



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

**September 20, 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 September 20, 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 (NONE)**

## **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. Approval to Enter into an Agreement with the Economic Development Corporation Serving Fresno County for Marketing and Business Attraction Services
2. Adopt Resolution No. 3841 Authorizing Signatories for Agreements Executed for State Funded Projects
3. Adopt Resolution No. 3842 Establishing Violations for the City's Business Reserved Parking Program
4. Waive Second Reading and Adopt Ordinance No. 816 Related to Business-Reserved Parking Spaces
5. Waive Second Reading and Adopt Ordinance No. 818 regarding Recreational Vehicle Parking
6. Waive Second Reading and Adopt Ordinance No. 819 regarding Animal Control Pet Responsibility
7. Approve Electrical Preventative Maintenance Project for the Water Treatment Plant
8. Authorize Repair of Wastewater Treatment Plant Effluent Pump
9. Declare City Equipment as Surplus Property and Donate to the Coalinga Community Foundation
10. Declare City Equipment as Surplus Property and Direct Staff to Auction Items
11. Adopt Resolution No. 3843 Amending the Basic Pay Scale
12. Adopt Resolution No. 3844 Amending the Building Official Pay Scale
13. Adopt Resolution No. 3845 Amending the Department Head Pay Scale
14. Adopt Resolution No. 3846 Amending Secretary, Public Works and Utilities (Confidential) Job Description
15. Adopt Resolution No. 3847 Amending the Secretary to the Fire Chief (Confidential) Job Description
16. Adopt Resolution No. 3848 Amending the Secretary to the Police Chief (Confidential) Job Description
17. Adopt Resolution No. 3849 Amending the Human Resources Generalist (Confidential) Job Description
18. Adopt Resolution No. 3850 Amending the Human Resources Analyst Job Description
19. Adopt Resolution No. 3851 Amending the Senior Administrative Analyst Job Description
20. Adopt Resolution No. 3852 Amending the Financial Services Supervisor Job Description
21. Adopt Resolution No. 3853 Amending the Economic Development Coordinator Job Description
22. Adopt Resolution No. 3854 Amending the Accountant Job Description
23. Adopt Resolution No. 3855 Amending the Assistant Field Services Manager Job Description
24. Adopt Resolution No. 3856 Amending the Assistant to the City Manager/City Clerk Job Description
25. Adopt Resolution No. 3857 Amending the Utility Supervisor Job Description

26. Adopt Resolution No. 3858 Amending the Public Works Supervisor Job Description
27. Adopt Resolution No. 3859 Amending the Police Chief Job Description
28. Adopt Resolution No. 3860 Amending the Building Official Job Description
29. Adopt Resolution No. 3861 Amending the Police Commander Job Description
30. Adopt Resolution No. 3862 Providing a Declaration of Intent for Expenditures Related to Measure " J " Revenues, a One Percent General Sales Tax Measure

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

1. City Council Discussion, Direction and/or Potential Action Regarding a Request from the Coalinga Community Foundation to Place Barbed Wire at the Thrift Store Located at 198 W. Forest Ave

**Sean Brewer, Community Development Director**

2. Review, Approve and Waive First Reading of Ordinance No. 821 related to Rental Units Eviction Program for Drug and Gang Related Activities

**Michael Salvador, Chief of Police**

3. Review, Approve and Waive First Reading of Ordinance No. 822 Related to Regulating Nuisance Alarms in the City of Coalinga

**Michael Salvador, Chief of Police**

4. Discussion, Direction and Potential Action regarding Code Enforcement

**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: Southwest Corner of Jayne Avenue and State Route 33 (APN: 085-020-36; 085-020-37; and 085-020-29) located in the City of Coalinga. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora; and Community Development Director, Sean Brewer. UNDER NEGOTIATION: Price and Terms of Payment

## **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:** Approval to Enter into an Agreement with the Economic Development Corporation  
Serving Fresno County for Marketing and Business Attraction Services

**Meeting Date:** September 20, 2018

**From:** Marissa Trejo, City Manager

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

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## **I. RECOMMENDATION:**

The City Manager recommends the City Council enter into an Agreement with the Economic Development Corporation *serving* Fresno County for marketing and business attraction services.

## **II. BACKGROUND:**

The Economic Development Corporation *serving* Fresno County (the "EDC"), was established in 1981 as a 501(c)(6) private-nonprofit organization, funded by both public and private investments, and markets cities and communities within Fresno County as the premier location to expand and grow core industries. Not only does the EDC facilitate site selection for new businesses, but they also assist in the retention and expansion of existing businesses within the area.

The EDC maintains a well established relationship with the private sector business community, Fresno County and all 15 cities within Fresno County. The EDC is the primary source of all major industrial prospects for our County and has expanded their role into nation wide marketing for major commercial franchises.

## **III. DISCUSSION:**

As one of our most important priorities, the City of Coalinga is committed to a balanced and diversified economy to ensure the future well being of our citizens. A partnership with the EDC is critical in order to maintain this priority and help reach our goal, as the EDC presents a superior level of marketing and other services that only they can provide.

The City continues to struggle with unemployment, vacancy in existing commercial space, underdeveloped vacant lots, interspersed poorly-maintained buildings, depreciated or stagnant property values and diminished market demand for commercial franchises and industrial development. The EDC, acting as a point-of-contact for industrial and other business prospects, is an invaluable partner in assisting the City in bringing in new investments into our community by marketing and promoting the City.

Staff agrees that the EDC plays a critical role in the future economic vision of the City of Coalinga and has been instrumental in the outreach services they provide.

## **IV. ALTERNATIVES:**

1. Council may approve the terms of the Agreement with the EDC.
2. Council may choose to modify the terms of the Agreement with the EDC.
3. Council may reject the Agreement and choose not to partnership with the EDC.

## **V. FISCAL IMPACT:**

For the performance and all services provided by the EDC for the 2018-2019 Fiscal Year, the City shall pay a one-time installment of \$6,000. This cost will come from the General Fund.

### **ATTACHMENTS:**

File Name	Description
 EDC_MOU_070118-063019_092018.pdf	EDC MOU_FY18/19

**AGREEMENT BETWEEN THE CITY OF COALINGA AND THE ECONOMIC  
DEVELOPMENT CORPORATION SERVING FRESNO COUNTY FOR FISCAL  
YEAR 2018-19**

*(July 1, 2018- June 30, 2019)*

WHEREAS, the City of Coalinga (City) is committed to a balanced and diversified economy as one of its most important priorities to ensure the future well-being of the citizens of Coalinga; and

WHEREAS, the City has invested considerable resources to encourage a Coalinga location for new and expanding businesses and industries and to ensure the economic vitality of commercial areas; and

WHEREAS, EDC continues to maintain regional, national, and international marketing and promotional efforts to attract the location and expansion of businesses and industries in all of the communities within Fresno County; and

WHEREAS, the State of California (State) has designated the EDC as its regional contact and referral point for businesses and industries that contact the State while seeking a location for new or expanded facilities; and

WHEREAS, the City seeks to enhance its support of the EDC in order to utilize the unique position the EDC maintains within the business community, and to promote economic growth in the City; and

WHEREAS, the City recognizes the Fresno County Region's economic future is a top priority which demands focus and leadership by the EDC;

NOW, THEREFORE, the City and the EDC agree as follows:

1. The EDC agrees to assist the City in promoting the economic growth in the City by providing the following services to the City:
  - (a) Provide information to industrial and office representatives not currently located in Coalinga for the purpose of recruiting new businesses and industries to Coalinga.
  - (b) Maintain and update marketing materials used to attract new investment to Coalinga.
  - (c) Assist existing Coalinga businesses and industries that contact the EDC with informational and technical assistance needs through the BEAR Action Network.
  - (d) Market the City of Coalinga to commercial and industrial brokers, developers, site selectors, and businesses.

- (e) Serve as a distribution point for City of Coalinga economic development materials.
  - (f) BEAR Action Network will work towards fostering a closer working relationship with local business associations to enhance the accessibility of EDC and BEAR Action Network services to City of Coalinga employers. Level of partnership is dependent on willingness and capacity of local business associations to participate.
  - (g) Provide City of Coalinga points-of-contact with login information and training on EDC Fresno County Cities self-management portal which offers the ability to keep up-to-date information on parcel availability and an economic profile.
  - (h) Continue its leadership role in the promotion of High Speed Rail in Fresno County and the State and promote the City of Coalinga for business opportunities and housing.
  - (i) Assist City of Coalinga point-of-contact in fully utilizing social media and online marketing tools to advance economic and community development efforts in the City of Coalinga.
  - (j) The EDC will inform the City of Coalinga of legislation important to the Economic and Community Development of the region and advocate on their behalf.
  - (k) The EDC shall submit quarterly reports to the City of Coalinga, detailing the progress of the EDC's activities.
  - (l) The EDC shall assist in identifying economic development projects on the City's behalf for inclusion in the County of Fresno's Comprehensive Economic Development Strategy (CEDS) for possible grant funding.
2. For performance of the services described in Section 1, paragraphs (a) through (n), the City of Coalinga agrees to pay the EDC the amount of six thousand dollars (\$6,000.00) in one installment. The EDC will provide quarterly reports commencing July 1, 2018.
3. It is understood and agreed that in the performance of this agreement the EDC is an independent contractor. The EDC shall take out and maintain Workers compensation, State Disability, and other insurance coverage as required by law and shall in all other respects comply with applicable provisions of federal, state, and local laws, rules and regulations.

4. The EDC shall indemnify, hold harmless, and defend the City, its officers, agents, and employees, from all claims for money, damages, or other relief arising in any form from the performance of this agreement by the EDC, its officers, agents, or employees. The EDC shall take out and maintain for the full term of this agreement liability insurance providing protection for personal injury, wrongful death, and property damage; such insurance to be in amounts and issued by carriers acceptable to the City. The EDC shall provide the City with a Certificate of Insurance evidencing such coverage.
5. The funds provided EDC by the City pursuant to this agreement shall not be directly or indirectly used for any apolitical purpose whatsoever. This prohibition includes, but is not limited to, campaigns, events, promotions, literature, lobbying or other activities for, against or on behalf of any state, local or federal legislation, issue, candidate(s) or actions, whether partisan in nature or not.
6. This agreement sets forth the entire understanding and agreement among the parties with respect to the subject matter hereof and supersedes any prior or contemporaneous oral and-or written agreements or representations.
7. This agreement may not be altered or amended in any of its provisions except by the mutual written agreement of the parties.
8. This agreement may be executed in counterparts with the same force and effects as if executed in one complete document.

IN WITNESS WHEREOF, parties have executed this Agreement as of the day of the year first hereinabove written.

Dated: \_\_\_\_\_

CITY OF COALINGA

BY: \_\_\_\_\_  
Marissa Trejo, City Manager

Dated: \_\_\_\_\_

ECONOMIC DEVELOPMENT  
CORPORATION SERVING FRESNO  
COUNTY

BY: \_\_\_\_\_  
Lee Ann Eager, President/CEO

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

**Subject:** Adopt Resolution No. 3841 Authorizing Signatories for Agreements Executed for State Funded Projects  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, Community Development Director

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## **I. RECOMMENDATION:**

The Council adopt Resolution No. 3841 authorizing the City Manager to execute an agreement between the City and the State for the ATP Cycle 2 Active Transportation Program Grant (Project ATPL-5146(018)).

## **II. BACKGROUND:**

In June, 2016, the City submitted a grant application for a sidewalk gap improvement project through the State of California's Active Transportation Grant Program. The City was later awarded \$323,000 with a local match of \$70,000. The City has been authorized by the State to proceed with design and construction of the identified project in the grant award. This resolution will allow the City to proceed with funding allocation.

## **III. DISCUSSION:**

The next step in moving forward to expend funds allocated to the City for the active transportation project is to execute all agreements between the State and the City. As part of this process the State requires that the local agency certify an authorizing resolution that clearly identifies not only the project but the official authorized to execute said agreements.

Therefore, staff has attached Resolution No. 3841 authorizing the City Manager to the execute said Agency-State Master Agreement and Program Supplement Agreement.

## **IV. ALTERNATIVES:**

1. The Council may change who the authorized official is to execute agreements but someone must be identified in order to proceed with this grant.

## **V. FISCAL IMPACT:**

There is no impact to the General Fund and there is a \$70,000 local match that has been budgeted out of the streets funds.

## **ATTACHMENTS:**

File Name

Description



RESOLUTION NO. 3841

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA AUTHORIZING  
SIGNATORIES FOR FORMS PREPARED IN COMPLIANCE WITH STATE FUNDED  
PROJECTS

At a regular meeting of the City Council of the City of Coalinga duly called and held on the 20<sup>th</sup> day of September 2018 at 7:00 p.m. and upon a motion of Council Member \_\_\_\_\_, seconded by Council Member \_\_\_\_\_, and duly carried, the following resolution was adopted:

WHEREAS, the City of Coalinga has been awarded state funds for the and construction of new sidewalks, close sidewalk gaps, and replace deteriorating sidewalks (ATPL-5146(018)); and

WHEREAS, it is necessary for the City of Coalinga to execute an Program Supplement Agreement in order to receive funds allocated for the development of this project; and

WHEREAS, it is required of the state that the City Council designate an official authorized to execute agreements on behalf of the City; and

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Coalinga hereby authorizes the City Manager to act as signatory to execute all agreements related to the ATP Cycle 2 Grant award as mentioned above.

Passed and adopted at a regular meeting of the City of Coalinga, held on the 20<sup>th</sup> day of September 2018 by the following vote.

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED: \_\_\_\_\_  
Mayor, Nathan Vosburg

ATTEST: \_\_\_\_\_  
City Clerk/Deputy City Clerk



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

**Subject:** Adopt Resolution No. 3842 Establishing Violations for the City's Business Reserved Parking Program  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, Community Development Director

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**I. RECOMMENDATION:**

Adoption of Resolution 3842 establishing penalties for violating the City's business-reserved parking regulations.

**II. BACKGROUND:**

On September 20, 2018 the City of Coalinga established regulations related to reserved business-related parking spaces within public parking lots. Section 4-4.731 of Coalinga Municipal Code establishes, by resolution, a schedule of parking penalties for parking violations, late payment penalties, administrative fees, and other related charges for parking violations.

**III. DISCUSSION:**

Resolution 3842 established penalties for violating the City's reserved parking regulations. If a vehicle is parked or left standing in a business reserved parking space, any peace officer of this state or code enforcement officer for the city may issue a citation or cause the vehicle to be removed from the parking space in the manner permitted by and subject to the requirements of the Vehicle Code. If a citation is issued, payment to the City of Coalinga of a fine in the amount of \$50.00. Each day during which a violation continues is a new and separate violation of this regulation.

**IV. ALTERNATIVES:**

None.

**V. FISCAL IMPACT:**

None.

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> Resolution_3842_-_Fine_for_Reserved_Parking_Violations.docx	resolution No. 3842 - Penalties for Parking Violations

# RESOLUTION 3842

## A RESOLUTION OF THE CITY OF COALINGA CITY COUNCIL ESTABLISHING FINES FOR PARKING VIOLATIONS RELATED TO BUSINESS-RESERVED PARKING SPACES

WHEREAS, the City of Coalinga has established regulations related to reserved business-related parking spaces within public parking lots; and

WHEREAS, in accordance with Section 4-4.731 of Coalinga Municipal Code the City Council, by Resolution, may established a schedule of parking penalties for parking violations, late payment penalties, administrative fees, and other related charges for parking violations; and

NOW THEREFORE BE IT RESOLVED, that the City Council adopts the following penalties related to violations of Section 4-4.730 related to business-reserved parking spaces:

If a vehicle is parked or left standing in a business reserved parking space, any peace officer of this state or code enforcement officer for the city may issue a citation or cause the vehicle to be removed from the parking space in the manner permitted by and subject to the requirements of the Vehicle Code. If a citation is issued, payment to the City of Coalinga of a fine in the amount of \$50.00. Each day during which a violation continues is a new and separate violation of the regulations.

PASSED AND ADOPTED, by the City of Coalinga City Council at a regularly scheduled meeting held on the 20<sup>th</sup> Day of September 2018.

AYES:

NOES:

ABSTAIN:

ABSENT:

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Mayor/Mayor Pro-Tem

ATTEST:

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City Clerk/Deputy City Clerk

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

**Subject:** Waive Second Reading and Adopt Ordinance No. 816 Related to Business-Reserved Parking Spaces  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, Community Development Director

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**I. RECOMMENDATION:**

The City Council waive the second reading and move to adopt Ordinance No. 816 related to business-reserved parking spaces within public parking lots.

**II. BACKGROUND:**

The City of Coalinga has entered into an agreement with Have a Heart Compassion Care to lease 15 parking stalls the City owned parking lot at 6th Street and Elm Ave to assist in satisfying their off-street parking requirement and limit the impact that employees and delivery vehicles would have to the downtown area. In order to enforce reserved parking spaces in public parking lots, staff prepared an ordinance that would amend the public safety regulations related to traffic to include "Business-Reserved Parking Spaces".

On September 6, 2018 the City Council introduced and waived the first reading of Ordinance 816 recommending approval at their next regularly scheduled meeting.

**III. DISCUSSION:**

Ordinance No. 816 amends Section 4-4.730 to include Business-Reserved Parking Spaces to include regulations related to applicable parking lots, approval process, responsibilities, signage and penalties. A copy of Ordinance No. 816 has been attached to this report for the Councils review and consideration.

In addition to 4-4.430, section 4-4.731 has been added to include said penalties for violations of the above regulations. These penalties shall be established by resolution duly adopted by the City Council.

**IV. ALTERNATIVES:**

- Do not adopt Ordinance No. 816 and direct staff accordingly. This is not recommended.

**V. FISCAL IMPACT:**

None determined at this time related to this action.

**ATTACHMENTS:**

File Name

Description



## ORDINANCE NO. 816

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING AND ADOPTING SECTIONS 4-4.730 AND 4-4.731 OF THE COALINGA MUNICIPAL CODE RELATING TO BUSINESS-RESERVED PARKING SPACES

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

The following sections of the Coalinga Municipal Code are adopted to read:

#### **Section 4-4.730. - Business-Reserved Parking Spaces:**

A business may lease parking spaces within public parking lots for that business' specific use pursuant to this section. Such a lease shall be granted only upon positive recommendation by the City Planning Department and thereafter by approval of the City Council. The costs for establishing reserved spaces shall be passed to the business requesting such reservation.

No person shall drive or park a motor vehicle upon land or premises where the owner or the person occupying or having possession, or the agents thereof, have posted on such property or premises a notice in substantially the following form, and where permission therein referred to shall not have been granted:

1. A statement that parking is restricted and to whom it applies;
2. A statement that violators may or will be cited; and
3. A reference to this Municipal Code section.

Any vehicle parked or left standing in violation of a parking prohibition established under this Municipal Code may be removed pursuant to State law.

The following sections of the Coalinga Municipal Code are amended to read:

#### **Section 4-4.731. - Penalties:**

Any violation of any regulation governing the standing or parking of a vehicle under the California Vehicle Code, under any Federal statute or regulation, or under this Ordinance Code is subject to a civil penalty. The enforcement of those civil penalties shall be governed by the civil administrative procedures as set forth in Section 40200 et seq. of the California Vehicle Code. The schedule of parking penalties for parking violations, late payment penalties, administrative fees, and other related charges for parking violations shall be established by resolution duly adopted by the Coalinga City Council.

The foregoing ordinance was introduced by the City Council of the City of Coalinga, California, at a regular meeting held on September 6, 2018, and was passed and adopted by the City Council on September 20, 2018, by the following vote:

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AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

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Nathan Vosburg, Mayor

ATTEST:

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City Clerk / Deputy City Clerk

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

**Subject:** Waive Second Reading and Adopt Ordinance No. 818 regarding Recreational Vehicle Parking  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Waive Second Reading and Adopt Ordinance 818 regarding Recreational Vehicle Parking

**II. BACKGROUND:**

This is the second reading of the ordinance that was passed at its first reading on September 4th, 2018.

**III. DISCUSSION:**

Staff recommends adoption of the ordinance.

