



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

**December 6, 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 Special Meeting, on December 6, 2018 in the City Council Chambers located at 155 West Durian, Coalinga, CA. Persons with disabilities who may need assistance should contact the Deputy City Clerk at least 24 hours prior to this 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 Special 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. Authorize the City Manager to reclassify a full time Account Clerk II position currently budgeted to an Accounting Technician position.
2. Approve Amendment to the Contract between SEIU Local 521 and the City of Coalinga
3. Approve Resolution No. 3882 to Apply for the Homeless Emergency Aid Program (HEAP) through the California Homeless Coordinating and Financing Council (HCFC)
4. Rejection of Claim for Damages Presented by Edith Sanchez
5. Consideration of Bid Award for Close Sidewalk Gaps and Construct ADA Ramps Project. Project No. PW18-001

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS (NONE)

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. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; Financial Services Director, Jasmin Bains; and City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Coalinga's International Association of Firefighters

11. ADJOURNMENT

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

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

Subject: Authorize the City Manager to reclassify a full time Account Clerk II position currently budgeted to an Accounting Technician position.

Meeting Date: December 6, 2018

From: Marissa Trejo, City Manager

Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Financial Services Director requests authorization for the City Council to reclassify a full time Account Clerk II position currently budgeted to an Accounting Technician position.

II. BACKGROUND:

The Accounting Technician position functions under the general supervision of the Financial Services Supervisor, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department; provides confidential support to the Finance Manager and Financial Services Director, including but not limited to, assisting with the external audit, payroll functions, budgeting and general ledger reconciliation; maintains and processes financial records; assists with accounts payable, accounts receivable, utility billing, business licenses and the front counter as needed; and completes other duties as assigned.

III. DISCUSSION:

It is the recommendation of the Financial Services Director for the City to reclassify the Account Clerk II position to the Accounting Technician position to meet the complex requirements of the mandatory reporting and compliance to the State of California such as the Unclaimed Property Reporting and the Sales and Use reporting to the State of California Tax and Fee Administration. The department is in the need of a qualified position which can perform the daily tasks of the Financial Services Department while maintaining a good standing with external reporting and compliance requirements mandated by the Federal, State, and Local agencies.

The City is currently out of compliance in the Unclaimed Property Reporting for its stale dated checks which should be turned over the State Controller's Office for the State of California. The City's checks become stale dated after six months of the date of issuance, the financial records of the City indicate the oldest stale dated check on record dates back to 2004.

The City is also currently out of compliance for the Sales and Use Tax reporting to the State of California Tax and Fee Administration Department. Anytime the City makes a purchase out of State of California resulting in sales tax less than that of Coalinga, the City is required to pay the difference of what is paid out of state and up to that of the City of Coalinga.

These two reports are just examples of the types of duties this newly reclassified position will be doing in addition to other complex reporting duties as assigned by the Financial Services Director.

IV. ALTERNATIVES:

Not approve the reclassification.

V. FISCAL IMPACT:

There is minimal fiscal impact to the General Fund due to the need for a salary reallocation due to the change in title as only 10% of the salary allocation for this position comes out of the general fund and the remaining 90% comes from the Enterprise Funds. The total fiscal impact for the reclassification is an increase of \$2,760.73 in total to all funds, of the total fiscal impact \$276.07 is to the General Fund annually.

ATTACHMENTS:

File Name	Description
 Accounting_Technician.pdf	Accounting Technician Job Description

City of Coalinga

155 W. Durian

Coalinga, CA 93210

Accounting Technician

Pay Class: 25 Basic

FLSA Non-Exempt

DEFINITION

Under general supervision of the Financial Services Supervisor, performs a variety of complex, technical and clerical accounting duties in support of the Financial Services Department; provides confidential support to Finance Manager and Financial Services Director, including but not limited to, assisting with the external audit, payroll functions, budgeting and general ledger reconciliation; maintains and processes financial records; assists with accounts payable, accounts receivable, utility billing, business licenses and the front counter as needed; 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.

