest floor* means the lowest floor of the lowest enclosed area (including basement). An unfinished or flood-resistant enclosure, usable solely for parking of vehicles, building access or storage in an area other than basement area is not considered a building's lowest floor, provided that such an enclosure is not built to render the structure in violation of the applicable non-elevation design requirements of this chapter.

*Manufactured home* means a structure, transportable in one or more sections, which is built on a permanent chassis and is designed for use with or without a permanent foundation when attached to the required utilities. For floodplain management purposes, the term "manufactured home" also includes park trailers, travel trailers, and other similar vehicles placed on the site for greater than 180 consecutive days.

*Manufactured home park or subdivision* means a parcel or contiguous parcels of land divided into two or more manufactured home lots for sale or rent.

*Mean sea level, for purposes of the National Flood Insurance Program*, means the National Geodetic Vertical Datum (NGVD) of 1929 or other datum, to which base flood elevations shown on a community's flood insurance rate map are referenced.

*New construction, for floodplain management purposes*, means structures for which the start of construction commenced on or after the effective date of a floodplain management regulation adopted by this community.

*Recreational vehicle* means a vehicle which is:

- (1) Built on a single chassis;
- (2) 400 square feet or less when measured at the largest horizontal projection;
- (3) Designed to be self-propelled or permanently towable by a light duty truck; and
- (4) Designated primarily not for use as a permanent dwelling but as a temporary living quarters for recreational, camping, travel, or seasonal use.

*100-year flood* means a flood which has a one percent annual probability of being equaled or exceeded. It is identical to the "base flood," which will be the term used throughout this chapter.

*Remedy a violation* means to bring the structure or other development into compliance with state or local floodplain management regulations, or, if this is not possible, to reduce the impacts of its noncompliance. Ways that impacts may be reduced include protecting the structure or other affected development from flood damages, implementing the enforcement provisions of this article or otherwise deterring future similar violations, or reducing federal financial exposure with regard to the structure or other development.

*Special flood hazard area* means:

The land in the flood plain within a community subject to a 1 percent or greater chance of flooding in any given year. The area may be designated as Zone A on the FHBM. After detailed ratemaking has been completed in preparation for publication of the flood insurance rate map,

Zone A usually is refined into Zones A, AO, AH, A1-30, AE, A99, AR, AR/A1-30, AR/AE, AR/AO, AR/AH, AR/A, VO, or V1-30, VE, or V.

*Start of Construction includes substantial improvement*, and means the date the building permit was issued, provided the actual start of construction, repair, reconstruction, rehabilitation, addition placement, or other improvement was within 180 days of the permit date. The actual start means either the first placement of permanent construction of a structure on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns, or any work beyond the stage of excavation; or the placement of a manufactured home on a foundation. Permanent construction does not include land preparation, such as clearing, grading and filling; nor does it include the installation of streets and/or walkways; nor does it include excavation for a basement, footings, piers, or foundations or the erection of temporary forms; nor does it include the installation on the property of accessory buildings, such as garages or sheds not occupied as dwelling units or not part of the main structure. For a substantial improvement, the actual start of construction means the first alteration of any wall, ceiling, floor, or other structural part of a building, whether or not that alteration affects the external dimensions of the building.

*Structure* means, for floodplain management purposes, a walled and roofed building, including a gas or liquid storage tank, that is principally above ground, as well as a manufactured home.

*Structure*, for insurance purposes, means:

- (1) A building with two or more outside rigid walls and a fully secured roof, that is affixed to a permanent site;
- (2) A manufactured home ("a manufactured home," also known as a mobile home, is a structure: built on a permanent chassis, transported to its site in one or more sections, and affixed to a permanent foundation); or
- (3) A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community's floodplain management and building ordinances or laws.

For the latter purpose, "structure" does not mean a recreational vehicle or a park trailer or other similar vehicle, except as described in paragraph (3) of this definition, or a gas or liquid storage tank.

*Substantial damage* means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred.

*Substantial improvement* means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. This term includes structures which have incurred "substantial damage", regardless of the actual repair work performed. The term does not, however, include either:

- (1) Any project for improvement of a structure to correct existing violations of state or local health, sanitary, or safety code specifications which have been identified by the local code enforcement official, and which are the minimum necessary to assure safe living conditions or

- (2) Any alteration of a "historic structure" provided that the alteration will not preclude the structure's continued designation as a "historic structure".

*Variance* means a grant of relief by a community from the terms of flood plain management regulation.

