

# **Minutes CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA December 5, 2019**

## **1. CALL TO ORDER**

Council Members Present: Lander, Stolz, Adkisson, Singleton

Others Present: City Manager Marissa Trejo, City Attorney Mario Zamora, Police Chief Darren Blevins, Assistant City Manager Sean Brewer, Financial Services Director Jasmin Bains, City Treasurer James Vosburg, and Senior Administrative Analyst Mercedes Garcia, Fire Chief Dwayne Gabriel

Council Members Absent: Ron Ramsey arrived at 6:15PM

Others Absent: Shannon Jensen, City Clerk

Motion by Adkisson, Second by Singleton **Approve** the Agenda for the Meeting of December 5, 2019.  
Motion **Approved** by a 4/0 Majority Voice Vote.

## **2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS**

### **1. Presentation by Superior Court of California, Fresno County**

Mr. Kevin Anderson, Superior Court of California-Fresno Office provided an overview of the services provided by Remote Video Proceedings (RVP) in Coalinga. Mr. Anderson discussed the expansion of services to include the ability to ask court staff questions, how to obtain an extension, pay their bail or fine, attend traffic school and many more options available. Along with the option of providing self-help services for family law matters such as assistance with restraining orders, divorce papers and other self-help services such as small claims and eviction proceedings. These are areas we are still working on and hope to provide in the future. In the City of Orange Cove but do have the ability to ask questions, ask for reduction in bail or ask for an extension on their fine. In order to implement this the City of Coalinga would need to staff the site one day per week for 4 hours. A sample of responsibilities include but not limited to testing and turning on the equipment before court proceedings begin and off after they have concluded. Obtain information from persons wanting to proceed RVP; the court will provide a check in log for this process. Distribute consent forms and ensure all documentation is signed and faxed to court staff before proceedings begin and communicate with court staff and following directions as given. Site must be able to accommodate proceedings one day per week and four hours per session. Changes and or increased session are subject to written mutual agreement. Mr. Anderson provided a list of equipment needed. The court's responsibility would be to provide training to the onsite representative on operating the equipment and providing support duties on court dates. Mr. Anderson provided a list of equipment the court will be responsible for providing.

Mayor Ron Lander asked how the participation been thus far? With the current system in place

Mr. Anderson stated they've had a decent turn out given this feed. Would like to see more people to be able to be involved with that. Seen a good turn out.

Mayor Ron Lander stated he would like to see the numbers of participation in the last year.  
Mr. Anderson replied they could pull those statistics and they could gather that.

2. Presentation by Moses Stites, Fresno County Rural Transit Agency-40th Anniversary

Mr. Moses Stites, General Manager, Fresno County Rural Transit Agency (FCRTA), presented the Council with updates to the services provided by FCRTA. Mr. Stites highlighted the systems operated by FCRTA. He discussed the future use of electric vehicles to encourage ride sharing and helping getting college students to class in rural areas. Mr. Stites discussed the change in service providers from just over a year ago to MV Transportation, which is a national agency. Service is going well and look forward to the future in Coalinga.

Mayor Lander thanked Mr. Stites for his presentation and all his hard work for FCRTA.

3. Drug Free World Presentation by Larry Norton, Central California Coordinator

Mr. Larry Norton thanked the Mayor and Council for allowing him to present tonight. Mr. Norton talked about the importance of intervention prior to the use of drugs and discussed how he and his wife became involved with the organization. He provided handouts and a video of the services provided by Drug Free World which has a track record of 25 years. Discussed the use of crystal meth in Coalinga. Materials presenting tonight available for teachers, youth organizations, groups working with youth, and people who would like to get the truth about drugs to them. Mr. Norton encouraged the Council and public to reach out with any questions or need for additional information they have.

Mayor Lander thanked Mr. Norton for his presentation.

Mayor Pro-Tem Ramsey inquired if this information had been presented to the school district?

Mr. Norton responded he had not this was his first touch in the city. Based on the information previewed by Councilmember Adkisson he was invited to come out tonight to present.

