



AMENDED CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**March 15, 2018
6:00 PM**

The Mission of the City of Coalinga is to provide for the preservation of the community character by delivering quality, responsive City services, in an efficient and cost-effective manner, and to develop, encourage, and promote a diversified economic base in order to ensure the future financial stability of the City for its citizens.

Notice is hereby given that the City Council will hold a Regular Meeting, on March 15, 2018 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA. Persons with disabilities who may need assistance should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

1. Pledge of Allegiance
2. Changes to the Agenda
3. Council's Approval of Agenda

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Presentation of Award for Officer of the Year 2017 to Jeremy Fairbanks

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approve MINUTES - February 1, 2018
2. Approve MINUTES - February 15, 2018
3. Approve MINUTES - March 1, 2018
4. List of Non-Profit and Service Clubs In Coalinga
5. CalPERS Amortization Policy Update
6. City Sourced Software
7. Waive Second Reading and Adopt Ordinance No. 802 Amending Title 9 of the Planning and Zoning Code and Section 7-6.203 (Prohibited Acts) to include regulations governing Unattended Collection Boxes.
8. Waive Second Reading and Adopt Ordinance No. 808 - Amending the Planning and Zoning Code Related to Home Occupation Permits
9. City Council Approval of Resolution No. 3804 Authorizing the Submission of the 2017 General Plan Progress Report and Housing Report to the Governor's Office of Planning and Research in Accordance with Government Code Section 65400(b)(1).
10. Approve Instructional Services Agreement with Fresno City College
11. Authorize Fire Chief to Execute Mutual Aid MOU with Pleasant Valley State Prison
12. Authorize Police Chief to enter into a Contract for Veterinary Services at the Animal Shelter
13. Authorize Police Chief to enter into a Contract for Phlebotomy Services for the Police Department
14. Police Department Monthly Report

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Introduce and Waive First Reading of Ordinance No. 809 Amending 9-5.126(b) of Title 9 of the Planning and Zoning Code amending regulations related to Garage Sales.

Sean Brewer, Community Development Director

2. Acceptance of Resignation of Mayor Pro-Tem Stephen Raine and Discussion, Direction and Potential Action Regarding Designating a Mayor Pro-Tem and Filling the Vacant City Council Seat

Marissa Trejo, City Manager

7. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item not otherwise on the agenda. Members of the public, when recognized by the Mayor, should come forward to the lectern, identify themselves and use the microphone. Comments are normally limited to three (3) minutes. In accordance with State Open Meeting Laws, no action will be taken by the City Council this evening and all items will be referred to staff for follow up and a report.

8. ANNOUNCEMENTS

1. City Manager's Announcements
2. Councilmembers' Announcements/Reports

3. Mayor's Announcements

9. FUTURE AGENDA ITEMS

10. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APNs: 071-084-01, 071-084-02, 071-084-03, 071-084-21 and 071-084-06 located in the City of Coalinga on the SW corner of Elm Avenue and Cherry Lane. CITY NEGOTIATORS: City Manager, Marissa Trejo; Community Development Director, Sean Brewer and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Tranquility Chevrolet, Inc. UNDER NEGOTIATION: Price and Terms of Payment
2. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Juniper Ridge Industrial Park, Lot 8 (APN: 083-280-18ST) located in the City of Coalinga on Polk Street (Jayne Avenue) and Enterprise Parkway. CITY NEGOTIATORS: City Manager, Marissa Trejo; and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Marshall J. Field. and / or Assignee(s). UNDER NEGOTIATION: Price and Terms of Payment
3. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION. Government Code Section 54956.9(d)(1): 1 Case. Fresno County Superior Court Case No. 17CECG04294 Nathan Vosburg, et al. v. County of Fresno, et al.
4. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant Exposure to Litigation Pursuant to Paragraph (2) or (3) of Subdivision (d) of Section 54956.9 – 1 case
5. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Unrepresented Employees, General Employees and International Association of Firefighters

11. ADJOURNMENT

Closed Session: A "Closed" or "Executive" Session of the City Council, Successor Agency, or Public Finance Authority may be held as required for items as follows: personnel matters; labor negotiations; security matters; providing instructions to real property negotiators; legal counsel regarding pending litigation; and protection of records exempt from public disclosure. Closed session will be held in the Administration Building at 155 W. Durian Avenue and any announcements or discussion will be held at the same location following Closed Session.

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Presentation of Award for Officer of the Year 2017 to Jeremy Fairbanks
Meeting Date: March 15th, 2018
From: Marissa Trejo, City Manager
Prepared by: Michael Salvador, Chief of Police

I. RECOMMENDATION:

Present award of Officer of the Year 2017 to Police Officer Jeremy Fairbanks

II. BACKGROUND:

This is a yearly award given to the Department's most outstanding officer.

III. DISCUSSION:

Ofc. Fairbanks is the Department's choice for officer of the year. During 2017 Ofc. Fairbanks has distinguished himself in service to the Coalinga Huron Unified School District as its Coalinga Campus Officer. Liked by both students and staff, Officer Fairbanks has handled 100's of calls and cases that would have taken officers off the streets prior to his assignment. Fairbanks has coordinated training links between CHUSD and the Police Department that will improve school safety for our children. He is a worthy recipient of this award

IV. ALTERNATIVES:

N/A

V. FISCAL IMPACT:

N/A

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approve MINUTES - February 1, 2018
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
□	MINUTES_020118.pdf	Minutes - February 1, 2018

Minutes

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA February 1, 2018

1. CALL TO ORDER 6:00 PM

Council Members Present: Vosburg, Raine, Ramsey, Lander, Stolz

Others Present: City Manager Marissa Trejo, City Attorney Mario Zamora, Community Development Director Sean Brewer, Senior Administrative Analyst Mercedes Garcia, Finance Services Director Jasmine Bains, Public Works and Utilities Director Pete Paciado, Public Works and Utilities Employee Eric Deleon, Police Chief Michael Salvador, Fire Chief Dwayne Gabriel, Public Works and Utilities Employees Larry Miller and Robert Smith, City Treasurer James Vosburg, City Clerk Wanda Earls and Police Officers

Item 10.4 Pulled from the Agenda.

Mayor Vosburg Pulled 5.4 and 5.5 for explanation.

Council Member Stolz pulled Item 5.8 for explanation.

*Motion by Lander, Second by Raine to Approve the Agenda of February 1, 2018. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Employee of the Month for January 2018 - Larry Miller

Maintenance Worker II Larry Miller was nominated by Acting Public Works Supervisor Eric Deleon.

Larry was selected for the January 2018 Employee of the Month Award for going above and beyond his job duties. He is always willing to lend a hand and never complains.

Larry continues to use his skills with computers and technology to help the Public Works Department out tremendously. He has always shown determination and he has become an inspiration to many of his coworkers.

He is a great asset to the City of Coalinga and he has a growing knowledge of the City's natural gas system.

2. Mid Valley Disposal - 3rd and 4th Quarter Reports, Isaac Kulikoff

Mr. Kulikoff gave the 3rd and 4th quarter 2017 reports:

3rd Quarter Report 2017

- Coalinga Load Checks
- Site Visits 9.11.17
- Muffins with Mom
- Quarter 3 Tonnage Report

4th Quarter Report 2017

- Fall Cleanup
- Multi-family Site Visits
- 4th Quarter Commercial Site Visits
- Quarter 4 Tonnage Report

3. CITIZEN COMMENTS

Mr. Bill Lewis mentioned the work party at the Cemetery on Saturday at 8:00 AM.

Mr. Glenn Mitchell said he wanted to electronically pay his City bill and this is what he found:

- There is a cap of \$200 on the amount paid.
- There is a fee of \$3.00 for each transaction.

He would suggest the City take this under consideration to operate more efficiently by finding another provider for the City. There are agencies which allow payments at no cost.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

1. Approve MINUTES - January 18, 2018
2. Check Register: 12/01/2017 - 12/31/2017
3. FY 17-18 Expenditure Report October-December 2017
4. Direct Staff to Work with Bynum's Pleasant Valley Mortuary to Locate in Coalinga

Mayor Vosburg said there is no active funeral home presently in Coalinga.

He spoke with Mr. Bynum and he indicated a zoning problem. He would like for us to work together to resolve this issue as Coalinga needs a funeral home.

Mr. Bynum indicated that for the past 14-16 months they have tried to locate to Coalinga offering their services. They have received many calls from Coalinga citizens asking about service to Coalinga. There is no one offering funeral services in Coalinga presently. For 62 years Coalinga has always had a provider.

They have been using Faith Fellowship at 518 Monroe for viewing and services. They are interested in leasing part of the facility. They contacted Mr. Brewer for licenses etc., and they were informed that there is a zoning issue and they cannot operate at that location.

They contacted the owner of the previous funeral home and they will not sale the property to them or anyone in the business.

Mr. Bynum said he has 30 plus years in the industry. They have persons of interest in support of figuring out zoning.

Council Member Lander indicated his surprise at no service available in Coalinga.

Coalinga residents must go to Hanford for service by the prior company. Bynum is in Avenal.

Council Member Lander said we need a funeral home in town.

The Church of Christ was suggested as an alternative.

Ms. Mary Jones said the Church of Christ or the school. She is confused about the difference.

Tracy at EDC said they support businesses wanting to come to Coalinga. This business would be servicing Huron and Coalinga. She will assist in finding sites including contacting the previous owner of the service. Just let her know.

Mayor Vosburg said this is an anchor business and it brings jobs and opportunities to our community. We need to do something. We need flexibility.

Mr. Brewer said he will assist in looking for possible locations.

5. Approve the Amended Exclusive Authorization and Right to Sell Agreement between the City of Coalinga and Mid State Realty

City Manager Trejo said she approves the amended Exclusive authorization and Right to Sell Agreement between the City of Coalinga and Mid State Realty with the addition of the following amendment:

Additional Terms: Listing Contract to include the following: Any and all properties owned by the City of Coalinga, the Successor Agency and the Successor Housing Agency. The term would end on 12/31/20.

Mayor Vosburg said he is okay with the addition to the terms but to maintain the 2018 expiration date.

Council Member Stolz asked about the existing properties.

City Attorney Zamora indicated it includes all properties that are listed but not sold.

6. Fire Department Report - November

7. Fire Department Report - December
8. Police Department Annual Report

Council Member Stolz said she is interested in Page 1, 7, 10 and 12 and the stats on 7.

Police Chief Salvador presented portions of his Annual Report:

The UCR is the oldest measure of crime reporting in the United States. Developed in the 1920's by the FBI, the report receives its data from victim's reports of crime to law enforcement. The statistics give only general information on crime trends. They can be affected by several variables from the definitions of the categories themselves to human error in crime report completion by law enforcement. Year to year analysis is the most accurate way to use the UCR to predict crime trends.

Comparing 2016 to 2017 there was 18% decrease in the total UCR reportable crimes to the Coalinga Police Department. This decrease is attributed to a decrease in property crimes reported to the Department. This contrasts with the calls for service numbers decreased at 1/9th the rate of the UCR during the same time frame. For every 36.5 calls for service, one UCR reportable crime occurred. The below are month to month tables and graphic representations of the UCR statistics. Crimes against persons have now passed property crimes to be the number one issue facing the citizens of Coalinga today. This is due to the increase in gang activity.

2017 First Quarter	Second Quarter	Third Quarter	Fourth Quarter	Totals	Homicide	0	0	0	0	0
Rape	2	4	1	2	9	Robbery	1	4	0	2
Felony Assault	36	37	14	34	121	Misdemeanor Assault	24	16	10	19
Burglary	11	15	10	14	50	Theft	39	48	34	30
Arson	0	0	2	3	5					

Animal Control Statistics: The Coalinga Police Department is responsible for the animal control function for the City. Captured animals are housed at an animal control facility located next to the Claremont Custody Facility. Due to the area that we live in, we have some unique animal control issues. Our goal for the shelter is to attain a no kill status. This unit does and can euthanize animals in a humane manner if it is necessary to do for public safety.

The year 2017 saw the beginnings of major changes to the Animal Control Unit. The Unit experienced 100% turnover and budget cuts eliminated one fulltime position and a part time position. The Unit survived the turnover with the help of some dedicated residents that formed a volunteer unit at the shelter. This unit donated over a thousand hours caring for and maintaining the shelter. This turnover also provided an opportunity to reevaluate service that could be provided to the community. The Department was able to conduct two licensing clinics that coincided with a vaccination clinic. Priorities for what kind of calls were to be handled, a new policy manual, and training plan were drafted. 2017 ended with the successful recruitment of a full-time animal control officer and the start of construction on a new animal control shelter located in a portion of the old city hall building. The new shelter is scheduled to open in the first quarter of 2018

Regarding calls for service, the Department averaged 3 animal control calls for service per day for 2017. This was a 25% decrease in the average over 2016. The main cause of this decrease was the 3-month lapse in personnel to staff animal control. Five percent of calls for service on

the average ended in some sort of enforcement action by Animal Control Officers or Police Officers. The other 95 % of the calls received by the Department were either cancelled by the caller, the animal was unable to be located, or we were returning animals to their owners from the shelter.

Commercial Cannabis 2017 was the beginning of a paradigm shift within both the State and the City. The first cannabis companies began operations within the former Claremont Facility refining and shipping cannabis products. By the end of 2017, the Department had completed 133 employee permit applications, 10 distributor applications, 12 cultivator applications, 2 testing lab applications, 8 volatile manufacturing applications and a nursery application. I personally conducted several presentations over the year to local government officials from throughout the state explaining the issues that we have faced implementing a regulated cannabis industry. Although the start has been slow, 2018 shows promise that the cannabis industry will become a large part of the economic makeup of the city. The effects of the legalization effort on law enforcement are yet to be determined. During the year the Department did break up a bootlegging operation headquartered here in the city. There were no calls for service related to the cannabis industry received in 2017.

Mayor Vosburg commended on the new jail for Fresno County. There are no teeth in the law, Fresno releases criminals.

Council Member Lander said it is the “Catch and Release Program.” District Attorney Issues affect small cities.

Mayor Pro-tem Raine said there are a number of challenges. He is thankful for the effort and creativity given by the PD. He looks to the future and to plans to deal with the future.

Police Chief Salvador said he appreciates the comments. He has great people working for him.

The goal is to take the community at heart; we are swinging everyday to make Coalinga as safe as possible. He will come back with solutions to our problems.

In the future, we have to get our salary levels up.

Council Member Ramsey said until the State changes, inmates will be released. County jails holding inmates for up to 90 years. He finally has opportunity to tell you how good the PD is.

*Motion by Raine, Second by Ramsey to Approve Consent Calendar Items 1, 2, 3, 6 and 7. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

*Motion by Lander, Second by Stolz to Approve Consent Calendar Item 4. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

*Motion by Lander, Second by Vosburg to Approve Consent Calendar Item 5. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

No action was taken on Consent Calendar Item 5.8.

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Discussion Regarding City Accomplishments **Marissa Trejo, City Manager**

Mayor Vosburg said many don't know what the City does. The bad hurts our City. We need to promote the positive things. We have a whole list of positive accomplishments our City has accomplished.

Numerous accomplishments for the Administration were listed by City Manager Trejo:

- Customer service based approach to Community
- Increased City transparency
- Improved public accessibility of City Manager
- Claremont property sold
- Old animal shelter and service center sold
- First National Night Out event
- Food Truck Invasion
- Leasing of 148 E. Elm to Trieve Ministries
- Airport Improvement Program Grants awarded
- Plus many more

Fire Department:

- Many reviews and inspections completed for apartments, Best Western, WHCC District office, Woodbridge School remodel, Claremont conversion, 4 commercial bldg remodels, 6 new commercial bldgs. for new industry, Pleasant Valley Pines remodel and numerous residential sprinkler system in new subdivisions.
- Completed rating process for the City by the Insurance Services Organization and maintained a Class 3.
- Implemented hydrant flow testing for the first time in 12 years.
- Plus many more

Community Development Department:

- Many accomplishments to include Grants totaling approximately \$8,700,000 to include:
 - Congestion Mitigation Air Quality Grant (2 year cycles)
 - Surface Transportation Block Grant (2 year cycles)
 - Active Transportation Grants
 - Environmental Justice Grant
 - Housing Related Parks Program Grant
 - HOME Grant \$4.0 Million
 - Highway Safety Improvement Grant
 - Plus many Street Projects and other accomplishments

Public Works and Utilities

- Many accomplishments to include projects within the community.
 - Lights on Plaza

- Fixing and repairing water plant
- Try to improve morale and promote quality of life
- Grants
 - Active Transportation Program
 - Safe Routes to School
 - \$8.7M in 3-4 years

Finance Department

- Completion and issuance of FY 15 Audit
- Near Completion and Issuance of FY 16 Audit
- Improved customer service for residents and business owners.
- Improved transparency by providing monthly expense reports to departments and quarterly reports to the City Council.
- Timely payments to the City's vendors through an improved Accounts Payable process
- Timely adoption of the City's Annual Budget.
- Improved cash handling process and procedures to increase supervisor oversight and approvals.
- Improved responsiveness with outside agencies such as the County of Fresno, State of California and Federal Government.
- Software updated

Mercedes Garcia

- Cal Recycle Grants Awards
 - Tire Amnesty Grant
 - Tire-Derived Product Grant
- Household Hazardous Waste Collection Event
- Mattress Recycling Location established

Police Department

- Report given in Consent Calendar

Council Member Stolz complimented City Manager on completeness of information.

Council Member Lander said the staff and employees make it happen. The Council gives direction. It is important this gets out to the public.

Council Member Ramsey said thank you City Manager and staff.

Mayor Vosburg commented on the following:

- Fluoride removed from water. Water system to be safe.
- He has worked hard and apologizes to previous councils.
- Facebook bashing without knowledge of what the City does.
 - He has seen City employees correcting statements and stating what the City has done.
- People opinions – we need to get correct information to people.

Mayor's and Council's Accomplishments:

- Hired great City Manager and she has hired everyone else. They Council did not hire the great employees we have.
- Glenn Marcussen was here 24 years and there have been many city managers in between
- Police Chief who is outgoing with the public was hired
- Fire Chief with ton of experience - 35 years and promoted from within
- Outstanding Public Works and Utilities Director in Pete Paciado
- City Manager Trejo said she found Pete on line and begged him to apply.
- Huge assistance with Jasmin in Finance Department - she is passionate about debt and increase in costs. She challenges to control and tries for greater efficiency.

We want to use staff member's expertise and utilize people to their best potential. We want to take care of raises for employees.

When he started we were \$3.7 in debit due to Claremont. Previous Councils were hesitate to cut services. Cannabis is still working on debt. We are now working on the recurring debt. We can't cut everything in the City. We don't want the City to go downhill. Our goal is to fix the City.

He wants the public to know Council has a small part; City Manager and staff do it all.

The City is not going downhill. Our goal is to fix the City and staff is working very hard to help.

He compliments the people who show up for the Council Meetings but we need more to attend.

Mayor Pro-tem Raine said what can be done is to look forward to what is coming and getting rid of negative attitudes. Coalinga is a wonderful place and we can make it better. We can experience the joy and richness in living here together. He wants people to adopt more enthusiasm about it being great to be here.

Terri Yanez has inquiring mind. Mr. Lander how did you not know about the mortuary closing down? Do you communicate? Can you text each other and stay in touch?

Mayor Vosburg said the mortuary moved and it is a private entity. Need bridge to get information to us.

Council Member Lander said the only thing he did not know from this long list was the mortuary closing. He comes to City Hall every day.

There are many restrictions as to how the Council can communicate one with another. The City Manager informs us by sending emails. The Council Members do not correspond with one another at all. The City Manager is the go between to answer any questions.

Council Member Stolz said the public opinion is that, perhaps, they don't talk because we don't get along or we are not friends. We don't talk because of State Law and we cannot get together.

Mayor Pro-tem Raine said we need people to share.

Mayor Vosburg said we love you to ask questions.

Our goal is to work with the school district, Chamber of Commerce, realtors and others.

Jerry (could not understand full name) asked about the Pride Sign being down. It was reported it is being worked on. He encourages free marketing and thinks the board is not being used to its full potential. It could be used by the City to inform citizens of accomplishments, etc. Facebook is a public forum and opinions vary. You have the best interest of the community and you are doing a great job and everything is working out. You now have a public works person who can oversee the department.

Mr. Mayor you said your perspective was very different prior to you coming on the Council. It takes a lot of guts to acknowledge that you have changed some of your opinions.

There are a lot of grants out there for air quality and others. Assembly Member Arambula reported that over \$7M was just awarded to Fresno County.

No action was taken on Item 6.1.

7. CITIZEN COMMENTS - None

8. ANNOUNCEMENTS

City Manager Trejo said on Thursday, February 15, Council Member Ramsey, Council Member Stolz and she will be attending the World Ag Expo. Shannon is assembling some economic development materials for them to share. They will be going to some of the booths to share information in packet form regarding Coalinga. We attended last year and there were some vendors who expressed an interest in looking at Coalinga.