*Violation* means the failure of a structure or other development to be fully compliant with the community's floodplain management regulations. A structure or other development without the elevation certificate, other certifications, or other evidence of compliance required in this chapter is presumed to be in violation until such time as that documentation is provided.

**Sec 18.56.081- Establishing the areas of special flood hazard:**

The areas of special flood hazard identified by the Federal Emergency Management Agency (FEMA) in the Flood Insurance Study (FIS) for Siskiyou County, and Incorporated Areas dates January 19, 2011, and the flood insurance rate map (FIRMs) and flood boundary and floodway maps (FBFMs), dated January 19, 2011, and all subsequent amendments and/or revisions, are adopted by reference and declared to be a part of this chapter. This flood insurance study (FIS) and attendant mapping is the minimum area of applicability of this chapter and may be supplemented by studies for other areas which allow implementation of this chapter and which are recommended to the City Council by the Chief Building Official. The study, FIRMS are on file at Fort Jones Town Hall.

**Sec. 18.56.090. - Development permit; required; application information.**

A development permit shall be obtained before construction or development begins within any area of special flood hazard defined in section 18.56.080. Application for a development permit shall be made on forms furnished by the Siskiyou County Department of Public Works, and may include, but not limited to, plans in duplicate drawn to scale showing the nature, location, dimensions and elevations of the area in question; existing or proposed structures, fill, storage of materials, drainage facilities; and the location of the foregoing. Specifically, the following information is required:

- (1) Proposed elevation in relation to mean sea level, of the lowest floor (including basement) of all structures; in Zone AO or DO, elevation of highest adjacent grade and proposed elevation of the lowest floor of all structures;
- (2) Proposed elevation in relation to mean sea level to which any structure will be floodproofed.
- (3) All reports and certifications required by this chapter; and
- (4) Description of the extent to which any watercourse will be altered or relocated because of proposed development.

(Code 1987, § 18.48.420)

**Sec. 18.56.100. - Designation of the floodplain administrator.**

The Town Administrator is designated the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees.

(Code 1987, § 18.48.430)

**Sec. 18.56.110. - Duties and responsibilities of the floodplain administrator.**

The duties and responsibilities of the floodplain administrator shall include, but not be limited to, the following:

- (1) Permit review.
  - a. Review all development permits to determine that the permit requirements of this chapter have been satisfied;
  - b. All other required state and federal permits have been obtained;



- c. The site is reasonably safe from flooding;
  - d. For purposes of this chapter, the term "adversely affects" means that the cumulative effect of the proposed development when combined with all other existing and anticipated development will not increase the water surface elevation of the base flood more than one foot at any point.
  - e. In areas where a floodway has not been designated, require that no new construction, substantial improvements or other development (including fill) shall be permitted within Zones A1-30 and AE unless it is demonstrated that the cumulative effect of the proposed development, when combined with all other existing and anticipated development, will not increase the water surface elevation of the base flood more than one foot at any point within the community
- (2) Use of other base flood data. When base flood elevation data has not been provided, the floodplain administrator shall obtain, review, and reasonably utilize any base flood elevation and floodway data available from a federal, state or other source, in order to administer subsection (4) of this section. Any such information shall be submitted to the council for adoption.
- (3) When a watercourse is to be altered or relocated:
- a. Notify adjacent communities and the state department of water resources prior to such alteration or relocation of a watercourse, and submit evidence of such notification to the Federal Emergency Management Agency;
  - b. Require that the flood carrying capacity of the altered or relocated portion of the watercourse is maintained.
- (4) Obtain and maintain for public inspection and make available as needed:
- The certifications required in sections:
- a. 18.56.080 (definitions);
  - b. 18.56.200 (nonresidential construction);
  - c. 18.56.230 (standards of construction);
  - d. 18.56.250 (standards for subdivisions); and
  - e. 18.56.270 (floodways);
  - f. The information required in section 18.56.280 (coastal high hazard areas); and
  - g. The report required in section 18.56.290(d)
- (5) Mudslide prone areas
- (a) Make interpretations where needed, as to the exact location of the boundaries of the areas of special flood hazards, areas of flood-related erosion hazards or areas of mudslide (i.e., mudflow) (for example, where there appears to be a conflict between a mapped boundary and actual field conditions). The person contesting the location of the boundary shall be given a reasonable opportunity to appeal the interpretation as provided in article IV of this chapter.
- (6) Take action to remedy violations of this chapter as defined in section 18.56.080 as provided in section 1.04.110.
- (7) Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps when the analyses indicate changes in base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available.
- (8) Inspect development in accordance with these regulations and inspect flood hazard areas to determine when development is undertaken without issuance of permits.