**3. CITIZEN COMMENTS**

None

**4. PUBLIC HEARINGS (NONE)**

**5. CONSENT CALENDAR**

1. Check Register: 10/01/2019 - 10/31/2019
2. Approval of Agreement with the Economic Development Corporation Serving Fresno County for Marketing and Business Attraction Services
3. Council Approval of a Three-Year Professional Services Agreement with BSK Associates to Provide Analytical Testing Services for the Wastewater and Water Treatment Plants
4. Authorization to Establish an Amended Expenditure Plan for Funding for the City of Coalinga's Active Transportation Program Cycle 3 Sidewalk Gaps and Safety Enhancement Project
5. Adopt Resolution No. 3832 - Authorizing Signatories for Agreements Executed for State Funded Projects
6. Approval of the City of Coalinga's Adopt A Spot Program including Guidelines and Annual Budget Appropriations

*Mayor Lander pulled item 6 for discussion at the request of Mrs. Mary Jones.*

City Manager Trejo inquired if Mary had a particular question or wanted a brief about the program.

Mrs. Mary Jones inquired if any group would be allowed to adopt a spot or do, they have to meet certain criteria.

Assistance City Manager Sean Brewer indicated it doesn't restrict who can what individuals or organizations that can apply.

Mayor Lander clarified there are no restrictions at this point.

Mr. Brewer indicated he was unsure how restrictive the Council wanted to be. The next restriction would be a 501C3 or a business. So that would be up to the Council. Staff didn't want to be overly restrictive in who could. If an individual wanted to if it was restricted to 501C3 an individual would not be able to. and who couldn't

Mayor Pro-Tem Ramsey stated they also discussed about neighborhoods.

Mr. Brewer replied it could but then usually they have to have a purpose and becomes very restrictive for a nonprofit to enter this type of program.

Mayor Lander responded this is a great program and have seen them before at the League of California Cities and they have been very successful. Property owner

Councilwoman Stolz asked about liability?

Mr. Brewer stated there is no insurance requirement for the actual volunteers.

Mayor Pro-Tem Ramsey clarified that came up a few years ago and the State stepped in because they wanted volunteers to be able to help.

Mr. Brewer replied there is a release of liability and the City Attorney could clarify. We did have a specific question to him. The release of liability we had them review and would essentially cover the city should anything happen. Mario could explain further if you like.

City Attorney Mario Zamora responded in this type of program you have to decide what you really want more. You are asking a nonprofit to put 1 million or 2 million of insurance it's not that expensive but for a lot of smaller nonprofits it is not doable. Especially for this with no revenue coming back in. They are basically paying out to maintain the spot. It is a decision you guys have to make. We have the release of liability, but the city is always going to be the deep pocket someone is looking for.

Mayor Pro-Tem Ramsey asked if a folder would be available with information about the Adopt A Spot Program. It's easier when the do's and don'ts are written down.

Mr. Brewer replied we have the guidelines; the release of liability and the application has some acknowledgments. We are going to ensure they read the guidelines and understand the safety tips. We have some training to go through with each group prior to them commencing work. We will have this available with Kristi next week along with some signage.

8. Adopt Resolution No. 3934 Amending the Basic Pay Scale
9. Adopt Resolution No. 3935 Amending the Building Official Pay Scale
10. Adopt Resolution No. 3936 Amending the Department Head Pay Scale
11. Adopt Resolution No. 3937 Amending the Assistant City Manager Pay Scale
12. Authorize the Purchase and Installation of Automated External Defibrillators (AEDs) at the Coalinga Police Department, Public Works Yard, and Wastewater Plant
13. Quarterly Budget Report July 2019-September 2019 (Informational Only)

*Council Member Adkisson pulled Item No. 13 for discussion.*

Council Member Adkisson requested a quick run down of where we are at where we should be at and where we are going.

Financial Services Director Jasmin Bains presented an overview of where we stand on the first quarter from July 1-September 30 reports. All line items or department funds should have a 75% or higher is where we should be at this time for the budget to be on track. There may be a variance of 10% and that occurs when certain expenditures occur at the beginning of the year or end of the fiscal year. Looking at the general fund which is the highest concern for the Council and the city; all departments within the General Fund were 75% or higher for end total.