- Assists with a full range of financial recordkeeping and reporting duties, including general ledger, accounts payable, accounts receivable, payroll, business licenses and utility billing.
- Processes business license applications; reviews applications for accuracy and completeness; records and files documents; issues business licenses for owners of businesses.
- Performs administrative and general clerical duties; calculates fees and collects payments; prepares bank deposits and balances daily cash reports.
- Performs detailed and difficult calculations, recordkeeping and reconciliation; generates journals and registers associated with Financial Services.
- 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.
- Assists in the coordination of the annual external audit; interfaces with auditors and reviews the general ledger for unusual postings and transactions.
- Assists employees and customers at the front counter and on the phone; responds to employee/customer inquiries; answers questions, provides information and/or directs to

appropriate staff; provides forms, additional documentation and other materials as needed.

- Maintains detailed general ledger records through computerized system; utilizes assigned computer software programs, 10-key calculator and general office equipment.
- Prepares and files accounting and financial transaction reports at various intervals.
- 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: Equivalent to completion of the twelfth grade; one (1) year of specialized training provided through on-the-job programs, seminars, workshops, vocational training or college is highly desirable.

Experience: Five (5) years of increasingly responsible accounting and general financial recordkeeping and accounting experience related to above duties or an equivalent combination of experience and education that could provide the required knowledge and ability.

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 KSA's 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.

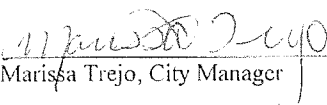
ATTITUDE

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:  8/18/16
Marissa Trejo, City Manager | Date

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

Subject: Approve Amendment to the Contract between SEIU Local 521 and the City of Coalinga
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends approving the amendment to the Contract between SEIU Local 521 and the City of Coalinga.

II. BACKGROUND:


III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

The fiscal impact of approval of the amendment to the Contract is \$4,800 to the General Fund for the 2018-19 FY.

ATTACHMENTS:

File Name	Description
 September_24_5%_Wage_Increase_Proposal_Effective_100418.pdf	Amendment to Contract

September 24, 2018

SEIU Local 521

Proposal to

City of Coalinga

5% wage increase for all classifications represented by SEIU Local 521 effective October 4, 2018

SEIU Local 521

City of Coalinga

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

Subject: Approve Resolution No. 3882 to Apply for the Homeless Emergency Aid Program (HEAP) through the California Homeless Coordinating and Financing Council (HCFC)

Meeting Date: December 6, 2018

From: Marissa Trejo, City Manager

Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

The City Manager recommends approval of Resolution No. 3882 to apply for the Homeless Emergency Aid Program (HEAP) through the California Homeless Coordinating and Financing Council (HCFC).

II. BACKGROUND:

The California Homeless Coordinating and Financing Council (HCFC) recently announced the availability of the Homeless Emergency Aid Program (HEAP), a one-time grant funding for \$500 million block grant program designed to provide direct assistance to cities and counties to address the homelessness crisis throughout California. The HEAP grant is authorized by Senate Bill (SB) 850, which was signed into law by Governor Brown in June of 2018. The deadline to apply for funding is December 31, 2018.

HEAP funding can be used for activities that directly relate to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness. Examples include services such as street outreach, health and safety education, prevention services, and navigation services; rental assistance or subsidies; and capital improvements such as emergency shelters, transitional housing, permanent supportive housing, etc.

III. DISCUSSION:

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> FMCoC_HEAP_Letter.pdf	Fresno Madera Continuum of Care
<input type="checkbox"/> NOFA.pdf	Notice of Funding Availability (NOFA)
<input type="checkbox"/> RESO#3882_HEAP_Program_Re_HOMELESSNESS_120618.pdf	Resolution No. 3882, HEAP

Fresno Madera Continuum of Care



The California Homeless Coordinating and Financing Council (HCFC) recently announced the availability of Homeless Emergency Aid Program (HEAP) one-time grant funding for 500 million dollar available to Continuum of Cares in California. HEAP funding is designed to provide direct assistance to Continuums of Care (CoCs) to address the homeless crisis throughout California. The deadline for CoCs to apply for this funding is December 31, 2018.