**Sec. 18.56.111 Substantial Improvement and Substantial Damage Determinations.**

For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

(1) Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.

(2) Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, when applicable, to the market value of the building or structure.

(3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.

(4) Notify the applicant when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage.

**Sec. 18.56.120. - General standards designated.**

In all areas of special flood hazard, the standards set out in this article are required.

**Sec. 18.56.130. - Anchoring.**

(a) All new construction and substantial improvements shall be anchored to prevent flotation, collapse, or lateral movement of the structure.

(b) All manufactured homes shall be anchored to resist flotation, collapse, or lateral movement by providing over-the-top and frame ties to ground anchors. Specific requirements shall be:

(1) Over-the-top ties are provided at each of the four corners of the manufactured home, with two additional ties per side at intermediate locations, with manufactured homes less than 50 feet long requiring one additional tie per side;

(2) Frame ties are provided at each corner of the home, with five additional ties per side at intermediate points, with manufactured homes less than 50 feet long requiring four additional ties per side;

(3) All components of the anchoring system be capable of carrying a force of 4,800 pounds; and

(4) Any additions to the manufactured home be similarly anchored.

**Sec. 18.56.140. - Construction materials and methods.**

(a) All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.

(b) All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.

**Sec. 18.56.150. - Utilities.**

(a) All new and replacement water-supply systems shall be designed to minimize or eliminate infiltration of floodwaters into the system.

(b) New and replacement sanitary sewage systems shall be designed to minimize or eliminate infiltrations of floodwater into the system and discharge from the systems into floodwaters.

(c) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

**Sec. 18.56.160. - Subdivision proposal requirements.**

(a) All subdivision proposals shall:

(1) Be consistent with the need to minimize flood damage.

(2) Have public utilities and facilities, such as sewer, gas, electrical and water systems, located and constructed to minimize flood damage.

- (3) Have adequate drainage provided to reduce exposure to flood damage.
- (b) Base flood elevation data shall be provided for subdivision proposals and other proposed developments which contain more than 50 lots or is larger than 5 acres.

**Sec. 18.56.180. - Specific standards designated.**

In all areas of special flood hazard where base flood elevation data has been provided as set forth in section 18.56.160 or 18.56.310

- (a), the provisions set out in sections 18.56.210 through 18.56.230 are required.

**Sec. 18.56.190. - Residential construction.**

In new construction and substantial improvement of any residential structure within A1-30, AE, and AH Zones shall have the lowest floor, including basement, elevated to or above the base flood elevation, or elevated in accordance with the requirements of the California Building Standards Code, whichever provides the higher standard of flood protection.

In AO Zones, all new construction and substantial improvement of any residential structure shall have the lowest floor, including the basement, elevated to or above the highest adjacent grade to a height at least equal to the depth number specified on the FIRM, or at least two feet if no depth number is specified, or elevated in accordance with the requirements of the California Building Standards Code, whichever standard provides greater flood protection.

**Sec. 18.56.200. - Nonresidential construction.**

(a) In A1-30, AE, and AH Zones, all new construction and substantial improvement of commercial, industrial or other nonresidential structures shall have the lowest floor, including the basement, either elevated to or above the base flood elevation, floodproofed to or above the base flood elevation, or elevated or floodproofed in accordance with the elevation and design requirements of the California Building Standards Code, whichever provides the higher level of flood protection.

(b) If floodproofed, the non-residential structure together with attendant utility and sanitary facilities shall:

- (1) Be floodproofed to or above the base flood elevation, or to the elevation required by the California Building Standards Code, whichever is higher.
- (2) Be watertight below the base flood elevation, with walls substantially impermeable to the passage of water;
- (3) Have structural components capable of resisting hydrostatic and hydrodynamic loads and effects of buoyancy; and
- (4) Be certified by a registered professional engineer or architect that the standards of this subsection are satisfied. Such certifications shall be provided to the official as set forth in section 18.56.230(c)(3).

(c) In AO zones new and substantially improved non-residential structures have their lowest floor elevated or completely floodproofed above the highest adjacent grade to at least as high as the depth number on the FIRM or elevated or floodproofed in accordance with the elevation requirements of the California Building Standards Code, whichever provides the higher level of flood protection.

**Sec. 18.56.210. - Manufactured homes.**

(a) Manufactured homes shall be anchored in accordance with section 18.56.130(b).