Council Member Stolz said she was recently asked to join the Elected Woman of Fresno County. They have met twice and meet quarterly to share information and ideas to assist in the promotion of their communities, etc.

Council Member Ramsey announced the ACCAP Meeting on February 21st in Sacramento. Council Member Lander will attend.

Ms. Mary Jones announced that today is the last day for Principal Margo Perkins at the High School.

9. FUTURE AGENDA ITEMS

Council Member Ramsey asked for follow-up on Glenn Mitchell's concerns regarding limitation and cost for Credit/Debit Card transactions with Utilities Department.

Mayor Vosburg requested to bring back Neighborhood Watch. Bring back and maybe work with Explorers.

Police Chief Salvador indicated that crime prevention is the priority.

Mayor Vosburg asked the PD to stop sending people out for things people can do for themselves.

Police Chief Salvador said there is a new system to assist and it will be in the budget. He will be back.

Mayor Vosburg said in Closed Session is the City Manager's Performance Review. Formally, we adopted a performance evaluation chart so the public can know on what we are grading performance. This is for the city manager and city attorney positions. We just want transparency to the public. This is normal and happens every year.

Council Member Lander said he called for the Performance Review. There is nothing negative regarding annual performance evaluations. A rumor is floating that he is trying to get the city manager and police chief fired. It is not true.

Mayor Vosburg asks for a City letter that our voting system is outdated. There is a need to establish voting districts for City Council Elections. COG recommends change to a district system. It is expensive; \$40K minimum. Need to pay attorneys. Small towns have had to do this.

Council Member Lander asked what is entailed; put together what is required and involved with costs. Combine the Future Agenda Items.

City Attorney said Hanford was required to do this.

Council Member Ramsey said there is an Earthquake Preparedness Presentation at the Presbyterian Church, 475 Sunset Street tomorrow from 9:00 to 11:00. It is put on by the Fire Department.

10. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN: 073-090-20 is located outside the City limits near the intersection of Jayne Avenue and S. El Dorado Avenue. CITY NEGOTIATORS: City Manager, Marissa Trejo; Sean Brewer, Community Development Director; and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Mack and Beth Baker UNDER NEGOTIATION: Price and Terms of Payment
2. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN: 083-010-10ST located in the City of Coalinga on the south side of Alcalde Road southwest of 1375 W. Elm Ave. CITY NEGOTIATORS: City Manager, Marissa Trejo and City Attorney, Mario Zamora. NEGOTIATING PARTIES: Canna Assist, LLC or Assignee(s). UNDER NEGOTIATION: Price and Terms of Payment
3. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: APN(s): 083-020-59SU, 083-202-56ST, 083-020-58ST, 083-020-60ST, 083-020-63ST, 083-

010-10ST, 083-020-01S is located in the City of Coalinga near the intersection of Lucille Avenue and West Elm Avenue. CITY NEGOTIATORS: City Manager, Marissa Trejo; Sean Brewer, Community Development Director; and City Attorney, Mario Zamora. UNDER NEGOTIATION: Price and Terms of Sale

4. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): General Employees
5. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION. Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of Section 54956.9 - 2 cases
6. CITY ATTORNEY'S PERFORMANCE EVALUATION - Government Code 54957(b)
7. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code 54957(b)

City Attorney Zamora indicated there would be no announcements following Closed Session.

11. ADJOURNMENT 7:56 PM

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approve MINUTES - February 15, 2018
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
□	MINUTES_021518.pdf	Minutes - February 15, 2018

Minutes

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA February 15, 2018

1. CALL TO ORDER (6:00)

Council Members Present: Vosburg, Raine, Ramsey, Lander, Stolz

Others Present: City Manager Marissa Trejo, City Attorney Mario Zamora, Community Development Director Sean Brewer, Financial Services Director Jasmine Bains, Public Works and Utilities Director Pete Paciado, Assistant to the City Manager Shannon Jensen, Police Chief Michael Salvador, Fire Chief Dwayne Gabriel, Public Works and Utilities Employees Kenny Zelanka and Mario Cruz, City Treasurer James Vosburg, City Clerk Wanda Earls and Police Officers

*Motion by Stolz, Second by Lander to Approve Acceptance of Agenda. Motion Approved by a 5/0 Roll-call **Majority** Vote.*

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Proclamation - Coalinga School Choice Week

Mayor Vosburg read the Proclamation for Coalinga School Choice Week. No one was present from the school district to accept the proclamation.

2. Recognition of Ken Stoppenbrink for Service to the City of Coalinga

Mayor Vosburg read the Recognition Plaque for the service of Ken Stoppenbrink. He said the Commission and City shall miss him. Serving on the Planning Commission involves knowing the rules, laws, etc. Commissioner Stoppenbrink has served for many years.

Mr. Stoppenbrink said that twenty years ago, Ron and Ron were on the Council. He appreciates the Council's granting him the opportunity to serve. He acknowledged the Commissioners he has served with and is happy with the mix on the present Commission. He acknowledged that Chairman Sailer and Vice Chairman Gonzales are present this evening.

3. Recognition of Outstanding Service - Kenny Zelenka

4. Recognition of Outstanding Service - Mario Cruz

Public Works and Utilities Director Pete Paciado acknowledge Kenny and Mario for their efforts in the drop of lost water; in May, 2016 the unaccountable water rate was 11.4%. in December 2017 it was 4.4% resulting in a drop of 7% in lost water. This represents a \$210K recovery. This was a team effort by both Kenny and Mario.

3. CITIZEN COMMENTS

Mr. Greg Cody asked the Council to consider carefully selecting a person as the new Planning Commissioner. He acknowledged attendance situations in the past and asked that selection not involve anyone with a political platform. The position requires devotion to the job.

Ms. Terri Yanez reminded everyone of the West Hills College Booster Rodeo Dinner on February 24th. The cost is \$50.00 and there will be an auction.

Also, on March 8 and 9 there will be a WHCC Rodeo beginning at 6:30 PM. That is a Thursday and Friday evening.

Mr. Glenn Mitchell requested a change to online policies on website.

In reference to tragedy in Florida he is asking the Chief to reveal school site and campus training and training for officers.

Police Chief Salvador said they are revamping all emergency plans and training.

Council Member Stolz asked about the two vehicles sold for \$1.00 each.

Police Chief Salvador went over the vehicles.

Mayor Vosburg indicated that the Department maintains relationships with the State. They have helped and supported us. Maintenance takes time. There are grants which help us with vehicles.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

Council Member Stolz pulled Items 2, 10, 12 for explanation.

Mayor Vosburg pulled Items 6, 7, 13, 14 for explanation.

1. Approval of Resolution No. 3797 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate Federal Transportation Act Projects
2. Review and Approve Resolution No. 3798 supporting the "Reducing Crime and Keeping California Safe Act of 2018"

Police Chief Salvador explained the Resolution and indicated this initiative will help crack down on repeat offenders and protect our most vulnerable victims from dangerous individuals who take advantage of our laws, our businesses and our communities.

3. Adopt Resolution No. 3799 Assistant Engineer Job Description and Resolution No. 3800 Public Utilities Coordinator Job Description
4. Adopt Resolution No. 3801 Authorizing an Interfund Loan from the Natural Gas Enterprise Fund to the General Fund

Item 5.4 was pulled from the Agenda.

5. Adopt Resolution No. 3802 approving the Memorandum of Understanding between the Fresno Council of Governments and the City of Coalinga for the Regional Pavement Management System
6. Authorize Contracts for Intergovernmental Transfer Program Participation

Chief Dwayne Gabriel recommends authorizing the signing of contracts for participation in the 2017/18 Intergovernmental Transfer Programs.

Since 2006, the California Department of Health Care Services (DHCS) has offered local governments that provide health care, the opportunity to secure additional Medi-Cal revenues by participating in a voluntary Intergovernmental Transfer (IGT) program with their local Medi-Cal managed care plans. Blue Cross and CalViva are the Medi-Cal managed care plans that serve Fresno County. Our participation last year resulted in net new funds of approximately \$823,000.

The participation in IGT has changed a little since our last participation. In the past, there were a total of 6 separate contracts – 3 for each provider. The changes to date will include the elimination of the DHCS contract for us to participate with each provider, which will reduce the number of contracts from 6 to four.

Before you are the first two contracts for this IGT period. These represent the contract with the Medi-Cal Managed Care Providers – one for Blue Cross and the other for CalViva.

At this time, we do not plan on creating loans from other funds to participate in IGT as we have done in the past. We will be using proceeds from the previous year's participation to fund this. Our total to be transferred to DHCS for 2017-18 will be \$1,209,863, and will occur possibly in July. The minimum we will be reimbursed will be \$2,016,438, which will result in net new funds of \$806,576 to be spent on healthcare.

Council Member Lander asked what the Financial Director thinks about the program. Financial Director Jasmine Bains indicating her agreement to the funding.

7. Declare Old Patrol Cars as Surplus Property and Donate or Sell two of them at a Minimal Fee to Allied Agencies

Police Chief Salvador explained this is initially downsizing our vehicles to meet the downsizing of our Department.

Ms. Terri Yanez asked about the mileage on the vehicles.

Police Chief Salvador said it ranges from \$60K to \$120K miles. It is the hours on the engine from idling that ages the vehicle.

Ms. Timi Schwartz asked if they receive the vehicles (cannot understand rest of what is being said because Ms Schwartz speaks softly and is too far from the microphone.)

Council Member Stolz asked if the quad is used a lot.

Police Chief said we have a Razor with 4-wheel drive and it is used a lot.

The Department has benefited from vehicles donated from Claremont. The Animal Control vehicle was a conversion.

8. Approval of an Amended Agreement for Consulting Services between the City of Coalinga and Interstate Gas Services, Inc. for Utility-Related Consulting Services
9. Award of Contract to Frisch Engineering, Inc. for Water Treatment Plant (WTP) and Distribution System Supervisory Control and Data Acquisition (SCADA) System Upgrade
10. Update on Councilman Ramsey's Request for a Presentation by an AT&T Representative Regarding Internet Access in Coalinga

City Manager Trejo said they did contact AT&T and have not received positive results. Shannon continues to work on this.

There was no action on this item because it is informational only

11. Approve Purchase of 10" Pressure Relief Valve (PRV) for P-12 Motor at Water Treatment Plant
12. Direct Staff to Reestablish the Neighborhood Watch Program

Police Chief Salvador explained that this is a reestablishing of the Neighborhood Watch Program. The neighborhoods will put together this program themselves. There will be a block captain.

Mayor Vosburg said there are people interested in the program. We need people who want and are interested in the program to participate.

Chief Salvador said there will be a Town Hall Meeting in March and the PD will make it happen.

Ms. Terri Yanez asked about signs.

Police Chief Salvador explained the signs would be advertising that there is a Neighborhood Watch Program in Coalinga and would be to those coming into town, etc.

The block captain is responsible for his or her block and should participate in the National Night's Out Program coming back this year.

13. Direct Staff to Reach Out to Local Non-Profit Organizations to Obtain Information on Social Services Provided and Place Information on City Website

14. Direct Staff to Explore Options for Police Department Self-Reporting

City Manager Trejo reported that this item was requested as a Future Agenda Item by Mayor Vosburg. This item directs staff to explore options to allow citizens to self report certain crimes. Staff would then bring back the options to Council for consideration.

Police Chief Salvador indicated there would be a cost for the module. It could be positive for the public but negative for the PD in that it would take extra staff time to clean-up details. He will be presenting an option on how the Department would be handling calls. There are press releases coming on proposals and estimates. There will be a press release next week on how to get a copy of an accident report on line.

Mayor Vosburg asked how long it takes the PD to respond to a call.

Police Chief Salvador said their response times are excellent. If they receive four or five calls at once, their response time may be 20-30 minutes.

Mayor Vosburg asked about cost and time to investigate property crimes. Could officers be doing something else?

Police Chief Salvador said the property rooms are full of property which can't be identified.

Mayor Vosburg said we have lost 25% of our Police force. Other cities have options for certain crimes to be reported. Can the public provide support with pictures and data and have confirmation for follow-up.

Police Chief Salvador indicated it is a right program but there can be complications in the program.

If a person wants to self-report, it is fine. They will still respond to the call.

Council Member Lander said there was a burglary in the complex he manages and the PD did a good job apprehending the criminal. Self-reporting on minor instances may be okay.

Ms. Mary Jones said thousands of dollars in property have been stolen over the years and there is no proof of ownership.

Mr. Greg Cody said people can identify their property by marking name or DL number on their items.

Staff was requested to explore and come back with costs and information.

Ms. Timi Schwartz said something about crime prevention and self reporting.

Police Chief Salvador said it is not a substitute for calling about suspicious activity.

Mr. Adam Adkisson indicated if it is good for the PD and City he wants it to happen.

15. Approval of City Manager Performance Review Form
16. Approval of City Attorney Performance Review Form
17. Public Works & Utilities Monthly Report for January 2018

*Motion by Raine, Second by Ramsey to Approve Consent Calendar Items 1, 3, 5, 8, 9, 11, 15, 16 and 17. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

Consent Calendar Item 5.4 Removed from the Agenda.

*Motion by Lander, Second by Stolz to Approve Consent Calendar Item 2 Resolution No. 3798 Supporting the “Reducing Crime and Keeping California Safe Act of 2018”. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

*Motion by Ramsey, Second by Stolz to Approve Consent Calendar Item 6 Authorize Contracts for Intergovernmental Transfer Program Participation. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

*Motion by Stoltz, Second by Raine to Approve Consent Calendar Item 7 Declare Old Patrol Cars as Surplus Property and Donate or Sell Two of Them at a Minimum Fee to Allied Agencies. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

No action on Item 10 because it is an information item.

*Motion by Raine, Second by Lander to Approve Item 12 Direct Staff to Reestablish the Neighborhood Watch Program. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

*Motion by Lander, Second by Raine to Approve Item 13 Direct Staff to Reach Out to Local Non-profit Organizations to Obtain Information on Social Services Provided and Place Information on City Website. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

*Motion by Stolz, Second by Lander to Approve Item 14 Direct Staff to Explore Options for Police Department Self-reporting. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Appointment of a Planning Commissioner for Future Vacancy in the Planning Commission

Sean Brewer, Community Development Director

Mr. Brewer said staff is recommending that the Council appoint one (1) new Planning Commissioner from the list of applicants received from the advertisement or from the general public in anticipation of a vacancy on the Planning Commission effective February 18, 2018.

Commissioner Stoppenbrink's term will be up on February 18, 2018 and he has advised staff that he will not be seeking reappointment by the Council. Therefore, as of February 18, 2018 there will be a vacancy on the Coalinga Planning Commission which will need to be filled. In January, staff was given direction by the Council to advertise the vacancy and accept applications from interested residents.

On January 8, 2018 staff advertised the public service opportunity and set a deadline of January 29, 2018 so that staff would have ample time to review the applications and prepare this report to Council for consideration. The advertisement was sent to the Coalinga Recorder; it was placed on social media, the City website, posted at City Hall and posted at the Chamber and Library.

Staff received four (4) applications. Staff received applications from Timi Schwartz, James Cavins, Oscar Garza and Adam Adkisson (attached). All of these applicants provided their personal information and a summary as to why they are interested in the position and what special knowledge and experiences they can bring to the Commission.

Once the Council is ready to appoint a candidate, a member of the Council shall make a motion nominating a member of the public to the commission and vote accordingly.

Mayor Vosburg asked each candidate to introduce themselves and give a brief biography on themselves.

Mr. Adam Adkisson introduced himself and offered his reasons for qualifying for Planning Commissioner. He then withdrew himself from the application process due to the fact he may be considering running for another position in the future.

Mr. James Cavins introduced himself and offered his experience qualifying him for Planning Commissioner.

Mr. Timi Schwartz introduced herself and offered reasons she is interested in the position of Planning Commissioner.

Mr. Oscar Garza, former employee of the City, offered his experience with the City qualifying him for Planning Commissioner.

Mayor Vosburg asked if there is a commitment from each person running for Commissioner to complete the full term. There was agreement from the three remaining applicants to fulfill their 4-year terms.

*Motion by Stolz, Second by Lander to Nominate Oscar Garza as Planning Commissioner Replacing Ken Stoppenbrink on the Board. Motion **Approved** by a 3/2 Roll-call Majority Vote. Ramsey voted "No". Raine abstained.*

Mayor Vosburg expressed his appreciation to all the applicants for their interest in applying for Planning Commissioner. He encouraged Mr. Cavins to come forward again and he is recognized for his willingness to serve the City. Similar comments were said of Ms. Schwartz and Mr. Adkisson. Mr. Garza was recognized for his long employment with the City.

Council Member Lander expressed his appreciation to all those who applied for Planning Commissioner.

2. Discussion, Direction and Potential Action regarding Placing the Status of City Projects on the City of Coalinga Website

Pete Preciado, Public Works & Utilities Director

Public Works and Utilities Director Preciado indicated the timing is great for to happen because Public Works is looking at this possibility. Currently there is no way to reach out to the public and/or to offer status of City projects. They have data which is not readily available to the public.

The public would have the ability to zone in on their neighborhoods through the City Map.

The Department has in-house talent with the ability to get the word out to the public by text, phone call or message.

There was an emergency last Saturday and there was a need for an effective way to notify the public.

Mayor Vosburg said the Website is very old and there is a need to nexus Public Works and all City Departments. He has done a lot of work to create nexus from a-z. He is 100% in agreement for a two-way communication system.

Mr. Paciado said abandoned sidewalks are not on Facebook. Residents would be able to look and report on what is being planned. They can identify hazards, etc.

Council Member Stolz asked about the cost.

Mr. Paciado said it would be paid for with Enterprise Funds. We need information for the State and interface with the public. We can be informed in reference to what is happening on the resident's block or road closures or plans for the future.

*Motion by Stolz, Second by Ramsey to Direct Placing the Status of City Projects on the City of Coalinga Website. Council would like a report on costs. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

3. Discussion, Direction and Potential Action regarding Directing Staff to work with a company to update the City's Website to Enhance Transparency with City Budgets, Projects, and Community Outreach
Sean Brewer, Community Development Director

Mr. Brewer indicated that over a year ago Civic Plus presented various design services that they provide including a comprehensive redesign of the City's website. After their public presentation, the Council requested that staff request a formal proposal from Civic Plus in order for the Council to consider updating the City's website. In 2016, staff received a proposal from Civic Plus and presented to the Council where, at that time, the Council chose not to proceed.

Although this is a future agenda item, staff wanted to provide some historical information regarding the scope and costs associated with redesigning the City's website. If it is the direction of the Council, staff can request an updated quote from Civic Plus to compare past to current pricing.

Civic Plus is a design company specialized in designing, launching and managing government websites.

The Civic Plus Proposal for June 2016 is as follows:

1. Complete Website Design, use of Modules and Content Management System (Details in Proposal)
2. Project Enhancements and Functionality (Details in Proposal)
3. Hosting and Security (Details in Proposal)
4. Civic Plus Redesign Guarantee - At the end of your fourth year of continuous service with us, you are eligible to receive a basic website redesign with no further out-of-pocket expense. Your website stays current and doesn't need to be re-built from the ground up again!

Total Year #1 Cost: \$25,890

Ongoing (Annual) Protection Services allows you to receive maximum benefit at minimal cost while protecting your investment. Each year of your contract, you'll receive system enhancements, maintenance and optimization and have full access to our support staff so your site stays up-to-date with our latest features and functionality. Your annual protection fee includes redundant hosting services, daily backups, extensive disaster recovery plans, 24/7 support, software maintenance, system enhancements, recurring training, and access to the CivicPlus community. Billed 12 months from contract signing - subject to annual 5% increase year three and beyond (beginning year 2).

Cost After Year #1 \$4,410

OPTION: Civic Plus also offers an Advantage Payment Plan to ease the budgetary impact of the new site and provides a zero interest, level payment plan that divides the expense of your investment over the life of the contract. Through a minimum four-year contract, it will dramatically lower the City's out of pocket expenses for your *Total Investment Year One* cost.

Mr. Brewer went over the two payments options last presented in June 2016.

Since Civic Plus offers multiple modules as part of their content management system, there is a possibility that their agenda software may be able to replace that of NOVUS Agenda and save the City approximately \$4,200 which essentially would offset the annual operating cost of the Website expected to be \$4,410.

Mayor Vosburg said he has reached out to companies and he has researched them and come up with the best.

The City needs a new business Website with updating of City projects and transparency in reference to City budgets. He is asking staff to bring back updating and costs.

Council Member Lander would like a report on Novus.

Mr. Miller said it all sounds great. He is willing to help; he has fifteen years experience in creating Websites. Let him know and he can help. He has a high skill set.

Mr. Glenn Mitchell said he is interested in Website service provider options. He is interested in improved live streaming of Council Meetings and the capacity for large streaming in an emergency.