14. Public Works & Utilities Monthly Report for November 2019

*Motion by Ramsey, Second by Adkisson to Approve Consent Calendar Item Nos. 5.1 through 5.14. Motion **Approved** by a 5/0 Roll-Call Vote.*

## **6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS**

1. Discussion, Direction and Potential Action regarding Superior Court of California, Fresno County Court Services  
**Marissa Trejo, City Manager**

City Manager Trejo detailed this item is on the agenda to ask questions and discuss what the Council would like to do regarding the court services at the old courthouse. City Manager Trejo asked if the city decided they are not interested in doing this, do you only contract with the city or if hypothetically the Library said we would like to do it would you be willing to contract with them?

Mr. Anderson answered it would be something for consideration and would have to be put out to the executive team of the court.

Mayor Lander detailed his thought they are requesting additional staff time and we have a very limited staff and \$100 just isn't going to cut it.

Council Member Adkisson asked do we even have somebody who could take that on?

City Manager Trejo replied no, we don't have anyone internally that I could say we could delegate someone to be there four hours a week. We have a lot of clerical positions that were eliminated. We don't have anyone who has an extra 4 hours a week. If that is the route you want to go down, we would probably have to hire a

person. If we could hire someone who wants to work 4 hours a week I don't know. We could hire someone for a little bit more hours per week, but we would have to pay the difference since it is not covered by the \$100 per week. I don't know what we would get if we advertised for 4 hours a week.

Mayor Lander expressed he likes the program currently in place and has no problem continuing the service. As far as additional things I don't think we could swing that.

Council Member Adkisson asked who does it now for you guys.

Mr. Anderson explained they expanded in the area of Orange Cove and the city does provide a city employee. Smaller area not as much traffic but still expanding.

Council Member Adkisson questioned you have this in Coalinga on a much smaller scale right now and who runs that? So, do you have court staff in Coalinga on those days?

Mr. Anderson explained right now with the RVP it is the Court. Court staff is responsible for court meetings. Right now, it is limited to people appearing. It is something we would have to do where the city would provide an employee to facilitate the discussion. We would have court staff present at the facility to do pop up services. The issue with this approach is right now we are limited to just traffic if we expanded those services; they would require broader knowledge on our court staff that would have to be present. If we could do that from a remote location the city would help facilitate the service.

Mayor Lander questioned if they have court staff out here now once a week for the four hours?

Mr. Anderson replied we allocate the same time frame so the only difference in this approach is the broader knowledge required with the self-help services would require more employees where it could be done remotely.

Mayor Lander discussed his concern with keeping the services currently in place and taking on expanding services to the degree requiring additional staff time.

Mr. Anderson responded using Orange Cove as our model it would be if somebody needed assistance with scanning documents and getting them back to the court for processing the city employee would be there to help.

Mayor Lander replied that is the glitch here for us. We have the man/woman power at this time.

Mrs. Jones questioned and state it is going to cost the city something, but the city does things for the residents and if you had 10 residents that had to go to court. I know a lot of people have to go to court and spend a whole day at least. So, it's like providing a service not just for a park or I don't mean to put down parks, but it is kind of an essential thing. If the expanded services could go into these other things like the stuff you were talking about family court, restraining order services, custody and stuff like that it seems like it would be so broadly accessed by the people in Coalinga that it would be an asset. I read through the packet and it said it would have an annual cost of \$5,000 is that wrong? In addition to that if you were just talking about hiring one person part-time and it was going to cost \$100 a week. I know people who would grab that job and I know they are qualified because I'm one of them. I want a job where they pay me.

City Manager Trejo explained there would be a one-time cost for the equipment and then the ongoing cost of whatever the person is paid.

Mrs. Jones replied okay, but then the county kicks in.

City Manager Trejo indicated \$100 per week.

Mrs. Jones replied okay, so it's not like just throwing things to the wind. It is investing in our community and keeping people here. When they have stuff they so desperately need to do here. Mrs. Jones spoke about the need to go to Fresno for jury duty or court with others and it is an all-day event. It's a hassle to do something that takes 15 minutes but spend all day especially if you are disabled or elderly. So, I would like to think you guys could think about it a little more. If we have money for a lot of things that we have. It seems like this is a service you should consider offering.