(b) Within A1-30, AH and AE Zones new manufactured home parks and manufactured home subdivisions; for expansions to existing manufactured homes parks and manufactured home subdivisions; for existing manufactured home parks and manufactured home subdivisions where the repair, reconstruction or improvement of the structures, utilities and pads equals or

exceeds 50 percent of the value of the structure, utilities and pads before repair, reconstruction or improvement has commenced; and for manufactured homes not placed in a manufactured home park or manufactured home subdivision, it is required that:

- (1) Stands or lots are elevated on compacted fill or on pilings so that the lowest floor of the manufactured home will be at or above the base flood level or elevated in accordance with the requirements of the California Building Standards Code, whichever is higher
- (2) Adequate surface drainage and access for a hauler are provided; and
- (3) In the instance of elevation on pilings, that:
  - a. Lots are large enough to permit steps;
  - b. Piling foundations are placed in stable soil no more than ten feet apart; and
  - c. Reinforcement is provided for piling more than six feet above the ground level.
- (c) In A1-30, AH and AE Zones, require that manufactured homes to be placed or substantially improved in an existing manufactured home park to be elevated so that:
  - (1) the lowest floor is at or above BFE or elevated in accordance with the requirements of the California Building Standards Code, whichever is higher;
  - (2) or the chassis is supported by reinforced piers no less than 36 inches in height above the grade and securely anchored.

**Sec. 18.56.220. - Shallow flooding.**

Located within the areas of special flood hazard defined in section 18.56.080 are areas designated as shallow flooding. These areas have special flood hazards associated with base flood depths on one to three feet where a clearly defined channel does not exist and where the path of flooding is unpredictable and indeterminate. Therefore, the following provisions apply:

- (1) All new construction and substantial improvements of residential structures have the lowest floor, including the basement, elevated above the crown of the nearest street to or above the depth number specified in the communities FIRM.
- (2) All new construction and substantial improvements of nonresidential structures shall:
  - a. Have the lowest floor, including the basement, elevated above the crown of the nearest street to or above the depth number specified in the communities FIRM; or
  - b. Together with the attendant utility and sanitary facilities, be completely floodproofed to or above that level so that any space below that level is watertight with walls substantially impermeable to the passage of water and with structural components having the capability of resisting hydrostatic and hydrodynamic loads and effects of buoyancy.

**Sec. 18.56.230. - Standards of construction.**

In all areas of special flood hazards the following standards are required:

- (1) *Anchoring.*
  - a. All new construction and substantial improvements shall be anchored to prevent flotation, collapse or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy.
  - b. All manufactured homes shall meet the anchoring standards of section 18.56.130(b).
- (2) *Construction material.*
  - a. All new construction and substantial improvements shall be constructed with materials and utility equipment resistant to flood damage.
  - b. All new construction and substantial improvements shall be constructed using methods and practices that minimize flood damage.
  - c. All new construction and substantial improvements shall be constructed with electrical, heating, ventilation, plumbing and air conditioning equipment and other service facilities that are designed or located so as to prevent water from entering or accumulating within the components during conditions of flooding.

d. Required within Zones AH, AO or O, adequate drainage paths around structures on slopes to guide floodwater around and away from proposed structures.

**(3) Wet floodproofing**

All new construction and substantial improvements, that fully enclosed areas below the lowest floor that are usable solely for parking of vehicles, building access or storage in an area other than a basement and which are subject to flooding shall be designated to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters.

Designs for meeting this requirement must either be certified by a registered professional engineer or architect or meet or exceed the following minimum criteria:

1. A minimum of two openings having a total net area of not less than one square inch for every square foot of enclosed area subject to flooding shall be provided. The bottom of all openings shall be no higher than one foot above grade. Openings may be equipped with screens, louvers, valves or other coverings or devices if they permit the automatic entry and exit of floodwater; or
2. Be certified to comply with a local floodproofing standard approved by the Federal Emergency Management Agency.
3. Manufactured homes shall also meet the standards in section 18.56.130(b).

**Sec. 18.56.240. - Standards for utilities.**

(a) All new and replacement water supply and sanitary sewage systems shall be designed to minimize or eliminate infiltration of floodwater into the system and discharge from systems into floodwaters.

(b) On-site waste disposal systems shall be located to avoid impairment to them or contamination from them during flooding.

**Sec. 18.56.250. - Standards for subdivisions.**

(a) All preliminary subdivision proposals shall identify the flood hazard area and the elevation of the base flood.

(b) All final subdivision plans will provide the elevation of proposed structures and pads. If the site is filled above the base flood, the final pad elevation shall be certified by a registered professional engineer or surveyor and provided to the floodplain administrator.