*Motion by Ramsey, Second by Lander to work with a Company to Update City's Website to Enhance Transparency with City Budgets, Projects and Community Outreach. Council wants an overview of website and Novus and payment options and what is available for Council Meetings and live streaming for emergencies. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

4. Discussion, Direction and Potential Action regarding Waiving Yard Sale Permit Requirement for an Additional Year

Marissa Trejo, City Manager

City Manager Trejo said the City previously waived the requirements to obtain a yard sale permit from the City in order to hold a yard sale. This requirement was waived for one year which was February 2, 2017 through February 1, 2018. Staff has had no significant issues with the requirement being waived over the past year.

Council Member Stolz indicated she thought the City could do it again. The citizens have done a good job.

Mr. Brewer indicated that this is a year-to-year situation. We can repeal on that part of the Ordinance and bring it back.

*Motion by Lander, Second by Stolz to Regard Waiving Yard Sale Permit Requirements for an Additional Year. Mr. Brewer said he will repeal that part of the Ordinance and Keep the Rest. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

5. Discussion and Direction regarding Establishing Voting Districts for City Council Elections

Marissa Trejo, City Manager

City Manager Trejo said the City is in receipt of a letter asking for voting districts within the City.

Lemoore is doing this and the costs is between \$30-40K from the General Fund and it is updated every Census.

City Attorney Zamora said this is not required. The letters indicated that people within the minority groups in past elections have not been elected. They look at the population and question if the true population is being represented. Executer, Visalia did this a year ago. Lemoore is presently going through this process.

It has to do with the population and the minority group or majority groups being represented.

Mayor Vosburg said law suits are involved in this. At COG the question is “What is a minority”. The letters are recurring and what is the City to do? You pay attorney fees here and their attorney fees and then you pay the right way which is \$40-80K for 3 attorneys.

City Attorney Zamora said a County person puts Census data together and chops-up the city. It is difficult to determine a majority or minority district. The Hispanic and Latino populations are approximate 51%.

Streets can be cut in half. Which maps fit best? People are forced in not running at the same time. A person has to live within a district to run for a position. It is an at-large system.

Council Member Lander said Coalinga has had two Latino mayors.

Mayor Vosburg said population is high in Hispanics and the Council has not been Hispanic. More than \$200K could be spent because of these motivated groups.

Mr. Jim Cavins made a comment about precincts.

City Manager Trejo said districts must meet requirement of population and districts are shaped differently. Precincts will go away.

Police Chief Salvador said he was impacted by this as a Madera School Trustee. They were sued by a band of attorneys and it costs them \$4M. Some districts looked like donuts. In 2010 it cost \$100K to redraw district lines. It is an intense process and very expensive if not done right. We lost \$4.5M in the District.

Council Member Raine said there are a number of families from prisons in the area. Last election a person did not participate in election. People say they are trying to guarantee fairness. People are wanting their way. The nature of the town is spread out. People can talk to neighbors and build support. He suggested it is sad to see us look at this; it is not doing well for people and it is unfortunate.

Council Member Stolz asked where this process began and what about the costs.

City Attorney Zamora said it was a letter from an attorney. We would consolidate. The key is to avoid the lawsuit.

Council Member Raine asked about term limits.

City Attorney Zamora said term limits would not change.

Council Member Lander ask for the city attorney to put together scenarios and bring back as to how it would work.

City Attorney Zamora said he can do it. He may not have maps of Coalinga but maps from other places.

Council Member Lander would like to see letters because we need to know more about this.

Mayor Vosburg said we should bring this back. It is not something he wants to do. The trailer park people feel they are disenfranchised. Attorneys work to get our money. We represent the whole City.

Council Member Lander asked how many cities were forced to do this.

City Attorney Zamora said a lot of cities; large cities are okay, small cities get targeted. Other districts in Coalinga received letters.

City Treasurer James Vosburg asked what can people say about this.

City Attorney Zamora said a debate is a bad idea; it is the law. City needs to stay at-large. Cities had to go to districts.

Another agency used same demographer as Lemoore.

Mr. Adam Adkisson said this is a shame. This is a stupid law and impossible for us to win.

City Manager Trejo said it would be \$40K and possibly reduced after Census. It is not always the same.

Mr. Adkisson asked if less than two years we would have to do again.

City Attorney Zamora said not in two years. Hanford has to do it every Census.

Mayor Vosburg said he feels this was settled years ago and he doesn't think that people should get something or take something away because of their color. It is a detriment to our society.

Motion by Lander, Second by Stolz in Reference to Establishing Voting Districts for City Council

Elections the City Attorney is asked to Bring Back More Information and Several Scenarios on this

Subject with Possible Maps, etc. Maps may not be of Coalinga specifically but he will come back

*with complete information as possible. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

6. Discussion and Direction regarding Credit Card Payments Accepted by the City of Coalinga for Utility Billing Payments
Jasmin Baines Financial Services Director

Staff has no recommendation on this item. The City adopted Resolution No 3647 on July 10, 2014 establishing a convenience fee to enable Paymentus Corporation to provide this service of credit card payments for utility billing customers.

They currently provide electronic bill payment service for a fee of \$2.95 per transactions in increments of \$200.00. The convenience fee of \$2.95 is charged to the credit cardholder and collected directly by Paymentus.

Council Member Ramsey suggested increasing the transaction amount to \$300 or they can pay electronically through their bank.

Financial Director Bains said the City has the option to absorb the cost/fee for using the electronic system and to pay utility bill fee through the Enterprise Funds.

Mayor Vosburg said \$2.95 fee for \$200 is 1.5% which is very reasonable. He does not think the City should be responsible for taking on these costs. Most people are capable of driving or walking to the City to pay their bills and avoid that costs.

Council Member Stolz said the residents have other bill paying options available to them and she thinks the fee is nominal and convenient for the utility payer.

After a brief continue discussion, this Item was tabled until contract expires in 2019 for current vendor.

*Motion by Ramsey, Second by Lander to Table this Item and Hold Until Contract Expires in 2019 on Current Vender. Motion **Approved** by a Voice Vote.*

7. CITIZEN COMMENTS

Ms. Mary Jones said her husband takes care of this and the bill comes late from the City. It is due a week before they receive the bill.

Council Member Ramsey said you can call the City for you billing amount.

Financial Director Bains said meters are read on the 23rd or 24th. Bills go out by the 1st and are due on the 25th.

Ms. Mary Jones asked who reads the meters.

Financial Director Bains said it is drive-by readings. You normally would receive a 10-day notice and then a 48 hours notice. New software has capacity to do electronic delivery or by mail.

8. ANNOUNCEMENTS

City Manager Trejo said she attended the League of California Cities meeting last week hosted by Lemoore. The League President who she believes in the Mayor of Dinuba said on April 5th at 6:00 PM they are hosting the governor candidates. She talked to the Mayor about this and since we have a Council Meeting scheduled for that date, she would recommend cancelling the meeting so Council Members might attend that meeting.

Council Member Ramsey wanted to report that the City Manager and he went to the World Ag Expo and they passed out packets of information on Coalinga. They met with a person from Hanford and they have set-up an appointment with the City Manager next week to talk about maybe establishing a small business.

Council Member Ramsey said four of us will be attending the ACCAP Meeting in Sacramento. The legislators come to us in a room to talk with us. There will be 4-6 senators or assembly persons speaking to us. There are about twenty cities in ACCAP.

Mayor Pro-tem Raine said he wants to echo the opportunity. About one year ago we went to Anaheim across from Disney Land. One of the gentlemen who came to speak to us was in charge of all of the California State Prisons.

Council Member Ramsey said he was the Secretary of Corrections for California State Prisons.

Mayor Vosburg said next month the will be attending the Cenic Conference for the Library. He will talk to AT&T when he is there and he will have to be more politically correct with them because calling them out has not worked. He plans to be a good elazion for the City and Library.

West Hills College is also speaking on behalf of their Elements Program. Three or four months ago the College had a meeting called Elements. The purpose of the meeting was to bring broadband to the Westside. There were lots of different services there sharing what broadband

they had and what their uses were. They wanted to find out the markets where we don't have it and utilizing all of these facilities to a bring it together to create a team. He was not going to attend Cenic this year but West Hills is going to be speaking so he requested to go representing the Library and in support of West Hills and he will come back with something to report on the Internet.

The City Managers' Steering Committee moved forward with the One Voice for the Cannabis. When he attended the first meeting with COG (it was not a full meeting only about twelve people were there to learn more about One Voice) they did not want to discuss Cannabis because it would affect their \$1B in potential funding. So we asked what their concerns were and let's take the concerns away and figure out what is doable. Their concerns were they did not want our White Paper going with everyone else's White Paper and turned in as a whole because it could compromise some of the deals. He asked if we could take our White Paper separately and they didn't seem to have a problem with that. They didn't want to meet as a whole or for two people to speak on Cannabis. He then asked if we could meet individually. They said "No" because their charter won't allow but they are willing to change it and allow us to move forward having side meetings that won't have anything to do with One Voice. We will be able to utilize that trip effectively. A couple other cities also jumped on board. It has passed the Steering Committee and so it is coming back to COG for a vote. That is something he has been working on for quite some time on behalf of Council.

He received an email from the League of Cities about the PERS Amortization Rate. This is the system we are paying into for retirement and we are paying discounted rates. They want to raise the rates and that will kill some of these cities. In our City, it will hurt us, too, especially with higher costs for insurance premiums; we need to do something to pay for this. We either lose bodies or we pay. He is not a CPA or a finance person but he does read a lot and this is just around the corner. He just wants to let the public know it is on for 2020 and 2021.

9. FUTURE AGENDA ITEMS

Mayor Vosburg wants to add the PERS Amortization and bring it back before the Council and he wants to know how bad that is going to hurt the City. They are talking about 2021. He wants a 10-year projection on how this will affect us. Even if the Cannabis revenue stream kicks in that could be eaten up by this PERS issue.

City Manager Trejo said we can try to bring this back but CalPERS usually does not project our rate notice until June 30th for July 1st. Other cities have high unfunded liability balances, Coalinga, at this moment, has little unfunded liability because we have been paying for our employees as we go, so some of it does not pertain to us. However, the rate that we pay on an annual basis, when it comes from CalPERS, we can present that to you. She recalls that our unfunded liability was around \$100 for last year. We feel it will be a similar amount because we are fairly new.

Financial Director Bains confirmed that it was \$100 and is budgeted.

Mayor Vosburg said the email said we would not feel it until 2020 and 2021. He will forward the email to both of you.

Financial Director Bains said that the rates don't come out until the end of June and we will include the CalPERS information in the budget presentation. The City is at an advantage because where other cities have large unfunded liability balances, we have been paying for our employees as we go. When our rates come out, that is when we find out our unfunded liabilities and we anticipate it to be a similar amount because we are fairly new with CalPERS. Other cities have millions and millions of dollars in unfunded liabilities; we are in a much better situation when compared to them.

Mayor Vosburg read a portion of the email in that the League did not take a position on the proposed policy changes because there are different implications for cities throughout California.

Financial Director Bains said it will be included as part of the budget package.

Mayor Vosburg said he just wants to get ahead of this so he wants to know the implications ahead of time and waiting for the rates to come out it not good enough.

City Manager Trejo said when they tell us our rates; they tell us what our unfunded liabilities are.

Council Member Stolz said she totally forgot about the City Source App. She would like staff to give us some data on that and how it is working and is it cost effective, etc.?

City Manager Trejo said the \$3600 annually is not being paid by the General Fund; it is being absorbed by the Enterprise Funds; that has not been fully implemented as yet.

Council Member Stolz would still like some data of that and whether it is coming out of Public Works, etc.

Mayor Vosburg wants to bring back the data on business license fees waived for the year. He wants to know how effective that was and to recommend that we continue to waive business licenses for one year for new businesses. That does not include continuing to waive for previously waived business licenses.

Financial Director Bains said then you want a list of the businesses that were waived their licenses for the year.

Mayor Vosburg replied to the affirmative.

Police Chief informed the public of a demonstration on Jayne Avenue in front of the California State Hospital which could obstruct traffic tomorrow from 6:30 to Noon. He will be available to check on things.

10. CLOSED SESSION

1. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6.
CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora.
EMPLOYEE (ORGANIZATION): General Employees and International Association
of Firefighters
2. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION.
Significant Exposure to Litigation Pursuant to Paragraph (2) of Subdivision (d) of
Section 54956.9 - 1 case
3. CITY ATTORNEY'S PERFORMANCE EVALUATION - Government Code
54957(b)
4. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code
54957(b)

City Attorney Zamora indicated there should be no announcement released following Closed Session.

11. ADJOURNMENT (9:00 PM)

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Approve MINUTES - March 1, 2018
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Wanda Earls, City Clerk

I. RECOMMENDATION:

II. BACKGROUND:

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

	File Name	Description
□	MINUTES_030118.pdf	Minutes - March 1, 2018

Minutes

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA March 1, 2018

1. CALL TO ORDER (6:00 PM)

Council Members Present: Vosburg, Raine, Ramsey, Lander, Stolz

Others Present: City Manager Marissa Trejo, City Attorney Mario Zamora, Community Development Director Sean Brewer, Financial Services Director Jasmine Bains, Public Works and Utilities Director Pete Paciado, Assistant to the City Manager Shannon Jensen, Senior Administrative Analyst Mercedes Garcia, Police Chief Michael Salvador, Fire Chief Dwayne Gabriel, HR Staff Member Suzanne Redding, City Treasurer James Vosburg, City Clerk Wanda Earls and Police Officer

City Manager Trejo indicated that this Regular Agenda is running concurrently with the Special Agenda for this evening's Council Meeting.

Motion by Lander Second by Stolz to Accept Agendas for Special Meeting and Regular Meeting. Motion Approved by a 5/0 Roll-call Majority Vote.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Employee of the Month for February 2018 - Suzanne Redding

Suzy works hard to ensure City employees are paid timely, vendors and taxes are paid on time, and that all HR functions within the City run smoothly. She takes her position very seriously and often makes adjustments in her personal life to accommodate the needs of the City. She is very customer service oriented and she has built great relationships with City staff, vendors and the public. She often volunteers to take on additional tasks and is known for her willingness to always help out. She genuinely cares about the employees and that is reflected in the service she provides them as well as the relationships she has formed.

Ms. Redding thanked the Council and City Manager Trejo for her trust in her to allow her growth and development. She also thanked her husband for his support.

3. CITIZEN COMMENTS

Mr. Greg Cody thanked the Police Department for a job well done. At the last Council Meeting he asked for 15 minute parking in front of the PD. Within days it was done.

He also spoke, several months ago, of the cold weather and our animals being left outside without shelter, etc. There is an ordinance or laws in many cities regarding protection of our animals. The City needs order to enforce. Just imagine yourself outside in the cold. He wants something done; PR to the public, etc. He said to let him know when you want to spend a night out in the cold.

Ms. Mary Jones asked about the signs on vehicles that are just left parked for advertising purposes.

Mr. Bill Luis announced the Baker Museum Dinner at the WHC Cafeteria at 5:30 PM.

Ms. Terry Yanez announced the WHC Rodeo on the 8th and 9th at 6:30 PM. There will be a snack bar.

4. PUBLIC HEARINGS

- 1. Introduce and Waive First Reading of Ordinance No. 802 Amending Title 9 of the Planning and Zoning Code and Section 7-6.203 (Prohibited Acts) to include regulations governing Unattended Collection Boxes.
Sean Brewer, Community Development Director**

Community Development Director Brewer presented portions of the staff report:

The purpose of tonight's public hearing is to introduce and Waive First Reading of Ordinance No. 802 amending Title 9 of Coalinga's Planning and Zoning Code to include regulations regarding the placement and permitting of unattended collection boxes. The proposed text amendment also includes minor changes to other sections of the Coalinga Municipal Code to reference the new regulations.

At their May 18, 2017 meeting the City Council directed staff to work with the Planning Commission to create an ordinance that would establish a regulatory framework for legal permitting of unattended collection boxes in the City.

Over the past few years, the City of Coalinga has seen an increase in the presents of Unattended Collection Boxes on public and private properties. The facilities typically measure about 4 feet in depth and 5 feet in height and accept a variety of textile, book and other salvageable personal property. The facilities are generally placed on commercial properties (strip malls, gas stations, and grocery stores). In Coalinga, the facilities are particularly visible along Polk Street and Elm Ave.

Many of the unattended facilities result in public nuisances by attracting graffiti, scavenging and illegal dumping due to the fact that they are unmonitored and maintained by off-site operators that are simultaneously servicing thousands of units across State. Historically the City of Coalinga Code Enforcement staff conducted regular sweeps to document the public nuisance issues related to the facilities. Unfortunately, staff was unsuccessful in contacting the owners of the unattended collection boxes which then places the burden on the property owner to remove. In most cases the owner never gave permission to drop the box in the first place.

There are some benefits to these facilities. Specifically, placement of Unattended Collection Boxes in a variety of conveniently accessible locations encourages individuals to recycle textile goods rather than placing those items in the waste stream. In addition to encouraging recycling, unattended collection boxes are a form of charitable solicitation and are afforded First Amendment protection as free speech. As charitable solicitation and/or donations are considered free speech, the City cannot ban unattended collection boxes outright without a regulatory permitting path. Several of the companies that manage the facilities purport to be or are associated with non-profit organizations that donate proceeds from donations to national and international charity organizations.

State Legislation Related to Unattended Collection Boxes. In July 2010, the state enacted Assembly Bill (AB) 918, in an effort to regulate Unattended Collection Boxes, and to provide consumers with information regarding how donations would be used. The law required that the Unattended Collection Boxes provide a written display of the organization which benefits from the donation and whether it is a non-profit entity. The law did not specifically limit the ability of local municipalities to place further restrictions on the facilities.

In response to City Council direction and concerns about the increased presents of Unattended Collection Boxes on commercial sites throughout the City and the related nuisance activities that such facilities attract, staff has worked with the Planning Commission on recommended ordinance language that establishes new regulations for Unattended Collection Boxes. Under the proposed regulations, unattended collection boxes would be permitted on existing commercial properties or religious facilities sites located in the CS (Commercial Service), CG (General Commercial), CR (Commercial Retail) and MX (Mixed Use Zones), subject to approval of a Conditional Use Permit (CUP) and compliance with performance standards. On January 23, 2018 the Planning Commission recommended the Council adopt ordinance no. 802 regulating unattended collection boxes.

Staff recommends the following amendments to the Coalinga Municipal Code as it relates to Unattended Collection Boxes:

Unattended Collection Boxes would be permitted on existing commercial properties or religious facilities sites located in the CS (Commercial Service), CG (General Commercial), CR (Commercial Retail) and MX (Mixed Use Zones), subject to approval of a Conditional Use Permit (CUP) with additional performance standards. The facilities would be prohibited in all other zoning districts. By definition, unattended collection boxes would fall under a zoning sub classification of recycling facilities.

Staff believes that the conditional use permit (CUP) process is warranted to ensure that the facilities are placed in compliance with adopted performance standards; to maintain a record of approved facilities for record-keeping purposes; and to ensure ongoing compliance with maintenance requirements.

Proposed performance standards to be placed in the zoning code are detailed in the ordinance, but identified below:

- Placement of a facility on a site with an existing primary commercial or religious facility use;
- Minimum distance requirements of 1,000 linear feet between each facility, unless a second one is permitted on a single site to accommodate overflow demand
- General maintenance requirements for the facility and surrounding area;
- Orientation and placement requirements to ensure that facilities are safe and visible but do not obstruct pedestrian or vehicular traffic; and
- Provision of a maximum box size and height.

In addition, the proposed regulations would require that all existing Unattended Collection Boxes be removed or brought into conformance with the proposed standards within sixty (60) days of adoption of the new zoning regulations.

Staff recommends that a reference to the new Unattended Collection Box regulations be added to CMC Section 7-6.203, Prohibited Acts, to classify a violation of the proposed regulations as a prohibited act where an Administrative Citation and/or Abatement procedures may apply to abate the nuisance.

Mayor Vosburg opened the public hearing.

Ms. Mary Jones said in her journalist research, she found that with many non-profits 85-95% of revenue goes to salaries, etc.

Mr. Brewer said that is part of the review.

Mayor Vosburg closed the public hearing receiving no additional comments.

*Motion by Ramey, Second by Raine to Approve Introduction and Waiving First Reading of Ordinance No. 802 Amending Title 9 of the Planning and Zoning Code and Section 7-6.203 (Prohibited Acts) to include regulations governing Unattended Collection Boxes. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

2. Introduce and Waive the First Reading of Ordinance No. 808 - Amending the Planning and Zoning Code Related to Home Occupation Permits
Sean Brewer, Community Development Director

Community Development Director Sean Brewer presented portions of the staff report:

The Council has given staff direction regarding expanding the permitted uses for home occupations with the imposition of reasonable regulations. At their January 4, 2018 meeting, the City Council directed staff to prepare and ordinance that would modify home occupation uses classification within the practitioners of the medical arts in addition to other uses that could operate from a residence where the services they provide are not conducted at the permitted residence.