HEAP funding can be used for activities that directly relate to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness. Examples include services such as street outreach, health, and safety education, prevention services, and navigation services; rental assistance or subsidies; and capital improvements such as emergency shelters, transitional housing, permanent supportive housing, etc. The Fresno Madera Continuum of Care (FMCoC) is currently planning the use of the HEAP funds based upon four guiding pillars, as follows:

1. Engage Community and Align Leadership
2. Reduce Inflow into Homelessness
3. Improve Crisis Response
4. Expand Permanent Housing Options

The FMCoC will determine priorities for the use of the funds and in partnership with the County of Fresno Social Services, will engage in a procurement process for the \$9.5 million available to the FMCoC. If a city within the county of Fresno or Madera desires to provide services directly they will need to apply for HEAP funds through the local procurement process, they must also declare a shelter crisis under Chapter 7.8 of Division 1 of Title 2 of the Government Code. The declaration must be in the form of a resolution (sample attached) that must be adopted by the governing body of the city of county before December 1, 2018. Declining to pass a resolution does not preclude homeless service provider agencies from providing HEAP funded services in your jurisdiction.

If your jurisdiction is interested in completing a resolution and intends to apply for funds through the FMCoC, I respectfully request that you notify me by Monday, October 8, 2018, by calling 559-251-4800 ext. 20902 or by email at shawn.jenkins@westcare.com.

Sincerely,

Shawn Jenkins, Chair
Fresno Madera Continuum of Care

Executive Committee

Chair: Shawn Jenkins Vice Chair & Immediate Past Chair: Jody Ketcheside

Secretary: Heidi Crabtree Treasurer: Michelle Tutunjian

Regional Representatives: Elizabeth Wisener-Madera; Laura Moreno-Fresno County; Thomas Morgan-City of Fresno

Members at Large: Gabriela McNiel, Cheryl Vieira, Laura Lopez

Collaborative Applicant Representative: Doreen Eley

1331 Fulton Mall, Fresno, CA 93721

Phone: (559) 457-4251

www.fresnomaderahomeless.org

MEMORANDUM FOR: ALL POTENTIAL APPLICANTS

FROM: Alexis Podesta, Secretary
Business, Consumer Services and Housing Agency

**SUBJECT: NOTICE OF FUNDING AVAILABILITY
HOMELESS EMERGENCY AID PROGRAM**

The Homeless Coordinating and Financing Council (HCFC) is pleased to announce the availability of Homeless Emergency Aid Program (HEAP) grant funding. HEAP is a \$500 million block grant program designed to provide direct assistance to cities, counties and Continuums of Care (CoCs) to address the homelessness crisis throughout California. HEAP is authorized by SB 850, which was signed into law by Governor Edmund G. Brown, Jr. on June 27, 2018.

Available Funding

The HEAP funding is divided into three categories for distribution.

Category for Distribution	Funded Amount	Eligible Applicants
Continuum of Care – (a) Based on Point in Time Count Ranges	\$250,000,000.00	Continuum of Care (CoC)
Continuum of Care – (b) Based on Percent of Homeless Population	\$100,000,000.00	Continuum of Care (CoC)
City / City that is also a County – (c) Based on Population	\$150,000,000.00	Large Cities with a population over 330,000

Eligible amounts for each jurisdiction can be found in the HEAP Program Guidance document located on the HCFC website:

https://www.bcsb.ca.gov/hcfc/aid_program.html

Application Timeline

The HEAP grant application process will be conducted through an online portal. The portal is accessible September 5, 2018 through December 31, 2018.