(c) All subdivision proposals shall be consistent with the need to minimize flood damage.

(d) All subdivision proposals shall have public utilities and facilities such as sewer, gas, electrical and water systems located and constructed to minimize flood damage.

(e) All subdivisions shall provide adequate drainage to reduce exposure to flood hazards.

**Sec. 18.56.260. - Standards for manufactured homes.**

All new and replacement manufactured homes and additions to manufactured homes shall:

- (1) Be elevated so that the lowest floor is at or above the base flood elevation; and
- (2) Be securely anchored to a permanent foundation system to resist flotation, collapse or lateral movement.

**Sec. 18.56.261. - Standards for Recreational Vehicles**

In A1-30, AH, and AE Zones, all recreational vehicles to be placed on a site must

- (1) be elevated and anchored; OR
- (2) be on the site for less than 180 consecutive days; OR
- (3) be fully licensed and highway ready.

**Sec. 18.56.270. - Floodways.**

Located within areas of special flood hazard defined in section 18.56.080 are areas designated as floodways. Since the floodway is an extremely hazardous area due to the velocity of floodwater which carries debris, potential projectiles, and erosion potential, the following provisions apply:

- (1) Prohibit encroachments, including fill, new construction, substantial improvements, and other development unless certification by a registered professional engineer or architect is provided demonstrating that encroachments shall not result in any increase in flood levels during the occurrence of the base flood discharge.
- (2) If subsection (1) of this section is satisfied, all new construction and substantial improvements shall comply with all other applicable flood hazard reduction provisions of this article.

**Sec. 18.56.290. - Mudslide prone areas.**

(a) The floodplain administrator shall review permits for proposed construction or other development to determine if it is within a mudslide area.

(b) Permits shall be reviewed to determine that the proposed development is reasonably safe from mudslide hazards. Factors to be considered in making this determination include, but are not limited to, the following:

- (1) The type and quality of soils;
- (2) Evidence of groundwater or surface water problems;
- (3) The depth and quality of any fill;
- (4) The overall slope of the site; and
- (5) The weight that any proposed development will impose on the slope.

(c) Within areas which have mudslide hazards, the following requirements apply:

(1) A site investigation and further review shall be made by persons qualified in geology and soils engineering;

(2) The proposed grading, excavation, new construction and substantial improvements shall be adequately designed and protected against mudslide damages;

(3) The proposed grading, excavation, new construction and substantial improvements do not aggravate the existing hazard by creating either on-site or off-site disturbances; and

(4) Drainage, planting, watering and maintenance shall not endanger slope stability.

(d) Within Zone M on the flood insurance rate map, the town shall adopt a drainage ordinance which at least complies with the standards of the most recent edition of the Building Standards Code §§ 7001 through 7006 and 7008 through 7015:

(1) The location of foundation and utility systems for new construction and substantial improvements;

(2) The location, drainage and maintenance of all excavations, cuts and fills and planted slopes;

(3) Protective measures, including, but not limited to, retaining walls, buttress fills, sub drains, diverter terraces, benching's, etc.; and

(4) Engineering drawings and specifications to be submitted for all corrective measures, accompanied by supporting soils engineering and geology reports.

**Sec. 18.56.300. - Flood-related erosion-prone areas.**

(a) The floodplain administrator shall require permits for proposed construction and other developments within all flood-related erosion-prone areas as known to the community.

(b) Such permits shall be reviewed to determine whether the proposed site alterations and improvements will be reasonably safe from flood-related erosion and will not cause flood-related erosion hazards or otherwise aggravate the existing hazard.

(c) If a proposed improvement is found to be in a path of flood-related erosion and would increase the erosion hazard, such improvement shall be relocated, or adequate protective measures shall be taken to avoid aggravating the existing erosion hazard.

(d) Within Zone E on the flood insurance rate map, a setback is required for all new development from the ocean, lake, bay, riverfront or other body of water to create a safety buffer consisting of a natural vegetative or contour strip. This buffer shall be designated according to the flood-related erosion hazard and erosion rate, in relation to the anticipated useful life of the structures, and depending upon the geologic, hydrologic, topographic and climatic characteristics of the land. The buffer may be used for suitable open space purposes, such as for agricultural, forestry, outdoor recreation and wildlife habitat areas, and for other activities using temporary and portable structures only.

**Sec. 18.56.310. - Appeal board.**

(a) The Town Council shall hear and decide appeals and requests for variances from the requirements of this chapter.

(b) The Town Council shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the floodplain administrator in the enforcement or administration of this chapter.