Section 9-5.113 of the Coalinga Planning and Zoning Code establishes regulations to reduce and control the impact of home occupations so that its effects on a neighborhood are undetectable from normal and usual residential activity. Currently, the City of Coalinga's home occupation regulations strictly prohibit "doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts as home occupations in Residential districts (CMC Section 9-5.113(11) (b))".

Staff reviewed various municipalities' home occupation permit ordinances and found that practitioners of the medical arts uses are permitted as home occupations with a condition that office visits and treatments shall not occur at the permitted residence of the home occupation. This could be amended to accommodate these uses in addition to other mobile type uses that do not typically provide services at the permitted residence of the home occupation but rather off site (i.e. Contractors, handyperson, janitorial services, landscape contractors, and gardening services).

On February 13, 2018 the Planning Commission conducted a public hearing and recommended, to the City Council, approval of Ordinance 808.

Ordinance No. 808 established the following regulations related to home occupations of medical arts and other various mobile services:

1. Establish an "Intent" section to provide staff guidance when approving home occupation permits.
2. Include regulations for doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts as permitted home occupation so that office visits and treatment do not occur at the permitted residence. This also is contingent as to whether State and/or Federal Law allows for certain medical practitioners to use a home address for a business address.
3. Regulations for a contractor, handyperson, janitorial service, landscape contractor, and gardening service, subject to special conditions where the permitted residence may contain only an office related to the occupation and no employees may report to the permitted residence for work assignments.
4. The ordinance will also, authorize the Community Development Director to place additional conditions on the home occupation to ensure the impact of a home occupations effects on a neighborhood are undetectable from normal and usual residential activity.

Mayor Vosburg opened and closed the public hearing receiving no comments.

*Motion by Raine, Second by Stolz to Approve Introducing and Waiving the First Reading of Ordinance No. 808 - Amending the Planning and Zoning Code Related to Home Occupation Permits. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

5. CONSENT CALENDAR

1. Check Register - January 2018

2. Rejection of Claim for Damages Presented by Raymond Bernal
3. Public Works & Utilities Monthly Report for February 2018

Mayor Vosburg pulled Item 2 Rejection of Claim for Damages by Raymond Bernal for explanation. After reading the claim, it was recommended that it should be rejected.

Motion by Ramsey, Second by Stolz to Approve Consent Calendar Items 1 and 2. Motion Approved by a 5/0 Roll-call Majority Vote.

Motion by Ramsey, Second by Raine to Approve Consent Calendar Item 2. Motion Approved by a 5/0 Roll-call Majority Vote.

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

- 1. Discussion, Direction and Potential Action to Establish City-Wide Goals and Objectives for Fiscal Year 2019**
Marissa Trejo, City Manager

City Manager Trejo recommends Council adopt the attached Goals and Objectives for Fiscal Year 2019 as proposed.

Each year, City Staff and the Council work together to establish departmental Goals and Objectives.

In an effort to ensure everyone is working toward the same Goals and Objectives with the same focus on the Council's vision, the City Manager is proposing City-Wide Goals and Objectives for Fiscal Year 2019. With this arrangement, the Council and all employees and departments will be working toward the same common goals and objectives. Each department will then have action steps it will take in order to meet the City-Wide Goals and Objectives.

Draft City-Wide Goals and Objectives for FY 19

Goal 1: Financial Stability

Objectives

- 1.1: Maintain adequate financial reserves.
- 1.2: Clearly define service levels and associated resource requirements.
- 1.3: Identify and implement new revenue sources.
- 1.4: Locate cost efficiencies.
- 1.5: Maintain solid financial information.

Goal 2: Service Excellence

Objectives

- 2.1: Improve community appearance and protect neighborhood integrity.
- 2.2: Promote a positive work environment.
- 2.3: Recruit, retain and develop a diverse municipal workforce.
- 2.4: Actively engage and communicate with the community.
- 2.5: Maintain organizational consistency.

Goal 3: Safe and Healthy Community

Objectives

- 3.1: Clearly define public safety service levels and associated resource requirements.
- 3.2: Identify and eliminate hazards.
- 3.3: Ensure public infrastructure is adequate.
- 3.4: Enhance public awareness and participation in crime prevention.
- 3.5: Clearly define an all hazards mitigation plan.

Goal 4: Systematic Infrastructure Investments

Objectives

- 4.1: Ensure consistent and uninterrupted utility services.
- 4.2: Support strategic investments in City facilities.
- 4.3: Support and fund capital improvement projects.
- 4.4: Plan and design for future growth.
- 4.5: Analyze and invest in regional opportunities.

Goal 5: Inclusive and Collaborative Governance

Objectives

- 5.1: Increase civic engagement.
- 5.2: Enhance transparency.
- 5.3: Strengthen relationships with other agencies, non-profit organizations and service clubs within the City.
- 5.4: Promote community service by City staff.
- 5.5: Support community-wide events

Mayor Vosburg suggested changing 1.1 to read “To maintain financial stability.” He also suggested in reference to 4.3 to use Capital Improvement Funds first to get the City out of debt prior to funding Capital Improvement Projects.

He suggests moving forward in the grey areas; it is not always black and white.

Council Member Lander said the Council will work for the community. We can make improvements in this area.

Council Member Ramsey said in reference to Item 2 he thinks we can improve the appearance of our neighborhood integrity.

Mayor Pro-tem Raine said these goals can be evaluated at the end of the year.

City Manager Trejo said all department heads met and contributed to this list as well as other staff members. The department heads will be meeting with their staffs to share and get their input, etc.

Mayor Pro-tem Raine said he likes the variety and looks forward to what staff suggests.

*Motion by Vosburg, Second by Lander to Accept Establishing City-Wide Goals and Objectives for Fiscal Year 2019 with Change to 1.1 to Read to “Maintain Financial Stability” and clarification on 4.3 to find other funding for CTP Projects or look into using Enterprise Funds for infrastructure projects. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

2. Discussion and Direction regarding Establishing Voting Districts for City Council Elections

Marissa Trejo, City Manager

City Manager Trejo introduced City Attorney Zamora who gave a PowerPoint Presentation depicting the reasons and processes in establishing voting districts for City Council Elections. He emphasized that Coalinga is not alone in this endeavor, other cities, school and hospital districts, etc. are being contacted. By the mid-term election, it will be all over the State.

PowerPoint Presentation:

- Visalia History
 - Why not fight? Because there is “zero” winning.
- Palmdale History
- Process to Change to Districts
- Maps of Hanford and Visalia showing districts.
- Process (Continued)

Comments:

- To run you have to live in a district
- If no one runs from a district, the Council will appoint someone
- In Visalia two individuals of Hispanic and Latino descent ran but were not elected.
- Council Members don’t agree with this situation
- If approved, it will limit liability
- Will hospital district and City districts coincide
 - They may be similar but not exactly
- CM said hospital distinct is using same demographer as Lemoore

Ms. Terri Yanez said she is confused. Will there be five districts and a representative from each district? What will happen to existing Council Members; will they be phased out?

City Manager Trejo said people with each district can vote only for those running in their district. The City will keep the same election years and terms.

Mayor Vosburg asked if the City could put all representatives on at the same time.

City Attorney Zamora said he will have to look that up and see.

Ms. Mary Jones asked if a person could get on Council and then move to another district.

City Manager Zamora said he or she could move but would lose their seat.

Ms. Jones asked how they would know.

City Attorney Zamora said from the Census Data. You don't have to have an elected minority.

Council Member Lander said this could change in twenty years.

City Attorney Zamora said you will probably have to revisit. In 2020 you will look at maps and new districts.

Council Member Lander said it will be \$50K to change plus maybe \$100K to pay for demographer,

City Attorney Zamora said it should be \$50K to set-up.

Council Member Stolz said in November, three seats are up; Vosburg, Raine and Ramsey.

City Attorney Zamora said he doesn't think it can be done by this coming election. We may not get it done in time for the County.

The district elections would be in the General Election 2020 or this coming November 2018.

Ms. Terri Yanez asked what if no one runs.

City Attorney Zamora said the Council would appoint someone from that district.

Mr. Glenn Mitchell suggested the Council might want to reverse decision on term limits.

Council Member Ramsey asked if cities could pay fines to charities rather than lawyers.

City Attorney Zamora said lawyers are terrible people; they would have to have a buy-off.

*Motion by Lander, Second by Stolz to Establish Voting Districts for City Council Elections. Motion **Approved** by a 5/0 Roll-call Majority Vote.*

7. CITIZEN COMMENTS

Mr. Greg Cody said the fountain in front of City Hall has not worked for the past two years. He can fix it. Take it out or concrete it in.

Council Member Lander said they're in the process of fixing it.

Public Works and Utilities Director Pete Paciado indicated it is happening; they're waiting on pumps.

Ms. Mary Jones said the opening of the school on Washington Street is from 11:00 to Noon. There may be no license on file.

Mr. Bill Luis indicated the Baker Museum Dinner is on the 10th of March, not this weekend.

8. ANNOUNCEMENTS

Mayor Vosburg said there is an ordinance in place in reference to treatment and cruelty to animals and covers food, water, care, shelter and insuring animals are in no harsh condition. There will be a PR or PSA out in reference to the ordinance.

In reference to the Library they are having a Teen Tech Event. It has to do with their new printers and game night to include Nintendo W.

He will be at the Cenic Conference to represent the Library and the City. He will contact the AT&T representatives and he is going to support the WHCC speaker.

Joaquin Arambula Bill 2839 is special for Coalinga. The following was read:

“The domicile of a person who has been adjudicated a sexually violent predator, as defined in Section 6600 of the Welfare and Institutions Code, and who is committed for an indeterminate term to the custody of the State Department of State Hospitals, shall be the last known address of the person before his or her commitment.”

The ACCAP Meeting was a great success. They discussed public safety AB209 and Prop. 47. We were in the company of like-minded people.

9. FUTURE AGENDA ITEMS

Council Member Ramsey would like staff to list organizations, non-profits and agencies on Website and also, service clubs and the contact persons. We want to maintain strong relationships with these organizations.

Mayor Vosburg wants recognition for person who forced the robbery at the Coalinga Market. The person held a gun on a young cashier and an adult. He clicked the gun twice.

Police Chief Salvador said this person will be honored at the next Fresno & Madera Counties Police Chiefs Association's Citizen Award Ceremony.

Mayor Vosburg would like PD to work on idea of training businesses on what to do in similar circumstances as what happened at the Coalinga Market.

Also, school training on active school shooters.

Police Chief Salvador said it is coming this month.

Mr. Greg Cody said we may consider this person a hero but people are not recommended to try and apprehend or fight a robber or other criminal. He wants a FAI on what should be done.

PD needs to put out PR on animals and tell people on what can happen, etc. Also, train officers on what to do.

10. CLOSED SESSION

1. CITY MANAGER'S PERFORMANCE EVALUATION – Government Code 54957(b)
2. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6.
CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): International Association of Firefighters

City Attorney Zamora indicated there should be no announcement released following Closed Session.

11. ADJOURNMENT (7:17 PM)

Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

Date

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: List of Non-Profit and Service Clubs In Coalinga
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Staff has no recommendation. This was requested as a future agenda item by Councilman Ramsey.

II. BACKGROUND:

III. DISCUSSION:

The source of this information is from the active Business License listing with the City.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Business_License_Listing-Non_Profits.pdf	Business License Listing-Non Profits & Service Clubs

City of Coalinga				
Non-Profit & Service Clubs Business License Listing				
Name	Address	City	State	Zip
Non-Profits				
California Highway Patrol	125 S. 6th Street	Coalinga	CA	93210
California State Retirees	1869 Buena Vista Drive	Sacramento	CA	95814
Chamber of Commerce	265 W. Elm	Coalinga	CA	93210
Chapel Grace	120 E. Hawthorne	Coalinga	CA	93210
Coalinga Merchant Association	220 S. Fifth Street	Coalinga	CA	93210
Coalinga Oilers Football	229 Grant	Coalinga	CA	93210
Coalinga-Huron Recreation and Park District	555 Monroe Street	Coalinga	CA	93210
Community Scholarship Alliance	187 E. Polk	Coalinga	CA	93210
First Baptist Church	120 E. Hawthorne	Coalinga	CA	93210
Fresno Council of Governments	2035 Tulare Street #201	Fresno	CA	93721
Herb's Soup Kitchen/Chapel Grace	120 E. Hawthorne	Coalinga	CA	93210
Iglesia Jesus Es El Camino Juan 146	608 E. Polk	Coalinga	CA	93210
Institute of Fine Arts, Imaginarium	148 W. Elm Ave	Coalinga	CA	93210
R.C. Baker Memorial Museum	297 W. Elm Avenue	Coalinga	CA	93210
The Pawsaila Foundation	2427 Vartikian	Clovis	CA	93611
The Regents of the University	550 E. Shaw Ave #210-B	Fresno	CA	93710
Thrive Ministries	2020 San Pablo Drive	Coalinga	CA	93210
Turning Point of Central CA, Inc.	P.O. Box 7447	Visalia	CA	93277
UCP of Central CA	4224 N. Cedar	Fresno	CA	93727
United Health Centers-WIC Program	1510 Falcon	Coalinga	CA	93210
Valley Animal Haven	990 E. D Street	Lemoore	CA	93245
Westside Family Preservation Services	160 W. Elm	Coalinga	CA	93210
Service Clubs				
BPO Elks#1613	200 Cambridge Ave	Coalinga	CA	93210
Coalinga Community Foundation	198 W. Forest Street	Coalinga	CA	93210
Coalinga Lions Club	1191 Phelps Ave	Coalinga	CA	93210
Source: Business License Listing				

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: CalPERS Amortization Policy Update
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Staff has no recommendation. This was requested as a future agenda item by Mayor Vosburg.

II. BACKGROUND:

The CalPERS Board of Administration on February 14, 2018 adopted to reduce the agency's amortization policy from 30 years to 20 years for all investment gains and losses. The amortization policy changes will be reflected in the City's June 2019 valuation reports; however, city budgets will not be impacted by the newly adopted policy until FY 2021-2022.

III. DISCUSSION:

The total employer contribution is made up of the normal cost (percentage based) and the amortization of the unfunded accrued liability (dollar amount paid annually).

Amortization is the systematic paydown of debt similar to a mortgage. The amortization of the unfunded accrued liability (UAL) is currently based on a 30-year basis. The future gains and losses realized by the plan will be amortized over 20 years. The UAL is based on the year's investment performance determined at the end of the year.

The purpose of the amortization policy is to ensure benefit security, intergeneration equity, and maintain stability. It is the goal of the CalPERS actuary team to aim for 100% funded status. The plan is currently at 68-70% funded status. CalPERS believes it is important to maintain intergenerational equity where contributions should match the working term of an employee.

CalPERS has identified several effects of the shorter amortization periods. This policy will result in the annual amortization amounts to be higher as gains and losses are amortized faster. This policy will also result in less interest to be paid over time for losses and less interest to be earned for gains. There will be higher initial costs but significant savings in the long term.

IV. ALTERNATIVES:

The League of California Cities has proposed two options to CalPERS to address the challenges some cities may face under the new schedule; however, these options were not adopted by CalPERS on February 14th.

Option No. 1: Amortization Opt Out for Distressed Agencies

The opt-out provision would be for agencies who are unable to make the anticipated increased payments resulting from shorter amortization periods. The opt out provision would allow a financially distressed agency to continue the same course of a 30-year amortization schedule for all gains and losses.

Option No. 2: Tiered Systems for Agencies Depending of Fiscal Health

The League suggested that CalPERS Board may consider a tiered system whereby agencies that are deemed capable of affording a 20-year schedule would be placed on that amortization tier. Agencies that are struggling can be placed in a 25-year amortization period and agencies who are deemed to be in a significant hardship can opt out to remain on a 30-year amortization period.

V. FISCAL IMPACT:

Below are the projections for the City’s unfunded liability payments:

Account 25889 (Safety – PEPR A)

FY 18-19 = \$505

FY 19-20 = \$990

FY 20-21 = \$1,800

Account 32048 (Safety – Classic)

FY 18-19 = \$4,911

FY 19-20 = \$14,000

FY 20-21 = \$28,000

Account 27481 (Misc – PEPR A)

FY 18-19 = \$446

FY 19-20 = \$980

FY 20-21 = \$1,800

Account 32047 (Misc – Classic)

FY 18-19 = \$17,522

FY 19-20 = \$20,000

FY 20-21 = \$26,000

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: City Sourced Software
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Pete Preciado, Public Works & Utilities Director

I. RECOMMENDATION:

None. This is a future agenda item from Councilmember Stolz.

II. BACKGROUND:

This software was acquired by the City and launched February 4, 2016. The Public Works and Utilities Department took over responsibility and funding for the service July of this fiscal year due to the City doing away with the program.

III. DISCUSSION:

City Sourced has the potential to be a valuable tool in providing a means for the public to notify the City of issues they see around town.

Usage has been minimal; about 6 complaints. The plan is to add City Sourced to a larger project which will use ArcGIS and a new web site for Public Works. When the new web site is launched, City Sourced will play a vital role as the primary means for residents to bring concerns to the attention of the City.

IV. ALTERNATIVES:

None. Regulatory requirements do require the City have some method of receiving water quality complaints, recording the complaint and corrective action. City Sourced is ideally suited for this task.

V. FISCAL IMPACT:

The yearly service fee is \$3,600 and is shared by water plant, water distribution, wastewater plant, wastewater collection, gas fund, gas enterprise and street sweeping.

ATTACHMENTS:

File Name

Description

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Waive Second Reading and Adopt Ordinance No. 802 Amending Title 9 of the Planning and Zoning Code and Section 7-6.203 (Prohibited Acts) to include regulations governing Unattended Collection Boxes.

Meeting Date: March 15, 2018

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Waive Second Reading and Adopt Ordinance No. 802 amending Title 9 of Coalinga's Planning and Zoning Code to include regulations regarding the placement and permitting of unattended collection boxes. The proposed text amendment also includes minor changes to other sections of the Coalinga Municipal Code to reference the new regulations.

II. BACKGROUND:

At their May 18, 2017 meeting the City Council directed staff to work with the Planning Commission to create an ordinance that would establish a regulatory framework for legal permitting of unattended collection boxes in the City.

Over the past few years, the City of Coalinga has seen an increase in the presents of Unattended Collection Boxes on public and private properties. The facilities typically measure about 4 feet in depth and 5 feet in height and accept a variety of textile, book and other salvageable personal property. The facilities are generally placed on commercial properties (strip malls, gas stations, and grocery stores). In Coalinga, the facilities are particularly visible along Polk Street and Elm Ave.

Many of the unattended facilities result in public nuisances by attracting graffiti, scavenging and illegal dumping due to the fact that they are unmonitored and maintained by off-site operators that are simultaneously servicing thousands of units across State. Historically the City of Coalinga Code Enforcement staff conducted regular sweeps to document the public nuisance issues related to the facilities. Unfortunately, staff was unsuccessful in contacting the owners of the unattended collection boxes which then places the burden on the property owner to remove. In most cases the owner never gave permission to drop the box in the first place.

There are some benefits to these facilities. Specifically, placement of Unattended Collection Boxes in a variety of conveniently accessible locations encourages individuals to recycle textile goods rather than placing those items in the waste stream. In addition to encouraging recycling, unattended collection boxes are a form of charitable solicitation and are afforded First Amendment protection as free speech. As charitable solicitation and/or donations are considered free speech, the City cannot ban unattended collection boxes outright without a regulatory permitting path. Several of the companies that manage the facilities purport to be or are associated with non-profit organizations that donate proceeds from donations to national and international charity organizations.

State Legislation Related to Unattended Collection Boxes. In July 2010, the state enacted Assembly Bill (AB) 918, in an effort to regulate Unattended Collection Boxes, and to provide consumers with information

regarding how donations would be used. The law required that the Unattended Collection Boxes provide a written display of the organization which benefits from the donation and whether it is a non-profit entity. The law did not specifically limit the ability of local municipalities to place further restrictions on the facilities.

In response to City Council direction and concerns about the increased presents of Unattended Collection Boxes on commercial sites throughout the City and the related nuisance activities that such facilities attract, staff has worked with the Planning Commission on recommended ordinance language that establishes new regulations for Unattended Collection Boxes. Under the proposed regulations, Unattended Collection Boxes would be permitted on existing commercial properties or religious facilities sites located in the CS (Commercial Service), CG (General Commercial), CR (Commercial Retail) and MX (Mixed Use Zones), subject to approval of a Conditional Use Permit (CUP) and compliance with performance standards. On January 23, 2018 the Planning Commission recommended the Council adopt draft ordinance no. 802 regulating unattended collection boxes.

On March 1, 2018 the City Council held a public hearing and introduced and waived the first reading of this Ordinance, recommending adoption at their next regularly scheduled meeting.