NOFA Release	September 5, 2018
Early Applications Review Starts	September 5, 2018
Early Applications Awarded	September 2018
Early Distribution of Funds Begins	October 2018
Round 1 Application Cut-off Date	December 31, 2018
Standard Applications Awarded	January 2019
Standard Distribution of Funds Begins	March 2019

The HEAP team, recognizing the urgent need for funding to address homelessness in California communities, will begin the review of grant applications immediately upon receipt of those applications.

Application Submission Process

There will be one application format for CoCs and a separate application format for the 11 large cities. A link to the application portal can be found here:

https://www.bcsb.ca.gov/hcfc/aid_program.html.

All applications will be completed and submitted online. The application does not have a save feature to allow partial completion with completion at a later time. Once the application is successfully submitted, the applicant will receive a confirmation email that includes a copy of the application, a tracking number, and a checklist of documents to be submitted. The applicant must then reply to the email and attach all items listed on the checklist for the application to be deemed complete.

Application maps and instructions for both the large cities and CoC applications were released on August 17, 2018 and have been updated to provide clarification on the eligible uses section of the applications. All documents can be found on the HCFC website <https://www.bcsb.ca.gov/hcfc/>. The application map is a tool designed to assist HEAP applicant entities collect the information necessary to complete the application ahead of time. This should make completion of the actual application in one sitting easier.

Award Process

Once applications have been reviewed and deemed complete, an award letter and standard agreement will be prepared and sent to the applicant. When the standard agreement is signed and returned by the applicant, the applicant will simultaneously submit a request for funds which will initiate the distribution process. The request for funds should be dated after the date in which the standard agreement was signed. One hundred percent of funds will be disbursed in a one-time allocation upon execution of the standard agreement and receipt of request for funds. HCFC anticipates that funds will be distributed within 60 days of receipt of a complete application. Funds will be issued directly to the Administrative Entity.

Definitions

- (a) “Administrative Entity” means a unit of general purpose local government (city, county or a city that is also a county) or a nonprofit organization that has (1) previously administered federal Department of Housing and Urban Development (HUD) Continuum of Care funds as the collaborative applicant pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations, and (2) been designated by the CoC to administer program funds. For this application, Continuum of Care (CoC) and administrative entity are used interchangeably.
- (b) “Agency” means the Business, Consumer Services and Housing Agency.
- (c) “Council” means the Homeless Coordinating and Financing Council created pursuant to Section 8257 of the Welfare and Institutions Code.
- (d) “County” includes a county and a city that is also a county.
- (e) “General service area” is the geographically defined area where a service entity provides outreach and direct services to homeless people.
- (f) “Governing body” means the entity that may declare the shelter crisis. This includes the following:
 - 1. The legislative body for a city or city and county.
 - 2. The board of supervisors for a county.
 - 3. The governing board or board of trustees for a district or other public agency.
 - 4. An official designated by ordinance or resolution adopted by a governing body, as defined in item (1), (2), or (3).
- (g) “Homeless” has the same meaning as defined in Section 578.3 of Title 24 of the Code of Federal Regulations, as that section read on May 1, 2018.
- (h) “Homeless youth” means an unaccompanied homeless individual who is not older than 24. Homeless individuals not older than 24 who are parents are included in this definition.
- (i) “Instance of service” means each encounter with a member of the target population where services are provided for each of the eligible grant activities. For example, one individual checks into a warming center operated by Provider X on Tuesday. The same individual checks into the same warming center the next night. This counts at two instances of service for this activity.
- (j) “Homeless point-in-time count” means the 2017 homeless point-in-time counts pursuant to Section 578.3 of Title 24 of the Code of Federal Regulations.
- (k) “Large City” means a city with a population over 330,000 people on January 1, 2018, as published on the Department of Finance [website](#).
- (l) “Program” means the Homeless Emergency Aid Program established pursuant to Chapter 5 of Part 1 of Division 31 of the Health and Safety Code.
- (m) “Shelter crisis” means a situation in which a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety.
- (n) “Target population” means any person who is homeless as defined for this grant. See (g) above.