**IV. ALTERNATIVES:**

Do not pass the ordinance

**V. FISCAL IMPACT:**

None

**ATTACHMENTS:**

File Name	Description
 ORD#818_Recreational_Vehicles_090618.pdf	Ordinance No. 818

## ORDINANCE NO. 818

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA ADDING SECTION 4-4.722 OF TITLE 4 OF THE COALINGA MUNICIPAL CODE RELATED TO RECREATIONAL VEHICLE PARKING

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

**Section 1.** Section 4-4.722 of the Coalinga Municipal Code, is hereby amended to read as follows:

#### **4-4.722 Recreational Vehicles: Long-term parking of recreational vehicles, boats, and boat trailers on city streets or public ways prohibited**

- A. No person who owns or has possession or control of a vehicle, including but not limited to a recreational vehicle, camper, fifth-wheel trailer, boat or trailer, shall park or leave the vehicle standing on a public street, way or any public parking facility within the city for a period of seventy-two hours or more. For purposes of this code, a vehicle is considered parked or left standing if it remains in the same location or has not been moved at least one-half mile during the seventy-two-hour period. If visible, the mileage reflected on the odometer of the vehicle shall be rebuttably presumed to be an accurate indication of the distance that the vehicle has or has not been moved. Obstruction of the odometer of the vehicle will result in the presumption that the vehicle has not been moved. Absent any presumption, the totality of the circumstances, including but not limited to tire markings, vegetation and vehicle condition shall be considered in determining whether the vehicle has or has not been moved.
- B. A recreational vehicle, camper, fifth-wheel trailer, boat or trailer that is parked or left on a public street, way or any public parking facility, once moved, shall not be re-parked or returned to any location within one-half mile of the location where such recreational vehicle, camper, fifth-wheel trailer, boat or trailer was first parked sooner than forty-eight hours following the time that the recreational vehicle, boat or trailer is first moved.
- C. If a vehicle is parked or left standing on a public street, way or any public parking facility in violation of this section, any peace officer of this state or code enforcement officer for the city may issue a citation or cause the vehicle to be removed from the public street, way or public parking facility in the manner permitted by and subject to the requirements of the Vehicle Code.
- D. If a citation is issued, payment to the City of Coalinga of a fine in an amount established pursuant to this code, as it may from time to time be amended. Each day during which a violation continues is a new and separate violation of this section.
- E. Signage. The restrictions imposed by this section shall not be effective until the director of the department of public works shall have caused the placement of signs or markings as required by the California Vehicle Code at all city entrances to give



notice to the public thereof. In addition, these restrictions shall not be effective as to state highways unless the city shall have received written authorization for such restrictions or prohibitions from the California Department of Transportation.

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

**Section 3.** The City Clerk is authorized and directed to cause this ordinance or a summary of this ordinance to be published 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 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 September 20th, 2018 meeting at which the ordinance is adopted and again after the meeting at which the ordinance is adopted. The summary shall become effective 30 days after its adoption.

\* \* \* \* \*

The foregoing Ordinance was introduced at a Regular Meeting of the City Council of the City of Coalinga held on the 6th day of September 2018, and was passed and adopted at a regular meeting of the City Council held on the 20th day of September 2018, by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mayor Nathan Vosburg

ATTEST:

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

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

**Subject:** Waive Second Reading and Adopt Ordinance No. 819 regarding Animal Control  
Pet Responsibility  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Waive Second Reading and Adopt Ordinance 819 regarding Animal Control Pet Responsibility

**II. BACKGROUND:**

This is the second reading of this ordinance. First reading was waived on September 4th, 2018

**III. DISCUSSION:**

Staff is has made the non-substantive change requested at the September 4th meeting and is requesting adoption.

**IV. ALTERNATIVES:**

Do not adopt the ordinance.

**V. FISCAL IMPACT:**

None

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> ORD#819_Animal_Control_Pet_Responsibility_090618.pdf	Ordinance No. 819

## ORDINANCE NO. 819

### AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA ADDING SECTIONS 6-1.41 AND 6-4.245 OF TITLE 6 OF THE COALINGA MUNICIPAL CODE RELATED TO ANIMAL CONTROL PET RESPONSIBILITY

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

**Section 1.** Section SEC. 6-1.41 of the Coalinga Municipal Code, is hereby added and shall read as follows:

#### SEC. 6-1.41 - BREEDING, TRANSFER AND SALE OF DOGS AND CATS.

The Council of the City of Coalinga finds and declares that there exists a serious pet overpopulation problem within the City of Coalinga that has resulted in a threat to public safety and health, inhumane treatment of animals, mass killing of animals at the local animal shelter and escalating costs for animal care and control. The Council finds that uncontrolled breeding is a cause and, without further action aimed at the source, this problem and its serious consequences will remain unabated and will increase in severity.

The Council finds that part of the solution is for all dogs over the age of five months to be spayed or neutered, unless their owners purchase the appropriate license for the privilege of maintaining the animal intact and allowing it to breed. Further, the Council finds that regulation of the transfer of dogs and cats will help alleviate the City's pet overpopulation crisis by allowing increased City control over enforcement of the dog licensing provisions and limiting the means of obtaining a dog or cat.

(a) The Unaltered Dog License shall contain the following terms and conditions:

- (1) The Owner of an unaltered female dog shall not allow the whelping of more than one litter within the permit year.
- (2) No offspring may be sold, adopted, bartered or otherwise transferred, whether for compensation or otherwise, until such offspring has reached the age of at least eight (8) weeks.
- (3) The Owner must prominently display their Unaltered Dog License number in any advertisement to the public for the sale, adoption or transfer (whether for compensation or otherwise) of the offspring. The Owner must provide the Unaltered Dog License number to any person who purchases, adopts or receives the offspring and include the Unaltered Dog License number on any receipt of sale or transfer document.
- (4) The Owner shall provide to all persons who receive any offspring, whether for compensation or otherwise, an application for a City of Coalinga dog license, as well as written information regarding the City of Coalinga's dog license requirements. The Owner shall obtain these documents from the Animal Control Officer or the controller.
- (5) At no time shall the number of animals kept be in excess of the limits set in Sec. 9-5-104.

(b) Sale and Other Transfer of Dogs and Cats.

- (1) No person shall give away any dog or cat as a prize or as an inducement to enter into any contest, lottery, drawing, game or competition.
- (2) No person shall give away any dog or cat as an inducement to enter a place of business.

- (3) No person shall sell or give away any dog or cat in any public place or in front of any business not owned by him/her or at any swap meet.
- (4) No person shall sell, barter, exchange or offer for adoption, whether for compensation or otherwise, any dog or cat to any minor under the age of eighteen years, without the written permission of one of the minor's parents or legal guardians.
- (5) Sales of Animals are a commercial activity and require a Conditional Use Permit and be conducted in zones pursuant to section 9-2.302 of this code.
- (c) Enforcement of Dog License Provisions. Any violation of this section shall be an infraction.

**Section 2.** Section SEC. 6-1.245 of the Coalinga Municipal Code, is hereby added and shall read as follows:

SEC. 6-1.245. - PET RESPONSIBILITY ACT.

The Council of the City of Coalinga finds and declares that a contributing cause of the serious dog overpopulation problem within the City of Coalinga is the number of unaltered dogs found at large. The Council wishes to promote responsible pet ownership as a means for promoting the public health, safety, and welfare of humans and pets in the City of Coalinga. The Council finds and declares that mandatory spaying or neutering of dogs is appropriate when dog owners fail to act responsibly to prevent their animals from being at large.

- (a) **Title.** This Section shall be known as the "Pet Responsibility Act."
- (b) **Applicability.** This Section shall apply to all persons whose dogs are found to be at large in violation of Sec 6-1.23 & Sec. 6-1.24 of this Code and any requirements imposed by this Section shall be cumulative to any requirements or penalties otherwise imposed by this Code.
- (c) **Definitions.** The following terms used in this section shall be defined as follows:
  - (1) "At large" shall mean an animal in or upon any public street, public alley or other public place or in or upon an unenclosed lot or premises, unless the animal is securely confined to the lot or premises by a suitably strong leash or is securely and continuously held by the owner or custodian of such animal by a strong leash suitable for maintaining control of the animal, or the animal is confined within an automobile.
  - (2) "Owner" shall mean the owner or custodian of any animal.
- (d) **Enforcement.** This Section shall be enforced as follows:
  - (1) Upon a first violation of Sec 6-1.23 & Sec. 6-1.24 the owner shall be issued a written warning prior to the issuance of a citation or initiation of further enforcement action.
  - (2) Upon a second violation of Sec 6-1.23 & Sec. 6-1.24 an owner shall be issued an administrative citation with a penalty in the amount of \$100.00;
  - (3) Upon a third or subsequent violation of Sec 6-1.23 & Sec. 6-1.24 an owner shall be issued an administrative citation in the amount of \$200.00.
  - (4) Upon a third or subsequent violation of Sec 6-1.23 & Sec. 6-1.24 an owner shall be issued an order to comply with one or both of the following requirements:

- (A) Spay or neuter all dogs possessed by that person and provide proof of compliance to the Animal Control Officer within sixty (60) days;
- (B) Implant a microchip identification device in all dogs possessed by that person.
- (e) **Responsibility for Enforcement.** The Animal Control Officer shall be responsible for enforcement and administration of this section.
- (f) **Cost Recovery.** The City may collect abatement, actual, administrative and enforcement costs, as well as penalties and administrative expenses pursuant to the provisions of Chapter 1, Article 5 of this Code.
- (g) **Appeals.** Any person receiving an administrative citation, order to spay/neuter an animal, or order to microchip an animal may appeal the issuance of the administrative citation or order to the Chief of Police within 30 days of the citation or order.

**Section 3.** This Ordinance shall take effect thirty 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 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 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 September 20<sup>th</sup>, 2018 meeting at which the ordinance is adopted and again after the meeting at which the ordinance is adopted. The summary shall become effective 30 days after its adoption.

\* \* \* \* \*

The foregoing Ordinance was introduced at a Regular Meeting of the City Council of the City of Coalinga held on the 6th day of September 2018, and was passed and adopted at a regular meeting of the City Council held on the 20th day of September 2018, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

APPROVED:

\_\_\_\_\_  
Mayor Nathan Vosburg

ATTEST:

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

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

**Subject:** Approve Electrical Preventative Maintenance Project for the Water Treatment Plant  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Pete Preciado, Public Works & Utilities Director

---

**I. RECOMMENDATION:**

Staff recommends award of the electrical preventative maintenance project to Solomon Electric Inc. in the amount of \$28,215.00.

**II. BACKGROUND:**

The Water Treatment Plant (WTP) and all associated water distribution structures throughout the City have numerous electrical panels, motor control centers, control cabinets and transformers. This electrical equipment all needs periodic inspection, cleaning, tightening of connections and other general preventative maintenance to extend the service life and promote the continued good operation of the equipment.

**III. DISCUSSION:**

Local electrical contractors were contacted and invited to a prebid meeting. Three bids were received.

Electric Motor Shop bid amount: \$29,175.

Solomon Electric Inc. bid amount: \$28,215.

Industrial Electric Company bid amount: \$5,720.

Staff does not recommend awarding this project to the apparent low bidder Industrial Electric Company. The bid from Industrial Electric Company is based on the project taking two days work and pricing may change if more time is needed. This project will definitely take longer than two days to successfully accomplish. The bid is non-responsive as it does not provide the total cost of the work regardless of how long it takes the contractor to accomplish the work.

The next lowest bidder is Solomon Electric Company. Staff recommends award to Solomon Electric Company for a total project cost of \$28,215.



**IV. ALTERNATIVES:**

Do not approve. Staff can rebid the project but lower bid prices are not anticipated.

## V. FISCAL IMPACT:

This project is a budgeted item within the Water Enterprise Fund under major equipment repairs and maintenance. Sufficient funds are budgeted for this project.

### ATTACHMENTS:

File Name		Description
	Solomon_Electric.pdf	Solomon Electric
	Electric_Motor_Shop.pdf	Electric Motor Shop
	Industrial_Electrical_Company.pdf	Industrial Electrical Company



Solomon Electric & Data Inc.  
 CA Lic. #935229 C-10  
 1800 Deerfield Ct  
 Coalinga, CA 93210  
 Mobile Phone: (559) 892-8819  
 rp.lusich@me.com

**Billing Address**  
 City Of Coalinga - WTP  
 155 W. Durian  
 Coalinga, CA 93210

# Proposal

**Proposal Number:** E180725855  
**Proposal Date:** Jul 25, 2018  
**Payment Terms:** Payment 30 days after invoice date  
**Proposal Amount:** 28,215.00  
**Created By:** Paul Lusich

**Job Name**  
 WTP Electrical PdPM

Item Name	Quantity	Unit Price	Total
<b>Preventative Maintenance</b> We propose to perform Predictive and Preventative Maintenance (PdPM) on all Electrical Panels, Motor Control Centers (MCCs), Control Cabinets, and Transformers as listed below. Basic PdPM includes: physical cleaning of equipment, inspections and re-torquing of buss connections and conductor terminations, and Insulation Resistance Testing Spot Tests (IRTs) on busswork. Additional options are noted below. Includes PdPM Report documenting equipment conditions before and after maintenance, and any further recommendations. Maintenance will be performed per manufacturer's recommendations, if available, or according to industry standards. Maintenance of 4160V Switchgear and 4160V MCC will require the de-energization of equipment. This is a complete price for all described work.	1.00	0.00	0.00
Electrical Intake Pumps: One (1) MCC	1.00	1,080.00	1,080.00
Electrical Main Building: One (1) MCC, One (1) Panel, One (1) Transformer, One (1) Control Cabinet	1.00	1,080.00	1,080.00
Electrical Chemical Basement: Two (2) Operator Stations, Two (2) J-boxes, Four (4) Control Panels, One (1) Panel	1.00	1,350.00	1,350.00
Electrical Main Power Room: 4160 Switchgear; Three (3) Panels, One (1) Transformer	1.00	4,050.00	4,050.00
Electrical Basin 3: Traveling Bridge Power Cable; Traveling Bridge Control Panel	1.00	540.00	540.00
	1.00	1,350.00	1,350.00



Electrical Filter Building 3: Three (3) Motor Starters, One (1) Panel, One (1) MCC, One (1) Control Panel			
Electrical Pipe Gallery: Four (4) Control Cabinets, Three (3) Motor Starters, Six (6) Instrument Stands, Fifteen (15) Junction Boxes	1.00	3,510.00	3,510.00
Electrical Basin 1 and 2: Four (4) Motor Starters	1.00	540.00	540.00
Electrical Filter Building 1: Two (2) Panels	1.00	540.00	540.00
Electrical Filter Building 2: Two (2) Panels	1.00	540.00	540.00
Electrical Vigger Valves: One (1) Control Panel	1.00	270.00	270.00
Electrical Drying Beds and Recovery Basin: One (1) Panel, One (1) Transformer, Three (3) Junction Boxes	1.00	270.00	270.00
Electrical Air Tank: One (1) Control Panel	1.00	135.00	135.00
Electrical Pump House: One (1) 4160 MCC; One (1) MCC, Three (3) Panels, One (1) Transformer, Two (2) Control Cabinets, One (1) Motor Disconnect, Five (5) Power Capacitors	1.00	6,210.00	6,210.00
Electrical Hypo Room: Two (5) Motor Starters, Two (2) Panels, One (1) Transformer, Three (3) Control Cabinets	1.00	1,620.00	1,620.00
Electrical Main Building: One (1) Transfer Switch, Three (4) Panels	1.00	1,350.00	1,350.00
Electrical Calaveras Reservoir: One (1) Panel	1.00	270.00	270.00
Electrical Derrick Reservoir: One (1) Panel	1.00	270.00	270.00
Electrical Palmer Reservoir: One (1) Panel	1.00	270.00	270.00
Electrical Oil King Booster Station: One (1) MCC, One (1) Panel, One (1) Transformer, One (1) Control Cabinet	1.00	1,350.00	1,350.00
Electrical Oil King Booster Station: One (1) MCC, One (1) Panel, One (1) Transformer, One (1) Control Cabinet	1.00	1,350.00	1,350.00
	1.00	270.00	270.00

Electrical  
Chlorination Station: One (1) Panel

**Comments:**

Payments are as follows:

\$1,000 upon acceptance.

\$17,310 upon mobilization.

\$21,155 upon delivery of PdPM Report.

Subtotal: \$ 28,215.00

Proposal Amount \$ 28,215.00



Company Signature Jul 25, 2018

**Terms & Conditions:**

TO OWNER: Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be made referred to the registrar of the board whose address is: 1020 "N" Street, Sacramento, CA 95814. All materials are guaranteed to be as specified. All work will be/has been completed in a workmanlike manner according to standard practice and shall meet the requirements of the current edition of the NEC and/or UMC as adopted by the local governing jurisdiction. Our workers are fully covered by Workman's Compensation insurance. This is a "lump-sum" construction contract, and all state and/or local sales tax on materials will be/were paid to suppliers/vendors at the time of purchase and are included in this proposal/invoice, unless as otherwise noted above. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Acceptance of this Proposal/Invoice also grants license/permission to Solomon Electric and Data, Inc. to take and publish photos of any and all work in company literature, whether in print or digitally. This Proposal/Invoice and any and all designs and specifications accompanying it or contained therein are the sole and complete intellectual and real property of Solomon Electric and Data, Inc, with all rights reserved, and is intended for the above recipient only. Any distribution, in printed, verbal, or electronic form, of this document and/or documents accompanying this Proposal/Invoice without the express permission of the owner(s) of Solomon Electric and Data, Inc is prohibited.



# Proposal

Solomon Electric & Data Inc.  
CA Lic. #935229 C-10  
1800 Deerfield Ct  
Coalinga, CA 93210  
Mobile Phone: (559) 892-8819  
rp.lusich@me.com

Proposal Number: E180824866  
Proposal Date: Aug 23, 2018  
Payment Terms: Payment 30 days  
after invoice  
date  
Proposal Amount: 11,250.00  
Created By: Paul Lusich

**Billing Address**  
City Of Coalinga - WTP  
155 W. Durian  
Coalinga, CA 93210

**Job Name**  
WTP Electrical PdPM Options

Item Name	Quantity	Unit Price	Total
<p>Motor Analysis OPTION #1: Perform assessment and documentation of mechanical motor function and electrical motor analysis as below. Documentation of motor function and performance while in-place, as opposed to a shop test, allows for evaluation while connected to the driven load and under real world operating conditions. Prior to motor analysis, base line power quality measurements will be recorded to assess the state of harmonics and unbalance on the electrical service output. These two properties can have a serious negative impact on motor performance. Electrical performance, mechanical performance and derating according to NEMA recommendations and motor nameplate data will be recorded and summarized in a report for each motor. Mechanical Function and Electrical Measurements: Motor Torque: Motor torque (the amount of rotational force in lb.ft or Nm developed by a motor and transmitted to its driven mechanical load) is the single most critical variable that characterizes the instantaneous mechanical performance of rotating equipment driven by electric motors. Motor Speed: Combined with the motor torque, motor speed (the instantaneous motor shaft rotational speed) provides a snapshot of the mechanical performance of rotating equipment driven by electric motors. Motor Mechanical Load: Measures the actual mechanical power (displayed in hp or kW) produced by motors and provides a direct link to overloading conditions without simply basing it on the motor current. Motor Efficiency: Shows the effectiveness of each motor within a machine, assembly line, plant, and/or facility in converting electric power to useful mechanical work. By properly aggregating the efficiencies of a population of motors the total (aggregate) efficiency can be estimated. Comparisons to expected motor efficiencies at observed operating conditions can help quantify the cost associated with motor energy inefficiency.</p>	15.00	550.00	8,250.00

**Terms & Conditions:**

TO OWNER: Contractors are required by law to be licensed and regulated by the Contractor's State License Board. Any questions concerning a contractor may be made referred to the registrar of the board whose address is: 1020 "N" Street, Sacramento, CA 95814. All materials are guaranteed to be as specified. All work will be/has been completed in a workmanlike manner according to standard practice and shall meet the requirements of the current edition of the NEC and/or UMC as adopted by the local governing jurisdiction. Our workers are fully covered by Workman's Compensation insurance. This is a "lump-sum" construction contract, and all state and/or local sales tax on materials will be/were paid to suppliers/vendors at the time of purchase and are included in this proposal/invoice, unless as otherwise noted above. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner is to carry fire, tornado, and other necessary insurance. Acceptance of this Proposal/Invoice also grants license/permission to Solomon Electric and Data, Inc. to take and publish photos of any and all work in company literature, whether in print or digitally. This Proposal/Invoice and any and all designs and specifications accompanying it or contained therein are the sole and complete intellectual and real property of Solomon Electric and Data, Inc, with all rights reserved, and is intended for the above recipient only. Any distribution, in printed, verbal, or electronic form, of this document and/or documents accompanying this Proposal/Invoice without the express permission of the owner(s) of Solomon Electric and Data, Inc is prohibited.