(c) In passing upon such applications, the Town Council shall consider all technical evaluations, all relevant factors, standards specified in other sections of this chapter, and:

- (1) The danger that materials may be swept onto other lands to the injury of others;
- (2) The danger of life and property due to flooding or erosion damage;
- (3) The susceptibility of the proposed facility and its contents to flood damage and the effect of such damage on the individual owner;
- (4) The importance of the services provided by the facility to the community;
- (5) The necessity to the facility of a waterfront location, where applicable;
- (6) The availability of alternative locations for the proposed use which are not subject to flooding or erosion damage;
- (7) The compatibility of the proposed use with existing and anticipated development;
- (8) The relationship of the proposed use to the comprehensive plan and floodplain management program for that area;
- (9) The safety of access to the property in time of flood for ordinary and emergency vehicles;
- (10) The expected heights, velocity, duration, rate of rise, and sediment transport of the floodwaters expected at the site; and
- (11) The costs of providing governmental services during and after flood conditions, including maintenance and repair of public utilities and facilities such as sewer, gas, electrical, and water systems, and streets and bridges.

Generally, variances may be issued for new construction and substantial improvements to be erected on a lot of one-half acre or less in size contiguous to and surrounded by lots with existing structures constructed the base flood level, providing items listed in subsection (c)(1) through (c)(11) of this section have been fully considered. As the lot size increases beyond one half acre, the technical justification required for issuing the variance increases.

(e) Upon consideration of the factors of subsection (c) of this section and the purposes of this chapter, the Town Council may attach such conditions to the granting of variances as it deems necessary to further the purposes of this chapter.

(f) The Floodplain Administrator shall maintain the records of all appeal actions and report any variances to the Federal Emergency Management Agency upon request.

**Sec. 18.56.320. - Conditions for variances.**

(a) Variances may be issued for the reconstruction, rehabilitation or restoration of structures listed in the National Register of Historic Places or the State Inventory of Historic Places, without regard to the procedures set forth in the remainder of this section.

(b) Variances shall not be issued within any designated floodway if any increase in flood levels during the base flood discharge would result.

(c) Variances shall only be issued upon a determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.

(d) Variances shall only be issued upon:

(1) A showing of good and sufficient cause.

(2) A determination that failure to grant the variance would result in exceptional hardship to the applicant; and

(3) A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, create nuisances, cause fraud or victimization of the public, or conflict with existing local laws or ordinances.

(e) Variances may be issued for new construction and substantial improvements and for other development necessary for the conduct of a functionally dependent use provided that the provisions of this section are satisfied and that the structure or other development is protected by methods that minimize flood damages during base flood and create no additional threats to public safety.

(f) Any applicant to whom a variance is granted shall be given written notice that the structure will be permitted to be built with the lowest floor elevation below the regulatory flood elevation and that the cost of flood insurance will be commensurate with the increased risk resulting from the reduced lowest floor elevation. A copy of the notice shall be recorded by the town council in the office of the county recorder and shall be recorded in a manner so that it appears in the chain of title of the affected parcel of land.

#### **Sec. 18.56.321 - LETTER OF MAP CHANGE (LOMC).**

An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

- (1) Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
- (2) Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
- (3) Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.
- (4) Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

**Sec. 18.56.322. - Substantial improvement and substantial damage determinations.** For applications for building permits to improve buildings and structures, including alterations, movement, repair, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:



- (1) Estimate the market value, or require the applicant to obtain a professional appraisal prepared by a qualified independent appraiser, of the market value of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.
- (2) Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, where applicable, to the market value of the building or structure.
- (3) Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.
- (4) Notify the applicant when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage.

**Sec. 18.56.333 – Violations, general.** In addition to the violation provisions of the building code, any development in any flood hazard area that is being performed without an issued permit or that is in conflict with an issued permit shall be deemed a violation.

**Sec. 18.56.334 – Buildings and structures.** A building or structure without the documentation of the elevation of the lowest floor, other required design certifications, or other evidence of compliance required by these regulations or the building code, is presumed to be a violation until such time as required documentation is submitted. Violation of the requirements shall constitute a misdemeanor.

**Sec. 18.56.335 - Authority.** The Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of property involved, to the owner's agent, or to the person or persons doing the work for development that is not within the scope of the building codes, but is regulated by these regulations and that is determined to be a violation.

**Sec. 18.56.336 - Unlawful continuance.** Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

**Sec. 18.56.337 SEVERABILITY.** Where any section, subsection, sentence, clause, or phrase of these regulations is, for any reason, declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the regulations as a whole, or any part thereof, other than the part so declared.