III. DISCUSSION:

Overview of Proposed Recycling Regulations Amendments to Include Unattended Collection Boxes. Staff recommends the following amendments to the Coalinga Municipal Code as it relates to Unattended Collection Boxes:

Unattended Collection Boxes would be permitted on existing commercial properties or religious facilities sites located in the CS (Commercial Service), CG (General Commercial), CR (Commercial Retail) and MX (Mixed Use Zones), subject to approval of a Conditional Use Permit (CUP) with additional performance standards. The facilities would be prohibited in all other zoning districts. By definition, unattended collection boxes would fall under a zoning sub classification of recycling facilities.

Staff believes that the conditional use permit (CUP) process is warranted to ensure that the facilities are placed in compliance with adopted performance standards; to maintain a record of approved facilities for record-keeping purposes; and to ensure ongoing compliance with maintenance requirements.

Proposed performance standards to be placed in the zoning code are detailed in the ordinance, but identified below:

- Placement of a facility on a site with an existing primary commercial or religious facility use;
- Minimum distance requirements of 1,000 linear feet between each facility, unless a second one is permitted on a single site to accommodate overflow demand
- General maintenance requirements for the facility and surrounding area;
- Orientation and placement requirements to ensure that facilities are safe and visible but do not obstruct pedestrian or vehicular traffic; and
- Provision of a maximum box size and height.

In addition, the proposed regulations would require that all existing Unattended Collection Boxes be removed or brought into conformance with the proposed standards within sixty (60) days of adoption of the new zoning regulations.

Proposed Revisions to Other Sections of the Coalinga Municipal Code - Staff recommends that a reference to the new Unattended Collection Box regulations be added to CMC Section 7-6.203, Prohibited Acts, to classify a violation of the proposed regulations as a prohibited act where an Administrative Citation and/or

Abatement procedures may apply to abate the nuisance.

Environmental Analysis

The proposed project is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3), as an activity that is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed project includes zoning text amendments to regulate the placement of and to establish standards for small, unattended donation boxes on already developed commercial sites or sites containing religious facilities. Further, each discretionary project submitted under the proposed regulations would require its own CEQA-specific review. Thus, it can be seen with certainty that there is no possibility that the proposed project would have a significant effect on the environment.

Text Amendment Findings for Approval

In order for the Text Amendments to be approved, the following findings must be made:

The proposed Zoning Ordinance amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

The placement of Unattended Collection Boxes in a variety of conveniently accessible locations in the City would encourage individuals to recycle textile goods rather than placing those items in the waste stream. The proposed text amendments will promote the public health, safety, convenience, and general welfare of the residents of Coalinga by amending the Zoning Ordinance to provide a separate purpose, definitions, process and standards whereby Unattended Collection Boxes could be permitted and regulated at appropriate locations throughout the City; establishing performance standards that would apply to all new and existing Unattended Collection Boxes to ensure that the boxes are located and maintained in a manner so as not to constitute a public nuisance; and, establishing enforcement provisions for Unattended Collection Boxes found to be in violation of the regulations.

The proposed Zoning Ordinance amendment is consistent and compatible with the goals, policies, and actions of the General Plan, and the other applicable provisions of the Zoning Ordinance.

Recognizing that Unattended Collection Boxes are targets for public nuisances such as graffiti, litter, scavenging and unwanted dumping, their unregulated presence degrades the image and perceived safety of the City. Regulation of these facilities is consistent with the intent City of Coalinga General Plan to improve the commercial corridors. The proposed regulations would allow Unattended Collection Boxes, which offer a convenient location for recycling of salvageable goods, in limited numbers along major arterials subject to specific performance standards. The standards will ensure that the Unattended Collection Boxes blend in with surrounding primary uses without compromising safety or reducing required parking and landscaped areas. Further, the proposed text amendments will ensure that the City has a mechanism to enforce the proposed regulations as a public nuisance if the facilities are not maintained.

If applicable, the site is physically suitable (including, but not limited to access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designations and anticipated land uses/developments.

The proposed text amendments would facilitate the limited placement of Unattended Collection Boxes in conjunction with allowable primary uses, subject to specific performance standards.

The proposed Zoning Ordinance amendment has been processed in accordance with the applicable

provisions of the California Government Code and the California Environmental Quality Act.

The proposed project is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3), as an activity that is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed project includes zoning text amendments to regulate the placement of and to establish standards for small, unattended donation boxes on already developed commercial sites or sites containing religious facilities. Further, each discretionary project submitted under the proposed regulations would require its own CEQA-specific review. Thus, it can be seen with certainty that there is no possibility that the proposed project would have a significant effect on the environment.

IV. ALTERNATIVES:

- Do not move to adopt Ordinance No. 802 and direct staff accordingly.

V. FISCAL IMPACT:

Non determined at this time.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Ordinance_802_-_Unattended_Collection_Bins.doc	Ordinance No. 802

ORDINANCE NO. 802

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING ARTICLE 1, CHAPTER 1 OF TITLE 9 (DEFINITIONS), AMENDING TABLE 2.5 OF SECTION 9-2.302(b) (USE CLASSIFICATIONS), AMENDING SECTION 9-5.119 (STANDARDS FOR SPECIFIC USES AND ACTIVITIES), AND SECTION 7-6.203 (PROHIBITED ACTS) OF TITLE 7, CHAPTER 6, OF THE COALINGA MUNICIPAL CODE RELATING TO THE PLACEMENT AND PERMITTING OF UNATTENDED COLLECTION BOXES

The City Council of the City of Coalinga does ordain as follows:

Section 1. Amendment of Definitions Section of Title 9, Title 1, Article 1 to add:

Recycling Facility.....

Unattended Collection Boxes. Any unattended container, receptacle or similar device that is located on any lot within the city that is used for soliciting and collecting donations of clothing and other salvageable personal property by a non-profit entity with tax exempt status. This term does not include recycle bins for the collection of recyclable material and facilities identified as reverse vending machines, small or large recycling facilities, or any unattended donation box located within a building.

Section 2. Table 2.5 of Section 9-2.302(b) of the Coalinga Municipal Code is amended to add as follows:

Use Classifications	CG	CR	CS	MX	Additional Regulations
Industrial Uses					
Recycling Facilities	See subclassifications below.				
<i>Unattended Collection Boxes</i>	<i>CUP</i>	<i>CUP</i>	<i>CUP</i>	<i>CUP</i>	<i>Section 9-5.119, Recycling Facilities</i>

Section 3. Section 9-5.119 of the Coalinga Municipal Code is amended to add section (4) to read as follows:

- (4) *Unattended Collection Boxes.*
 - a. *Location.* The unattended collection box shall be placed on a site with an existing primary commercial or religious facility use which is in compliance with zoning, building and fire code of the City of Coalinga. Unattended collection boxes shall remain in the exact location for which a permit was issued and shall not be moved unless the box is removed from the property or replaced with an identical box in the same location.
 - b. *Maintenance.* Unattended collection boxes shall be maintained in good condition and appearance with no structural damage, holes or visible rust

and shall be free of graffiti. The responsible party shall submit, with their application for permit, a pick up schedule that will prevent the unattended collection box from overflowing.

- c. *Separation.* Unattended collection boxes shall be a minimum distance of 1,000 feet from any other permitted unattended collection box.
- d. *Setback.* The responsible party shall maintain or cause to be maintained a minimum of ten feet of area surrounding the unattended collection box free of donated materials, junk, trash and debris or other salvageable personal property placed on the site.
- e. *Abatement.* The responsible party shall be responsible for abatement and removal of all junk, garbage, trash, debris and other material from the unattended collection box and the immediate ten feet surrounding the box within 24-hours of written notice from the City of Coalinga. If abatement and removal is not accomplished within 24- hours of said notice, the responsible party shall be responsible for all costs related to abatement and removal of junk, garbage, trash, debris and other refuse material as defined above.
- f. *Signage.* Unattended collection boxes shall contain the following information in two-inch font visible from the front of each facility: the name, address, email address and phone number of the person(s) responsible for maintaining the unattended collection box, and the type of material to be deposited.
- g. *Security.* Unattended collection boxes shall be locked or otherwise secured.
- h. *Size.* Unattended collection boxes shall not exceed 25 square feet in size, and shall not be taller than 7 feet in height, unless otherwise permitted through the CUP process.
- i. *Second Container.* No more than one unattended collection box may be placed on a parcel. However, a second unattended collection box may be approved for a single location if the applicant demonstrates that daily collection from the permitted unattended collection box fails to provide adequate overflow abatement and amends the conditional use permit accordingly.
- j. *Placement.* Unattended collection boxes shall not obstruct pedestrian or vehicular circulation and shall not be placed in required parking spaces, required landscaping, setbacks or the public right-of-way.
- k. *Visibility.* Unattended collection boxes shall be visible from the public right-of way and located in a well-lit area.
- l. *Advertising.* Unattended collection boxes shall be free of any advertising which is unrelated to the business of the operator of the unattended collection box.

Section 4. Section 7-6.203 of the Coalinga Municipal Code is amended to add section (n) to read as follows:

Sec. 7-6.203. Prohibited acts.

(n) For any property owner or operator to place, operate, maintain or allow unattended collection boxes on real property without obtaining the required permit.

Section 5. All property owners of parcels on which unattended collection boxes exist as of the effective date of this Ordinance shall have sixty (60) days from that date to file a permit application as required by this ordinance. Nothing in these regulations is intended to diminish or otherwise alter the requirements of any other federal, state or municipal law governing regulation of unattended collection boxes.

Section 6. This ordinance shall take effect thirty days after its adoption.

Section 7. The City Clerk is authorized and directed to cause this ordinance or a summary of this ordinance to be published once in a newspaper of general circulation published and circulated in the City of Coalinga, within 15 days after its adoption. If a summary of this ordinance is to be published, then the City Clerk shall cause a summary of the proposed ordinance to be published and a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the ordinance is adopted, and also shall cause a certified copy of the full text of the adopted ordinance to be posted in the office of the City Clerk after the meeting at which the ordinance is adopted. The summaries shall be approved by the City Attorney.

* * * *

The foregoing ordinance was introduced by the City Council of the City of Coalinga, California, at a regular meeting held on March 1, 2018, and was passed and adopted by the City Council on March 15, 2018, by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: Waive Second Reading and Adopt Ordinance No. 808 - Amending the Planning and Zoning Code Related to Home Occupation Permits
Meeting Date: March 15, 2018
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Waive second reading and adopt Ordinance No. 808 amending the planning and zoning code related to home occupation permits.

II. BACKGROUND:

The Council has given staff direction regarding expanding the permitted uses for home occupations with the imposition of reasonable regulations. At their January 4, 2018 meeting, the City Council directed staff to prepare and ordinance that would modify home occupation uses classification within the practitioners of the medical arts in addition to other uses that could operate from a residence where the services they provide are not conducted at the permitted residence.

Section 9-5.113 of the Coalinga Planning and Zoning Code establishes regulations to reduce and control the impact of home occupations so that its effects on a neighborhood are undetectable from normal and usual residential activity. Currently, the City of Coalinga 's home occupation regulations strictly prohibit "doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts as home occupations in Residential districts (CMC Section 9-5.113(11)(b)".

Staff reviewed various municipalities home occupation permit ordinances and found that practitioners of the medical arts uses are permitted as home occupations with a condition that office visits and treatments shall not occur at the permitted residence of the home occupation. This could be amended to accommodate these uses in addition to other mobile type uses that do not typically provide services at the permitted residence of the home occupation but rather off site (ie. Contractors, handyperson, janitorial services, landscape contractors, and gardening services).

On February 13, 2018 the Planning Commission conducted a public hearing and recommended, to the City Council, approval of Ordinance 808.

On March 1, 2018 the City Council held a public hearing and introduced and waived the first reading of the ordinance recommending adoption at their next regularly scheduled meeting.

III. DISCUSSION:

Ordinance No. 808 established the following regulations related to home occupations of medical arts and other various mobile services:

1. Establish an "Intent" section to provide staff guidance when approving home occupation permits.
2. Include regulations for doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts as permitted home occupation so that office visits and treatment do not occur at the permitted residence. This also is contingent as to whether State and/or Federal Law allows for certain medical practitioners to use a home address for a business address.
3. Regulations for a contractor, handyperson, janitorial service, landscape contractor, and gardening service, subject to special conditions where the permitted residence may contain only an office related to the occupation and no employees may report to the permitted residence for work assignments.
4. The ordinance will also, authorize the Community Development Director to place additional conditions on the home occupation to ensure the impact of a home occupations effects on a neighborhood are undetectable from normal and usual residential activity.

Environmental Clearance

The proposed project is exempt from the California Environmental Quality Act (CEQA) under Section 15061(b)(3), as an activity that is covered by the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The proposed project includes zoning text amendments to regulate home occupation permitted uses that are consistent with similar existing home occupations where there is no reason to believe that there is a potential for impact.

IV. ALTERNATIVES:

- The Council can provide direction to staff if there are changes that they would like to make.
- Do not adopt Ordinance No.808 and direct staff accordingly.

V. FISCAL IMPACT:

There is a possibility that home occupation permit application could increase with the expanded permitted uses.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Ordinance_No._808_-_Home_Occupation_Modifications_-_Clean.docx	Ordinance No. 808 - Home Occupations - Clean

ORDINANCE NO. 808

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING SECTION 113 OF ARTICLE 1 OF CHAPTER 5 OF TITLE 9 OF THE COALINGA MUNICIPAL CODE RELATED TO HOME OCCUPATIONS

The City Council of the City of Coalinga does ordain as follows:

Section 1. Section 113 of Article 1 of Chapter 5 of Title 9 of the Coalinga Municipal Code is hereby revised to read as follows:

Sec. 9-5.113. - Home occupations.

(a) The intent of these regulations is to reduce and control the impact of a home occupation so that its effects on a neighborhood are undetectable from normal and usual residential activity. For purposes of this chapter, the term "permitted residence" means the dwelling unit (including accessory structures) for which a home occupation permit is issued under this chapter.

(b) Home occupations are allowed in association with residential uses, subject to the following regulations.

(1) Articles offered for sale shall be limited to those produced on the premises or sale of items considered by the Community Development Director to be accessory and incidental to an allowed home occupation. A person conducting an allowed home occupation in which he or she serves as an agent or intermediary between off-site suppliers and off-site customers may have sales from the residence where all articles, except samples, shall be received, stored and sold to the customers at off-premises locations.

(2) Home occupations shall be conducted either within a dwelling or in a detached accessory structure on the same property by a resident thereof. Home occupations shall be clearly incidental to the use of the structure as a dwelling.

(3) Any external alteration to the dwelling to accommodate the home occupation shall conform to the residential appearance of the building and the existence of a home occupation shall not be apparent beyond the boundaries of a lot, except for a small name plate, not directly lighted and not exceeding one square foot in area, as allowed pursuant to Chapter 4, Article 5, Signs.

(4) Only immediate family members residing within the residence shall be employed in the conduct of a home occupation.

(5) No motor power other than electrically-operated motors shall be used in conjunction with a home occupation. The horsepower of any single motor shall not exceed three (3) horsepower and the total horsepower of all such motors shall not exceed five (5) horsepower.

(6) A home occupation shall not create any radio waves, television interference or similar electronic interference on adjacent properties. Noise audible beyond the boundaries of the lot shall not exceed the

sound level standards as set forth in Chapter 4, Article 4.405, Noise, for the Zoning District in which the use is located.

(7) No odor, liquid or solid waste, other than normally associated with a residential use, shall be emitted.

(8) Not more than one truck of not more than one ton capacity and no semi-trailers associated with a home occupation shall be kept on site.

(9) A home occupation shall not create pedestrian, automobile, or truck traffic in excess of the normal amount typical of the Zoning District, with no more than one non-occupant vehicle present on the street at any given time.

(10) Prior to Community Development and Building Official approval of an application for a home occupation under this section, the applicant shall be required show by signature that he or she has reviewed and agrees to abide by regulations to not create any impact, disturbances, or nuisances to the neighborhood.

(11) Doctors, dentists, osteopaths, chiropractors and other practitioners of the medical arts, as prescribed by State and Federal Law, are subject to the following condition: office visits and treatment shall not occur at the permitted residence.

(12) Contractor, handyperson, janitorial service, landscape contractor, and gardening service, subject to the following special conditions: the permitted residence may contain only an office related to the occupation. No employees may report to the permitted residence for work assignments.

(13) The specified uses below shall not be permitted as home occupations because of their nature that have one or more of the following characteristics: equipment or machinery of a type or quantity not typically found in the house; need for outside storage; parking needs greater than what can be provided on-site; need for special permits from other agencies; and need for extensive alteration to the residence or lot.

a. No motorized vehicle or trailer repair or tune-up shall be operated as a home occupation.

b. On-site painting services (including auto, boat, and appliances).

c. Care, treatment, breeding or boarding of cats, dogs and other animals for a fee or barter.

d. Activities involving substantial amounts of dangerous or hazardous materials, including but not limited to pesticides, herbicides, poisons and highly flammable materials as determined by the Fire Chief.

(14) The Community Development Director shall have the authority to place additional conditions on the home occupation to ensure the impact of a home occupations effects on a neighborhood are undetectable from normal and usual residential activity.

Section 2. This Ordinance shall take effect 30 days after its adoption.

Section 3. The City Clerk is further directed to cause this ordinance or a summary of this ordinance to be published once in a newspaper of general circulation published and circulated within the City of Coalinga, within fifteen (15) days after its adoption. If a summary of the ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the ordinance is adopted and again after the meeting at which the ordinance is adopted. The summary shall be approved by the City Attorney.

The foregoing Ordinance was introduced by the City Council of the City of Coalinga, California, at a regular meeting held on March 1, 2018, and was passed and adopted by the City Council at a regular meeting held on March 15, 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

Mayor
City of Coalinga

ATTEST:

City Clerk/Deputy City Clerk
City of Coalinga

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE
AUTHORITY**

Subject: City Council Approval of Resolution No. 3804 Authorizing the Submission of the 2017 General Plan Progress Report and Housing Report to the Governor's Office of Planning and Research in Accordance with Government Code Section 65400(b)(1).

Meeting Date: March 15, 2018

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

Community Development Director recommends City Council approve Resolution No. 3804 accepting the attached 2017 General Plan and Housing Annual Progress Report and direct staff to submit the report to the Governor's Office of Planning and Research and the Housing Community Development Department in accordance with Government Code Section 65400(b)(1).

II. BACKGROUND:

Government Code Section 65400(b)(1) mandates that all cities and counties submit to their legislative bodies an annual report on the status of the general plan and progress in its implementation (the "Progress Report"). A copy of this Progress Report must also be sent to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

The intent of this statute is to ensure that the general plan directs all land use decisions and remains an effective guide for future development. Because the role of the general plan is to act as a "constitution" for the long-term physical development of a community and because it is required to be updated periodically to reflect current circumstances, it is critical that local planning agencies periodically review the general plan and its implementation. The Progress Report is a tool for monitoring this.

The Progress Report is useful to OPR in a number of ways. The report provides information that allows OPR to monitor local planning activities and to identify trends in land use planning and decision making throughout the State of California. This information is critical to OPR to serve in its capacity as the statewide planning agency.

III. DISCUSSION:

The attached General Plan Annual Progress Report have been prepared in accordance with the suggested Guidelines issued by the Office of Planning and Research.

On February 27, 2018, at their regularly scheduled meeting, the Planning Commission motioned and voted in favor of recommending that the City Council accept and direct staff to submit the 2017 General Plan Annual Progress Report to Governor's Office of Planning and Research.

IV. ALTERNATIVES:

- None. The General Plan Progress Report is required

V. FISCAL IMPACT:

Failure to submit the General Plan Annual Progress Report to the Office of Planning and Research could limit the City’s ability to apply for and be issued grants and/or funding for projects administered by the State Housing and Community Development Department including but not limited to the Community Development Block Grant Program.

ATTACHMENTS:

File Name	Description
❏ 2017_GPPR_and_Housing_Report.pdf	2017 General Plan Progress Report and Annual Housing Report
❏ City_Council_Resolution_No._3804.docx	Resolution 3804

ANNUAL PROGRESS REPORT

Coalinga General Plan and Housing Element



CITY OF COALINGA
The Sunny Side of the Valley

REPORTING PERIOD: Calendar Year 2017
(In Accordance with Government Code Section 65400)

INTRODUCTION

This report is intended to comply with the requirements of Government Code Section 65400 for the completion of an annual General Plan Progress Report. This report identifies the status of the City's General Plan and its progress in its implementation. This report represents the Community Development activity for planning year 2017.

The City of Coalinga City Council took action to adopt this report on March 15, 2018 at a regularly scheduled meeting.

Following the presentation of the report, the City Council accepted the report and authorized the Community Development Director to forward the report and minutes indicating acceptance to the Office of Planning and Research and the California Department of Housing and Community Development.