Electric Motor Shop Inc  
253 Fulton St.  
Fresno Ca. 93726  
559-650-1128 Phone  
559-650-1166 Fax  
ray.keith @ electricmotorshop.com

## Electric Motor Shop Inc.

*Electrical Service Division*

July 20, 2018

City of Coalinga  
Water Plant

Attn: Lee Blankenship  
RE: Electrical PM

We are pleased to provide you our estimate, per your request for the electrical PM for main water plant and Reservoir stations. Our estimate is based on the following scope of material and labor.

### **SCOPE- Electrical (PM) Preventive maintenance**

- **Lockout main electrical panels**
- **Remove covers**
- **Vacuum enclosure interiors**
- **Inspect and torque electrical connections at main breakers**
- **Inspect and torque electrical motor starter terminations**
- Provide labor and material to preform electrical maintenance on the following locations.
  - Main office sub panels (3-subpanel locations)
  - Main/Chem. building (1-MCC & 1-panel at location)
  - Basin 1,2 & 3 ( 2 disconnects locations per basin)
  - Intake pumps electrical panel (1-panel & 1-MCC at location)
  - Filter Bldg. 1 (1- sub panel location)
  - Filter Bldg. 3 ( 1- panel & pump panel at location)
  - Pump house ( 2-MCC , 1- subpanel)
  - Hypo Gen ( 1 Dist. panel outside)
  - Main power (Plant incoming Main switchgear , transformer & 480 distribution)
  - Booster station 1 & 2 ( 1- subpanel)
  - Reservoir 1, 2 & 3 choline stations (1 -subpanel)

**PM- Estimate \$16,575.00**

Electric Motor Shop Inc. Since 1913-  
Proposal # R004428

***Electrical Contracting, Power distribution  
And Industrial Automation***

Contractor License # 246015

Visit us at [WWW.Electricmotorshop.com](http://WWW.Electricmotorshop.com)

**SCOPE- Breaker Testing -Main plant incoming panel**

- **Test breakers per NETA Maintenance testing Specification**

**Equipment to be tested**

- Six (6) Vacuum Circuit Breakers
- Six (6) Set of Relays
- Six (6) Sets of CT's
- Six (6) Sets of PT's

**Breaker testing Estimate \$12,600.00**

EMS will provide report for electrical panels or items noted with problem issue.  
Separate estimate will be provided for any required repairs.

Not Included  
Overtime

Estimate valid for 30 days. This document must be an attachment to all contracts.

Thank you for the opportunity to provide you with our estimate. We look forward to working with you. If we can be of any further assistance, please feel free to call our office at 559-650-1153 or myself direct at 559-250-3611.

Sincerely,  
Raymond J. Keith  
Project Service Manager



Modesto CA

Phone 209-527-2800  
City of Coalinga Freshwater  
3504 West Palmer  
Coalinga, CA 93210

Fax 209-526-2126

Thank you for this opportunity to offer our cleaning & torquing service, please review the following scope of service.

**Scope of Service Cleaning and Torqueing Electrical Panels listed below.**

Office Electrical Panels  
Main Building/ Chemical Basement  
Hypo Gen  
Pump House  
Filter Buildings 1, 2, 3  
Basins 1, 2, 3  
Drying Beds  
Recovery Basin  
Intake Pumps  
Travel Bridge

**Offsite Buildings**

Oil King Booster Station  
North West Booster Station  
Derrick Reservoir & C12 Station  
Calaveras Reservoir  
Palmer Reservoir & C12 Station  
Calaveras C12 Station

**At each location we will be surveying all:**

All Control Panels  
All Sub Breaker Panels  
All Main Breakers  
All Disconnect switches  
All MCC Sections

**City of Coalinga Responsibilities:** Provide access to all areas listed above. Verify and schedule with utility for power to be turned off during entire cleaning and torqueing at scheduled time and date of service set with Industrial Electrical Company.

**Industrial Electrical Responsibilities:** Will supply generators for power needed for cleaning and torqueing purposes only. IEC will torque and clean all items and areas listed above. Only listed items and areas above will be included in your torqueing and cleaning.

To complete the above scope of service your cost is for the **amount of not to exceed \$5720.00**. This includes 2 technicians 2/ 8 hour days on site during regular work hour's rate applies. If more time is necessary pricing may change. This pricing includes all travel. This pricing does not include any other service not stated above.

Again thank you for this opportunity to provide you with our Cleaning and Torqueing Service.

Sincerely:

Mike Flynn

Office: (209) 422-6012

Fax: (209) 526-2126

Cell: (209) 495-7233

E-mail: [mflynn@iecmail.com](mailto:mflynn@iecmail.com)



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

**Subject:** Authorize Repair of Wastewater Treatment Plant Effluent Pump  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Pete Preciado, Public Works & Utilities Director

---

**I. RECOMMENDATION:**

Authorize repair of the Wastewater Treatment Plant Effluent Pump in the amount of \$36,261.71.

**II. BACKGROUND:**

The Wastewater Treatment Plant (WWTP) has two effluent pumps that share the workload of transferring about one million gallons each day of treated wastewater to the nearby disposal fields where the water evaporates or percolates into the ground per our operating permit.

Pump repair companies within Fresno and Kern counties are contacted and asked to provide a quote. SCI, Bakersfield Ca., is the only one to reply and provide a bid.

**III. DISCUSSION:**

Both effluent pumps were in very poor repair and in need of servicing. One pump was removed and replaced with a new pump and motor due to its poor condition. Now it's brand new and functioning well.

The second effluent pump is also in poor repair and needs extensive repairs and new parts.

**IV. ALTERNATIVES:**

None. The pump must be repaired and is critical in the operation of the WWTP and permit requirements.

**V. FISCAL IMPACT:**

Sufficient funds exist in Wastewater Fund 503-520-8402 to accomplish the repair work in the amount of \$36,261.71.

**ATTACHMENTS:**

	File Name	Description
□	Shar_Craft.pdf	Shar Craft Inc

# *Shar – Craft Incorporated*

## *SCI*

### *Quote*

Company: City of Coalinga

Attention:

Date: 09/04/18

Email:

From: Ron Paul

Phone:

Phone: 661-324-4985

Fax:

Fax: 661-323-8252

### **Effluent Pump S/N 91-01352**

Line #	Quantity	Description	Unit Price	Total
1	1	Labor (non-tax)	\$ 13,455.00	\$ 13,455.00
2	1	Material (tax)	\$ 6,950.00	\$ 6,950.00
3	1	Factory Replacement Bowl Assembly (tax)	\$ 14,250.00	\$ 14,250.00
subtotal				\$ 34,655.00
freight				\$ 65.00
taxes				\$ 1,541.71
				\$ 36,261.71

Job scope: disassemble and clean pump, inspect for repairs, machine new shafts, fabricate new column pipes, assemble, and paint.

Amount due if repairs are declined: \$2,400.00

Please note that due to the current metal climate quotes are only valid for 3 days.

Thank you for this opportunity to quote these services.

1103 33rd Street ~ Bakersfield, CA 93301 ~ Phone (661) 324-4985 ~ Fax (661) 323-8252

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

**Subject:** Declare City Equipment as Surplus Property and Donate to the Coalinga Community Foundation  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Darren Blevis, Police Commander

---

## **I. RECOMMENDATION:**

Staff requests Council's approval to donate surplus property to the Coalinga Community Foundation.

## **II. BACKGROUND:**

The City has old and unused property and would like to declare as Surplus property and to donate items to the Community Foundation.

## **III. DISCUSSION:**

Several department's within the city have unused property that has reached its life expectancy and is no longer being used. Staff wishes to declare the below property as surplus and request the department's be allowed to donate the property to the Community Foundation. The following property is being declared as surplus;

HP 2015 printer  
HP CM1312  
HP 1300 LaserJet  
2 drawer metal file cabinet x  
2 shelf bookcase  
Red chair w/ wheels  
Sharp Calculator  
Monitor mounts x 2  
Directory organizer  
Black 5 tier plastic inbox  
Piece of cherry desk  
White counter top  
2 white open cabinets  
HP LaserJet 4050  
2 drawer metal file cabinet  
3 shelf desk stand  
Cash box  
Wheeled printer stand  
Computer monitor  
Computer Monitor Arm  
Desk Chair  
Canon calculator

Dvd/cd player  
 American flag plant stand  
 Red propane grill  
 Small propane bottles x 3  
 Binders  
 Computer privacy screen x 2  
 Flower wreath  
 Clock  
 3 tier Plant stand  
 2 hole punch x 5  
 3 hole punch  
 Surge protector  
 Metal file sorter  
 Rubbermaid organizer  
 Fellowes organizer  
 Red tool box  
 Envelope sorter  
 Monitor stand  
 Paper cutter  
 Receipt printers  
 Whiteboard  
 Corkboard  
 Small desk  
 Electric hole punch  
 Book ends  
 Wire inbox  
 Misc. office stationary  
 Complete reference book set  
 HP LaserJet P3005  
 3 desks  
 Walls to an office cubical  
 Broken computer monitor  
 Small Television  
 Wall mounted water fountain  
 16 channel DVR recorder  
 Brother Fax Machine 410

#### **IV. ALTERNATIVES:**

The Council may elect not to donate the property, which will require storage and loss of space with in the city's individual departments.

#### **V. FISCAL IMPACT:**

None at this time.

#### **ATTACHMENTS:**

	File Name	Description
□	IMG_1448.JPG	Fire Department desks
□	IMG_1447.JPG	Wall mouted water fountain
□	IMG_0699.jpg	Desk



IMG\_0702.jpg

File cabinet and bookshelf













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

**Subject:** Declare City Equipment as Surplus Property and Direct Staff to Auction Items  
**Meeting Date:** September 20th, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Darren Blevins, Police Commander

---

## **I. RECOMMENDATION:**

Staff request Council's approval to auction off surplus property belonging to the City of Coalinga.

## **II. BACKGROUND:**

The City has old and unused property and vehicles it would like to declare as Surplus property and to auction off.

## **III. DISCUSSION:**

Several department's within the city have unused property that has reached its life expectancy and is no longer being used. Staff wishes to declare the below property as surplus and request the department's be allowed to auction off the property. The following property is being declared as surplus;

Bobcat model 1600  
Caterpillar Maintainer  
Case 580K Backhoe  
Chevy Aveo  
Ford 700 Series Sewer Truck  
Ford Ranger  
Ford Van E-150  
Ford Ranger  
Ford Ranger  
Ford Ranger  
Ford F-800 Garbage Truck  
Bear Cat Crack sealer

If the Council elects to auction the items, we will contact Mulroney Auctioneer Services and have them conduct the auction locally.










## **IV. ALTERNATIVES:**

The Council can elect not to auction the property, which will require storage and loss of space with in the city's individual departments.

## **V. FISCAL IMPACT:**

If the items are auctioned and after paying the auction fee, the city could receive a positive cash flow to the general fund.

**ATTACHMENTS:**

	<b>File Name</b>	<b>Description</b>
	IMG_0863.JPG	Sealer
	IMG_0862.JPG	Bobcat
	IMG_0859.JPG	Surplus vehicle
	IMG_0858.JPG	Generator
	IMG_0857.JPG	Surplus Vehicle
	IMG_0856.JPG	Surplus Vehicle
	IMG_0855.JPG	Surplus Vehicle
	IMG_0854.JPG	Surplus Vehicle
	IMG_0853.JPG	Surplus Vehicle





























26

RANGER

126  
RANGER











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

**Subject:** Adopt Resoluton No. 3843 Amending the Basic Pay Scale  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3843 Amending the Basic Pay Scale.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

The impact to the General Fund is approximately \$12,500 for FY 18-19.

**ATTACHMENTS:**

File Name	Description
❑ RESO#3843_Amend_Basic_Pay_Scale_092018.pdf	Resolution No. 3843
❑ Basic_Pay_Scale_9-6-18.docx	Basic Pay Scale

**RESOLUTION NO. 3843**

**A RESOLUTION TO REVISE CITY OF COALINGA BASIC PAY SCALE**

**WHEREAS**, the governing body of the City of Coalinga is authorized to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

**NOW, THEREFORE, BE IT RESOLVED,**

- I. That the City Council of the City of Coalinga hereby established pay scales for all employees in all classifications of employment described on the Basic Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at regular a meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

City of Coalinga Basic Pay Scale

Effective: September 6, 2018

Approved: September 20, 2018

Revised: September 6, 2018

<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
17	Groundskeeper Office Assistant Bus Driver Human Resources Assistant						
	Annually	\$27,062.03	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77
	Monthly	\$2,255.17	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23
	Bi-Weekly	\$1,040.85	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41
	Hourly	\$13.0106	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052
18	Custodian Lead Bus Driver						
	Annually	\$28,415.13	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71
	Monthly	\$2,367.93	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14
	Bi-Weekly	\$1,092.89	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83
	Hourly	\$13.6611	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354
19	Maintenance Worker I (Street Sweeper)						
	Annually	\$29,835.89	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00
	Monthly	\$2,486.32	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25
	Bi-Weekly	\$1,147.53	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58
	Hourly	\$14.3442	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072
20	Account Clerk I Maintenance Worker I Public Safety Dispatcher Property and Evidence Technician Animal Control Officer I Police Records Clerk						
	Annually	\$31,327.68	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95
	Monthly	\$2,610.64	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91
	Bi-Weekly	\$1,204.91	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81
	Hourly	\$15.0614	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226

<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
21							
	Annually	\$32,894.07	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09
	Monthly	\$2,741.17	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51
	Bi-Weekly	\$1,265.16	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70
	Hourly	\$15.8145	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837
22	Account Clerk II Maintenance Worker II Code Enforcement Officer Community Development Assistant						
	Annually	\$34,538.77	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09	\$44,081.20
	Monthly	\$2,878.23	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51	\$3,673.43
	Bi-Weekly	\$1,328.41	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70	\$1,659.43
	Hourly	\$16.6052	\$17.4354	\$18.3072	\$19.2226	\$20.1837	\$21.1929
23	Water Operator Apprentice Animal Control Officer II						
	Annually	\$36,265.71	\$38,079.00	\$39,982.95	\$41,982.09	\$44,081.20	\$46,285.26
	Monthly	\$3,022.14	\$3,173.25	\$3,331.91	\$3,498.51	\$3,673.43	\$3,857.10
	Bi-Weekly	\$1,394.83	\$1,464.58	\$1,537.81	\$1,614.70	\$1,659.43	\$1,780.20
	Hourly	\$17.4354	\$18.3072	\$19.2226	\$20.1837	\$21.1929	\$22.2525
24	Equipment Mechanic Account Clerk III Secretary Human Resources Generalist						
	Annually	\$38,079.00	\$39,982.95	\$41,982.09	\$44,081.20	\$46,285.26	\$48,599.52
	Monthly	\$3,173.25	\$3,331.91	\$3,498.51	\$3,673.43	\$3,857.10	\$4,049.96
	Bi-Weekly	\$1,464.58	\$1,537.81	\$1,614.70	\$1,659.43	\$1,780.20	\$1,869.21
	Hourly	\$18.3072	\$19.2226	\$20.1837	\$21.1929	\$22.2525	\$23.3652
25	Water Operator I						
	Annually	\$39,982.95	\$41,982.09	\$44,081.20	\$46,285.26	\$48,599.52	\$51,029.50
	Monthly	\$3,331.91	\$3,498.51	\$3,673.43	\$3,857.10	\$4,049.96	\$4,252.46
	Bi-Weekly	\$1,537.81	\$1,614.70	\$1,659.43	\$1,780.20	\$1,869.21	\$1,962.67
	Hourly	\$19.2226	\$20.1837	\$21.1929	\$22.2525	\$23.3652	\$24.5334
26	Accounting Technician Human Resources Analyst Administrative Assistant Animal Control Officer III Public Utilities Coordinator						
	Annually	\$41,982.09	\$44,081.20	\$46,285.26	\$48,599.52	\$51,029.50	\$53,580.97
	Monthly	\$3,498.51	\$3,673.43	\$3,857.10	\$4,049.96	\$4,252.46	\$4,465.08
	Bi-Weekly	\$1,614.70	\$1,659.43	\$1,780.20	\$1,869.21	\$1,962.67	\$2,060.81
	Hourly	\$20.1837	\$21.1929	\$22.2525	\$23.3652	\$24.5334	\$25.7601



<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
27	<b>Water Operator II</b>						
	Annually	\$44,081.20	\$46,285.26	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02
	Monthly	\$3,673.43	\$3,857.10	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33
	Bi-Weekly	\$1,659.43	\$1,780.20	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85
	Hourly	\$21.1929	\$22.2525	\$23.3652	\$24.5334	\$25.7601	\$27.0481
28	<b>Senior Administrative Analyst Financial Services Supervisor Economic Development Coordinator Junior Accountant Assistant Engineer</b>						
	Annually	\$46,285.26	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02
	Monthly	\$3,857.10	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75
	Bi-Weekly	\$1,780.20	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04
	Hourly	\$22.2525	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005
29	<b>Water Operator III</b>						
	Annually	\$48,599.52	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67
	Monthly	\$4,049.96	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89
	Bi-Weekly	\$1,869.21	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64
	Hourly	\$23.3652	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205
30							
	Annually	\$51,029.50	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00
	Monthly	\$4,252.46	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33
	Bi-Weekly	\$1,962.67	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92
	Hourly	\$24.5334	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115
31	<b>Water Operator IV</b>						
	Annually	\$53,580.97	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40
	Monthly	\$4,465.08	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70
	Bi-Weekly	\$2,060.81	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17
	Hourly	\$25.7601	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771
32	<b>Assistant Field Services Manager</b>						
	Annually	\$56,260.02	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63
	Monthly	\$4,688.33	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64
	Bi-Weekly	\$2,163.85	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68
	Hourly	\$27.0481	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210

<b>Grade</b>	<b>Position</b>	<b>Step A</b>	<b>Step B</b>	<b>Step C</b>	<b>Step D</b>	<b>Step E</b>	<b>Step F</b>
33	Operations Superintendent Assistant to the City Manager/City Clerk Utilities Supervisor Public Works Supervisor Accountant						
	Annually	\$59,073.02	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81
	Monthly	\$4,922.75	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82
	Bi-Weekly	\$2,272.04	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76
	Hourly	\$28.4005	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470
34	Police Lieutenant Finance Manager						
	Annually	\$62,026.67	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50
	Monthly	\$5,168.89	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96
	Bi-Weekly	\$2,385.64	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75
	Hourly	\$29.8205	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594
35	Police Commander Finance Manager						
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623
36							
	Annually	\$65,128.00	\$68,384.40	\$71,803.63	\$75,393.81	\$79,163.50	\$83,121.67
	Monthly	\$5,427.33	\$5,698.70	\$5,983.64	\$6,282.82	\$6,596.96	\$6,926.81
	Bi-Weekly	\$2,504.92	\$2,630.17	\$2,761.68	\$2,899.76	\$3,044.75	\$3,196.99
	Hourly	\$31.3115	\$32.8771	\$34.5210	\$36.2470	\$38.0594	\$39.9623

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

**Subject:** Adopt Resolution No. 3844 Amending the Building Official Pay Scale  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3844 Amending the Building Official Pay Scale.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

The cost to the General Fund is approximately \$3,900.