Council Member Adkisson voiced this is a County service. This is not a City service. The County should be providing it, for their services for their courthouses. We pay our taxes to the County we go to Fresno County we see their judges. We don't have any say in judges or anything. They should be providing the person in my opinion.

Mrs. Jones replied but they are never going to come back. They are never going to come back, and it is just like saying people should teach their children at home at we shouldn't be doing it at school. It's they same type of thing but it's not going to happen. I'm the one that has to pay \$40 for gas, take time off work, get the kids out of school of whatever, find a parking space a drive through fog.

Council Member Adkisson replied this is something we should be bring up to Buddy Mendez.

Mr. Anderson provided a point of clarification stating the court is a separate part of the Judicial Branch of California is separate from the county. It is not funded by the county. Funding comes from the Trial Court Budget Advisory Committee at the State level. It is a decision not necessarily made at the local level.

Mrs. Mary Leal, Director of the Coalinga-Huron Library District, stated if the Council chooses not to take this on. I could negotiate possibly with his permission and we have 90% of the things needed to provide the service and the equipment. May have one of the staff members do it under other duties as assigned, but not guarantees.

Mayor Pro-Tem Ramsey commented knowing it is Orange Cove there are probably some grants out there.

Mrs. Leal replied she does appreciate that, but the City and Fresno County people have voted for Measure B and that is where we get a lot of our money. So, I kind of consider that a grant opportunity that we could help people. Most of our programing comes out of Measure B all of our capital outlay and construction comes from Measure B too. Money is money and I'm not going to turn that down. Just a few things to think about.

Mayor Lander suggested this be explored a little further and bring this back.

Mrs. Leal stated sure.

Mayor Lander stated it is a wonderful program because if we didn't have it that I've said it is very nice thing.

Mr. Anderson responded as I've pointed out in these rural communities if you have victims of domestic violence if we could expand to the other areas serious areas, if the individual is unable to get to we don't want it to be a barrier to service. This was a budget decision he was not involved with.

Council Member Adkisson questioned if security would be provided since it would be dealing with family issues? Would we need to provide an officer, or would the County be providing a Deputy for the services provided?

Mr. Anderson replied it is an item that may be reviewed. Since the service has not been rolled out it could be looked at. Has not been an issue of concern. A letter has been sent to Mendota about providing these services. The goal of the program is to provide justice for those in rural communities. Thank the Council for their time and consideration of this item.

## **7. ANNOUNCEMENTS**

### City Manager's Announcements:

City Manager Trejo announced the Christmas Gift Giveaway will take place on December 18, 2019 from 2pm to 5pm in the Council Chambers.

### Council Member's Announcements:

Mayor Pro-Tem Ramsey announced a reminder to everyone to remember to lock their cars and windows. The Grinch is out taking packages.

### Mayor's Announcements:

Mayor Lander announced on Saturday the Christmas Parade will be at 6:00PM on the Plaza.

## **8. FUTURE AGENDA ITEMS**

## **9. CLOSED SESSION**

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Vacant Land (APNs: 072-131-06; 072-131-07; and 072-131-08) located in the City of Coalinga near the NW corner of Elm Avenue and Fourth Street. CITY NEGOTIATORS: City Manager, Marissa Trejo; and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Walid Saif Muharram. UNDER NEGOTIATION: Price and Terms of Payment

*Mayor Lander will be recusing himself from Closed Session Item No. 9.1*

2. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo and City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Coalinga Police Officer's Association
3. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code 54957(b)
4. CITY ATTORNEY'S PERFORMANCE EVALUATION – Government Code 54957(b)
5. REAL PROPERTY NEGOTIATIONS-Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN's 071-084-01, 071-084-02, 071-084-03, 071-084-21 and 07-084-06 located in the City of Coalinga on the SW Corner of Elm Avenue and Cherry Lane. CITY NEGOTIATORS: City Manager, Marissa Trejo and City Attorney Mario Zamora NEGOTIATING PARTIES: Tranquility Chevrolet, Inc. UNDER NEGOTIATION: Price and Terms of Payment

**10. CLOSED SESSION REPORT**

None

**11. ADJOURNMENT 7:03PM**

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Ron Lander, Mayor

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Mercedes Garcia, Deputy City Clerk

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Date