COMPREHENSIVE GENERAL PLAN UPDATE 2025

The City adopted its Comprehensive Update to its General Plan (2005-2025) in July of 2009. The update included a full update to the Land Use, Open Space, Safety/Noise, Circulation, and Public Facilities Elements. In 2012 the City completed its comprehensive zoning ordinance update to be in conformity with the recently adopted General Plan. In 2012 the City of Coalinga secured a Sustainable Communities Prop 84 Grant and worked in 2013 to produce an administrative draft and adopted the comprehensive update on September 5, 2014.

The City of Coalinga continues to actively implement the policies of the General Plan including the goals, policies and programs of the Housing Element. The following represents the progress the City has made towards implementing the General Plan and Housing Element during the Calendar Year 2017 reporting period. The information to follow is organized to correspond with the elements of the Coalinga General Plan.

LAND USE ELEMENT

AMENDMENTS

There were no amendments to the Land Use Element during Calendar Year 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE LAND USE ELEMENT

- The City is working to secure funding to update various sections of the land use element to reflect the current polices and direction the City of Coalinga is moving.
- Staff is continuing to update zoning regulations to ensure consistency with the General Plan and its land use policies and implementation measures.

OPEN SPACE AND CONSERVATION ELEMENT

AMENDMENTS

There were no amendments to the Open Space and Conservation Element during 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE OPEN SPACE AND CONSERVATION ELEMENT

- The zoning codes open space regulations provide for both private and public projects (OSC1-2.2).
- The new zoning code included Development and Implementation of a Resource Extraction Overlay District (Goal OSC-4).

CIRCULATION ELEMENT

AMENDMENTS

There were no amendments to the Circulation Element during Calendar year 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE CIRCULATION ELEMENT

- **Cambridge Ave Signalization - DESIGN**
The city plans to signalize Cambridge Ave and Elm Ave through an award of a Highway Safety Improvement Grant (HSIP). This project is expected to increase safety for pedestrians as well as control congestion during peak traffic time frames. Preliminary engineering began in late 2014 and construction is expected to occur in FY 2018/2019.
- **Forest Street Reconstruction Phase 4 (1st Street to Elm Ave) - DESIGN**

The City has recently completed the reconstruction of Forest Street from 3rd Street to 1st Street. These improvements included a complete reconstruction of the street, new street lighting, curbs, gutters and sidewalks. This project has enhanced the ADA path of travel and improved the roadway, which has been dedicated as city truck route for several years. Phase 4 began design in late 2017 and expects to begin construction in late 2018 with an expected completion date in spring 2019.

- **Various ADA Improvements in the Downtown District – ON GOING**

The City Council has shown commitment to bi-annual ADA improvement projects in order to improve accessibility within the commercial core of the City. The improvements include new sidewalks where none exist, curb ramps and alley approaches. The council has made a commitment to the community on a bi-annual basis to budget \$100,000 towards the implementation of the City's ADA transition plan.

Active Transportation Plan

In 2017 the approved an Active Transportation Plan (ATP) to further the goals, policies and implementation measures of the General Plan. The Coalinga Active Transportation Plan provides a strategy for the development of a comprehensive bicycling and walking network throughout Coalinga, as well as strategy for support facilities and education, encouragement, enforcement, and evaluation programs. It includes a Trails Master Plan that provides a strategy for the development of Class I shared-use paths or trails in and surrounding Coalinga. The Safe Routes to School Plan provides a strategy for the City and Coalinga-Huron School District to partner and provide safer and accessible routes to and from school for all travel modes, focusing on walking and bicycling, through a series of project and programmatic recommendations.

Active Transportation Projects

- Sidewalk Gap and Safe Routes to School Project's. The City is currently designing various walking and biking projects to enhance safety for pedestrians and bicyclist in and around the schools for kindergarten through high school.
- Multi-Use Trails Projects. The City applied for and is seeking funding opportunities to implement the approved master trails plan which includes 14 segments (8 miles) of multi-use trails for walking and biking to provide alternative forms of transportation and recreation for the community.

All of the proposed street improvements projected in the upcoming fiscal years will help meet the goal of providing a balanced, safe and efficient circulation system that includes cars, public transportation, bicycles and pedestrians with the mind set of anticipated growth (*Goal C1*).

These transportation projects also help in maintaining and improving the City's existing circulation and transportation facilities. Through the budget process and street maintenance planning, the City has been able to identify the necessary improvements within the planning area that will have the highest level of impact.

SAFETY, AIR QUALITY AND NOISE ELEMENT

AMENDMENTS

There were no amendments to the Safety, Air Quality and Noise Element during Calendar year 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE SAFETY, AIR QUALITY, AND NOISE ELEMENT

Noise

- Due to the nature of the guiding and implementing policies of the Noise Element, efforts to implement this Element of the General Plan are on-going in nature. Projects are reviewed on a case-by-case basis for adverse noise impacts to the environment and sensitive receptors.
- Performance Standards have been included into the new zoning ordinance to address noise related impacts due to new development such as noise or acoustical studies, sound walls, and other attenuation measures.
- When projects are brought before the City, staff carefully reviews projects for potential noise impacts to surrounding properties.

Safety

- All new construction and certain building renovations are reviewed for compliance with the Uniform Building Code for seismic safety.
- The City continues to participate in the Federal Emergency Management Agency's (FEMA) flood insurance program.

PUBLIC FACILITIES AND SERVICES ELEMENT

AMENDMENTS

There were no amendments to the Public Facilities and Services Element during Calendar year 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE PUBLIC FACILITIES AND SERVICES ELEMENT

Schools

- In 2017, the City continued to work with developers and property owners to ensure that adequate sites are reserved to meet the Coalinga Huron Unified School District's projected demand for future school uses.
- In 2017, the City continued to collect school fees upon issuance of building permits for development projects in accordance with State law.

Utilities

- In 2016, the City continued to work closely with project applicants and service utilities to ensure that there is adequate capacity to serve all new and existing areas of Coalinga.
- The City has approved and maintained and implemented the following utility master plans in order to guide and ensure the capacity to serve new growth area identified by the General Plan:
 - a. Wastewater Master Plan, Water Master Plan, Storm Water Master Plan, Natural Gas Master Plan
- The City of Coalinga is currently working on several water and sewer infrastructure projects to enhance the City's wastewater and water treatment facilities.

HOUSING ELEMENT

AMENDMENTS

There were no amendments to the Housing Element during Calendar Year 2017.

PROGRESS TOWARDS MEETING THE GOALS AND GUIDING PRINCIPALS OF THE HOUSING ELEMENT

Housing Element 2015-2023 (GPA)

The City of Coalinga collaborated with (12) twelve Fresno County Jurisdictions to develop a Multi-Jurisdictional Housing Element which served as the regional housing document that effectively acts as the State-mandated housing element for all participating jurisdictions. Participating jurisdictions included Fresno County, Clovis, Coalinga, Fowler, Huron, Kerman Kingsburg, Mendota, Parlier, Reedley, San Joaquin, Sanger, and Selma.

The Multi-Jurisdictional Housing Element was a single document, made up of two sections: 1) the main body, which described demographics, housing needs, resources, and constraints at a regional level and included goals and policies common to all participating jurisdictions; and 2) individual appendices, which contained details for each jurisdiction (i.e., sites inventory, governmental constraints, evaluation of existing Housing Element) and individual implementation programs for Coalinga.

- In 2016, the City of Coalinga adopted its Housing Element and is currently HCD Compliant. Pursuant to Government Code Section 65400, the City Council is required to prepare an annual report on the status and progress in implementing the City's housing element using forms and definitions adopted by the Department of Housing and Community Development. The housing report will be completed and submitted via electronic transmission at HCD's website. For the purposes of review, a copy of the housing report has been attached.

ATTACHMENT "A"
Housing Element Annual Progress Report

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Coalinga
 Reporting Period 1/1/2017 - 12/31/2017

Table A

Annual Building Activity Report Summary - New Construction Very Low-, Low-, and Mixed-Income Multifamily Projects

Housing Development Information							Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions		
1	2	3	4				5	5a	6	7	8
Project Identifier (may be APN No., project name or address)	Unit Category	Tenure R=Renter O=Owner	Affordability by Household Incomes				Total Units per Project	Est. # Infill Units*	Assistance Programs for Each Development See Instructions	Deed Restricted Units See Instructions	Note below the number of units determined to be affordable without financial or deed restrictions and attach an explanation how the jurisdiction determined the units were affordable. Refer to instructions.
			Very Low-Income	Low-Income	Moderate-Income	Above Moderate-Income					
(9) Total of Moderate and Above Moderate from Table A3 ▶▶			3	39	42						
(10) Total by income Table A/A3 ▶▶			3	39	42						
(11) Total Extremely Low-Income Units*											

* Note: These fields are voluntary

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Coalinga
Reporting Period 1/1/2017 - 12/31/2017

Table A2
Annual Building Activity Report Summary - Units Rehabilitated, Preserved and Acquired pursuant to GC Section 65583.1(c)(1)

Please note: Units may only be credited to the table below when a jurisdiction has included a program in its housing element to rehabilitate, preserve or acquire units to accommodate a portion of its RHNA which meet the specific criteria as outlined in GC Section 65583.1(c)(1)

Activity Type	Affordability by Household Incomes				(4) The Description should adequately document how each unit complies with subsection (c)(7) of Government Code Section 65583.1
	Extremely Low-Income*	Very Low-Income	Low-Income	TOTAL UNITS	
(1) Rehabilitation Activity				0	
(2) Preservation of Units At-Risk				0	
(3) Acquisition of Units				0	
(5) Total Units by Income	0	0	0	0	

* Note: This field is voluntary

Table A3
Annual building Activity Report Summary for Above Moderate-Income Units (not including those units reported on Table A)

	1. Single Family	2. 2 - 4 Units	3. 5+ Units	4. Second Unit	5. Mobile Homes	6. Total	7. Number of infill units*
No. of Units Permitted for Moderate	3	0	0	0	0	3	
No. of Units Permitted for Above Moderate	39	0	0	0	0	39	

* Note: This field is voluntary

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

(CCR Title 25 §6202)

Jurisdiction City of Coalinga

Reporting Period 1/1/2017 - 12/31/2017

Table B

Regional Housing Needs Allocation Progress

Permitted Units Issued by Affordability

Enter Calendar Year starting with the first year of the RHNA allocation period. See Example.		2015	2016	2017							Total Units to Date (all years)	Total Remaining RHNA by Income Level
Income Level	RHNA Allocation by Income Level	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9		
Very Low	Deed Restricted	150	20	0	0						20	130
	Non-deed restricted											
Low	Deed Restricted	115	10	0	1						11	104
	Non-deed restricted											
Moderate	Deed Restricted	123	9	0	3						12	111
	Non-deed restricted											
Above Moderate		201	3	0	39						42	159
Total RHNA by COG. Enter allocation number:		589	42	0	43						85	504
Total Units ▶ ▶ ▶												
Remaining Need for RHNA Period ▶ ▶ ▶ ▶ ▶												

Note: units serving extremely low-income households are included in the very low-income permitted units totals.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction City of Coalinga
Reporting Period 1/1/2017 - 12/31/2017

Table C

Program Implementation Status

Program Description (By Housing Element Program Names)	Housing Programs Progress Report - Government Code Section 65583. Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.		
Name of Program	Objective	Timeframe in H.E.	Status of Program Implementation
Regional Collaboration	Work w/other jurisdictions to address housing issues	Quarterly	Currently working with local jurisdictions and the county to begin developing committee goals to address housing issues. Participated in quarterly meetings with regional jurisdictions.
Review Annexation Standards in MOU	Review/Revise MOU	Ongoing	Coordination underway to begin discussions with the County and LAFCo.
Provision of Adequate Sites	Maintain/Update Inventory	Annually	Creating a spreadsheet to track inventory.
Monitoring of Residential Capacity	Develop/Implement Eval. Procedure	Ongoing	Creating a spreadsheet to track data
Water and Wastewater Service	Monitor Water/Wastewater Capacity/Service to Low Income Developments	2016	Public Works reviews development applications for capacity as well as continues to monitor water/wastewater availability.
Affordable Housing Incentives	Expand Affordable Housing Opportunities	7 years	Program currently under development
Farmworker Housing	Encourage Funding for Farmworker Housing	Annually	Program currently under development
Preserving Assisted Housing	Monitor status	2016	This an ongoing monitoring effort by CDD Staff
Encourage and Facilitate Accessory Units	Fee reductions for 2nd units. Education/opportunity for 2nd Units	Complete	The City currently has fee waivers for infill residential projects.

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Coalinga
Reporting Period 1/1/2017 - 12/31/2017

Zoning Code Amendments	Amendment of Zoning Code to Address Various Housing/Parking Needs	Review Annually	Complete
Lot Consolidation and Lot Splits	Encourage lot consolidation or lot splitting	Ongoing	Complete
Monitoring of Planning and Development Fees	Monitor fees charged by the City.	Complete	Fee Study Approved in January 2018
Housing Rehabilitation Program	Maintain housing rehab program/Promote rehab program.	Ongoing	Retained the services of a consultant to manage the maintenance of the various housing programs.
Code Enforcement	Address nuisance properties, offer rehabilitation assistance.	Ongoing	Program is ongoing through the Police Department
Homebuyer Assistance Program	Pursue CDBG, HOME funds.	Annually/As Needed	Complete

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
 (CCR Title 25 §6202)

Jurisdiction City of Coalinga

Reporting Period 1/1/2017 - 12/31/2017

First-Time Homebuyer Assistance Program	Provide resources for down payment assistance program	Annually	Complete
Energy Conservation	Promote and support PG&E Conservation Programs	Complete	Complete - City has partnered with the HERO Program
Housing Choice Vouchers	Provide information/resources for HCV program	2020	Program currently under development
Fair Housing	Provide Fair Housing Resources to lenders, real estate agents, etc.	Ongoing	Ongoing Program

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation
(CCR Title 25 §6202)

Jurisdiction	<u>City of Coalinga</u>
Reporting Period	<u>1/1/2017 - 12/31/2017</u>

RESOLUTION NO. 3804

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA APPROVING THE 2017 ANNUAL PROGRESS REPORT ON THE IMPLEMENTATION OF THE GENERAL PLAN

WHEREAS, the State of California requires non-charter cities and counties to have adopted General Plans to provide guidance and direction for development activities; and,

WHEREAS, the City of Coalinga's current General Plan was adopted on July 2, 2009; and,

WHEREAS, the Housing Element is one of seven mandatory elements of a General Plan required by the State of California; and,

WHEREAS, the Housing Element must be updated every eight years and reviewed for consistency with the State Department of Housing and Community Development; and,

WHEREAS, California Government Code section 65400 mandates that cities submit an Annual Progress Report on the status of the General Plan and its implementation to their legislative bodies, the Governor's Office of Planning and Research (OPR) and the Housing and Community Development (HCD); and,

WHEREAS, the Annual Progress Report is required to include: a) The state of the Plan and the progress of its implementation; b) the progress in meeting its share of regional housing needs and local efforts to remove governmental constraints to the maintenance, improvement and development of housing; and c) the degree to which the General Plan complies with the Guidelines established by OPR; and,

WHEREAS, the City has prepared its 2017 Annual Progress Report, attached hereto as Exhibit A, in accordance with the Guidelines adopted by OPR.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of Coalinga, California does as follows:

SECTION 1. That the City of Coalinga has completed the 2017 Annual Progress Report as required by California Government Code section 65400.

SECTION 2. That the 2017 Annual Progress Report provided herein as Exhibit "A" is found to be consistent with the suggested content by the State Guidelines and is hereby accepted.