**ATTACHMENTS:**

File Name	Description
❑ RESO#3844_Amend_Building_Official_Pay_Scale_092018.pdf	Resolution No. 3844
❑ Building_Official_Pay_Scale_9-6-18.docx	Building Official Pay Scale

**RESOLUTION NO. 3844**

**A RESOLUTION TO REVISE CITY OF COALINGA BUILDING OFFICIAL PAY SCALE**

**WHEREAS**, the governing body of the City of Coalinga is authorized to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

**NOW, THEREFORE, BE IT RESOLVED,**

- I. That the City Council of the City of Coalinga hereby established pay scales for all employees in all classifications of employment described on the Building Official Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

City of Coalinga Building Official Pay Scale

Effective: October 31, 2008

Approved: October 31, 2008

Revised: July 21, 2016

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
Contract	<b>Building Official</b>						
	Annually	\$54,000.00	\$56,700.00	\$59,535.00	\$62,511.75	\$65,637.33	\$68,919.19
	Monthly	\$4,500.00	\$4,725.00	\$4,961.25	\$5,209.31	\$5,469.77	\$5,743.26
	Bi-Weekly	\$2,076.92	\$2,180.76	\$2,289.80	\$2,404.29	\$2,524.51	\$2,650.73
	Hourly	\$25.9615	\$27.2596	\$28.6225	\$30.0537	\$31.5564	\$33.1342

Approved: September 20, 2018

Revised: September 6, 2018

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
Contract	<b>Building Official</b>						
	Annually	\$56,700.00	\$59,535.00	\$62,511.75	\$65,637.33	\$68,919.19	\$72,365.15
	Monthly	\$4,725.00	\$4,961.25	\$5,209.31	\$5,469.77	\$5,743.26	\$6,030.43
	Bi-Weekly	\$2,180.76	\$2,289.80	\$2,404.29	\$2,524.51	\$2,650.73	\$2,783.28
	Hourly	\$27.2596	\$28.6225	\$30.0537	\$31.5564	\$33.1342	\$34.79

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

**Subject:** Adopt Resolution No. 3845 Amending the Department Head Pay Scale  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3845 Amending the Department Head Pay Scale.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

The impact to the General Fund for FY 18-19 is approximately \$15,350.

**ATTACHMENTS:**

File Name	Description
❑ RESO#3845_Amend_Dept_Head_Pay_Scale_092018.pdf	Resolution No. 3845
❑ Department_Head_Pay_Scale_9-6-18.docx	Pay Scale

**RESOLUTION NO. 3845**

**A RESOLUTION TO REVISE CITY OF COALINGA DEPARTMENT HEAD PAY SCALE**

**WHEREAS**, the governing body of the City of Coalinga is authorized to prepare, install, revise and maintain a position classification and compensation plan covering all positions in the competitive service;

**NOW, THEREFORE, BE IT RESOLVED,**

- I. That the City Council of the City of Coalinga hereby established pay scales for all employees in all classifications of employment described on the Department Head Pay Scale to be revised effective September 6, 2018.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

City of Coalinga Department Head Pay Scale

Effective: October 31, 2008

Approved: October 31, 2008

Revised: July 21, 2016

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
	Fire Chief Police Chief Financial Services Director Human Resources Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557

Approved: November 9, 2015

Revised: July 21, 2016

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557

Approved: July 5, 2016

Revised: July 21, 2016

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director Public Works and Utilities Director						
	Annually	\$85,000.00	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93
	Monthly	\$7,083.33	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33
	Bi-Weekly	\$3,269.23	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46
	Hourly	\$40.8654	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557



Approved: September 20, 2018

Revised: September 6, 2018

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
	Fire Chief Police Chief Financial Services Director Human Resources Director Community Development Director Public Works and Utilities Director						
	Annually	\$89,250.00	\$93,712.50	\$98,398.13	\$103,318.03	\$108,483.93	\$113,908.12
	Monthly	\$7,437.50	\$7,809.38	\$8,199.84	\$8,609.84	\$9,040.33	\$9,492.34
	Bi-Weekly	\$3,432.69	\$3,604.33	\$3,784.54	\$3,973.77	\$4,172.46	\$4,381.08
	Hourly	\$42.9087	\$45.0541	\$47.3068	\$49.6721	\$52.1557	\$54.7635

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

**Subject:** Adopt Resolution No. 3846 Amending Secretary, Public Works and Utilities  
(Confidential) Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3846 Amending the Secretary, Public Works and Utilities (Confidential) Job Description

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> RESO#3846_Amend_Secretary__PW___Utilities_(Confidential)_Job_Description_092018.pdf	Resolution No. 3846
<input type="checkbox"/> Secretary_PW___Utilities.doc	Job Desc

**RESOLUTION NO. 3846**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED SECRETARY, PUBLIC WORKS AND UTILITIES (CONFIDENTIAL)  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Secretary, Public Works and Utilities (Confidential) Job Description; and

**WHEREAS**, the Secretary, Public Works and Utilities (Confidential) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Secretary, Public Works and Utilities (Confidential) Job Description.

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

1. The Secretary, Public Works and Utilities (Confidential) Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Secretary, Public Works and Utilities (Confidential) Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

---

Nathan Vosburg, Mayor

**ATTEST:**

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Secretary, Public Works & Utilities (Confidential)***

***Pay Class: 24 Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Public Works and Utilities Director, performs responsible and confidential secretarial duties for the Public Works and Utilities Departments; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the police activities and employee’s personnel, pay, medical and background files; and performs other tasks as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Answers the telephone, takes accurate messages and greets the public. Responds to routine inquiries.
- Performs a variety of clerical tasks to include verifying invoices and preparing purchase orders, maintaining office supplies, preparing forms, memoranda, correspondence and reports, filing of confidential documents and data entry. Processes, sorts and distributes incoming and outgoing mail.
- Assists with maintaining the Public Works and Utilities Department sections of the City’s website.
- Maintains department training and certification records.
- Assists with tracking departmental budget and monitoring grants and specially funded programs.
- Maintains Public Works and Utilities project binders.
- Operates a variety of office machines and computer using various software programs. Utilizes radio equipment to communicate with field staff.
- Coordinates special events.
- Conducts special studies on behalf of the Field Services Manager and Chief Plant Operator.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.

- Maintains a calendar and schedules appointments for the Field Services Manager, Chief Plant Operator and departmental staff.
- Keeps Municipal Code updated.
- Prepares and transmits monthly reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Performs other related administrative and clerical as required.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

**Experience:** Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Some experience in municipal government is preferred.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** WordPerfect, Excel, and Harvard Graphics software packages; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

**Skill and Ability to:** Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Chief of Police and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction;

maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date

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

**Subject:** Adopt Resolution No. 3847 Amending the Secretary to the Fire Chief  
(Confidential) Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3847 Amending the Secretary to the Fire Chief  
(Confidential) Job Description

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3847_Amend_Secretary_to_Fire_Chief_(Confidential)_Job_Description_092018.pdf	Resolution No. 3847
❑ Secretary_to_Fire_Chief_Rev_2-26-08;_App_3-5-08.doc	Job Description

**RESOLUTION NO. 3847**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING THE  
REVISED SECRETARY TO FIRE CHIEF (CONFIDENTIAL)  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Secretary to Fire Chief (Confidential) Job Description; and

**WHEREAS**, the Secretary to Fire Chief (Confidential) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Secretary to Fire Chief (Confidential) Job Description.

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

1. The Secretary to Fire Chief (Confidential) Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Secretary to Fire Chief (Confidential) Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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



# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

---

## ***Secretary to Fire Chief (Confidential)***

***Pay Class: 24 Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Fire Chief, performs responsible and confidential secretarial duties for the Fire Chief and departmental staff; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the fire activities and employee’s personnel, pay, medical and background files.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Performs a variety of administrative, clerical, and technical duties to expedite the administrative processes and activities of the fire department.
- Greets the public and responds to questions and concerns.
- Tracks fire personnel requirement records, including but no limited to, Department of Motor Vehicle Physicals, Driver’s Licenses, Pulmonary Function and Tuberculosis Tests, and Paramedic and Emergency Medical Technician Certifications.
- Receives, sorts, and distributes incoming and outgoing mail.
- Maintains department training records.
- Develops and coordinates emergency ambulance billing processes.
- Assists in budgeting, employee relations, personnel actions and evaluations, worker’s compensation, and other related work requiring analysis and implementation of difficult administrative and scheduling procedures.
- Translates/interprets meeting minutes, correspondence, and policies.
- Assists in the preparation and monitoring of grants and specially funded programs.
- Prepares and analyzes audit reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc., and radio equipment to communicate with field staff.

- Monitors and maintains office inventory and supply levels; orders supplies as needed.
- Performs other related administrative and clerical as required.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of the twelfth grade. Additional coursework in office management, business writing, or a related field desired.

**Experience:** Two (2) years of administrative office experience with frequent public contact. Fire or Emergency Medical Services (EMS) experience preferred.

**Licenses:** Valid State of California Drivers License, Class C. Must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Word, Excel, and Microsoft Outlook; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

**Skill and Ability to:** Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of administrative duties for the Fire Chief and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that*

***must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager \_\_\_\_\_ Date

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

**Subject:** Adopt Resolution No. 3848 Amending the Secretary to the Police Chief  
(Confidential) Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3848 Amending the Secretary to the Chief of Police  
(Confidential) Job Description

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3848_Amend_Secretary_to_Police_Chief_(Confidential)_Job_Description_092018.pdf	Resolution No. 3848
❑ Secretary_to_Chief_of_Police_Rev_3-27-08;_App_4-1-08.doc	Job Desc

**RESOLUTION NO. 3848**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING THE  
REVISED SECRETARY TO POLICE CHIEF (CONFIDENTIAL)  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Secretary to Police Chief (Confidential) Job Description; and

**WHEREAS**, the Secretary to Police Chief (Confidential) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Secretary to Police Chief (Confidential) Job Description.

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

1. The Secretary to Police Chief (Confidential) Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Secretary to Police Chief (Confidential) Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

---

Nathan Vosburg, Mayor

**ATTEST:**

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Secretary to the Police Chief (Confidential)***

***Pay Class: 24Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Police Chief, performs responsible and confidential secretarial duties for the Police Chief and departmental staff; relieves departmental personnel of a variety of administrative and clerical duties. This position is designated “confidential” due to access to/knowledge of the police activities and employee’s personnel, pay, medical and background files; and performs other tasks as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Takes and transcribes dictation from microcomputers and cassette transcription machines.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.
- Answers and screens telephone calls and exercises considerable judgment in giving out information and referring to proper party.
- Maintains a calendar and schedules appointments for the Chief of Police and departmental staff.
- Keeps Municipal Code updated.
- Prepares and transmits monthly statistical reports to appropriate State and Federal agencies.
- Maintains files and reports.
- Operates personal computer for word processing, spreadsheets, email, internet, etc.
- Performs other related administrative and clerical as required.

### **MINIMUM QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

**Education:** Equivalent to completion of the twelfth grade. Additional coursework in office

management, business writing, or a related field desired.

**Experience:** Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public. Some experience in municipal government is preferred.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

**NOTE:** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

**NOTE:** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** WordPerfect, Excel, and Harvard Graphics software packages; office practices and procedures, including business correspondence, filing, and office equipment operation; basic functions and organization of municipal government; statistical recordkeeping methods; correct English grammar, spelling, and punctuation; demonstrated background in word processing.

**Skill and Ability to:** Perform detailed, difficult and responsible clerical and secretarial work; type at a minimum speed of 55 net words per minute; use good judgment and make sound decisions in accordance with established procedures and policies. Prepare reports and compose correspondence independently; operate a Dictaphone; exercise a considerable degree of initiative, tact, and mature judgment in performing a variety of secretarial duties for the Chief of Police and departmental staff; communicate effectively verbally and in writing; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

**NOTE:** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to*

***perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date



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

**Subject:** Adopt Resolution No. 3849 Amending the Human Resources Generalist  
(Confidential) Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3849 Amending the Human Resources Generalist Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
<input type="checkbox"/> RESO#3849_Amend_HR_Generalist_(Confidential)_Job_Description_092018.pdf	Resolution No. 3849
<input type="checkbox"/> Human_Resources_Generalist_Job_Description_5-17-12.doc	Job Desc

**RESOLUTION NO. 3849**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING THE  
REVISED HUMAN RESOURCES GENERALIST (CONFIDENTIAL)  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Human Resources Generalist (Confidential) Job Description; and

**WHEREAS**, the Human Resources Generalist (Confidential) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Human Resources Generalist (Confidential) Job Description.

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

1. The Human Resources Generalist (Confidential) Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Human Resources Generalist (Confidential) Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

---

Nathan Vosburg, Mayor

**ATTEST:**

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Human Resources Generalist (Confidential)***

***Pay Class: 24 Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under the supervision of the Human Resources Director, performs a wide-variety of personnel tasks including aspects of recruitment, interpreting and explaining employment laws, policies, contracts and procedures, administering and monitoring employee benefits, various leaves and workers' compensation; conducts surveys and research; participates in various committees; assists in tracking the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Assists with recruitment and selection processes and strategies; prepares job announcements and descriptions; reviews employment applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks and schedules psychological and physical exam.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor & Standards Act, Family Medical Leave Act, California Family Rights Act, Equal Employment Opportunity, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Assists with annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves and modified work assignments; provides case management report to Human Resources Director on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related

records, including family medical and disability leaves and COBRA notification.

- Conducts compensation, job classification, and special studies relating to the development and implementation of personnel procedures and policies for citywide programs; gathers data and other pertinent information; presents findings; prepares or revises job specifications, spreadsheets and written reports.
- Updates and maintains employee files to document personnel actions; provides information to payroll and other sources; records, tracks and processes employee information such as personal data, compensation, benefits, performance evaluations, transfers, terminations and workers' compensation; completes monthly reports; assists in the development and maintenance of information tracking systems.
- Operates computer using various software programs to produce reports, letters, documents and to log and track information.
- Assists in tracking the operating budget; maintains office supplies and inventory; codes and processes invoices for payment.
- Researches and responds to requests for information and assistance from employees, management, outside agencies, and the public.
- .Answers the telephone, takes accurate messages and greets the public.
- Updates the Human Resources section of the City's website.
- Prepares and processes payroll, pays vendors and processes tax and compensation records and files.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.***

**Education:** High school diploma or equivalent.

A two-year degree from an accredited college with major course work in public or business administration, human resources, or a closely related field and completion of seminars and workshops in benefits, administration, labor laws, and risk management preferred but not required..

**Experience:** Two (2) years of high-level administrative experience in the field of Human Resources or any combination equivalent to experience/training/education that provides the required knowledge, skills and ability.

**Licenses:** Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks***

*of the position.*

**Knowledge of:** Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation, basic office equipment including, but not limited to, a fax machine, computer, copy machine, binding machine, Microsoft Word, Outlook, Publisher, Excel and PowerPoint; multi-line telephone, scanner, and digital camera..

**Skill and Ability to:** Perform a variety of highly specialized and responsible personnel work; type a minimum of 40 words per minute with accuracy; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow directions; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, develop and maintain detailed databases and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager Date

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

**Subject:** Adopt Resolution No. 3850 Amending the Human Resources Analyst Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution 3850 Amending the Human Resources Analyst (Confidential) Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3850_Amend_HR_Analyst_Job_Description_092018.pdf	Resolution No. 3850
❑ Human_Resources_Analyst_Rev_2-23-08;_App_2-26-08.doc	Job Des

**RESOLUTION NO. 3850**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING THE  
REVISED HUMAN RESOURCES ANALYST (CONFIDENTIAL)  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Human Resources Analyst (Confidential) Job Description; and

**WHEREAS**, the Human Resources Analyst (Confidential) Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Human Resources Analyst (Confidential) Job Description.

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

1. The Human Resources Analyst (Confidential) Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Human Resources Analyst (Confidential) Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

# City of Coalinga

155 W. Durian

Coalinga, CA 93210

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## ***Human Resources Analyst (Confidential)***

***Pay Class: 26 Basic  
FLSA Non-Exempt***

### **DEFINITION**

Under limited supervision of the Human Resources Director, performs a wide-variety of personnel tasks including all aspects of recruitment; interprets and explains employment laws, policies, contracts and procedures; administers and monitors employee benefits, various leaves, workers' compensation; conducts surveys and research; serves as a liaison between management and employees; participates in various committees; assists in preparing and monitoring the operating budget; prepares and processes payroll and other duties as assigned. This position is designated "confidential" due to access to/knowledge of the employee's personnel/pay/medical files and labor/employee relations.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans and implements recruitment and selection processes; plans and develops recruitment strategies; prepares job announcements and descriptions; reviews applications for qualifications and completeness; proctors and verifies examinations; establishes and maintains eligibility lists; compiles interview questions; schedules interview panels; participates in interviews and advises panel members on selection criteria; conducts reference checks; schedules psychological and physical exam; and makes job offers.
- Advises departments on personnel issues based on rules and regulations related to the City of Coalinga's policies and procedures, Americans with Disabilities Act, Fair Labor Standards Act, Family Medical Leave Act, Age Discrimination in Employment Act, and other employment-related laws and statutes.
- Maintains current group insurance records; provides benefit information and brochures to employees. Conducts annual open enrollment for health and welfare benefits; enrolls and disenrolls employees and dependents; prepares and mails correspondence to employees regarding health benefits and premiums changes; prepares monthly reports of group health enrollments, issues COBRA notices; assists with researching and resolving group insurance complaints/problems.
- Processes, updates and monitors workers' compensations claims; prepares workers' compensation reports; prepares annual report of industrial injuries; works with workers' compensation plan administrator in tracking workers' compensation leaves, and modified work assignments; provides case management report to Human Resources Manager on status and progress of open claims.
- Processes long-term paid and unpaid leaves; prepares related correspondence and oversees related



records, including family medical and disability leave, and COBRA notification.

- Interprets and consults with management and employees on personnel policies and procedures, Memorandum of Understanding (MOU), and other documents.
- Conducts compensation, job classification, and special studies relating to the development and implementation of personnel procedures and policies for citywide programs; gathers data and other pertinent information; presents findings; prepares or revises job specifications, spreadsheets and written reports.
- Updates and maintains employee files to document personnel actions, provides information to payroll and other sources; records, tracks and processes employee information such as personal data, new hires compensation, benefits, performance evaluations, transfers, terminations and workers ' compensation; assists in the development and maintenance of information tracking systems.
- Orders and maintains manuals; updates resource materials.
- Operates computer using various software programs to produce reports, letters, documents and to log and track information.
- Assists in recommending, preparing and monitoring the operating budget; codes and processes invoices for payment.
- Researches and responds to requests for information and assistance from employees, management, outside agencies, and the public.
- Addresses employee concerns and conducts investigations; prepares reports with findings, and consults with department managers on the matter.
- Independently responds to letters and general correspondence of a routine matter.
- Serves as lead worker to other Human Resources Department staff.
- Prepares and processes payroll; pays vendors and completes and files tax and compensation records.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.*

**Education:** A degree from an accredited college with major course work in public or business administration, human resources, or a closely related field and completion of seminars and workshops in benefits, administration, labor laws, and risk management.

**Experience:** Two (2) years of high-level administrative and analytic experience in the field of Human Resources; or any combination equivalent to experience/training/education that provides the required knowledge, skills and ability.

**Licenses:** Valid California State Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

Commissioned in California as a Notary Public.

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.***

**Knowledge of:** Principles and practices of human resources administration; employment laws and regulations governing public sector human resources administration; principles of testing and test development, general mathematics, including basic statistical concepts; correct use of English grammar, spelling and punctuation.