## *The Town of Fort Jones*

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**To:** Fort Jones Town Council  
**Meeting Date:** November 10, 2025  
**From:** Joseph Hess – Interim Town Administrator  
**Subject:** Review and approve amended 25/26 budget for Law Enforcement Growth Allocation

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### **Background**

Kimberlee Stillian, Accountant-Auditor, from the Siskiyou County Auditor's Office has informed the Town of an unexpected increase in the growth allocation on COPS money for 25/26. See below for a quick illustration:

- 19/20: \$55,947.62
- 20/21: \$56,726.58
- 21/22: \$61,284.84
- 22/23: \$65,271.25
- 23/24: \$86,158.95
- 24/25: \$94,663.46
- 25/26: \$101,536.61

As per the COPS procedure this money needs to be budgeted for in our FY25/26 Law Enforcement budget before the funds to be released.

Since the Town's budget for 25/26 has already been filed, an amended budget with the new growth allocation figures must be approved.

Attached is the Budget Amendment Email, the current 25/26 Law Enforcement Budget, and the proposed 25/26 Law Enforcement Budget with the changes highlighted.

### **Recommendation**

The Interim Town Administrator recommends that the council review and approve the amended 25/26 budget with the adjusted law enforcement growth allocation.

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**COPS Growth Allocation 25/26**

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**From** Kimberlee Stillian <kstillian@co.siskiyou.ca.us>

**Date** Wed 10/8/2025 2:04 PM

**To** Cherie Stephen <cstephen@fortjonesca.com>

Good Afternoon,

There has been another unexpected update on the COPS money for FY25/26. We have just received the growth allocation for this year and it has increased once again. See below for a quick illustration of the past years:

- 20/21: \$56,726.58
- 21/22: \$61,284.84
- 22/23: \$65,271.25
- 23/24: \$86,158.95
- 24/25: \$94,663.46
- 25/26: \$101,536.61

This is about a 9% increase over last year's amount.

**As per the COPS procedure this money needs to be budgeted in your Law Enforcement Budget for 25/26.**

Please update your budgets and submit/resubmit your budget so we may release these funds to you via the monthly Cities payments.

If you have any questions please feel free to reach out to me as soon as possible.

Thank you! Kim

Kimberlee Stillian  
Siskiyou County Auditor's Office  
Accountant/Auditor  
Office: (530) 842-8021  
Fax (530) 842-8077  
kstillian@co.siskiyou.ca.us

## FY 2025-2026 Law Enforcement Budget

Income		
2I - Public Safety Income		
2a - Law Enforcement		
4111- Growth Alloc	\$	95,000.00
4112 - COPS Allocation	\$	100,000.00
4115 - 17-18 Growth Allocation	\$	-
4116 - Prop172	\$	-
4117 - Tax Allocation - Law Enf	\$	75,000.00
Animal Control		
4230 - Dog Licenses	\$	700.00
Animal Control - Other	\$	400.00
Total Animal Control	\$	1,100.00
Total 2a - Law Enforcement	\$	271,100.00
2E- Public Safety Expense		
2EA- Law Enforcement Expense		
7120 - Admin Allocation - Law E	\$	-
7125 - Law Enforcement Services	\$	240,000.00
7181 - Law Enforcement Phones	\$	3,000.00
Animal Control		
7930- Animal Control	\$	2,000.00
Total Animal Control		
2EA- Law Enforcement Expense - Other		
Total 2EA- Law Enforcement Expense	\$	245,000.00
Net Income	\$	26,100.00

## FY 2025-2026 Law Enforcement Budget

Income		
21 - Public Safety Income		
2a - Law Enforcement		
4111- Growth Alloc	\$	101,536.61
4112 - COPS Allocation	\$	100,000.00
4115 - 17-18 Growth Allocation	\$	-
4116 - Prop172	\$	-
4117 - Tax Allocation - Law Enf	\$	75,000.00
Animal Control		
4230 - Dog Licenses	\$	700.00
Animal Control - Other	\$	400.00
Total Animal Control	\$	1,100.00
Total 2a - Law Enforcement	\$	277,636.61
2E- Public Safety Expense		
2EA- Law Enforcement Expense		
7120 - Admin Allocation - Law E	\$	-
7125 - Law Enforcement Services	\$	240,000.00
7181 - Law Enforcement Phones	\$	3,000.00
Animal Control		
7930- Animal Control	\$	2,000.00
Total Animal Control		
2EA- Law Enforcement Expense - Other		
Total 2EA- Law Enforcement Expense	\$	245,000.00
Net Income	\$	32,636.61



The Town of Fort Jones (City Hall) 11960 East Street  
Fort Jones, California 96032

## **The Town of Fort Jones Agenda Item for November 10<sup>th</sup> 2025 Regular Meeting**

### **Subject**

Public Works Utility Truck

### **Type of Action**

Discussion and possible action to approve the purchase of a new utility truck from Yreka Motors for no more than \$90,000.00.