Eligible Uses

The parameters of the program are intentionally broad, and the examples provided are not exhaustive. CoCs and the 11 large cities are encouraged to be creative and craft programs that meet specific needs that have been identified in their communities.

Applicants must include in the application how the proposed activity is directly related to providing immediate emergency assistance to people experiencing homelessness or at imminent risk of homelessness, and that those uses are aligned with California's Housing First policy. Eligible uses include, but are not limited to:

Services: Street outreach, health and safety education, criminal justice diversion programs, prevention services, navigation services, and operating support for short-term or comprehensive homeless services.

Rental assistance or subsidies: Housing vouchers, rapid re-housing programs, and eviction prevention strategies.

Capital improvements: Emergency shelter, transitional housing, drop-in centers, permanent supportive housing, small/tiny houses, and improvements to current structures that serve homeless individuals and families. Some communities are discussing solutions to address homelessness and the public health crisis by using funds for handwashing stations or public toilet and shower facilities.

At least five percent of HEAP funds must be used to establish or expand services meeting the needs of homeless youth or youth at risk of homelessness. Administrative costs are capped at five percent of program funds. This does not include staff costs directly related to carrying out program activities.

Eligible Applicants

CoCs are the only eligible applicants for HEAP categories (a) and (b) funding. The 11 large cities with populations over 330,000 on January 1, 2018 are the only eligible applicants for category (c) funding. Counties and cities with populations less than 330,000 cannot directly apply for HEAP funds and must participate in the collaborative process with the CoC whose service area includes the city or county if they wish to receive HEAP funds. Large cities may receive a share of funding from HEAP categories (a) and (b) through the CoC if the collaborative process results in an additional allocation for that city.

Shelter Crisis Declaration

The shelter crisis declaration pursuant to Chapter 7.8 (commencing with Section 8698) of Division 1 of Title 2 of the Government Code is required for all cities and counties that wish to receive HEAP funds, except for cities and counties located in a CoC that has fewer than 1,000 homeless people within its service area based on its 2017 homeless point-in-time count. Each incorporated city must declare a shelter crisis to receive HEAP funds. Counties may declare a shelter crisis only for the unincorporated areas of the county. If a CoC has fewer than 1,000 homeless people, it may request a waiver exempting all cities and the counties that are part of the CoC from declaring a shelter crisis. The shelter crisis declaration is a resolution that should be adopted by the governing body of the city or county (e.g. City Council or Board of Supervisors). A

sample resolution has been provided in the HEAP guidance documents:
https://www.bcsb.ca.gov/hcfc/documents/heap_overview.pdf.

Documentation and Reporting Requirements

Administrative Entities must be able to demonstrate that HEAP funds were expended for eligible uses to benefit members of the target population. HCFC will include reporting requirements in the standard agreement executed prior to distribution of HEAP funds to each large city or CoC. At this time, the reporting requirements include contract expenditures, the number of homeless individuals served by program funds, and the progress toward state and local homelessness goals. The first report will be due on January 1, 2020. An additional report will be due no later than January 1, 2021, with a final report due shortly after June 30, 2021.

AEs will need to submit confirmation that no less than 50 percent of program funds have been contractually obligated by January 1, 2020. By June 30, 2021, 100 percent of HEAP funds must be fully exhausted.

Monitoring

HCFC will use the report submitted on or before January 1, 2020 to ensure that AEs are on track to expend 100 percent of program funds by June 30, 2021. In addition to the reporting requirements above, it is expected that CoCs and large cities will provide direct oversight to recipients of HEAP funds.

Further Information

Additional information and updates such as the HEAP Program Guidance document, Frequently Asked Questions, Application Instructions, and a list of upcoming workshops can be found on the HEAP website: https://www.bcsb.ca.gov/hcfc/aid_program.html.