**Skill and Ability to:** Perform a variety of highly specialized and responsible personnel work; accurately record and process important employment and labor relations data and maintain strict confidentiality; effectively prioritize and manage time; keep organized; meet deadlines; multi-task with speed and accuracy; follow direction; be flexible, creative and follow-through with constructive ideas; exercise independent thinking within the limits of policies, standards, and precedents; understand, interpret, explain and apply policies, procedures, and regulations; be detail oriented; read employment law publications, policies, contracts, and directives; write personnel policies, procedures, recruiting brochures, flyers, correspondence; use computers and various software programs, including PowerPoint, Publisher, and developing and maintaining complex database and spreadsheets; type at an adequate speed to perform job duties; and work effectively with frequent interruptions and under stressful circumstances; maintain unquestionable integrity; and have excellent attendance and be punctual.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date \_\_\_\_\_

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

**Subject:** Adopt Resolution No. 3851 Amending the Senior Administrative Analyst Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3851 Amending the Senior Administrative Analyst Job Descriptions.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3851_Amend_Senior_Admin_Analyst_Job_Description_092018.pdf	Resolution No. 3851
❑ Administrative_Analyst_Sr_Rev_7-24-08;_App_7-24-08.doc	Job Desc

**RESOLUTION NO. 3851**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED SENIOR ADMINISTRATIVE ANALYST  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Senior Administrative Analyst Job Description; and

**WHEREAS**, the Senior Administrative Analyst Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Senior Administrative Analyst Job Description.

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

1. The Senior Administrative Analyst Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Senior Administrative Analyst Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

---

Nathan Vosburg, Mayor

**ATTEST:**

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Administrative Analyst, Senior (Confidential)***

***Pay Class: 28 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Assistant to the City Manager, performs a variety of technical, analytical, professional, and administrative functions. Serves as the City's Risk Manager, Airport Manager, and Transit Director; completes special projects related to planning, organizing, and controlling the administrative processes necessary for the efficient and effective delivery of municipal services by developing proposed policies, programs and management/administrative practices. Exercises delegated supervision over certain City functions; facilitates managerial communication with City departments; and performs other duties as assigned. Instructions received on new assignments usually consist only of statements of desired objectives. This position is designated "confidential" due to access to/knowledge of liability issues, investigations, and municipal and employee files.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Provides administrative support to the City Manager and City Council; prepares a wide variety of reports, letters, memoranda, statistical charts and other materials from rough drafts, and independently composes correspondence related to responsibilities assigned.
- Conducts assigned research and analysis on issues, policies, and political developments affecting the community; prepares reports and communications for City Manager, usually including alternatives and recommended solutions or courses of action.
- Establishes and maintains effective working relationships with the City Manager, City Council, Department Heads, employees, vendors and the public; conducts internal investigations, examines books, records and official papers of any office, department, agency, board or commission of the City as directed by the City Manager to assure integrity of operations and prevent impropriety.
- Interacts with the public; interviews callers relative to complaints, inquiries, and civic projects; investigates and follows-up on citizen requests for services and requests for information; resolves issues in accordance with established policies and regulations, or recommends appropriate actions.
- Directs transit and municipal airport operations; responsible for fiscal and management functions and grant administration; ensures transit and municipal airport services are delivered efficiently and effectively. Provides close supervision and direction to transit personnel by establishing overall

objectives, priorities and standards.

- Conducts feasibility studies; prepares a variety of reports; assists in the coordination of projects as directed by the City Manager; consults with Department Heads and other employees in solving administrative problems and developing new procedures. Confers with Department Heads to convey information concerning established policies and practices and to gather information required as a basis for action by the City Manager.
- Assists in the preparation, analysis and administration of the City's budget; conducts research into the City's financial activities to assure compliance with established budgets; assists the City Manager in developing fiscal management strategies, policies, guidelines, and rules to optimize available revenue sources and minimize expenses.
- Serves as the City's Risk Manager; investigates claims and lawsuits; adjusts and negotiates settlements to claims against the City; oversees liability insurance, property insurance, fidelity bond insurance and other insurance programs; updates property values for insurance purposes; serves as the alternate board member to the Public Agency Risk Sharing Authority of California (PARSAC).
- Represents the City as directed by the City Manager; participates in intergovernmental organizations to establish mutual relationships and programs; facilitates and participates in interagency, intergovernmental and private enterprise programs and projects as needed.
- Performs related duties as required.

### **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Graduation from an accredited college with a Bachelors degree in business, public administration, management or related field. Additional experience in a municipality may substitute for education on a year-for-year basis for a maximum of two (2) years.

**Experience:** Four (4) years of increasingly responsible high-level administrative and analytical experience in public administration and/or risk management. Must demonstrate successful history of managing multiple projects in areas of responsibility for two (2) of the four (4) years.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

***NOTE:*** *It is the employee's responsibility to renew all applicable certification(s)/license(s). The City will reimburse the employee for any required training expenses.*

### **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Functions, principles, practices and techniques of public administration, risk management, supervision, municipal and fiscal accounting, budgeting and related statistical procedures

including applicable federal, state and local laws and regulations; and various county, state and federal revenue sources available to local governments. Basic organization, services and programs of City government in meeting a wide variety of work problems involving public, intergovernmental, and interdepartmental relations; and research methods and data gathering techniques, sources, procedures and reporting; working knowledge of water, sewer, and natural gas; methods and techniques of public contact and public relations; effective problem resolution; and interpersonal communication skills and telephone etiquette.

**Skill and Ability to:** Resolve disputes and complaints from the public and negotiate and adjust claims against the city; diplomacy and cooperative problem solving; understand and interpret laws and ordinances governing the municipal government; and analyze a variety of financial problems and make recommendations. Coordinate a variety of administrative matters between City departments; exercise independent and sound judgment in evaluating situations and making decisions; direct, evaluate and supervise the work of assigned staff; communicate effectively verbally and in writing; organize and present oral and written statistical, financial, and other information; maintain accurate records; use standard office equipment, calculators, personal computers, and various software. Work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; follow direction; perform detailed administrative work; analyze the effect of change; maintain strict confidentiality and unquestionable integrity; and have excellent attendance and be punctual. Interact courteously, patiently and effectively with the City Council, City Manager, staff, intergovernmental agencies, and the public; and periodically travel in normal course of duties.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Marissa Trejo, City Manager



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

**Subject:** Adopt Resolution No. 3852 Amending the Financial Services Supervisor Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution 3852 Amending the Financial Services Supervisor Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3852_Amend_Financial_Services_Supervisor_Job_Description_092018.pdf	Resolution No. 3852
❑ Financial_Services_Supervisor.doc	Job Desc

**RESOLUTION NO. 3852**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED FINANCIAL SERVICES SUPERVISOR  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Financial Services Supervisor Job Description; and

**WHEREAS**, the Financial Services Supervisor Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Financial Services Supervisor Job Description.

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

1. The Financial Services Supervisor Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Financial Services Supervisor Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Financial Services Supervisor***

***Pay Class: 28 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Financial Services Director, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department. Provides close to general supervision to employees assigned to accounts receivable, accounts payable, utility billing, business licenses and customer service; assists with payroll; oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger; and completes other duties as required.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger, accounts receivable, accounts payable, business licenses, utility billing and customer service.
- Performs difficult and detailed calculations, recordkeeping and reconciliation.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Assists the Human Resources Department with payroll by monitoring payroll accounts, ensuring timely reconciliation and timely payment of all mandated payroll taxes, overseeing bi-weekly electronic file transfers of automatic deposits, deferred compensation, benefits, etc; maintains various payroll tables.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists the City Manager and other management personnel in preparation of City budget; gathers costs and factors in variable circumstances in making budget calculations; provides costs and payroll analysis required by management involved in labor negotiations.

- Oversees the utility billing functions of the city; monitors reading of meters and recording of water and natural gas consumption; responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reviews accounts payable and accounts receivable postings, deposit entries, payroll distribution; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Selects, trains, supervises and evaluates assigned staff; prioritizes work, assigns duties and verifies work for accuracy, neatness, and conformance to policies and procedures; studies work flow and standardizes procedures to improve efficiency of subordinates.
- Performs other related work as required.

## **MINIMUM QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

**Education:** Graduation from high school; plus specialized coursework or training in finance or accounting systems, or other related areas; Associate's Degree in accounting is highly desirable.

**Experience:** Five (5) years of increasingly responsible accounting and general financial recordkeeping experience related to above duties AND two (2) years of supervisory experience OR an equivalent combination of education, training, and experience.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.***

**Knowledge of:** Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

**Skill and Ability to:** Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal

controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitor; sitting for extended periods of time; occasional walking to other offices and standing for brief periods; bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer, typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager                      Date

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

**Subject:** Adopt Resolution No. 3853 Amending the Economic Development Coordinator  
Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3853 Amending the Economic Development Coordinator Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3853_Amend_Econ_Dev_Coor_Job_Description_092018.pdf	Resolution No. 3853
❑ Economic_Development_Coordinator.doc	Job Description

**RESOLUTION NO. 3853**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING THE  
REVISED ECONOMIC DEVELOPMENT COORDINATOR  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Economic Development Coordinator Job Description; and

**WHEREAS**, the Economic Development Coordinator Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Economic Development Coordinator Job Description.

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

1. The Economic Development Coordinator Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Economic Development Coordinator Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Economic Development Coordinator***

***Pay Class: 28 Basic***

***FLSA Exempt***

### **DEFINITION**

Under direction and general supervision of the City Manager, or as others designated on his/her behalf, plans, organizes, administers, and coordinates the City's Economic Development programs; acts as liaison between the City, local businesses, and the industrial community; works with outside agencies to develop and achieve successful economic growth for the City of Coalinga.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Economically promotes the retention and expansion of industries and businesses currently located in Coalinga.
- Maintains City of Coalinga website, social media accounts and community pride sign.
- Economically markets the City of Coalinga as an attractive location to prospective employers and businesses.
- Establishes and maintains positive working relationships with local, regional, and state economic development officials, city officials, employees, community residents, and existing and prospective businesses.
- Administers the development and administration of economic development contracts.
- Coordinates economic development activities with the Chamber of Commerce.
- Promotes and leases buildings owned by the City of Coalinga; promotes attractive development of Coalinga's Industrial Park properties and the use and development of the Municipal Airport and adjacent properties.
- Provides highly professional staff assistance in research, analysis, and development of formal, written reports, correspondence, and other documents
- Prepares grant applications.
- Prepares and manages departmental budget.
- Attends City Council meetings regularly and makes presentations before the City Council and



various other groups in open and closed session meetings.

- Assists in the acquisition and disposition of property.
- Performs other related tasks as assigned.

## **MINIMUM QUALIFICATIONS**

**Education:** Graduation from an accredited four-year college or university with a Bachelor's degree in business or public administration, urban planning, economics, or a closely related field highly preferred.

**Experience:** Three (3) years or progressively responsible, professional experience related to the position responsibilities; governmental agency experience highly desired.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs

***NOTE: It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.***

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KSAs necessary to perform essential tasks of the position.***

**Knowledge of:** Administrative principles and methods; principles, practices, and procedures of California Redevelopment Law and California Environmental Quality Act (CEQA); principles and practices of planning, zoning, economic development, redevelopment, real estate, budget and revenue management, economic statistics, and sociology; federal, state, and local laws and regulations related to community development and redevelopment; federal and state funded programs; revitalization strategies.

**Skill and Ability to:** Analyze complex technical and administrative problems, evaluate alternative solutions and adopt effective courses of action; prepare and organize clear and concise reports, correspondence, and other written materials; present findings in graphic form to be user-friendly to the general public; plan and administer programs; interpret relevant laws and regulations; give oral presentations; conduct effective meetings; secure additional funding for current and future economic development and revitalization activities.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification.***

***Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls and outdoors with hot or cold temperatures; hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer video screen; sitting for extended periods of time; occasional walking to other offices and standing for long periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_ Date \_\_\_\_\_  
Marissa Trejo, City Manager

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

**Subject:** Adopt Resolution No. 3854 Amending the Accountant Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3854 Amending the Accountant Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❏ RESO#3854_Amend_Account_Job_Description_092018.pdf	Resolution No. 3854
❏ Accountant.doc	Job Desc

**RESOLUTION NO. 3854**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED ACCOUNTANT JOB  
DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Accountant Job Description; and

**WHEREAS**, the Accountant Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Accountant Job Description.

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

1. The Accountant Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Accountant Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Junior Accountant***

***Pay Class: 28 Basic***

***FLSA Exempt***

## ***Accountant***

***Pay Class: 33 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Financial Services Director, performs a variety of complex, technical and general accounting duties in support of the Financial Services Department. Provides close to general supervision of Account Clerks and Accounting Technician; oversees the daily maintenance and processing of financial recordkeeping activities relating to the general ledger; and completes other duties as required.

### **CLASSIFICATION**

The assigned duties in this multi-class series range from entry to advanced, and from routine to more complex as the incumbent demonstrates the ability to perform such duties.

**Junior Accountant** - This is the entry-level class in the Accountant series. Under close supervision with detailed instruction and review, incumbents are expected to learn the common and most typical tasks of the position. As training proceeds and the work is done with less supervision, incumbents preparing for advancement to Accountant receive more difficult and complex tasks to perform. The progression to Accountant requires an evaluation of employee skill, performance levels, completion of certification/training, and experience in the Junior Accountant position.

**Accountant** - This is the advanced-level of the Accountant series. Incumbents perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbents are expected to be fully aware of the operating guidelines and procedures within the Department and may make independent decisions within the frame-work of written and oral instructions and accepted practices, processes and procedures while completing assignments.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Oversees a full range of financial recordkeeping and reporting duties, including general ledger,

accounts receivable, accounts payable, business licenses, utility billing and customer service.

- Reviews and analyzes financial records for completeness and accuracy.
- Prepares adjusting journal entries, trial balances, fiscal and statistical reports.
- Develops schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Plans, organizes, evaluates and reviews the work of assigned staff; provides and coordinates staff training; works with employees to correct deficiencies.
- Completes monthly bank reconciliations and post to the general ledger.
- Assists with year-end closing of accounts and budget reconciliation.
- Performs difficult and detailed calculations, recordkeeping and reconciliation in areas such as payroll and employee benefits.
- Researches, compiles and analyzes data related to a variety of special projects; composes correspondence, assists in the preparation of a variety of financial documents, reports and special projects; develops statistical charts; monitors various accounts; sets up files and spreadsheets.
- Coordinates financial activities with other City departments and outside agencies; responds to questions and provides information concerning payroll data and related changes to departments and individuals; researches, interprets and explains policies, procedures and regulations to City staff and the public.
- Monitors payroll accounts and ensures timely reconciliation and timely payment of all mandated payroll taxes processed by the Human Resources Department; oversees bi-weekly electronic file transfers of automatic deposits, retirement, deferred compensation, etc; maintains various payroll tables; develops and maintains systems for monitoring and tracking payroll and related information.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists with preparation of the City budget; gathers costs and factors in variable circumstances in making budget calculations.
- Responds to non-routine utility and customer related inquiries and complaints; authorizes adjustments to customer utility accounts.
- Reviews accounts payable and accounts receivable postings, deposit entries, payroll distribution; prepares and posts journal entries; posts fund transfers, auditor entries and adjusting journal entries; prints year end reports; closes old year and posts new year budget balances.
- Performs other related work as required.

### **MINIMUM QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

**Junior Accountant:**

**Education:** Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

**Experience:** If Bachelor's Degree is in Accounting, no further experience is required. If Bachelor's Degree is in Business Administration or a related field, at least two (2) years of experience in general accounting is required.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

**Accountant:**

**Education:** Graduate of an accredited four-year college or university with a Bachelor's Degree in Accounting, Business Administration or related field.

**Experience:** Five (5) years of progressively responsible experience in financial accounting, preferably in a municipal or closely related environment, including at least one (1) year experience in a supervisory position.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation and a physical examination including a drug test; and be bondable.

**NOTE:** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

**KNOWLEDGE, SKILLS AND ABILITIES**

**NOTE:** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Budgeting and municipal and fiscal accounting practices, methods, forms, techniques and procedures; automated information systems and methods, including spreadsheets and other accounting and business software; business math and elementary statistical methods and techniques; public administration, municipal organization and department operations including applicable laws and regulations; processing and reconciling payroll, accounts receivable, accounts payable, utility billing, business licenses and other financial transactions; internal control principles and methods of application; principles of supervision, training and evaluations; modern office practices and procedures.

**Skill and Ability to:** Be proficient in word processing, spreadsheets, data bank and presentations; develop, recommend, install, and evaluate complex accounting systems, procedures, and internal controls; analyze and prepare complex financial statements and reports; plan, direct and evaluate the work of subordinates; analyze and interpret complex laws, regulations and codes; express ideas clearly both orally and in writing in the English language; work under tight deadlines; effectively prioritize and

manage time; successfully multi-task and keep organized; maintain strict confidentiality and unquestionable integrity; have excellent attendance and be punctual; develop effective working relationships with supervisors, fellow employees, and the public; bilingual in English and Spanish is highly desirable.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitor; sitting for extended periods of time; occasional walking to other offices and standing for brief periods; bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer, typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment, be flexible and sensitive in response to changing situations and needs; and communicate clearly and concisely, both orally and in writing.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager \_\_\_\_\_ Date



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

**Subject:** Adopt Resolution No. 3855 Amending the Assistant Field Services Manager Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3855 Amending the Assistant Field Services Manager Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3855_Amend_Asst_Field_Services_Manager_Job_Description_092018.pdf	Resolution No. 3855
❑ Asst_Field_Serv_Mgr.doc	Job Desc

**RESOLUTION NO. 3855**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED ASSISTANT FIELD SERVICES MANAGER  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Assistant Field Services Manager Job Description; and

**WHEREAS**, the Assistant Field Services Manager Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Assistant Field Services Manager Job Description.

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

1. The Assistant Field Services Manager Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Assistant Field Services Manager Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Assistant Field Services Manager***

***Pay Class: 32 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Public Works and Utilities Director, plans, supervises and coordinates the Grounds, Maintenance and Roads functions and the City's utility systems (water distribution, wastewater collection and natural gas distribution); oversees the day-to-day operations; provides instruction to employees in the field; inspects field projects including infrastructure Capital Improvement Program (CIP); and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans, supervises, coordinates and inspects the work of crews engaged in Grounds, Utilities Maintenance and Roadway projects; prioritizes and assigns work to subordinate employees; trains staff on work practices and procedures; handles disciplinary issues as needed.
- Provides support and recognition for staff; assists with performance planning, goal setting and performance evaluations.
- Checks work locations for safety hazards; encourages and enforces the use of safe work practices.
- Resolves complaints and/or concerns of the public, contractors and/or subcontractors in an efficient and timely manner
- Establishes, maintains and modifies work schedules and assignments.
- Maintains records and reports.
- Participates in the planning, design, development and implementation of construction, remodeling or refurbishing projects for City parks, grounds, utilities and roadways.
- Recommends projects and provides information for inclusion in the departmental budget.
- Inspects City parks, utilities, grounds and associated facilities and equipment to ensure proper maintenance standards.
- Reviews plans and specifications for errors; reports design errors discovered through inspection and proposes changes.

- Operates power driven equipment during the maintenance and construction of City streets, including but not limited to, tractors, trucks, rollers, loaders, street sweepers and other equipment.
- Prepares purchase requests/requisitions; inventories and maintains adequate levels of equipment, supplies and materials; ensures replacement of defective or unsafe equipment.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.***

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Four (4) years in construction, maintenance and operational work, including the operation of moderately heavy automotive equipment with at last one (1) year working in a supervisory capacity. Prior experience in municipal government, public works and utility maintenance is highly desirable.

**Licenses:** Valid State of California Drivers License, Class B, with no air brake restriction; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certifications:** Depending on the individual job, the following certification(s) will be required:

- Grade D2: Water Distribution.
- Waste Water Collection: CWEA Certification is encouraged but not required at this time
- Natural Gas Distribution: Maintain Operator Qualification (OQ) status as required.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period; must be able to pass Department of Motor Vehicle (DMV) physicals and drug tests as mandated by the Department of Transportation anti-drug program.

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE: The following are a representative sample of the KAS's necessary to perform essential tasks of the position.***

**Knowledge of:** Operation, construction, maintenance and repair procedures, with particular reference to streets, grounds, and utility systems; operation and maintenance of automotive equipment, such as motor graders, loaders, rollers and street sweepers; occupational hazards, OSHA safety regulations and mandatory protective equipment in trades work; water, sewer and natural gas utilities; techniques of effective training and supervision; customer services principles; applicable Federal, State and/or Local laws, rules and regulations; inventory maintenance principles; basic mathematical concepts; research techniques; report preparation methods; construction field inspection knowledge desirable.