### **Summary of the Issue(s)**

The Fort Jones Public Works Department is requesting approval to purchase a new pickup truck to serve as a utility vehicle. The department is staffed by two full-time employees. Due to the nature of operations, administrative duties, and ongoing training coordination, reliable transportation for staff is essential to ensure timely and effective operation of the department. Currently, the department operates two pickup trucks assigned to paid staff. One is a 2002 F-350 with just over 44,000mi, which is in fair condition and serves reliably. The second is a 1996 F-250 with over 193,000mi, which is aged, in poor condition, has increased maintenance requirements and has declining reliability. While it is no longer ideal for primary use, the F-250 will remain in the department's fleet as a traffic safety unit or for use as a brush truck until such time it is deemed surplus. The addition of a new vehicle will provide both full-time staff with a dependable, fully-equipped vehicle to ensure consistent service. The new pickup will be outfitted with emergency lights, a place to hook up a snowplow, utility boxes and other equipment necessary for response to emergencies and utility operations. Total cost for upfit should be between \$20,000-\$30,000 depending on exact truck purchased and exact spec of the needed upfit. Funding for this purchase is proposed to come from the department's unanticipated revenue from bulk water sales and sewer revenue.

Per the Town's purchasing policy a request for bids (attached) was publicly posted. There were no bids received.

Below is the section that reads the procedures for no bids received.

3.12.080 Formal bid procedure:

**Section 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.

Pricing for a pickup that meets our needs averages between 55,000-65,000 for the pickup depending on dealer incentives and exact specifications.

## **Recommendation**

The Town of Fort Jones Public Works Department requests that the Town Council approve the purchase of pickup from Yreka Motors that meets the requirements as set forth in the bid announcement with a maximum purchase limit for the pickup and upfit not to exceed \$90,000. See attached below for the bid announcement that was publicly posted.

## **Fiscal Analysis**

\$90,000.00

11960 East Street  
P.O. Box 40  
Fort Jones, CA, 96032



530-468-2281  
[www.fortjonesca.com](http://www.fortjonesca.com)

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*Gateway to the Marble Mountains*

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The Town of Fort Jones is soliciting **sealed bids** for the purchase of one (1) new **Regular cab chassis 4X4 DRW pickup truck** or equivalent for use by the Fort Jones Public Works Department as a utility vehicle.

**General Vehicle Specifications:**

- F350 4X4 CHASSIS CAB DRW/169 or equivalent
- 169 INCH WHEELBASE or equivalent
- White in Color
- .7.3L DEVCT NA PFI V8 ENGINE or equivalent
- 3.73 RATIO NON LTD SLIP AXLE or equivalent
- Automatic transmission or equivalent
- Dual Rear Wheels or equivalent
- 40/20/40 split front bench seat or equivalent
- Rear Backup Alarm or equivalent
- Amber yellow strobe warning light or equivalent
- Must be in stock and available for delivery no later than September 30<sup>th</sup> 2025.
- All equipment and features must be factory-installed or installed by the dealer with full warranty.

**Sealed Bid Submission Deadline:**

All sealed bids must be submitted no later than **Wednesday September 24th, 2025, at 8AM PST**

Bids must be clearly marked "**Public Works Pickup Truck Bid**" and delivered in person to 11960 East Street, Fort Jones 96032 or Mailed to Town of Fort Jones, PO Box 40, Fort Jones 96032. Late bids will not be accepted. Questions may be submitted in writing via email to [ehullquist@fortjonesca.com](mailto:ehullquist@fortjonesca.com)

**Bid Opening:**

Bids will be opened and read aloud at the:

**Fort Jones Town Hall**

**Wednesday, September 24th, 2025, at 1PM PST**

Bids will be presented to the Town council at a Town council meeting subsequent to the opening of the bids for review and council approval. Award of the bid is subject to council approval.

**General Conditions:**

The Town reserves the right to reject any and all bids, to waive irregularities, and to accept the bid deemed most advantageous to the Town. Sales tax, delivery fees, and any applicable warranties should be clearly itemized in the bid proposal.