SECTION 3. That the Community Development Director is hereby authorized and directed to submit the 2017 Annual Progress Report to the Governor's Office of Planning and Research (OPR) and the Department of Housing and Community Development (HCD).

~~~~~

**PASSED AND ADOPTED** by the City Council of the City of Coalinga at a regular meeting held on the 15th day of March, 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

\_\_\_\_\_  
Ron Ramsey, Mayor

\_\_\_\_\_  
City Clerk/Deputy City Clerk

# **EXHIBIT “A”**

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Approve Instructional Services Agreement with Fresno City College  
**Meeting Date:** Thursday, March 15, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Dwayne Gabriel, Fire Chief

---

**I. RECOMMENDATION:**

Fire Chief Gabriel recommends authorizing the Fire Chief to execute the renewal of the Instructional Services Agreement with Fresno City College.

**II. BACKGROUND:**

We currently have an Instructional Service Agreement (ISA) with the Fresno City College (FCC). This agreement allows our department to report training hours to FCC and receive reimbursement and college units for some of the training done at the fire department. The current agreement expires June 30, 2018. This agreement will change from a 1 year contract to a 3 year contract.

**III. DISCUSSION:**

This contract represents a renewal of our previous contract which will expire on June 30, 2018. The terms of our agreement are unchanged from the previous contract, except for the change from a 1-year to a 3 year contract. The reimbursement received for Fall 2016 and Spring 2017 was \$5,386.50.

**IV. ALTERNATIVES:**

Not approve agreement.

**V. FISCAL IMPACT:**

No negative impact.

**ATTACHMENTS:**

| File Name                                                     | Description             |
|---------------------------------------------------------------|-------------------------|
| □ FCC_Coalinga__ISA_DRAFT_2018-2023_Master_Agreement_New.docx | Fresno City College ISA |

**MASTER INSTRUCTIONAL SERVICE AGREEMENT  
BETWEEN  
FRESNO CITY COLLEGE AND  
COALINGA FIRE DEPARTMENT**

This Agreement is made and entered into this 1<sup>st</sup> day of July, 2018 by and between Fresno City College (FCC), a college of the State Center Community College District (SCCCD), and Coalinga, a city in the County of Fresno, (CFD) (together, "the parties").

**WITNESSETH**

WHEREAS, FCC is authorized by the California Education Code ("Education Code") and Title 5 of the California Code of Regulations ("Title 5"), to conduct Contract Instruction, Assessment and Counseling Services to serve community needs; and

WHEREAS, CFD desires to contract with FCC for to provide educational services to its in-service personnel as set forth herein; and

WHEREAS, the parties mutually desire cooperation of the parties to provide quality instruction and training to meet community needs, as set forth herein.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing and of the covenants, conditions, and promises hereinafter contained to be kept and performed by the respective parties, FCC and CFD mutually agree as follows:

**Section 1. RESPONSIBILITIES OF FCC**

- a. FCC shall offer approved courses to meet educational needs and requirements of the CFD's in-service personnel (all class participants are in-service fire personnel and shall hereafter be referred to as "students"), as specified by CFD.
- b. FCC shall provide a coordinator to work with CFD. Said coordinator shall act as the CFD co-director for all FCC affiliated educational courses. Under no circumstances, however, shall the coordinator have authority over the remaining operations of CFD, including but not limited to, personnel issues concerning CFD employees, operational budget, or the use, maintenance, or scheduling of CFD facilities.
- c. FCC and CFD will mutually ensure ancillary and support services are provided for the students. (e.g. Counseling, Guidance, & Placement Assistance).
- d. FCC shall assist the CFD in registration and other support services to students in order to adequately manage and control its course offerings.
- e. FCC shall approve of the selection of instructors and facilitators and

evaluate the quality of instruction to ensure that it meets the needs of the students and the accreditation requirements of FCC. FCC shall have the primary right to control and direct the instructional activities of all instructors.

- f. FCC shall ensure that course offerings meet all appropriate requirements of the Education Code and Title 5.
- g. FCC shall consult the CFD on any revisions to existing FCC courses designed for the CFD program, initiation of new courses, or any other changes, in order to ensure the quality of educational services and to meet the needs of the CFD.
- h. FCC shall provide the use of its facilities and equipment free of charge for use by the CFD, on an as-needed, space available basis for affiliated programs. FCC shall attempt to provide use of said facilities and equipment during normal business hours.
- i. FCC shall demonstrate control and direction through such actions as: providing the instructor of record an orientation, instructor's manual, Title 5 course outlines, curriculum materials, testing and grading procedures and any other materials and services it would provide its hourly instructors on campus.
- j. FCC shall waive the health fee for all CFD students.
- k. By signing this Agreement, FCC certifies it does not receive full compensation for direct education costs of the course from any public or private agency, individual or group.
- l. FCC has the primary right and responsibility to control and direct the activities of the person or persons furnished by the CFD during the term of the Agreement.

## Section 2. RESPONSIBILITIES OF CFD

- a. CFD shall provide classroom space for use as off-campus sites by FCC, free of charge for "Instructional Service Agreement (ISA) courses.
- b. CFD shall provide instructors, facilitators, equipment, materials, day-to-day management support, and all other related overhead necessary to conduct FCC's "Instructional Service Agreement (ISA) courses.
- c. CFD shall cooperate with FCC to ensure all personnel, equipment, and materials used in carrying out its responsibilities under this Agreement conform to Education Code and Title 5 mandated standards governing instructional programs, including minimum qualifications for instructors.
- d. CFD shall use the money received as compensation for services under this Agreement for educational and training related purposes as they relate to fire and public safety training programs.
- e. CFD shall assist FCC in collecting all instructional fees associated with the class offerings under this Agreement.
- f. Records of student attendance and achievement shall be maintained by CFD. Records will be open for review at all times by officials of the college

and submitted on a schedule developed by FCC.

- g. By signing this Agreement, CFD certifies the training facility is open to the public and the instructional activities agreed upon herein will not be fully funded by other sources.

### Section 3. PAYMENT FOR SERVICES

- a. In consideration of the services provided herein, FCC shall pay CITY \$3.50 per student instructional hour eligible for state general apportionment.
- b. For fiscal year 2018/2019 (for purposes of this Agreement, "fiscal year" begins July 1 and ends June 30), said hours shall not exceed 2,000 Student Instructional Hours or 3.8 Full Time Equivalent Students (FTES), unless mutually agreed prior to May 1, 2019. The same limits shall apply in each subsequent fiscal year, unless otherwise agreed in writing by the parties.
- c. Any subsequent year's student instructional hour cap shall be determined at least sixty (60) days prior to the start of the next fiscal year.
- d. CFD shall submit to FCC an invoice of all mutually agreed upon instructional hours provided under this Agreement. FCC shall pay CFD the agreed contract price within 45 days.
- e. Instructional hours are defined as those hours reported on SCCCD's CCFS-320, California Community Colleges Apportionment Attendance Reports, which are subject to audit by SCCCD's independent auditor and the California Community Colleges Chancellor's Office.

### Section 4. INDEMNIFICATION

- a. CFD shall indemnify, hold harmless and defend FCC, and each of its officers, officials, agents, and volunteers from and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by CFD, FCC or any other person, and from and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions of CFD or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by CFD of governmental immunities including California Government Code Section 810 et seq.
- b. FCC shall indemnify, hold harmless and defend CFD and each of its officers, officials, employees, agents and volunteers from any and all loss, liability, fines, penalties, forfeitures, costs and damages (whether in contract, tort or strict liability, including but not limited to personal injury, death at any time and property damage) incurred by the CFD, FCC or any other person, and from any and all claims, demands and actions in law or equity (including attorney's fees and litigation expenses), arising or alleged to have arisen directly or indirectly from the negligent or intentional acts or omissions of FCC or any of its officers, officials, employees, agents or volunteers in the performance of this Agreement; provided nothing herein shall constitute a waiver by FCC of governmental immunities including California Government Code Section 810 et seq.

- c. In the event of concurrent negligence on the part of FCC or any of its officers, officials, employees, agents or volunteers, and CFD or any of its officers, officials, employees, agents or volunteers, the liability for any and all such claims, demands and actions in law or equity for such losses, fines, penalties, forfeitures, costs and damages shall be apportioned under the State of California's theory of comparative negligence as presently established or as may be modified hereafter.
- d. This section shall survive expiration or termination of this Agreement.

#### Section 5. INSURANCE

- a. Each party shall insure its activities in connection with this Agreement and maintain at all times insurance in coverage and limit amounts reasonably necessary to protect itself against injuries and damages arising from the acts or omissions caused by each party, their respective Boards, officers, employees and agents in the performance of this Agreement. This insurance requirement may be satisfied through a program of self-insurance, or insurance coverage afforded to public entities through a Joint Powers Authority (JPA) risk pool.

#### Section 6. MISCELLANEOUS PROVISIONS

- a. If any provisions of this Agreement are found to be, or become, contrary to applicable law or regulations, or court decisions, FCC and CFD agree that the Agreement shall be renegotiated as it relates to said provision, and the remainder of the Agreement shall remain in full force and effect.
- b. Term and Termination. The term of this Agreement shall start on July 1, 2018, and terminate on June 30, 2021. Notwithstanding the foregoing, this Agreement may be terminated at any time, with or without cause, upon written notice given to the other party at least thirty (30) days prior to the end of the term in which classes are currently in session. In the event of such termination, each party shall fully pay and discharge all obligations accruing to the other party up to and including the date of termination. Neither party shall incur any additional liability to the other by reason of such termination.
- c. Either party hereto maintains the right to cancel services prior to the beginning of each course at no cost to either party to this Agreement.
- d. Nondiscrimination. To the extent required by controlling federal, state and local law, the parties shall not employ discriminatory practices in the provision of services, course instruction, employment of personnel, or in any other respect on the basis of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, sexual orientation, ethnicity, status as a disabled veteran or veteran of the Vietnam era.
- e. This Agreement supersedes any and all other agreements, oral or written, between the parties hereto with respect to the use of the aforesaid facilities or services and contains all covenants and agreements between the parties with respect hereto. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or by



anyone acting on behalf of any parties, which are not embodied herein, and that no other agreement, statement, or promise not contained herein shall be valid or binding. Any modification to this Agreement shall be effective only if it is in writing and signed by the CFD and FCC in the form of an amendment to this Agreement.

- f. Compliance with Law. In providing the services required under this Agreement, FCC shall at all times comply with all applicable laws of the United States, the State of California and CFD, and with all applicable regulations promulgated by federal, state, regional, or local administrative and regulatory agencies, now in force and as they may be enacted, issued, or amended during the term of this Agreement.
- g. Governing Law and Venue. This Agreement shall be governed by, and construed and enforced in accordance with, the laws of the State of California, excluding, however, any conflict of laws rule which would apply the law of another jurisdiction. Venue for purposes of the filing of any action regarding the enforcement or interpretation of this Agreement and any rights and duties hereunder shall be Fresno County, California.
- h. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.
- i. No Third Party Beneficiaries. The rights, interests, duties and obligations defined within this Agreement are intended for the specific parties hereto as identified in the preamble of this Agreement. Notwithstanding anything stated to the contrary in this Agreement, it is not intended that any rights or interests in this Agreement benefit or flow to the interest of any third parties.
- j. Attorney's Fees. If either party is required to commence any proceeding or legal action to enforce or interpret any term, covenant or condition of this Agreement, the prevailing party in such proceeding or action shall be entitled to recover from the other party its reasonable attorney's fees and legal expenses
- k. Notice or correspondence required by this Agreement shall be delivered personally or by United States mail as follows:

|         |                                                                      |         |                                                 |
|---------|----------------------------------------------------------------------|---------|-------------------------------------------------|
| To FCC: | Jacob McAfee                                                         | To CFD: | Cpt. Dwayne Gabriel,<br>Fire Chief              |
|         | Career and Technology Center<br>2930 E. Annadale<br>Fresno, CA 93741 |         | Coalinga FD<br>300 W. Elm<br>Coalinga, CA 93210 |

- l. The specific courses covered under this Agreement are described in Attachment 1, which are incorporated herein by this reference.
- m. In addition to the specific course noted above, the parties may offer additional courses under this Agreement on the same terms and conditions. CFD shall provide FCC of any desire to add a class with a

minimum of 40 days' notice to FCC before the desired class start date. Each additional course of instruction shall require a written agreement to offer the course signed by CFD's Fire Chief or designee and the FCC President or designee. The course details must be set forth in writing as with the courses listed above, and will become attachments to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement at Fresno, California to be effective July 1, 2018.

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>COALINGA, a City in Fresno County</b>                       | <b>Fresno City College, a college of the State Center Community College District</b> |
| _____                                                          | _____                                                                                |
| Cpt. Dwayne Gabriel,<br>Fire Chief<br>COALINGA FIRE DEPARTMENT | Mr. Edwin Eng<br>Vice Chancellor Finance and Administration                          |
| Date: _____                                                    | Date: _____                                                                          |
| APPROVED AS TO LEGAL FORM:                                     | REVIEWED AND RECOMMENDED FOR APPROVAL                                                |
| _____                                                          | _____                                                                                |
| Coalinga City Attorney                                         | Dr. Carole Goldsmith, President<br>Fresno City College                               |
| Date: _____                                                    | Date: _____                                                                          |
| ATTEST:                                                        | APPROVED AS TO LEGAL FORM:                                                           |
| _____                                                          | _____                                                                                |
| Date: _____                                                    | Gregory Taylor, District Counsel                                                     |
|                                                                | Date: _____                                                                          |

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Authorize Fire Chief to Execute Mutual Aid MOU with Pleasant Valley State Prison  
**Meeting Date:** March 15, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Dwayne Gabriel, Fire Chief

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**I. RECOMMENDATION:**

Fire Chief Gabriel recommends approving and authorizing the Fire Chief to execute the renewal Mutual Aid Agreement with Pleasant Valley State Prison upon approval of the City Attorney.

**II. BACKGROUND:**

Pleasant Valley State Prison (PVSP) opened in November 1994. The prison maintains its own fire department for responding to emergencies on the prison grounds. Since the prison opened, the Coalinga Fire Department and Pleasant Valley State Prison have maintained a Mutual Aid Agreement between the two entities. Under this agreement, Coalinga Fire Department fire equipment will respond to assist at emergencies on the prison grounds if available, and PVSP fire equipment will respond to assist us at emergencies in the City when they are available. The current agreement was signed July 2017 and has no expiration date.

**III. DISCUSSION:**

After approving the Mutual Aid Agreement last summer, we were contacted by CDCR informing us they were changing the Mutual Aid Agreements to a Memorandum of Understanding format. The terms of the agreement will be unchanged, but the format of the agreement will differ.

**IV. ALTERNATIVES:**

1. Not renew the agreement in the new format

**V. FISCAL IMPACT:**

None

**ATTACHMENTS:**

| File Name | Description |
|-----------|-------------|
|-----------|-------------|

No Attachments Available

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Authorize Police Chief to enter into a Contract for Veterinary Services at the Animal Shelter  
**Meeting Date:** March 15th, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

---

**I. RECOMMENDATION:**

Authorize the Police Chief to enter into a contract with Dania Shirk DVM to provide Veterinary Services at the Animal Shelter.

**II. BACKGROUND:**

This was a 2016 goal of the Police Department and former Councilman Keough to improve services to the community. This contract is necessary due the untimely death of the former contract provider in 2017. The City Attorney is currently reviewing the contract.

**III. DISCUSSION:**

As part of the Police Department's ongoing efforts to improve animal services to the City of Coalinga, Police Department command staff responded to the need to replace the former veterinary provider for the animal shelter. After a search, Dania Shirk DVM was contacted and a meeting was scheduled. This meeting yielded a tentative agreement subject to council approval to provide general veterinary care of animals in the shelter. If the agreement is approved, there are plans to have the Police Department's first rabies clinic of the year after the new shelter opens. These services will allow for more animals captured and taken to the shelter to be placed with rescuers and eventually adopted from the shelter.

This contract is also needed for the shelter to keep its state certification. Spay and neuter services are not included with this contract.

**IV. ALTERNATIVES:**

Do not approve the contract and direct staff to find alternatives.

**V. FISCAL IMPACT:**

There is a cost to the City based on a single visit to the facility a month. This cost is estimated at \$3,000.00 for FY 17-18. There is sufficient budget authority in this year's animal control budget.

ATTACHMENTS:

|   | File Name        | Description  |
|---|------------------|--------------|
| ▣ | vet_contract.pdf | Vet Contract |

**City Of Coalinga  
Veterinary Services Agreement**

This Veterinary Services Agreement (“Agreement”) is entered into between the City of Coalinga, a California general law city (“City”) and Dania Shirk, DVM, with respect to the following recitals, which are a substantive part of this Agreement. This Agreement shall be effective on the date signed by City, which shall occur after execution by Dania Shirk, DVM, (“Effective Date”).

**RECITALS**

A. City desires to obtain professional services to assist City’s Animal Services Division with its various functions and tasks, as defined in this Agreement (“Services”).

B. Dania Shirk, DVM, is engaged in the business of furnishing the Services and hereby warrants and represents that it is qualified, licensed, and professionally capable of performing the Services.

C. City desires to retain Dania Shirk, DVM, and Dania Shirk, DVM, desires to provide City with the Services, on the terms and conditions as set forth in this Agreement.

NOW, THEREFORE, in consideration of the promises and mutual agreements herein, City and Dania Shirk, DVM, agrees as follows:

**AGREEMENT**

1. **Scope of Services.** Dania Shirk, DVM, shall perform the Services for residents of City as set forth by the City. These services are to include wellness clinics for the general population and evaluation and treatments of animals within the shelter.
2. **Commencement of Services; Term of Agreement.** Dania Shirk, DVM, shall commence the Services on the Effective Date and shall continue with the Services for no required time.
3. **Payment for Services.** City shall pay Dania Shirk, DVM, a flat fee in the amount of \$750.00 to be billed to City for each trip to Coalinga. Dania Shirk, DVM, shall obtain approval by City prior to performing any work that results in incidental expenses to City. Request after three months of service the payment be reevaluated and adjusted for the amount of service rendered.

The City shall be required to charge recipients of the Services in accordance with the pricing agreed upon both parties. Dania Shirk, DVM, shall be available for consultation of pricing and ordering for product. The City is required to purchase all materials required for services. The City is required to hire and pay all staff required to run services.

Dania Shirk, DVM, shall submit monthly invoices to City containing detailed billing information regarding the Services provided and City shall tender payment to Dania Shirk, DVM, within thirty (30) days after receipt of invoice.



The City is required to reimburse Dania Shirk, DVM, for any DEA and California licensing fees. Dania Shirk, DVM, is required to submit proof of payment to the City to obtain reimbursement. City shall tender payment to Dania Shirk, DVM, within thirty (30) days after receipt of invoice.

4. Performance of Services. Dania Shirk, DVM, shall provide Services on days to be agreed upon by the Parties. Dania Shirk, DVM, is required to provide services at least once every month unless both parties agree on additional visits and service dates. No services on patients shall be performed without the consent of Dania Shirk, DVM in order to abide by veterinary patient client (VCPR) regulations.

5. Independent Contractor Status. Dania Shirk's, DVM, relationship to City shall be that of an independent contractor. Dania Shirk, DVM, shall have no authority, express or implied, to act on behalf of City as an agent, or to bind City to any obligation whatsoever, unless specifically authorized in writing by City.

6. Standard of Care. Dania Shirk, DVM, expressly represents it is qualified in the field for which Services are being provided under this Agreement. Dania Shirk, DVM, also expressly represents that she is now, and will be throughout their performance of the Services under this Agreement, properly licensed or otherwise qualified and authorized to perform the Services required and contemplated by this Agreement. Dania Shirk, DVM, shall utilize the standard of care and skill customarily exercised by members of their profession, shall use reasonable diligence and best judgment while performing the Services, and shall comply with all applicable laws and regulations.

7. Liability Insurance.

a. Dania Shirk, DVM, shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of Dania Shirk, DVM, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.

b. Dania Shirk, DVM, shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance  
(bodily injury and property damage)

|                                      |               |
|--------------------------------------|---------------|
| Combined Single Limit Per Occurrence | \$ 1,000,000  |
| General Aggregate                    | \$ 2,000,000* |

Commercial General Liability Insurance  
(bodily injury and property damage)

|                              |              |
|------------------------------|--------------|
| General limit per occurrence | \$ 1,000,000 |
|------------------------------|--------------|

|                                          |              |
|------------------------------------------|--------------|
| General limit project specific aggregate | \$ 2,000,000 |
| <u>Automobile Liability Insurance</u>    | \$ 1,000,000 |

\*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of Dania Shirk, DVM, under this Agreement.

- c. All insurance companies affording coverage to Dania Shirk, DVM, for the purposes of this Section shall add the City of Coalinga as “additional insured” under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to City as additional insured shall be primary insurance and other insurance maintained by the City of Coalinga, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section
- d. All insurance companies affording coverage to Dania Shirk, DVM, pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A- or higher by A.M. Best.
- e. Dania Shirk, DVM, shall provide evidence of compliance with the insurance requirements listed above by providing, at minimum, a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.

8. Dania Shirk’s, DVM, Indemnification of City. To the greatest extent allowed by law, Dania Shirk, DVM, shall indemnify, defend and hold harmless City and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or wrongful acts or conduct of Dania Shirk, DVM, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct or sole negligence of City, its officers, agents, or employees.

9. Entire Agreement. This Agreement comprises the entire integrated understanding between City and Dania Shirk, DVM, concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements. The terms of this Agreement shall not be waived, altered, modified, supplemented or amended in any manner whatsoever except by written agreement signed by both parties.

10. Interpretation of the Agreement. The interpretation, validity and enforcement of this Agreement shall be governed by and construed under the laws of the State of California. This Agreement does not limit any other rights or remedies available to City.