**Skill and Ability to:** Supervise field operations and maintenance personnel; prioritize and assign work; solve complex problems in assigned area of responsibility; perform manual labor; exercise sound judgment within established guidelines; handle multiple tasks simultaneously; perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of streets, grounds, alleyways and automotive equipment; operate trucks and other heavy power driven equipment; perform heavy manual labor; understand and carry out oral and written directions; make independent decisions as necessary; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; work irregular hours; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair duties. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager                      Date

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

**Subject:** Adopt Resolution No 3856 Amending the Assistant to the City Manager/City Clerk  
Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3856 Amending the Assistant to the City Manager/City Clerk Job Description

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3856_Amend_Asst_to_CM__City_Clerk_Job_Description_092018.pdf	Resolution No. 3856
❑ Assistant_to_City_Manager_Deputy_City_Clerk_Created_4-28-08;_App_5-13-08.doc	Job Des

**RESOLUTION NO. 3856**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED ASSISTANT TO THE CITY MANAGER/CITY CLERK  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Assistant to the City Manager/City Clerk Job Description; and

**WHEREAS**, the Assistant to the City Manager/City Clerk Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Assistant to the City Manager/City Clerk Job Description.

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

1. The Assistant to the City Manager/City Clerk Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Assistant to the City Manager/City Clerk Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Assistant to the City Manager/City Clerk***

***Pay Class: 33 Basic***

***FLSA Exempt***

### **DEFINITION**

Under direction of the City Manager, assists the City Manager in all management, administrative and clerical functions under taken by the Office of the City Manager. Provides high level, complex and often sensitive and confidential administrative assistance to the City Council and City Manager; performs City Clerk's tasks including assigned statutory duties, such as elections coordination and government records management and access; prepares City Council agendas and takes meeting minutes; exercises direct supervision over the office support staff; and performs other management tasks as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Provides administrative, technical and secretarial support for the City Council and City Manager; serves as liaison; screens calls and visitors and refers inquiries as appropriate; responds to complaints and requests for information; interprets City policies, rules and regulations in response to inquiries; and oversees, monitors and tracks citizen complaints and recurring reports.
- Prepares correspondence; takes dictation and transcribes letters and memos; performs routine research and gathers data to compile or complete reports.
- Attends City Council meetings and Planning Commission meetings; takes and transcribes minutes; and records, publishes and files new ordinances and resolutions.
- Maintains records of City Council and Planning Commission minutes; maintains Staff Reports, deeds, easements, documents, resolutions and ordinances; administers oaths/affirmations; certifies affidavits and dispositions; and serves as custodian of the City seal.
- Maintains City records management system; catalogs and references documents and information; assures compliance with state laws related to public records access; coordinates public records requests; establishes and monitors record retention schedules and assures timely archiving or purging of records according to law, ordinance or practice.
- Maintains all contract documents; receives logs and prepares contracts for filing; secures and attests to signatures on official documents and contracts; and oversees access to contracts.



- Coordinates with other departments to prepare materials for City Council and Planning Commission meetings; assigns resolution and ordinance numbers; prepares agendas and backup information in accordance with applicable laws; organizes packet materials and assures timely receipt and distribution; communicates with individuals allocated time on agenda to confirm attendance; notifies press and advertises agendas according to legal requirements.
- Maintains calendar; schedules and coordinates meetings and appointments for City Council and City Manager; appraises staff of activity schedule; follows up on schedules to verify appointment and meeting commitments; coordinates special events including travel arrangements.
- Organizes general and special elections with County government; coordinates appropriate Fair Political Practice Commission (FPPC) filings; files and publishes legal notices.
- Supervises, trains, and evaluates the work of assigned staff.
- Acts as the Assistant to the City Manager in all aspect of the duties of the City Manager
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of the twelfth grade; additional coursework in office management, business writing or a related field desired.

**Experience:** Five (5) years of increasingly responsible clerical and secretarial experience involving frequent contact with the public; some experience in municipal government is preferred.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Other:** Must a U. S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Municipal organizations and functions; election laws and procedures; reporting requirements of the Political Reform Act of 1979 as amended; modern office methods, practices and procedures; laws governing records retention, archiving, management and access; coding, classifying and indexing methodology related to recording city ordinances, laws, contracts and documents; filing systems (alpha and numeric); business correspondence, English usage, grammar, spelling and punctuation; budgeting and financial management; operation of standard office equipment and a personal computer; basic mathematics; and interpersonal communication skills, telephone etiquette

and basic public relations.

**Skill and Ability to:** Perform detailed, difficult and responsible clerical and secretarial work; understand the organization and operation of the City and outside agencies; interpret and apply applicable laws, regulations, procedures, including the Political Reform Act and the Brown Act requirements, and administrative and departmental policies affecting the City Clerk's functions; comprehend and make inferences from written material; produce written documents using proper punctuation, grammar and spelling; meet the public, understand their questions and provide accurate information; communicate clearly and concisely, orally and in writing; type at 60 net wpm; take dictation or notes at a speed sufficient to accurately transcribe and produce the City Council minutes; effectively prioritize and manage time; work independently; meet deadlines; successfully multi-task and keep organized; follow oral and written direction; exercise a considerable degree of initiative, tact and mature judgment in evaluating situations and making decisions; perform basic mathematical calculations; maintain strict confidentiality; operate standard office equipment and a personal computer using various software programs; develop effective working relationships with supervisors, peers and the public; and have excellent attendance and be punctual.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

**NOTE:** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Ability to work in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities such as hearing and speaking to exchange information in person and on the telephone; vision sufficient to read written materials, including small print, and personal computer monitors; sitting for extended periods of time; occasional walking to other offices and standing for brief periods. Bending and reaching to place or retrieve files, office supplies, binders and other reference materials; dexterity of hands and fingers to operate a personal computer; typewriter and other office equipment. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Individual must exercise good judgment and be flexible and sensitive in response to changing situations and needs.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager                      Date

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

**Subject:** Adopt Resolution No. 3857 Amending the Utility Supervisor Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3857 Amending the Utilities Supervisor Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
☐ RESO#3857_Amend_Utility_Supervisor_Job_Description_092018.pdf	Resolution No. 3857
☐ Utilities_Supervisor_(002).doc	Job Desc

**RESOLUTION NO. 3857**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED UTILITIES SUPERVISOR  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Utilities Supervisor Job Description; and

**WHEREAS**, the Utilities Supervisor Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Utilities Supervisor Job Description.

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

1. The Utilities Supervisor Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Utilities Supervisor Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Utilities Supervisor***

***Pay Class: 33 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Public Works and Utilities Director, plans, organizes, coordinates, directs, and reviews the operation, maintenance, construction, and repair of water/wastewater treatment facilities, lift stations, and lines; outlines work projects and schedules work assignments; develops and implements operations and maintenance procedures; oversees and coordinates compliance functions for assigned water/wastewater systems; evaluates and develops reports on laboratory tests; assists the Public Works and Utilities Director with general planning and management of water treatment and distribution facilities, wastewater collection system, and wastewater treatment plants; provides supervision, training and work evaluation for assigned staff; and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Further, management is not precluded from assigning other related tasks not listed herein if such duties are a logical assignment for this position.***

- Plans, organizes, directs and supervises the operation, maintenance and construction of water/wastewater treatment facilities, lift stations, and lines.
- Develops and implements goals, objectives, policies and priorities.
- Assists in the selection of staff.
- Provides technical assistance and serves as a liaison with maintenance and operation staff regarding various maintenance and operation problems.
- Ensures compliance of assigned wastewater systems with state-wide regulations for Statewide General Waste Discharge requirements.
- Conducts inspections of facilities and lines, determining extent and costs of repairs.
- Assesses the types and kinds of equipment needed for construction and maintenance projects.
- Plans and assigns projects to utility operation and maintenance staff.

- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Inspects projects for proper completion and work quality standards.
- Assigns work to crews, ensuring that adequate equipment and supplies are available, including safety equipment.
- Oversees the maintenance and repair of equipment and vehicles.
- Requisitions and purchases materials and supplies.
- Supervises, trains and evaluates staff.
- Coordinates obtaining proper environmental permits for facility maintenance and construction projects.
- Assists with development of equipment specifications and bid requests.
- Reports operational deficiencies and develops and presents operational changes to correct deficiencies.
- Maintains environmental compliance.
- Assists the Public Works and Utilities Director with the general planning and development of new facilities, systems and equipment.
- Develops operational data and prepares requisite operations and activity reports.
- Responds to citizen complaints, concerns and questions regarding utility operations, as well as maintenance and construction projects.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE: The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessary convey the qualifications of incumbents within the position.***

**Education:** High school diploma or equivalent.

**Experience:** Five (5) years of increasingly responsible experience in public utility construction and maintenance work, including at least three (3) years in a lead or supervisory capacity. Supervisory experience is preferred.

**Licenses:** Possession of, or ability to obtain, a valid and current Class C California Driver's License; work assignments may require obtaining a valid Class A

Driver's License. Must be insurable under the City's insurance policy without any additional premiums or costs being incurred by the City.

**Certifications:** The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- Valid California Grade T3 Water Treatment Operator Certificate,
- Grade 2 Wastewater Treatment Operator Certificate
- D3 Distribution Operator Certificate

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

**NOTE:**

*It is the responsibility of the operator to renew all applicable license(s) and to maintain the validity of the certificates and licenses. The City will reimburse the employee for the renewal and Continuing Education Units (CEU) expenses.*

**KNOWLEDGE, SKILLS AND ABILITIES**

**NOTE:** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Techniques of budget preparation and monitoring; principles of supervision, training and work evaluation; Methods, tools, equipment, materials and work practices involved in the operation, maintenance, construction and repair of water/wastewater treatment facilities, lift stations, and lines; Laws, rules, regulations and environmental compliance requirements applicable to the operation, maintenance, construction and repair of public utilities; Regulatory requirements related to Statewide General Waste Discharge requirements, including the completion of the Sanitary Sewer Management Plan; Operation and routine maintenance of construction equipment including loaders, graders, trucks, rollers and related equipment; Hazardous material handling and safe work practices; Provisions of the California Vehicle Code relating to the operation of medium and heavy equipment; and safe work practices.

**Skills and Ability to:** Oversees and direct the operation, maintenance, construction and repair of public utilities; Oversees and coordinates wastewater compliance functions, especially those related to the Statewide General Waste Discharge requirements; Assist the Public Works and Utilities Director with general management responsibilities; Provide supervision, training and work evaluation for assigned staff; Read and interpret plans and specifications; Estimate time, materials and equipment needed to perform construction and maintenance work; Inspect public utilities and

determine operational problems, requisite operational changes, and the extent of necessary repairs; Develop and maintain operational, time and equipment records; Communicate clearly and concisely, orally and in writing; Effectively represent the City in contacts with the public; Operate a computer and appropriate software in the performance of job responsibilities; Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines; and Constantly demonstrate cooperative behavior with colleagues, supervisors and customers/clients.

## **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

## **PHYSICAL REQUIREMENTS**

***NOTE: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Work is performed in office and outside environments; exposure to variations in temperature, weather and humidity; work is performed in an environment with constant noise; exposure to gases, solvents, fumes, dust, grease and oils; exposure to moving equipment and electrical current and voltage; constant contact with staff and the public. Frequently stand and walk; ability to sit; walk on sloped ground and slippery and uneven surfaces; normal manual dexterity and eye-hand coordination; ability to lift and move heavier objects with assistance; ability to bend, stoop, kneel, crawl and crouch; corrected hearing and vision to normal range; verbal communication; use of telephone, office equipment, and FAX. Employee is required to wear personal protective equipment (PPE) appropriate for job assignments and must comply with respiratory protection program and Cal OSHA standards.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager                      Date



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

**Subject:** Adopt Resolution No. 3858 Amending the Public Works Supervisor Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Tejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3858 Amending the Public Works Supervisor Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3858_Amend_PW_Supervisor_Job_Description_092018.pdf	Resolution No. 3858
❑ Public_Works_Supervisor.doc	Job Des

**RESOLUTION NO. 3858**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED PUBLIC WORKS SUPERVISOR  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Public Works Supervisor Job Description; and

**WHEREAS**, the Public Works Supervisor Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Public Works Supervisor Job Description.

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

1. The Public Works Supervisor Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Public Works Supervisor Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Public Works Supervisor***

***Pay Class: 33 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general direction of the Public Works and Utilities Director, plans, supervises and coordinates the Grounds, Maintenance and Roads functions and the City's utility systems (water distribution, wastewater collection and natural gas distribution); oversees the day-to-day operations; provides instruction to employees in the field; inspects field projects including infrastructure Capital Improvement Programs (CIP); and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans, supervises, coordinates and inspects the work of crews engaged in Grounds, Utilities Maintenance and Roadway projects; prioritizes and assigns work to subordinate employees; trains staff on work practices and procedures; handles disciplinary issues as needed.
- Provides support and recognition for staff; assists with planning, goal setting and performance evaluations.
- Checks work locations for safety hazards; encourages and enforces the use of safe work practices.
- Resolves complaints and/or concerns of the public, contractors and/or subcontractors in an efficient and timely manner
- Establishes, maintains and modifies work schedules and assignments.
- Maintains records and reports.
- Participates in the planning, design, development and implementation of construction, remodeling or refurbishing projects for City parks, grounds, utilities and roadways.
- Works with the Public Works and Utilities Director in the development and preparation of the annual budget for department operation, maintenance, and construction functions, and monitors expenditures.
- Inspects City parks, utilities, grounds and associated facilities and equipment to ensure proper maintenance standards.
- Assists in the selection of staff.

- Prepares cost estimates for assigned projects.
- Schedules and prioritizes workload and works with the Public Works and Utilities Director projecting and assessing general maintenance and operation workloads and equipment and material requirements.
- Reviews plans and specifications for errors; reports design errors discovered through inspection and proposes changes.
- Operates power driven equipment during the maintenance and construction of City streets, including but not limited to, tractors, trucks, rollers, loaders, street sweepers and other equipment.
- Prepares purchase requests/requisitions; inventories and maintains adequate levels of equipment, supplies and materials; ensures replacement of defective or unsafe equipment.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Equivalent to completion of the twelfth grade.

**Experience:** Five (5) years in construction, maintenance and operational work, including the operation of moderately heavy automotive equipment with at last three (3) years working in a supervisory capacity. Prior experience in municipal government, public works and utility maintenance is highly desirable.

**Licenses:** Valid State of California Drivers License; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certifications:** The following certificates are highly desirable but not required. Each certificate includes a 5% pay incentive up to 15% for possessing all three certificates:

- D3 Distribution Operator Certificate.
- CA-NV AWWA Certified Backflow Assembly Prevention Tester license.
- Valid Class A commercial driver's license.

**Other:** Must be a U.S. citizen or Legal Resident Alien; pass a background investigation, physical examination including drug test; and successfully complete a one-year probationary period.

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Operation, construction, maintenance and repair procedures, with particular reference to streets, grounds, and utility systems; operation and maintenance of automotive equipment, such as motor graders, loaders, rollers and street sweepers; occupational hazards, OSHA safety regulations and mandatory protective equipment in trades work; water, sewer and natural gas

utilities; techniques of effective training and supervision; customer services principles; applicable Federal, State and/or Local laws, rules and regulations; inventory maintenance principles; basic mathematical concepts; research techniques; report preparation methods; construction field inspection knowledge desirable.

**Skill and Ability to:** Supervise field operations and maintenance personnel; prioritize and assign work; solve complex problems in assigned area of responsibility; perform manual labor; exercise sound judgment within established guidelines; handle multiple tasks simultaneously; perform semi-skilled or skilled maintenance tasks in the construction, maintenance and repair of streets, grounds, alleyways and automotive equipment; operate trucks and other heavy power driven equipment; perform heavy manual labor; understand and carry out oral and written directions; make independent decisions as necessary; plan, direct and evaluate the work of subordinates; express ideas clearly both orally and in writing in the English language; work irregular hours; and establish and maintain effective working relationships with supervisors, peers, subordinates and the general public.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while performing maintenance and repair duties. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager Date

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

**Subject:** Adopt Resolution No. 3859 Amending the Police Chief Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3859 Amending the Police Chief Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
☐ RESO#3859_Amend_Police_Chief_Job_Description_092018.pdf	Resolution No. 3859
☐ Police_Chief_Rev_3-27-08;_App_4-1-08.doc	job desc

**RESOLUTION NO. 3859**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED POLICE CHIEF JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Police Chief Job Description; and

**WHEREAS**, the Police Chief Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Police Chief Job Description.

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

1. The Police Chief Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Police Chief Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Police Chief***

***Pay Class: Department Head***

***FLSA Exempt***

### **DEFINITION**

Under the general direction of the City Manager, responsible for the overall direction and administration of the City's Police Department, including, but not limited to, law enforcement, crime suppression and prevention, neighborhood policing, code enforcement and animal control. Provides leadership and direction to command staff; develops and trains employees; ensures appropriate promotions; reviews all disciplinary action and approves all corrective action. Develops and monitors the budget; develops and implements department policies. Coordinates activities with other City officials, departments, outside agencies and organizations; provides staff support to the City Council and City Manager; and performs other duties as required.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans, organizes, directs, and supervises the activities of Police Department personnel in preserving order, protecting life and property, and in enforcing laws and municipal ordinances.
- Coordinates law enforcement activities with the activities of other City departments and other law enforcement agencies.
- Researches modern police management methods, formulates and enforces rules, procedures, and policies for efficient operation of the department.
- Directs the development and implementation of a department in-service training program.
- Reviews the evaluations of employee performance and takes appropriate disciplinary action where necessary.
- Interviews applicants and investigates their qualifications.
- Recommends appointments and promotions.
- Oversees the preparation of budget estimates and the control of budget expenditures.
- Coordinates department recommendations for the purchase of equipment and supplies.
- Confers with citizens and City officials on law enforcement problems and assists in the development of innovative municipal law enforcement policies.



- Attends county, area, and state police conferences and meetings with other public officials; cultivates good community relations by appearing before civic, fraternal, and other community groups.
- Makes regular reports of department activities through the use of the news media, in conformance with administrative direction.
- Submits monthly reports of department activities to the City Manager.
- Performs other related duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** Graduate of accredited four-year college or university with a degree in criminal justice, public or business administration, or a related field. A Master's degree is highly desirable. Additional supervisory or administrative experience in a law enforcement agency may be substituted for the required education on a year-for-year basis.

**Experience:** At least eight (8) years experience in law enforcement or public safety including at least five (5) years in a responsible supervisory capacity, preferably in a municipal police department.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess a Supervisor Peace Officer Standards and Training (POST) Certificate. POST Management Certificate is highly desirable.

**Other:** Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Modern principles, practices, and techniques of police administration, organization, and operation, and their applicability to civic situations; technical and administrative phases of crime prevention and law enforcement including investigation and identification, patrol, traffic control, juvenile delinquency prevention and control, recordkeeping, and care and custody of persons and property; laws, ordinances, and regulations affecting the work of the department; principles of public administration, including personnel, administrative, and budgetary control.

**Skill and Ability to:** Plan, organize, and coordinate the work of the Police Department; develop and administer sound departmental policies; establish and maintain cooperative and effective working relationships with governmental officials, employees and the public; speak and write effectively.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting

in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager Date

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

**Subject:** Adopt Resolution No. 3860 Amending the Building Official Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No. 3860 Amending the Building Official Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
❑ RESO#3860_Amend_Building_Offical_Job_Description_092018.pdf	Resolution No. 3860
❑ Building_Official_Created_4-2-08;_App_4-8-08.doc	Job Des

**RESOLUTION NO. 3860**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED BUILDING OFFICIAL  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Building Official Job Description; and

**WHEREAS**, the Building Official Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Building Official Job Description.