RESOLUTION NO. 3882

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA DECLARING A SHELTER CRISIS
PURSUANT TO SB 850 (CHAPTER 48, STATUTES OF 2018 AND GOVERNMENT CODE § 8698.2)**

WHEREAS, California's Governor Edmund G. Brown, Jr. and the members of the California Legislature have recognized the urgent and immediate need for funding at the local level to combat homelessness; and

WHEREAS, the Governor and Legislature have provided funding to local governments under the Homeless Emergency Aid Program as part of SB 850 and the 2018-19 Budget Act (Chapter 48, Statutes of 2018); and

WHEREAS, the Governor and Legislature require jurisdictions seeking an allocation through the Homeless Emergency Aid Program to declare a Shelter Crisis pursuant to Government Code § 8698.2; and

WHEREAS, the City of Coalinga finds that 2,016 persons with the Fresno/Madera Continuum of Care are homeless and living without shelter; and

WHEREAS, the City of Coalinga finds that the number of homeless is significant, and these persons are without the ability to obtain shelter; and

WHEREAS, the City of Coalinga finds that the health and safety of unsheltered persons in the City of Coalinga is threatened by a lack of shelter; and

WHEREAS, the City of Coalinga affirms the City's commitment to combating homelessness and creating or augmenting a continuum of shelter and service options for those living without shelter in our communities.

NOW, THEREFORE, BE IT RESOLVED by the City of Coalinga, State of California, that the shelter crisis pursuant to Government Code § 8698.2, exists in the City of Coalinga and authorize the City of Coalinga's participation in the Homeless Emergency Aid Program.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Coalinga this **6th day of December, 2018** by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Nathan Vosburg, Mayor

ATTEST:

City Clerk/Deputy City Clerk

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

Subject: Rejection of Claim for Damages Presented by Edith Sanchez
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Mercedes Garcia, Senior Administrative Analyst

I. RECOMMENDATION:

Senior Administrative Analyst and City Manager recommend the Claim for Damages presented by Edith Sanchez be rejected.

II. BACKGROUND:

Ms. Edith Sanchez filed a claim with the City of Coalinga on November 8, 2018. The claim was sent to Liebert Cassidy Whitmore for review and it was determined the claim has late items.

III. DISCUSSION:

Ms. Sanchez's claim has been tendered to and accepted by the City's employment risk liability pool, the Employment Risk Management Authority (ERMA). ERMA has assigned the claim to Liebert Cassidy Whitmore. Liebert Cassidy Whitmore recommends rejection of the claim on its merits and due to untimeliness for incidents that occurred more than six months before the claim was submitted. Claims of discrimination, harassment, and retaliation on the bases of sex, including pregnancy, and disability; failure to accommodate a disability in violation of FEHA; failure to engage in the interactive process in violation of FEHA; failure to prevent discrimination, harassment, or retaliation; Breach of express and implied-in-fact contract not to terminate employment without good cause; wrongful termination and violation of California Labor Code section 1102.5; emotional distress.

IV. ALTERNATIVES:

Accept the claim for damages (Staff does not recommend).

V. FISCAL IMPACT:

The fiscal impact to the General Fund will be determined by Council decision.

ATTACHMENTS:

File Name	Description
No Attachments Available	

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

Subject: Consideration of Bid Award for Close Sidewalk Gaps and Construct ADA Ramps Project. Project No. PW18-001
Meeting Date: December 6, 2018
From: Marissa Trejo, City Manager
Prepared by: Marilu Morales, City Engineer

I. RECOMMENDATION:

It is recommended that the Coalinga City Council Award a Contract in the amount of \$433,359.00 to R.J. Berry Jr., Inc., P.O. Box 468 Selma, CA 93662 for the Close Sidewalk Gaps and Construct ADA Ramps Project, Project No. PW18-001, funded by Measure C Street Maintenance and Active Transportation Program Grant Funds.