Dania Shirk, DVM, shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be

construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. Agreement Modification. This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.

12. Termination of Agreement. Either party may terminate this Agreement for convenience by providing thirty (30) days written notice to the other party. If any portion of the work is terminated or abandoned by City, then City shall pay Dania Shirk, DVM, for any work completed up to and including the date of termination or abandonment of this Agreement. City shall be required to compensate Dania Shirk, DVM, only for work performed in accordance with the Agreement up to and including the date of termination.

13. Notice. Whenever under this Agreement one party is required or permitted to give notice to the other, such notice will be in writing and deemed given upon the earlier of delivery or five (5) calendar days after such notice is mailed by registered or certified United States mail, return receipt requested, postage prepaid to the individual at the address identified with the signatures below. A party may change its address for notices by providing notice to the other parties as provided above.

14. Waiver. No delay or omission by City in exercising any right under this Agreement shall operate as a waiver of that or any other right and no single or partial exercise of any right shall preclude City from any or further exercise of any right or remedy.

15. Signatures. The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of Dania Shirk, DVM, and City.

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Agreement to be executed by setting hereunto their signatures on the dates set forth below.

Dania Shirk, DVM

CITY OF COALINGA

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

By: \_\_\_\_\_  
Marissa Trejo  
City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

155 West Durian  
Coalinga, CA 93210

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Authorize Police Chief to enter into a Contract for Phlebotomy Services for the Police Department  
**Meeting Date:** March 15th, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Authorize the Police Chief to enter into a contract with Misty Palmer to provide Phlebotomy Services for the Police Department.

**II. BACKGROUND:**

In cases that require the securing of blood evidence, the Police Department has used Coalinga Regional Medical Center to gain this evidence. Services from the hospital are not consistent and there is no other contracted source to gain this evidence. A Phlebotomy Services contract is necessary to complete the Police Department's mission to obtain timely evidence. The City Attorney is currently reviewing the contract.

**III. DISCUSSION:**

As part of the Police Department's ongoing efforts to improve efficient service to the City of Coalinga, Police Department command staff responded to the need to have a secondary and more reliable phlebotomy provider for the animal Police department. After a search, Misty Palmer was contacted, and a meeting was scheduled. Palmer is a licensed Phlebotomy Technician. This meeting yielded a tentative agreement subject to council approval to provide general phlebotomy services to the Police Department. If the agreement is approved, there are plans to have the Police Department's use the services immediately.

**IV. ALTERNATIVES:**

Do not approve the contract and direct staff to find another provider of service.

**V. FISCAL IMPACT:**

There is a cost to the City based on services rendered. Each blood draw will cost the Department \$50. There is also an expert witness fee of \$50 per court appearance. The cost is estimated at \$750 for the remaining FY 17-18. There is sufficient budget authority in this year's Police Department's budget.

ATTACHMENTS:

|   | File Name         | Description       |
|---|-------------------|-------------------|
| ▣ | draw_contract.pdf | Services Contract |

## Coalinga Police Department

### Agreement for Contract Services

This Agreement is entered into by both parties this \_\_\_\_ day of \_\_\_\_\_, 2018. By and between MISTY PALMER ("Contractee") and the CITY OF COALINGA ("City"), with respect to the following recitals:

- A. The public interest, convenience, necessity, and general welfare will be served by this agreement.

NOW, THEREFORE. City and Contractee agree to the following:

1. **Mission:** It is the intent of this contract to provide professional services for the drawing of blood samples from individuals who have been arrested for crimes related to alcohol, drug offenses, or any other crime which requires blood to be drawn for the successful prosecution of the case.
2. **Professional Requirements:** It is the responsibility of the Contractee to provide the City with a current copy of their RN, LVN, or Phlebotomist certification. Upon Renewal of this contract, a new copy of any renewed certification shall be provided to the City.
3. **Term:** The service described in paragraph shall commence on or about April 1, 2018 and shall end on or about June 30, 2019, unless earlier terminated pursuant to paragraph six.
4. **Duties and Responsibilities:** It is the intent of this contract to provide working guidelines for both the City and Contractee.
  - A. Contractee will be contracted on an as needed basis. Contractee will be called when an arrestee is taken into custody and a blood draw for evidence is needed. The contractee shall provide the City with a minimum 45-minute response time to the Police Department. If for some reason the Contractee cannot make the 45-minute response, it will be the Contractee's responsibility to notify the City as soon as possible.
  - B. City shall provide any and all medical supplies to perform legal blood draws. City shall provide all vials, packaging material, and chain of custody forms needed to retain blood samples and legally transport them to a forensic laboratory for analysis.
  - C. City shall provide a law enforcement officer who will aid and maintain a safe environment for the Contractee. If at any time the Officer or Contractee perceives or feels the situation is unsafe, additional police personnel will be

called for assistance.

- D. Contractee shall be notified as soon as reasonably possible of any mandatory court appearances. The Contractee shall be provided any and all subpoenas as well as a copy of the report for reference purposes only. The Contractee shall be paid \$50.00 per special appearance by the City.
5. **Payment:** The City agrees to pay the Contractee \$50.00 per blood draw. The Contractee shall provide the City an invoice for payment on a semi-monthly basis. The invoice shall have the date, time, and case number for each draw. Invoices shall be delivered to the City on the 1st and 15th of each month.
6. **No Right to City Benefits:** Contractee shall have no right to city benefits as a result of this contract for Professional Services.
7. **Independent Contractor:** Contractee is classified as an independent contractor for purposes of her employment under this Agreement.
7. **Termination of Agreement:** Either party may terminate this contract with a ten (10) day written notice.
8. **Notice.** All payments, notices, or communications under this agreement shall be in writing and shall be deemed to be duly given and served personally on the party whom notice is directed or shall be deemed served forty-eight (48) hours after same has been deposited in the United States mail, certified, or registered mail, return receipt requested, postage prepaid, and addressed to the applicable entry as described below.

CITY

Mailing Address: \_\_\_\_\_

MISTY PALMER

Mailing Address: \_\_\_\_\_

9. **Limitation on Liability.** Contractee agrees to limit the liability of City to the fullest extent permitted by law. Contractee agrees to limit the liability of City for any and all claims, losses, costs, damages of any nature whatsoever arising from breach of contract, negligence, or other common law or statutory recovery. Contractee agrees to limit the liability of City to the total costs of Contractee's fee for Professional Services to City. Contractee agrees to procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by Contractee. The insurance policy shall cover Professional Liability with a limit no less than \$1,000,000.00 per occurrence and \$2,000,000.00 aggregate.

10. **Entirety of Agreement.** This instrument contains the entire agreement between City and Contractee for Professional Services and any agreement or representation regarding these professional services or the City and Contractee in relation thereto not expressly set forth in this contract is null and void.

Date: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_, CITY OF COALINGA

Date: \_\_\_\_\_

\_\_\_\_\_  
MISTY PALMER, Contractee

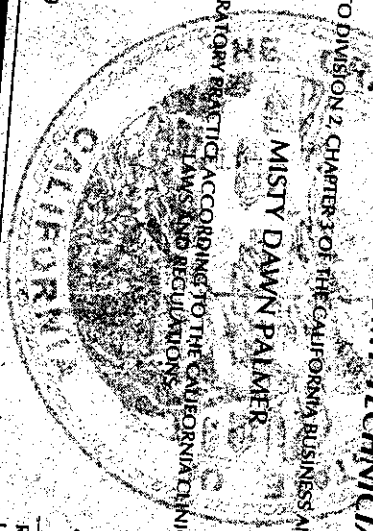


State of California Department of Public Health

CERTIFIED PHLEBOTOMY TECHNICIAN I

THIS LICENSE IS ISSUED PURSUANT TO DIVISION 2, CHAPTER 3 OF THE CALIFORNIA BUSINESS AND PROFESSIONS CODE TO AUTHORIZE  
TO ENGAGE IN CLINICAL LABORATORY PRACTICE ACCORDING TO THE CALIFORNIA TECHNICAL LABORATORY PHLEBOTOMY  
LAWS AND REGULATIONS  
MISTY DAWN PALMER

CERTIFICATE NUMBER: CPT00073699  
RENEWAL VALID THROUGH: 02/26/2019



*Robert J. Thomas*

Robert J. Thomas, Acting Branch Chief  
Laboratory Field Services

**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Police Department Monthly Report  
**Meeting Date:** March 15th, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Police Department monthly report for January and February 2018

**II. BACKGROUND:**

N/A

**III. DISCUSSION:**

N/A

**IV. ALTERNATIVES:**

N/A

**V. FISCAL IMPACT:**

N/A

**ATTACHMENTS:**

|   | File Name          | Description    |
|---|--------------------|----------------|
| □ | monthly_report.pdf | Monthly Report |



COALINGA POLICE DEPARTMENT'S  
MONTHLY REPORT  
January/February 2018

## **Staffing Report:**

- ▶ Authorized Strength: 16 sworn/ 16 funded FY 2016-17
- ▶ # of Personnel Available: 15
- ▶ # of Personnel Modified Duty: 1
- ▶ # of Personnel in field training: 0
- ▶ # of Full Time Vacancies: 0

## **Our Successes:**

The New Year started off extremely busy. The Departments reorganization was completed and the new assignments were issued.

The Police Department investigated two major cases during the period. The first was the investigation of an armed robbery at Coalinga Market. A quick response time and a patrol officer being proactive, prior to the incident allowed for the identification of the suspect in this case. Officers were able to quickly make an arrest in this case.

The second case was on the last day of the period. The city has experienced an increased number of shooting calls over the past 12 months. Officers responded to a shots fired call that turned into a residential shooting call. Officers responded to the area. Based on information from witnesses and good old-fashioned police work, patrol was able to locate one of the suspects at a residence. There, officers recovered a sawed off shotgun and an assault rifle believed to be used in the crime. Further information led to the arrest of a second suspect later in the evening.

## **Animal control:**

Animal Control was also extremely busy. For the months of January and February, we finished construction on the new animal shelter. We are waiting on shelter equipment and expect it to open in the near future. We also deployed a new animal control truck. Well not exactly new.... It was a repurposed patrol truck with new kennel gear and graphics.

When the new shelter opens, a new policy manual will come with it. Also the animal control officer is currently in training to be able to issue citations.



### **Code Enforcement:**

The Police Department took over code enforcement and at the beginning of the year began investigating complaints. The Department has written 9 reports and issued 2 citations. The department also issued several notice of violation letters that lead to property owners fixing issues and coming into compliance.

### **Chief's Message:**

Attached to this report is three PSA derived from the future agenda items requested by the mayor. The first is a school safety/internet safety PSA. The Second focuses on robbery safety and response tips. Finally there is a PSA on pet owner responsibilities.

Also this month I would like to focus on traffic issues. One of the things I have noticed responding to calls is how drivers react to **Code 3 Emergency Vehicles**. I would like to take this

time to endorse and talk about the “**Please Abide, Move Aside**” Program, which is a Code 3 vehicle educational program created by the Sacramento Fire Department, and sponsored by the California Office of Traffic Safety and the National Highway Traffic Safety Administration.

The program was created to educate the public and addresses three incidents when an emergency vehicle responding Code 3 may be encountered. So what do you do when you encounter an emergency vehicle running Code 3?

#### **At an Intersection:**

If you hear a siren or see flashing lights at an intersection, you should:

- Stop at the limit line or at the crosswalk if facing a red tri-light signal;
- Yield the right-of-way when safely able to do so, which may mean driving through the intersection on a green tri-light prior to pulling over to the right;
- Wait for all emergency vehicles to pass before getting back on the road. Remember, there may be more than one emergency vehicle responding Code 3; and
- If the operator of the emergency vehicle requests you to move in a certain direction via the public address (PA) system, please do so expeditiously.
  - **DON'T** panic!
  - **DON'T** pull into the intersection on a red light!
  - **DON'T** stop in the middle of the intersection!

#### **On a Street:**

If you hear a siren or see flashing lights on a street, you should:

- Pull over to the right when safely able to do so;
- Slow down and stop to make a safe lane of passage for the emergency vehicle; and
- If the operator of the emergency vehicle requests you to move in a certain direction via the PA system, please do so expeditiously.
  - **DON'T** panic!
  - **DON'T** stop in the middle of the road!

#### **On a Freeway:**

If you hear a siren or see flashing lights on a freeway, you should:

- Pull over to the right when safely able to do so;
- Continue to move forward at a safe speed; and
- If the operator of the emergency vehicle requests you to move in a certain direction via the PA system, please do so expeditiously.
  - **DON'T** panic!
  - **DON'T** stop on the freeway!

**Respectfully Submitted:**

Michael Salvador  
Chief of Police



# Responsible Pet Ownership

## Coalinga's Animal Control Regulations

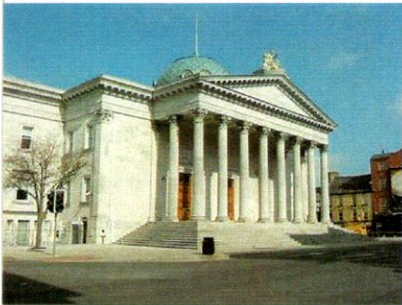


## Pet Ownership is a Responsibility

Coalinga's Municipal Code and the California Penal Code requires:

1. All animals be properly cared for and protected.
2. Dogs must be licensed with exceptions
3. Persons not harbor strays
4. Persons not abandon animals in public or private places
5. Prevent the animal from leaving the property of the owner
6. Allow a dog to run at large in the city





### Violations:

The Coalinga Police Department investigates animal control offences and enforces animal control law.

Violations of Animal Control law can be punished in a variety of ways from administrative citations up to and including felony charges for the most serious offences.

## Food and Water

Every owner or animal keeper shall supply each animal food and water daily. The food shall be free from contamination, wholesome, palatable, and of sufficient quantity and nutritive value to meet the normal daily requirements for the condition and size of the animal as specified by a veterinarian

## What is inhumane treatment?

*Physical and emotional abuse:* It is unlawful to: (1) willfully or maliciously kill, maim, disfigure, torture, beat, mutilate, burn, scald, overdrive, physically or emotionally mistreat or otherwise treat cruelly any animal; to (2) burden the animal with heavy chains or leashes, padlocks or weights around any part of the body of the animal; or to (3) expose the animal to extreme temperatures.

- (b) *Care and maintenance.* It shall be the duty of any person to provide any animal in his charge or custody, as owner or otherwise, with adequate food, drink, care and shelter.
- (c) *Animals in vehicles.* It shall be unlawful to carry or confine any animal in or upon any vehicle in a cruel or inhumane manner, including but not limited to carrying or confining such animal without adequate ventilation or for an unusual length of time.
- (d) *Abandonment of animals.* It shall be unlawful for any person to abandon any animal within the City. "Abandonment" includes neglect, whether intentional or otherwise, whereby an animal becomes a stray.
- (e) *Animal poisoning.* Except as otherwise provided by law for the destruction of animals, it shall be unlawful to make accessible to any animal, with intent to cause harm or death, any substance which has in any manner been treated or prepared with any harmful or poisonous substance. This provision shall not be interpreted so as to prohibit the use of poisonous substances for the control of vermin in furtherance of the public health when applied in such a manner as to reasonably prohibit access to other animals.

*Animal ownership is a great responsibility and should not be taken lightly. That responsibility and its effects should be considered prior to making the decision to take on a pet.* Chief Michael Salvador, Coalinga Police Department





# Business Crime Prevention

**Coalinga Police  
Department  
270 N. Sixth St.  
Coalinga, CA 93210**



## Preventative measures to discourage robberies:

1. Lock unused doors
2. Avoid working alone, if you have to turn on a TV or radio in another room to simulate someone else with you.
3. Vary your routine, change time and routes to the bank with deposits to limit your exposure.
4. Make sure your counter and registers are clearly visible to people outside.
5. Limit advertising posters on windows that can block street visibility.
6. Install height tape on entrance doors
7. Set up bait money in cash registers with recorded serial numbers
8. Have safes that require two keys in which one is stored off site.
9. Advertise your security systems

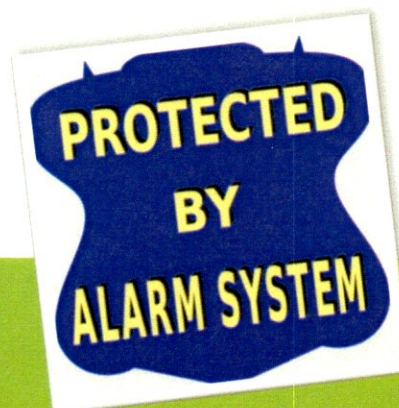
## Make Robbery Risky

### Robbery:

It is a crime "against a person"

It is a frightening experience that can result in injury or death to the victim.

It is important to remember, in protecting your business from a robbery, to take preventative measures and make those measures very





## If a robbery occurs:



1. Comply with the robber's requests.
2. Activate alarms if it safe to do so.
3. Stay calm and OBSERVE everything



## After the Robbery:

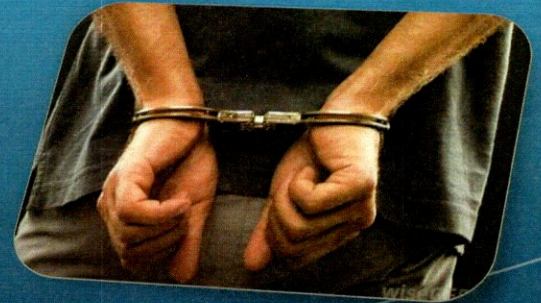
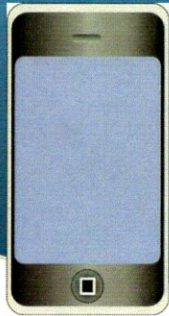
1. Call law enforcement immediately
2. Write down everything that you can remember
3. Don't touch anything
4. Secure all video evidence to turn over to police.





# One Post or Share can Change Your Child's Life.

Talk to your kids TODAY about the power and danger of social media



## Last week in Fresno County, five high school students were arrested,

their lives were changed forever, after posting threatening images to social media sites. The internet is a major part of our daily lives, and we urge parents to take time today to talk to their children about the lasting impact one such post or share can have on the lives of young people and their families.

As a community we need to educate our youth about the about the risks posed by the irresponsible use of the Internet. The Police Department encourages parents and community members to be part of proactive efforts to help our youth to use social media in a safe and responsible way. Students play an important role in alerting parents and school administrators to any suspicious online behavior that they witness to help keep our schools safe.

## Think before you Post or Share!

"In the City of Coalinga, any report of a threat will be taken seriously and investigated thoroughly. We will do what ever it takes to find the persons making the threats and prosecute them to the fullest extent of the law. Its not a joke!" **Chief Michael Salvador, Coalinga Police Department**

"This is a time in a young persons life when decisions made today can impact the rest of their lives, especially now with the prevalence of social media. We will take all threats seriously and take strong law enforcement action against anyone who threatens those in our community. You may think it's a joke, but it is certainly not funny when you are in front of a judge facing felony charges." **Sheriff Margaret Mims, Fresno County Sheriff**

Coalinga Police Department



**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Introduce and Waive First Reading of Ordinance No. 809 Amending 9-5.126(b) of Title 9 of the Planning and Zoning Code amending regulations related to Garage Sales.

**Meeting Date:** March 15, 2018

**From:** Marissa Trejo, City Manager

**Prepared by:** Sean Brewer, Community Development Director

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**I. RECOMMENDATION:**

Introduce and Waive First Reading of Ordinance No. 809 Amending 9-5.126(b) of Title 9 of the Planning and Zoning Code amending regulations related to Garage Sales.

**II. BACKGROUND:**

The City currently has a permit requirement for anyone that wishes to conduct a yard sale at their residence. The purpose of the permit requirement was to ensure that folks conducting yard sales adhere to the regulations related to the frequency of the garage sales and the location and placement of signs. In 2017 the City Council temporarily removed the permit requirement for garage sales as there has been a noticeable decline in the placement of illegal signs and abuse in the frequency of yard sales conducted at a single residence. Therefore, the Council has directed staff to proceed with a formal ordinance to repeal of the permit requirement while keeping the existing regulations regarding frequency and signage in place.

**III. DISCUSSION:**

The proposed ordinance updates Section 9-5.126 (Temporary Uses) of Title 9 of the Coalinga Municipal Code relating to Garage Sales. The proposed ordinance upholds the existing regulations regarding frequency and signage while removing the permit requirement as requested by the City Council. Below is a summary of the garage sale ordinance as it will be adopted.

General Requirements:

- No more than four (4) garage sales in a calendar year;
- No more than one (1) garage sale may take place within a month;
- Maximum three (3) consecutive days;
- Hours of operation: 7:00 a.m. and 5:00 p.m.;
- Items must be stored on property (not on the sidewalk, street, parkway, alley, etc.).

Signage:

- No more than one (1) sign on property (not to exceed six (6) square feet);
- No more than two (2) off-site signs permitted not to exceed six (6) square feet (must have owner/manager written permission);
- No sign shall be posted on any public facilities and/or poles;
- Signs shall be removed within twenty-four (24) hours after the conclusion of the garage sale.

Permit Requirement (REPEALED)

- A permit will no longer be required by a resident to conduct a garage sale.

- Non-Retail Commercial Business Closing/Estate/Liquidation Sale Provisions.

These provisions are being added back in as they were not included in this section when the City went through it's comprehensive zoning code update. This allows a non-retail commercial business to conduct a one-time lawful garage sale/estate sale on their premises with conditions.

**IV. ALTERNATIVES:**

The City Council may choose not to introduce and waive the first reading of Ordinance No. 809

**V. FISCAL IMPACT:**

There is no anticipated fiscal impact since the garage sale permit was issued with the collection of a deposit and returned to the permit holder once the yard sale was conducted free of violations. During the time having a permit requirement (8 years), the deposit was withheld less than 10 times.

**ATTACHMENTS:**

|   | File Name                      | Description       |
|---|--------------------------------|-------------------|
| □ | Garage_Sales_Ordinance_809.doc | Ordinance No. 809 |



**ORDINANCE NO. 809**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING SECTION 9-5.126(b) OF CHAPTER 5 OF TITLE 9 OF THE COALINGA MUNICIPAL CODE RELATING TO GARAGE SALES**

The City Council of the City of Coalinga does ordain as follows:

**Section 1.** Section 9-5.126 (b) of the Coalinga Municipal Code is amended to read:

(b) *Garage sales.* A garage or yard sale may be permitted on any developed lot occupied for residential purposes, in accordance with the following standards:

- (1). Garage sales are limited to no more than three (3) consecutive days four (4) times a calendar year, and no more than once a month per property. Garage sales are limited to 7:00 a.m. to 5:00 p.m.
- (2). No outdoor storage shall be allowed. All sale items shall be removed from public view at the end of each sale date.
- (3). All merchandise to be sold shall be displayed on a private lot and not within the public right-of-way.
- (4). All signs used in connection with advertising a garage sale shall comply with the following standards. The City is authorized to remove garage sale signs that are not in compliance with the following standards:
  - a. No more than one sign shall be posted on the premises of the garage sale, and shall not exceed six (6) square feet in area.
  - b. No more than two (2) freestanding signs may be posted off-site, subject to the permission of the property owner on whose property the sign may be placed. Each off-site sign shall not exceed six (6) square feet in area. No sign shall be affixed to utility poles, street sign poles or similar public facilities.
  - c. All signs shall be removed within twenty-four (24) hours of the conclusion of the garage sale.
- (5). A non-retail commercial business may conduct a one-time lawful garage sale on their premises with the following conditions:
  - a. The business must be closing (estates sale, liquidation sale);
  - b. The sale shall not last more than (2) consecutive days;
  - c. The sale of goods must be personal property consistent with the business operations;
  - d. An additional (2) days may be granted by the City Manager at his/her discretion.

**Section 3.** This ordinance shall take effect 30 days after its adoption.

**Section 4.** The City Clerk is authorized and directed to cause this ordinance or a summary of this ordinance to be published once in a newspaper of general circulation published and circulated in the City of Coalinga, within 15 days after its adoption. If a summary of this ordinance is to be published, then the City Clerk shall cause a summary of the proposed ordinance to be published and a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the

ordinance is adopted, and also shall cause a certified copy of the full text of the adopted ordinance to be posted in the office of the City Clerk after the meeting at which the ordinance is adopted. The summaries shall be approved by the City Attorney.

The foregoing ordinance was introduced by the City Council of the City of Coalinga, California, at a regular meeting held on March 15, 2018, and was passed and adopted by the City Council on April 5, 2018, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

**APPROVED:**

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Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk



**STAFF REPORT - CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE  
AUTHORITY**

**Subject:** Acceptance of Resignation of Mayor Pro-Tem Stephen Raine and Discussion,  
Direction and Potential Action Regarding Designating a Mayor Pro-Tem and Filling  
the Vacant City Council Seat

**Meeting Date:** March 15, 2018

**From:** Marissa Trejo, City Manager

**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

There is no staff recommendation.

**II. BACKGROUND:**

**III. DISCUSSION:**

Acceptance of Resignation of Mayor Pro-Tem Stephen Raine and Discussion, Direction and Potential  
Action Regarding Designating a Mayor Pro-Tem and Filling the Vacant City Council Seat

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name

Description

No Attachments Available