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

1. The Building Official Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Building Official Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

**ATTEST:**

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

# **City of Coalinga**

155 W. Durian

Coalinga, CA 93210

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## ***Building Official***

***Pay Class: Building Official***

***FLSA Exempt***

### **DEFINITION**

Under the general direction of the City Manager, plans, directs and reviews the operations and services of the Building Division; supervises and participates in the work of building inspections, permit processing and code enforcement related to general building and development, substandard housing, land use, plans, specifications and compliance; ensures codes are properly enforced with uniformity, equity and safety; provides interpretation, decisions and enforcement on applicable laws, regulations, codes and ordinances; monitors plan check flow; computes service fees; coordinates activities with other City officials, outside agencies and organizations; and performs other duties as assigned.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Reviews plans and specifications for buildings and related construction involving installation, repair, replacement and alteration for compliance with applicable laws, regulations, codes and ordinances; issues building, plumbing and electrical permits; inspects sites and buildings before construction or alteration and during construction to determine practicality of plans and to ensure compliance with 2007 California Building Standards Code found in the California Code of Regulations, Title 24 which includes the: 2007 California Building Code based on the 2006 International Building Code, 2007 California Electrical Code based on the 2005 National Electrical Code, 2007 California Plumbing Code based on the 2006 Uniform Plumbing Code, 2007 California Mechanical Code based on the 2006 Uniform Mechanical Code, 2007 California Fire Code based on the 2006 International Fire Code, 2007 California Energy Code based on the 2005 California Energy Standards and City of Coalinga municipal codes to ensure the health, safety and welfare of the public; issues certificates of occupancy.
- Enforces the provisions of the California Building Code; renders interpretations that are in compliance with the intent and purpose of the code; and adopts policies and procedures in order to clarify the application of its provisions.
- Receives applications, reviews construction documents and issues permits for the erection, and alteration, demolition and moving of buildings and structures; inspects the premises for which such permits have been issued and enforces compliance with the provisions of

applicable laws, regulations, codes and ordinances.

- Issues' building permits and investigates code violations; issues stop work orders and citations where voluntary compliance with zoning and land use ordinances is not forthcoming.
- Makes all required inspections, or accepts written and certified reports of inspections by approved agencies or individuals.
- Engages expert opinions as deemed necessary to report upon unusual technical issues that arise, subject to the approval of the City Manager.
- Presents proper credentials and requests entry into structures or premises at reasonable times to make inspections where a condition exists that makes the structure or premise unsafe, dangerous or hazardous; or secures entry by remedies provided by law if access is refused.
- Maintains official records of applications received, permits and certificates issued, fees collected, reports of inspections and notices and orders issued.
- Approves materials, equipment and devises to be for used for construction and installation.
- Grants modifications for individual cases provided the special reason is in compliance with the intent and purposes of applicable laws, regulations, codes and ordinances; maintains records of the details of action granting modifications.
- Approves alternative materials, design and methods of construction and equipment when the proposed design complies with the intent of the provisions of applicable laws, regulations, codes and ordinances or requires tests by an approved agency as evidence of compliance; retains reports of all such tests.
- Supervises and participates in the development, implementation and maintenance of division goals, objectives, policies and procedures; reviews and evaluates procedures for improving organizational performance; ensures that goals are achieved.
- Coordinates the selection, orientation and evaluation programs for assigned personnel; provides staff training; provides positive motivation for employee performance; identifies and resolves staff deficiencies; and fulfills discipline procedures.
- Participates in the development of the annual budget; forecasts necessary funds for staffing, materials, services and supplies; monitors the approved division budget; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary.
- Provides technical and professional advice; prepares reports and presentations on current building issues for the City Council, City Manager, Planning Commission, community groups and regulatory agencies; maintains statistics and reports on construction activity.
- Keeps informed of current trends in the field of building inspection and code enforcement, including legislation, court rulings and professional practices and techniques; evaluates their impact and recommends policy and procedural modifications accordingly.
- Responds to inquiries; provides information and resolves service issues; represents the Division with other City departments, governmental agencies, civic groups and the public.

- Establishes positive working relationships with representatives of community organizations, governmental agencies, City management and staff, and the public.
- Performs other duties as assigned.

## **MINIMUM QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** A Bachelor's degree in engineering, architecture or a related field.

**Experience:** Five (5) years of increasingly responsible experience as a Building Inspector, including three years at a supervisory level. Additional supervisory level building inspector experience may be used on a year-for year substitution for education; prior experience in municipal government is highly desirable.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs.

**Certification:** Possession of an International Code Counsel (ICC) Combination Building Inspection certificate, and will within one year become certified as a Building Official by the International Code Counsel (ICC).

**Other:** Must be a U.S. citizen or permanent resident alien; pass a thorough background investigation with no disqualifying criminal history; and a physical examination with a drug test.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KSAs necessary to perform essential tasks of the position.*

**Knowledge of:** Principles, practices and methods used in various building construction areas, including plumbing, electrical and mechanical; methods and techniques of supervision, training and motivation; principles and practices of program and budget development, administration and evaluation; federal, state and local laws, regulations, codes and ordinances related to building construction and zoning; modern office practices, methods and equipment, including a computer and applicable software; characteristics and use of standard equipment used in building inspection and the building trades; occupational hazards and standard safety procedures.

**Skill and Ability to:** Plan, organize, direct and evaluate the work of subordinate staff; supervise and participate in the establishment of division goals, objectives and methods for evaluating achievement and performance levels; read and interpret complex plans and specifications; analyze complex building inspection and code enforcement issues, evaluate alternatives and reach sound conclusions; make adjustments to operating procedures as necessary to improve organizational effectiveness; interpret and apply applicable laws, codes and regulations; maintain



I.C.B.O. certification through continuing education programs; communicate clearly and concisely, both orally and in writing; deal effectively using tact and courtesy with groups or individuals involved in the building industry and the general public; establish and maintain effective working relationships with supervisors, peers and subordinates.

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE: The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.***

Sufficient mobility to work indoors and outdoors in hot, cold, wet, humid or windy weather conditions; ascend or descend ladders, scaffoldings, stairs or inclined surfaces; ability to stoop, kneel, crouch, crawl, bend, squat, push and pull; reach, lift, load or unload heavy materials; detect unusual odors; sufficient hearing and speech to communicate in person and over the telephone; dexterity to use small tools (dexterity to grasp with simple or firm grip and perform fine manipulation with dominant/non-dominant hand); see well enough to read small print, gauges, instruments and distances sufficient to see oncoming traffic, read signs and hazards; mobility to attend meetings, make presentations to groups and visit various work sites; vision abilities for close, distance, color, peripheral sight and depth perception. Job functions may include working near moving mechanical parts and occasional exposure to fumes, toxic or caustic chemicals and a noise level that will range from usually quiet while in an office environment to moderately noisy while in the field. Individuals must exercise good judgment and be flexible, creative and sensitive in response to changing situations and needs.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date

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

**Subject:** Adopt Resolution No. 3861 Amending the Police Commander Job Description  
**Meeting Date:** Thursday, September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

City Manager recommends adopting Resolution No 3861 Amending the Police Commander Job Description.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
☐ RESO#3861_Amend_Police_Commander_Job_Description_092018.pdf	Resolution No. 3861
☐ Police_Commander.docx	Job Des

**RESOLUTION NO. 3861**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA APPROVING  
THE REVISED POLICE COMMANDER  
JOB DESCRIPTION**

**WHEREAS**, the City Manager and her staff have presented the City Council with a revised Police Commander Job Description; and

**WHEREAS**, the Police Commander Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

**WHEREAS**, the City Council has determined to approve the Police Commander Job Description.

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

1. The Police Commander Job Description is hereby approved.
2. The City Manager and her designees are authorized to implement and carry out the provisions of the Police Commander Job Description.

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on this **20th day of September, 2018**, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**APPROVED:**

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Nathan Vosburg, Mayor

**ATTEST:**

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City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

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## ***Police Commander***

***Pay Class: 35 Basic***

***FLSA Exempt***

### **DEFINITION**

Under general supervision of the Police Chief, performs professional, administrative and managerial duties related to organizing, coordinating and implementing directives and policies as needed to control the day-to-day operations of the Police Department including, but not limited to, patrol, investigations, support services, animal control, ordinance enforcement and crossing guards. Oversees the enforcement of federal, state and local laws as needed to preserve the peace and protect citizen rights and property. Assumes the role of Acting Chief of Police in the absence of the Police Chief; and performs other related tasks.

### **EXAMPLES OF ESSENTIAL DUTIES**

***NOTE: Examples listed in this class specification represents but is not necessarily exhaustive or descriptive of duties assigned to this position. Each individual in this classification may not necessarily perform all the duties listed. Management reserves the right to assign other related tasks if such duties are a logical assignment for this position.***

- Plans, organizes, supervises and coordinates the operation of the department.
- Directs the work of supervisory personnel, officers and non-sworn personnel engaged in law enforcement related and administrative work.
- Analyzes crime and patrol trends.
- Adjusts patrol beats to more effectively cope with crime trend; investigates internal affair matters.
- Prepares goals and objectives, supervises and inspects the work of personnel in the field.
- Directs, monitors and coordinates the work of employees engaged in communications, animal control, recordkeeping, and the care and custody of prisoners.
- Formulates the revision of general orders, policies, and procedures.
- Prepares and reviews grant requests and assists in the administration of grant funds.
- Assists in planning, organizing, and conducting in-service training.
- Stays informed of laws and recent court decisions.
- Periodically inspects personnel and equipment.
- Responds to citizen concerns, complaints or inquiries regarding police services and responds to inquiries from the media as authorized by the Police Chief.

- Assumes charge of the department in absence of the Police Chief.
- Assists in arranging duty assignments for special functions, supervises and coordinates personnel involved in criminal investigations.
- Reviews police reports and other documents for completeness and accuracy, assigns follow-up investigation, and performs community and public relation tasks.
- Performs other duties as assigned.

## **DESIRABLE QUALIFICATIONS**

***NOTE:*** *The specifications listed below outline the desirable qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**Education:** U.S. high school graduate; passed the GED test; passed the California High School Proficiency Exam; or attained a two (2) year or four (4) year degree from an accredited college or university. An Associate's degree in criminology, police science, or related field is highly desirable. Additional supervisory or administrative experience in a law enforcement agency may be substituted for the required education on a year-for-year basis.

**Experience:** Six (6) years of current full-time experience in law enforcement work comparable to that of a Police Officer in the City of Coalinga including at least three (3) years in a supervisory capacity.

**Licenses:** Valid State of California Drivers License, Class C; must be insurable under the City's insurance policy without the City incurring any additional premiums or costs; and possess both an Advanced and Supervisory Peace Officer Standards and Training (POST) Certificate.

**Other:** Must be at least twenty-one (21) years of age, a U.S. citizen or permanent resident alien who is eligible for and has applied for citizenship; pass a polygraph; pass a thorough background investigation with no disqualifying criminal history; a physical examination with drug test; and a psychological evaluation.

***NOTE:*** *It is the employee's responsibility to renew all applicable license(s). The City will reimburse the employee for any required training expenses.*

## **KNOWLEDGE, SKILLS AND ABILITIES**

***NOTE:*** *The following are a representative sample of the KAS's necessary to perform essential tasks of the position.*

**Knowledge of:** Modern methods and procedures of patrol, crime prevention, traffic control, basic investigation and identification techniques; criminal law with particular reference to apprehension, arrest, and custody of persons accused of misdemeanors and felonies; rules of evidence pertaining to search and seizure and the preservation and presentation of evidence in court; recent court decisions on arrest procedures and the handling of suspects and prisoners; principles of supervision and training; and an understanding of Community Policing principals.

**Skill and Ability to:** Provide supervision to other law enforcement personnel; plan, organize, and direct the activities of subordinates; establish, maintain, and conduct employee training programs; establish and maintain effective relationships in the course of work; write clear, comprehensive, and accurate reports; inspire public confidence through personal integrity and actions; meet related employment standards as established by the City of Coalinga in connection with POST standards

### **ATTITUDE**

Characterized by initiative, commitment to teamwork and quality performance, and a customer-service orientation; must interact in a positive manner with City employees and the public.

### **PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS**

***NOTE:*** *The physical and psychological demands described herein are representative of those that must be met by an employee to successfully perform the essential duties of this classification. Reasonable accommodations may be made to enable an individual with qualified disabilities to perform the essential functions of this job, on a case-by-case basis.*

Tasks require a variety of physical activities periodically involving muscular strain related to walking, standing, stooping, sitting and reaching. Essential functions require talking, hearing and seeing. Mental application utilizes memory for details, emotional stability, discriminating thinking and creative problem solving. Frequent travel required in course of performing portions of job functions. Elements of the job pose various degrees of hazard uncertainty common to law enforcement.

Incumbents in this classification are required to work rotating shifts and assignments, and may be assigned to work overtime with little or no notice. Due to the varied and unpredictable nature of police work, incumbents may also be required to perform the following:

Measure distances using calibrated instruments such as when investigating traffic accidents or processing crime scenes; make precise arm-hand positioning movements and maintain static arm-hand position such as when sighting and shooting a firearm; direct traffic which requires continuous and repetitive arm-hand movements; use sufficient strength to enable incumbent to sprint, jump, or physically overcome resistance when chasing or apprehending suspects; coordinate the movement of more than one limb simultaneously such as when using a hand radio while driving a vehicle or searching a building with firearm drawn, flashlight on and opening and closing doors; bend or stoop repeatedly and continuously over time such as getting in and out of a patrol car or gathering evidence at crime scenes; patrol officers wear a 15 pound utility/gun belt which requires the continuous support from stomach and lower back muscles; a patrol officer typically spends 7-8 hours per day driving a vehicle which requires the continuous support of lower back muscles; climbing ladders and searching rooftops requires lifting arms above shoulder level and working at heights greater than ten feet; searching for suspects or lost persons may require walking over rough, uneven, slippery or rocky surfaces including fields, parks, hillsides and creeks; an officer is required to listen for alarms, screams, breaking glass or other suspicious and unusual noises that may require investigation; move heavy objects such as equipment (50 pounds and more), and lift and carry injured or intoxicated persons short and long distances; work outdoors in a variety of weather conditions with exposure to the elements; tolerate very hot and very cold

temperatures; sit for extended periods of time and may or may not be able to change positions such as when sitting in a patrol vehicle, or performing surveillance; foot beat and search activities require walking for extended periods of time, unable to stop, sit or rest at will; crowd and traffic control duties require standing for extended periods of time, unable to sit or rest at will.

Approved by: \_\_\_\_\_  
Marissa Trejo, City Manager      Date

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

**Subject:** Adopt Resolution No. 3862 Providing a Declaration of Intent for Expenditures  
Related to Measure " J " Revenues, a One Percent General Sales Tax Measure

**Meeting Date:** September 20, 2018

**From:** Marissa Trejo, City Manager

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

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**I. RECOMMENDATION:**

City Manager recommends the adoption of Resolution No. 3862 providing a declaration of intent for expenditures related to Measure " J " revenues, a one percent general sales tax measure.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name	Description
▣ RESO#3862_Sales_Tax_Measure_J_Priority_Spending_092018.pdf	Resolution No. 3862_Priority Spending for Measure J



## RESOLUTION NO. 3862

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA PROVIDING A DECLARATION OF INTENT FOR EXPENDITURES RELATED TO MEASURE " J " REVENUES, A ONE PERCENT GENERAL SALES TAX MEASURE

**WHEREAS**, the City Council has reviewed its expenditures and revenues and has determined providing generally expected municipal services with the current revenue stream is not sustainable; and

**WHEREAS**, at a regularly scheduled meeting on June 14, 2018, the City Council of the City of Coalinga approved Resolution No. 3820 declaring its intent to request a one percent general sales tax measure be placed on the November 2018 ballot for voter approval;

**WHEREAS**, the requested general sales tax measure has been placed on the November 2018 ballot by Fresno County and is known as Measure " J "; and

**WHEREAS**, the City Council desires transparency and accountability and therefore declares its intent for expenditures related to Measure " J " revenues.

**NOW, THEREFORE, BE IT RESOLVED** the City Council of the City of Coalinga hereby declares the following priorities to be addressed by revenues received from Measure " J ", a General Sales Tax Measure:

- Hire three additional Firefighter/Paramedic positions
- Reinstate the ten Reserve Firefighter positions to assist with coverage for the community
- Hire two additional Police Officer positions bringing the Police Department from 15 sworn positions to 17
- Have the Police Department reactivate the Investigations Unit which is currently closed due to lack of funding
- Make needed upgrades to the City's Emergency Command Center
- Hire additional public safety personnel as needed
- Purchase a Building Wide Uninterruptable Power Supply (UPS) to ensure that emergency communication services are not dropped between the time of a power outage and the time the generator kicks on
- Pay fair wages to employees, comparable to similar-sized cities in the Central Valley
- Hire a Deputy Fire Chief
- Improve recruitment, retention and employee morale
- Establish a safety net for the City to protect against the next economic downturn by instituting a financial reserve

**BE IT FURTHER RESOLVED** the City Council of the City of Coalinga hereby directs staff to track Measure " J " expenditures and include those expenditures as a part of its annual budget reporting to ensure City Council's priorities are being followed.

**BE IT FURTHER RESOLVED** the one percent increase to the sales tax shall be revoked after a ten-year period.

**PASSED, APPROVED AND ADOPTED** by the City Council of the City of Coalinga this **20th day of September, 2018** by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**APPROVED:**

**ATTEST:**

\_\_\_\_\_  
Nathan Vosburg, Mayor

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

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

**Subject:** City Council Discussion, Direction and/or Potential Action Regarding a Request from the Coalinga Community Foundation to Place Barbed Wire at the Thrift Store Located at 198 W. Forest Ave  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, Community Development Director

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## I. RECOMMENDATION:

Staff is seeking direction from the City Council as to how to proceed with the request of the Coalinga Community Foundation regarding the placement of barbed wire at the Coalinga Thrift Shop located at 198 W. Forest Ave.

## II. BACKGROUND:

Staff is following up on a request made by the Coalinga Community Foundation to install barbed wire at the Coalinga Thrift Store at 198 W. Forest due to an ongoing theft problem they are encountering. Staff will provide a brief summary of the planning and zoning regulations pertaining to barbed wire and razor wire within the City and provide various courses of action the Council may choose take to accommodate this request if desired.

## III. DISCUSSION:

The Coalinga Planning and Zoning Code went through a comprehensive update in 2013 where several development regulations were updated to standards commonly used in the majority of local jurisdictions. There are two sections in the development code where barbed wire and razor wire are mentioned and in both instances they are strictly prohibited from being installed. Below are the two sections from the development code:

Section 9-4.203(b)(3).....Fences and Free Standing Walls.....(3) Materials not permitted. **Barbed wire**, aluminum, fiberglass, metal siding and plywood shall not be used as fencing materials. The Community Development Director may grant the use of such material based on the need for the type of fence, design compatibility of the fence, and approval of the adjoining property owner if on an interior property line. Nonconforming status shall not be provided for fences constructed of these materials.

Section 9-4.208(2)(b).....Screening of Outdoor Storage.....(b.) Screening walls and fences shall be architecturally compatible with the main structure on the site and shall not have **barbed wire or razor wire** visible from any street or public access.

The two sections above identify a prohibition on the use of barbed wire and razor wire unless approved by the Community Development Director for instances where the barbed wire would be installed on an interior property line and not visible from any public street or public access.

At this time, staff does not have a recommendation on this request as a prohibition on barbed wire and razor

wire is a common regulation in development codes due to safety concerns and aesthetics and potential liability. Changes to the development code related to the prohibition of barbed wire and razor wire is solely a Council decision. If the council so chooses, staff has provided the process under state law to amend the prohibition.

Under Planning and Zoning Law in order for language within the Development code to be amended, it requires a zoning text amendment in the form of an ordinance. This could be a City initiated application where staff would take direction from the City Council as to the recommended changes and bring a draft ordinance to the Planning Commission where a recommendation would be made to the City Council for approval.

In addition there was a request from the Coalinga Community Foundation that a variance would apply in this situation. After looking at the request and reviewing the findings for a variance, in this case it would not apply. Below are the required findings for a variance:

1. There are special circumstances applicable to the property, including its size, shape, topography, location, or surroundings, whereby the strict application of this title will deprive such property of privileges enjoyed by other property of the same classification in the same zoning district;
2. Such special circumstances were not by the owner or applicants; and
3. The variance does not constitute a grant of special privileges inconsistent with the limitations upon other properties in the vicinity and zone in which such property is located.