II. BACKGROUND:

In September 2017, the Coalinga City Council directed staff to prepare engineering plans and specifications and authorized a call for bids for the Close Sidewalk Gaps and Construct ADA Ramps Project, Project No. PW18-001. The project includes, but is not limited to, demolition of existing improvements, sawcutting, installation of sidewalk, curb ramps, curb and gutter, valley gutter, driveway approach, AC plug, existing lid adjustment, relocation of existing street signs, and construction surveying.

All bids came in over budget, however, section 00420 of the Bidding Document allows for the City to increase/decrease a contract by 25% of the original bid quantity in order to keep construction costs within the City's budgeted amount. There are items in the project scope that can be reduced, but still allow us to meet the requirements of the Active Transportation Plan (ATP) Grant. The items to be reduced will amount to \$34,225.00 or a total of 7.9%. A contingency of three percent from the reduced project amount (\$11,974.00) is requested to be added to cover any unforeseen incidentals for a total construction reauthorization amount of \$411,108.00.

There is \$283,000.00 budgeted from ATP Funds for construction of this project plus an additional \$28,500 of construction engineering funds that will be transferred to construction for a total of \$311,500.00 in ATP Funds. The contract requires an additional \$99,608.00 to be added to the budget in order to proceed with this project. Staff is recommending using funds from the Measure C Street Maintenance Account which has sufficient balances to cover this unanticipated expense.

III. DISCUSSION:

City Staff received and opened three bids for this project on November 27, 2018, at 2:00 p.m. and R.J. Berry Jr., Inc. was the apparent low bidder with a total bid proposal of \$433,359.00. The Engineer's Estimate was \$277,400.00.

Due to increased prevailing wage rates, gas prices and shere number of SB1 construction projects underway

in California all bid prices are coming in higher than originally anticipated and estimated. It is expected that construction prices will remain high and possibly increase due to factors above. The entire bid summary is included as Attachment “A”. R.J. Berry Jr., Inc. has furnished the required bid bond. If the City Council decides to award the project to R.J. Berry Jr., Inc. and the “Notice to Proceed” is issued, the contractor will have 45 working days to complete the work. The following is a tentative schedule:

Award of Contract:	December 6, 2018
Start of Construction:	January 7, 2019
Completion of Construction:	March 13, 2019

Staff highly recommends the Council approve this authorization in order to avoid the possibility of losing the ATP funds that have been awarded. Prior to this request staff diligently looked for additional funding sources and unfortunately came up empty. Staff feels this is the best option to proceed with this project and still meet the requirements of the ATP grant program.

IV. ALTERNATIVES:

- The alternative to this council action would be to reject all bids. If all bids are rejected, the City would have to re-advertise or cancel the project. Staff believes that re-advertising the project will not result in lower bids and may increase bids. - Staff does not recommend.

V. FISCAL IMPACT:

Total authorization request for this contract is \$433,359.00. This project is funded by \$311,500 in Active Transportation Program Grant Funds and \$99,608 in Measure C Street Maintenance Funds. The use of the Measure C Street Maintenance Funds were non-budgeted funds however, \$250,000 in budgeted Measure C Street Maintenance Funds have been freed up by the use of STBG lifeline funds to support the Sunset Reconstruction project. There will be no fiscal impact to the General Fund.

There will be a deductive Change Order Issued after award, within the allowable twenty-five (25%) per the contract documents to stay within the authorized amount of \$411,108.00.

ATTACHMENTS:

	File Name	Description
□	2658_Attachment_A_Bid_Summary.pdf	Bid Summary

City of Coalinga

Close Sidewalk Gaps and Construct ADA Ramps Project

ATTACHMENT "A" Bids 1-3

Base Bid Items					1 R. J. Berry Jr, Inc.		2 Machado & Sons Construction		3 Don Berry Construction, Inc.	
Item	Description	Unit	Qty.	Engineer's Est.	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
1	MOBILIZATION/GENERAL REQUIREMENTS	LS	1	\$ 16,560.00	\$ 20,000.00	\$ 20,000.00	\$ 11,000.00	\$ 11,000.00	\$ 40,000.00	\$ 40,000.00
2	WORKER SAFETY	LS	1	\$ 500.00	\$ 2,000.00	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00	\$ 2,000.00	\$ 2,000.00
3	TRAFFIC CONTROL	LS	1	\$ 1,000.00	\$ 10,000.00	\$ 10,000.00	\$ 25,000.00	\$ 25,000.00	\$ 15,000.00	\$ 15,000.00
4	DUST CONTROL	LS	1	\$ 2,500.00	\$ 3,500.00	\$ 3,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00
5	CONSTRUCTION SURVEYING	LS	1	\$ 15,000.00	\$ 6,000.00	\$ 6,000.00	\$ 10,000.00	\$ 10,000.00	\$ 23,000.00	\$ 23,000.00
6	REMOVAL OF EXISTING CONCRETE AND ASPHALT	LS	1	\$ 7,500.00	\$ 85,000.00	\$ 85,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00	\$ 40,000.00
7	CLEARING AND GRUBBING	LS	1	\$ 2,500.00	\$ 25,000.00	\$ 25,000.00	\$ 35,000.00	\$ 35,000.00	\$ 24,000.00	\$ 24,000.00
8	CONCRETE CURB RAMP – STANDARD	EA	19	\$ 38,000.00	\$ 2,800.00	\$ 53,200.00	\$ 1,400.00	\$ 26,600.00	\$ 5,400.00	\$ 102,600.00
9	CONCRETE CURB RAMP – TYPE A	EA	5	\$ 12,500.00	\$ 2,350.00	\$ 11,750.00	\$ 1,900.00	\$ 9,500.00	\$ 4,900.00	\$ 24,500.00
10	CONCRETE CURB RAMP – TYPE B	EA	1	\$ 1,500.00	\$ 2,000.00	\$ 2,000.00	\$ 2,400.00	\$ 2,400.00	\$ 4,500.00	\$ 4,500.00
11	CONCRETE CURB RAMP – TYPE C	EA	1	\$ 2,500.00	\$ 2,350.00	\$ 2,350.00	\$ 2,000.00	\$ 2,000.00	\$ 4,900.00	\$ 4,900.00
12	CONCRETE 6" CURB AND GUTTER	LF	1,306	\$ 45,710.00	\$ 40.00	\$ 52,240.00	\$ 50.00	\$ 65,300.00	\$ 45.00	\$ 58,770.00
13	CONCRETE VALLEY GUTTER	LF	164	\$ 7,380.00	\$ 46.00	\$ 7,544.00	\$ 75.00	\$ 12,300.00	\$ 68.00	\$ 11,152.00
14	CONCRETE SIDEWALK	SF	13,010	\$ 91,070.00	\$ 8.00	\$ 104,080.00	\$ 12.00	\$ 156,120.00	\$ 17.00	\$ 221,170.00
15	CONCRETE DRIVEWAY APPROACH	SF	330	\$ 4,950.00	\$ 10.00	\$ 3,300.00	\$ 10.00	\$ 3,300.00	\$ 20.00	\$ 6,600.00
16	CONCRETE DRIVEWAY APPROACH / CURB RAMP COMBO	SF	235	\$ 4,230.00	\$ 17.00	\$ 3,995.00	\$ 15.00	\$ 3,525.00	\$ 28.00	\$ 6,580.00
17	HOT MIX ASPHALT TYPE "B" (HMA-B)	TON	80	\$ 9,600.00	\$ 450.00	\$ 36,000.00	\$ 300.00	\$ 24,000.00	\$ 300.00	\$ 24,000.00
18	AGGREGATE BASE CLASS II	TON	180	\$ 14,400.00	\$ 30.00	\$ 5,400.00	\$ 150.00	\$ 27,000.00	\$ 112.00	\$ 20,160.00
Base Bid Summary				\$ 277,400.00		\$ 433,359.00		\$ 456,045.00		\$ 630,932.00