Staff is seeking direction from the Council as to how they would like to proceed with this request.

#### **IV. ALTERNATIVES:**

- Council may direct staff to prepare a zoning text amendment to remove the prohibition on the use of razor wire and barbed wire for fencing and outdoor storage. This would apply to all locations and all zoning designations in the City.
- Council may direct staff to prepare a zoning text amendment to remove the prohibition on the use of razor wire and barbed wire for fencing and outdoor storage in commercial and industrial zones and uphold the prohibition in residential zones.
- Council may choose to not act on this request and uphold the prohibition in the development code related to razor wire and barbed wire.
- Council may direct staff to proceed with another approach compliant with Planning and Zoning Law.

#### **V. FISCAL IMPACT:**

None determined at this time.

#### **ATTACHMENTS:**

File Name	Description
No Attachments Available	

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

**Subject:** Review, Approve and Waive First Reading of Ordinance No. 821 related to Rental Units Eviction Program for Drug and Gang Related Activities  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Review, Approve and Waive First Reading of Ordinance 821 related to Rental Units Eviction Program for Drug and Gang Related Activities.

**II. BACKGROUND:**

This was a future agenda item that was generated by Councilman Adkisson. The Council and public provided direction at the September 6th, 2018 council meeting.

**III. DISCUSSION:**

Staff recommends a waiver of the first reading and approval of an ordinance that will allow the Police Department to work with property owners to prevent both drug and gang activity to occur on their properties. The ordinance provides a process where the Police Department and property owners can evict drug dealers and gang members committing crimes in apartment complexes and rental properties. It also phases in a provision that requires landlords to advise potential tenants of the ordinance prior to the

**IV. ALTERNATIVES:**

Do not approve the ordinance

**V. FISCAL IMPACT:**

None

**ATTACHMENTS:**

	File Name	Description
	gang_ordinance.docx	Ordinance 821

ORDINANCE NO. 821

**AN ORDINANCE OF THE COALINGA CITY COUNCIL ADDING CHAPTER 6 TO  
TITLE 4 OF THE COALINGA MUNICIPAL CODE RELATED TO RENTAL UNITS  
EVICITION PROGRAM FOR DRUG- OR GANG-RELATED ACTIVITIES**

**Title 4. Public Safety**

**Chapter 6. Rental Units Eviction Program for Drug- or Gang-Related Activities**

**Sec. 4-6.100 Purpose and Intent.**

The eviction program for drug- and gang-related crimes is intended to assist owners and managers of residential rental units in keeping their properties drug and crime free. This program shall pertain to those offenses specifically listed in this chapter.

**Sec. 4-6.200 Definitions.**

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

*Controlled substance* means any drug, substance, or immediate precursor as listed in the California Uniform Controlled Substance Act (Health and Safety Code § 11000 et seq.). Excluded from this definition is Cannabis and any substance made legal under the Medical and Adult Cannabis Use Regulation Act.

*Drug-related nuisance* means any activity related to the possession, sale, use, or manufacture of a controlled substance that creates an unreasonable interference with the comfortable enjoyment of life, property, and/or safety of residents of the premises. Such activity includes but is not limited to any activity commonly associated with illegal drug dealing, such as noise, steady traffic day and night to a particular unit, barricaded units, the display or observance of weapons, drug loitering as defined in Health and Safety Code § 11532, or other drug-related occurrences when taken as a whole tend to substantially affect or interfere with any other tenant's beneficial use and enjoyment of any rented property.

*Gang-related crime* means any crime in which the perpetrator is a known member of a gang or any crime motivated by gang membership in which the victim or the intended victim of the crime is known to be a member of a gang.

*Illegal drug activity* means a violation of any provision of Health and Safety Code div. 10, ch. 6 (Health and Safety Code § 11350 et seq.) and Health and Safety Code div. 10, ch. 6.5 (Health and Safety Code § 11400 et seq.).

*Landlord* means any owner of record, lessor, or sublessor, including any person, who receives or is entitled to receive rent for the use of any rental unit or the agent, manager, representative or successor of any of the foregoing.

*Premises* means any rental unit and the land on which it and any other buildings of a complex are located and common areas, including but not limited to garage facilities, streets, alleyways, stairwells, elevators and, as the context permits or requires, any public or private property, which is immediately adjacent to any of such areas.

*Rental unit* means any dwelling, including, but not limited to, any single-family residence, multifamily residence, duplex, and/or condominium, which is rented or offered for rent for residential occupancy in the city. This term also includes any mobile home, whether rent is paid for the mobile home, the land upon which the mobile home is located or both. It also means any recreational vehicle, as defined in Code of Civil Procedure § 799.24, if located in a mobile home park or recreational vehicle park, whether rent is paid for the recreation vehicle, the land upon which it is located or both.

*Tenant* means any tenant, subtenant, lessee, sublessee or any person entitled to use or occupancy of a rental unit or any other person residing in the rental unit.

#### **Sec. 4-6.300 Administrative procedures.**

The City Manager may promulgate such administrative procedures as may be necessary to implement this chapter.

#### **Sec. 4-6.400 Duties of landlord.**

(a) Under this chapter a landlord shall not cause or knowingly permit any premises under his control to be used or maintained for any illegal drug activity or gang-related crime or in such a manner as to constitute a drug-related nuisance.

(b) A landlord shall not cause or knowingly permit any tenant to use or occupy premises under the landlord's control, if the tenant commits, permits, maintains or is involved in any illegal drug activity, gang-related crime, or drug-related nuisance on the premises.

(c) Effective January 1, 2019 a landlord shall advise prospective tenants of this ordinance, prior to renting the property, as a condition of the property's rental agreement.

#### **Sec. 4-6.500 Enforcement.**

(a) Provided that the owner of record or agent thereof and any known manager of a premises has been served with a written notice by certified mail, return receipt requested, advising that the

Chief of Police has determined that the landlord is in violation of section 4-6.400(a) and/or (b) and has failed to comply with the subsection within 30 business days of the date of service of such notice or to file an appeal within such period as provided in this section, the city may file an action for injunctive relief or utilize any other remedy provided by the law to compel compliance, including but not limited to all remedies available to abate a nuisance. For purpose of this section, the written notice shall also identify the offending tenant(s), unit number if applicable, the specific violation(s), and provide sufficient documentation describing facts necessary to show a violation of Coalinga City Code section 4-6.400(a) and (b), or the nuisance or illegal purpose provisions of California Code of Civil Procedure Section 1161, subchapter (4), and shall further state that the landlord is required to serve and diligently prosecute either a three-day notice to quit or a 30-day notice to vacate.

(b) No rental unit vacated pursuant to the provisions of this section may be re-rented, leased or otherwise reoccupied by the prosecuted tenant prior to the expiration of a 12-month period following the vacation of the rental unit by the tenant, nor shall the landlord rent any other rental unit located within the city to such prosecuted tenant within such 12-month period. The required notice shall also state that, within such 30-day period, the landlord may file a written appeal of the determination of violation with the City Manager, who shall cause the matter to be set for a hearing. Written notice of the date and time of such hearing shall be served by first class mail addressed to the landlord's last known business address. The city manager shall thereafter conduct an evidentiary hearing to determine whether the police chief's determination is supported by substantial evidence. Following the conclusion of the hearing, the city manager may affirm, reverse, or reverse subject to conditions of the police chief's determination of violation. The city manager's decision shall be based upon written findings and shall be final.

(c) Any individual attempting to diligently prosecute a three-day notice to quit or 30-day notice to vacate pursuant to this section may request that the chief of police produce one or more police officers or employees with personal knowledge of the matters indicated in the notice described in subchapter (b) of this section. Upon the filing of such request with the city, the chief of police shall direct the appropriate police officer or employee with such personal knowledge to appear in any legal proceedings concerning the diligent prosecution of a three-day notice to quit or 30-day notice to vacate. The failure to produce a police officer or employee with sufficient personal knowledge shall relieve the requesting individual of any obligation to prosecute a three-day notice to quit or 30-day notice to vacate which is otherwise required pursuant to this section; provided, however, that any such request must be filed with the city clerk no sooner than 72 hours prior to the time scheduled for the legal proceeding.

(d) The following definitions apply to the terms used herein:

(1) "*Sufficient documentation*" shall include, but is not limited to, any one or combination of the following: (i) police reports, (ii) police officer or witness affidavits, or (iii) documented observations of any witness or informant willing to testify before a court of law; provided that any such documentation is disclosable pursuant to the requirements of the California Public Records Act (Government Code §§ 6250 et. seq.).



(2) The term “*diligently prosecute*” means exercising a reasonable effort to legally effectuate a three -day notice to quit or a 30-day notice to vacate the rented premises. Failure to succeed in causing the premises to be vacated shall not constitute a failure to diligently prosecute, provided that the landlord exercised reasonable effort in such prosecution.

#### **Sec. 4-6.600 Lien Authorized.**

Any judgment for money given pursuant to this chapter, including permitted fees and costs, may be recorded as a lien against the subject's property in an amount not to exceed \$5,000.00. If multiple defendants exist, they shall be jointly and severally liable for any payment so ordered.

#### **Sec. 4-6.700 Recovery of Possession by Landlord.**

(a) Notwithstanding any provision of any ordinance to the contrary, a landlord may bring an action to recover possession of a rental unit upon any of the following:

- (1) The tenant is committing or permitting to exist any illegal drug activity, gang-related crime, or drug-related nuisance on the premises; or
- (2) The tenant has been convicted of a crime wherein the underlying offense involves illegal drug activity, any drug-related nuisance activity or a gang-related crime on the premises.

(b) Notwithstanding Government Code § 68097.2(b), a public entity may waive all or part of the costs incurred in furnishing the testimony of a peace officer in an unlawful detainer action brought by a landlord to recover possession of a rental unit pursuant to this chapter.

#### **Sec. 4-6.800 Penalties.**

It shall be unlawful for any person to violate any section or fail to comply with any of the requirements of this chapter. Any person violating any section of this chapter or failing to comply with any part of its requirements shall be punished as follows:

- (1) For three or less violations occurring within any 12-consecutive-month period, a violation of this chapter shall be deemed to be an infraction.
- (2) The fourth and any subsequent violations of the same section occurring within any 12-consecutive-month period shall be deemed to be a misdemeanor.

#### **Sec. 4-6.900 Civil Remedies Available.**

The violation of any of the sections of this chapter shall constitute a nuisance and may be abated by the city through civil process by means of a restraining order, by preliminary or permanent injunction, or in any other manner provided by law for the abatement of such nuisances.

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

**Subject:** Review, Approve and Waive First Reading of Ordinance No. 822 Related to  
Regulating Nuisance Alarms in the City of Coalinga  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Michael Salvador, Chief of Police

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**I. RECOMMENDATION:**

Review, Approve and Waive First Reading of Ordinance 822 Related to Regulating Nuisance Alarms in the City of Coalinga

**II. BACKGROUND:**

This was a future agenda item that was generated by Councilman Adkisson. The Council and public provided direction at the September 6th, 2018 council meeting.

**III. DISCUSSION:**

This ordinance is in response to a documented issue with false alarm call responded to by the Police Department. These calls often tie up resources and prevent them from being used on other traffic. The ordinance allows for a process to fine the property owners of these nuisance alarms and if the situation warrants discontinue responses to the location. This ordinance has an appeals process built in allow for a reconsideration of penalties. Staff recommends approval.

**IV. ALTERNATIVES:**

Do not pass the ordinance.

**V. FISCAL IMPACT:**

Possible new revenue source based on violations. No estimate is available.

**ATTACHMENTS:**

File Name	Description
 false_alarm_ordinance.docx	Ordinance 822

ORDINANCE NO. 822

**AN ORDINANCE OF THE COALINGA CITY COUNCIL ADDING CHAPTER 7 TO  
TITLE 4 OF THE COALINGA MUNICIPAL CODE RELATED TO PUBLIC SAFETY  
ALARM SYSTEMS**

**Title 4. Public Safety**

**Chapter 7. PUBLIC SAFETY ALARM SYSTEMS ORDINANCE**

**Sec. 4-7.100 Purpose and Intent.**

The purpose of this chapter is to set forth regulations governing burglary, robbery, disturbance, fire, and medical alarm systems within the city to reduce false alarms and to provide the authority to establish fines for false alarms.

**Sec. 4-7.200 Definitions.**

1. **ALARM SYSTEM:** Any equipment designed or intended to notify persons of an emergency at a particular location to which the Police Department/Fire Department is expected to respond; or for detection of an unauthorized entry or attempted entry into premises or a structure; or for alerting others to the commission of an unlawful act, or both. Alarm systems include, but are not limited to, silent alarms, audible alarms, and direct dial telephone devices. The following devices shall not constitute alarm systems within the meaning of this chapter:
  - (A) Alarm devices affixed to motor vehicles, trailers or trailer coaches, vessels or aircraft;
  - (B) Alarm devices installed on a temporary basis by the Police Department/Fire Department.
2. **ALARM USER:** Any person who owns or is entitled to the possession of any premises or structure on which an alarm system has been installed.
3. **AUDIBLE ALARM:** A device designed for the detection of an unauthorized entry on, or an attempted entry into premises or a structure; or for alerting others of the commission of an unlawful act, or any equipment designed or intended to notify persons of an emergency at a particular location to which the Police Department/Fire Department is expected to respond, and which, when activated generates an audible sound on or off the premises.

4. **AUTOMATIC DIALING SYSTEM:** Any alarm system which automatically sends over regular telephone lines, by direct connection or otherwise, a prerecorded voice message indicating the existence of an emergency situation that the alarm system is designed to detect.
5. **DIRECT CONNECT ALARMS:** An alarm system that is capable of transmitting a signal to an agency maintained by a local governmental entity, including the City of Coalinga or its police/ fire department.
6. **EXCESSIVE FALSE ALARMS:** Those false alarms exceeding one within a calendar year.
7. **FALSE ALARM:** The activation of an alarm system through mechanical failure, malfunction, improper installation or maintenance, or the negligence of the owner, lesser or his or her employees or agents, which activates a response by law enforcement or other emergency response providers when an emergency condition does not exist; provided, however, alarms caused by acts of nature, bona fide power outages, or fire shall not be considered false alarms.

#### **Sec. 4-7.300 Administrative procedures.**

The City Manager, Chief of Police/ Fire Chief may promulgate such administrative procedures as may be necessary to implement this chapter.

#### **Sec. 4-7.400 Unlawful Alarms.**

- (A) **Excessive False Alarms:** It shall be unlawful for any person to use, operate or maintain an alarm system within the city that emits excessive false alarms.
- (B) **Unlawful Alarms in Excess of Fifteen Minutes:** It shall be unlawful for any audible alarm to not automatically cease transmission within fifteen (15) minutes of activation. Should the alarm fail to silence after twenty (20) minutes, and the Police Department/Fire Department is unable to contact the user or his representative, the Police Department/Fire Department will cause an alarm agent or company to respond and silence the alarm. All costs for silencing the alarm shall be the responsibility of the alarm user. The costs to silence the alarm shall be a charge against the alarm user and shall constitute a debt of that person and is collectible by the city in the same manner as in the case of an obligation under a contract, express or implied.
- (C) **Direct Dial or Connection to Police Department/Fire Department:** It shall be unlawful for automatic dialing systems, direct connection alarms or other direct dial alarms to dial or connect to the Coalinga Police Department/Fire Department directly.

#### **Sec. 4-7.500 Enforcement/Penalties.**

- (A) Infraction: It shall be unlawful for any person to install, use or maintain any alarm system contrary to or in violation of any of the provisions of this chapter. Any person violating the provisions of this chapter is guilty of an infraction.
- (B) Violations: The occurrence of false alarms shall result in a charge or termination of the Police Department/Fire Department response service as follows: For any five (5) false alarms within any thirty (30) day period, or for any one additional false alarm within a total sixty (60) day period from the first false alarm within a total of ninety (90) days from the first false alarm, or for any ten (10) false alarms within one hundred eighty (180) day period, the following charges shall be imposed: twenty dollars (\$20.00) for the first offense; Fifty dollars (\$50.00) for the second offense; and One Hundred dollars (\$100.00) for the third and any subsequent offenses. However, notwithstanding the provision of such charges, the Chief of Police/ Fire Chief/Fire Chief may review the frequency of false alarms in any case and where excessive, or where he determines that inadequate efforts have been made to correct a false alarm problem, he may discontinue response to such alarms by the Police Department/Fire Department after having first given notice to the alarm subscriber allowing said subscriber an opportunity to be heard prior to the termination of response by the Department. Any subscriber who is dissatisfied with the decision of the Chief of Police/ Fire Chief/Fire Chief may appeal such decision to the City Council by filing written request for a hearing within five (5) days after the Chief of Police/ Fire Chief renders his decision. In the event the Chief of Police/ Fire Chief determines that response shall be terminated such term shall become effective on the date of the notice of decision issued by the Chief of Police/ Fire Chief and shall remain effective until such time as rescinded by Chief of Police/ Fire Chief or modified or rescinded by City Council upon appeal.
- (C) Exceptions: The following exceptions shall be considered in reviewing any false alarm situation.
1. A thirty (30) days adjustment period to correct mechanical problems may be allowed for any new, improved or replaced alarm system.
  2. Where the false alarms in question were the result of conditions beyond the control of the user, and were not the result of negligence of himself or his employees or agents, or where such false alarms resulted from defects in the system of which the user neither had knowledge nor in the exercise of reasonable care should have had knowledge, then the Chief of Police/ Fire Chief may determine that no charge or termination shall be effected.
- (D) Notice: Should any users violate these provisions; the enforcing authority shall notify the subscriber and the alarm company operator providing service or

inspection to the user of such fact by mail. The enforcing authority will also notify the user of any surcharges or intent to discontinue police service.

#### **Sec. 4-7.700 Appeals.**

In order to prevent or lessen the unnecessary hardship of practical difficulties in exceptional cases where it is difficult or impossible to comply with the strict letter of this Chapter, the subscriber or alarm company operator have the option to apply for an exemption from any provision of this Chapter to the City Council. The City Council shall exercise its powers on these matters in such a way that the public welfare is secured, and substantial justice done most nearly in accord with the intent and purpose of this Chapter.

#### **Sec. 4-7.700 Severability.**

If any provision of this Chapter or the application thereof to any person or circumstances is held invalid, such invalidity shall not affect other provisions or applications of this Chapter which can be given without the invalid provision or application, and to this end the provisions of this Chapter are severable

#### **Sec. 4-7.800 Alarm Requirements and Provisions.**

- (A) Alarm System, Automatic Dialing Devices: It shall be unlawful for any person except a public utility engaged in the business of providing communication services and facilities to use or operate, attempt to use or operate, or cause to be used or operated, or arrange, adjust, program, or otherwise provide, or to install any alarm system that will upon activation, either mechanically, electronically, or by other automatic means, initiate a call and deliver a recorded message to any telephone number assigned to any subscriber by a public telephone without the prior written consent of the subscriber. In no event will an automatic dialing device terminate in a police or fire facility.
- (B) Radio Transmission Alarms: A radio transmission alarm is any device or alarm when activated, sends a prerecorded message over any public safety radio frequency. Radio transmission alarms will not be allowed for use in the City.
- (C) Monitoring Of Silent Alarms: Alarm companies that currently have alarms installed at the Coalinga Police Department/Fire Department will have a period of sixty (60) days effective date of this Chapter to remove and relocate these alarms.

#### **Sec. 4-7.900 Civil Remedies Available.**

The violation of any of the sections of this chapter shall constitute a nuisance and may be abated by the city through civil process by means of a restraining order, by preliminary or permanent injunction, or in any other manner provided by law for the abatement of such nuisances.

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

**Subject:** Discussion, Direction and Potential Action regarding Code Enforcement  
**Meeting Date:** September 20, 2018  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

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**I. RECOMMENDATION:**

There is no staff recommendation. This item was requested as a Future Agenda Item by Mayor Pro-Tem Stolz.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

File Name

Description

No Attachments Available