



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

**November 7, 2019
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 November 7, 2019 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 x130. Anyone interested in translation services should contact the Deputy City Clerk at least 24 hours prior to the meeting at 935-1533 x130. The Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

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

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Presentation by Stuart Van Horn, West Hills Community College District Chancellor
2. Recognition of Outstanding Service by VidComm Production Services
3. Swearing in of Chief of Police, Darren Blevins
4. Swearing in of Police Sergeant Andrew Diaz
5. Presentation of MyCivic App

3. CITIZEN COMMENTS

This section of the agenda allows members of the public to address the City Council on any item within the jurisdiction of the Council. 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

1. Adopt Resolution No. 3925 - Vacation of a Public Easement Between Monroe and Monroe Alley Adjacent to Faith Christian High School and Approving Abandonment
Sean Brewer, Community Development Director
2. City Council approval of Resolution No. 3923, approving Conditional Use Permit application CUP 19-04 with conditions to substitute an existing legal non-conforming use with structures to a legal use with legal non-conforming structures at 698 E. Polk Street (APN: 083-123-04)
Sean Brewer, Community Development Director

5. CONSENT CALENDAR

1. Check Register: 09/01/2019 - 09/30/2019
2. City Council Approval of Video Services Agreement
3. City Council Approval of a Budget Allocation and Scope of Work for the City of Coalinga Center Median Island Rehabilitation Project
4. Approval of Resolution No. 3924 Amending and Terminating the City of Coalinga-General Employees Money Purchase Plan and Trust
5. Adopt Resolution 3928 Approving the Assistant City Manager Job Description
6. Adopt Resolution 3929 Establishing the Assistant City Manager Pay Scale
7. Adopt Resolution 3930 Amending the Administrative Secretary Job Description
8. Adopt Resolution 3931 Revising the Basic Pay Scale
9. Authorize Chief of Police to Reclassify the Current Police Lieutenant Position to Police Commander
10. Waive Second Reading and Adopt Ordinance No. 834 Amending the Commercial Cannabis Regulations Related to 24-hour Onsite Security
11. Council Consideration and Certification of an Environmental Determination for the Forest Ave Phase 4 Reconstruction Project and Further Direct Staff to File a Notice of Exemption with the County Clerk's Office in Compliance with the California Environmental Quality Act
12. Approval of Resolution No. 3926 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate 2012 Federal Transportation Act, Cycle III Projects (CMAQ)
13. Approval of Resolution No. 3927 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate Federal Transportation Act, Cycle III Projects (STBG)
14. Transit Occupancy Tax (TOT) Fiscal Year 2018-2019 Information
15. Fire Department Report – July 2019
16. Fire Department Report – August 2019
17. Fire Department Report – September 2019
18. Police Department Monthly Report - September 2019

19. Public Works & Utilities Monthly Report for October 2019

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. City Council Acceptance of Staff's Recommendation to Select Blais and Associates to Provide Grant Consulting Services and Further Authorizing the City Manager to Enter Into a Professional Services Agreement with Blais and Associates for Said On-Call Grant Consulting Research and Development Services.

Sean Brewer, Community Development Director

7. ANNOUNCEMENTS

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

8. FUTURE AGENDA ITEMS

9. CLOSED SESSION

1. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Part of APN(S): 083-020-63ST, 60ST, 58ST, 56ST, Coalinga, CA. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora; and Sean Brewer, Community Development Director. NEGOTIATING PARTIES: AMG & Associates and/or assign. UNDER NEGOTIATION: Price and Terms of Payment
2. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: 100 E. Walnut Avenue (APN: 071-162-01s and 071-162-02s) located in the City of Coalinga on the corner on Elm and Walnut Avenues. CITY NEGOTIATORS: City Manager, Marissa Trejo; Sean Brewer, Community Development Director and City Attorney, Mario Zamora. NEGOTIATING PARTIES: AMG & Associates. UNDER NEGOTIATION: Price and Terms of Payment
3. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo and City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Coalinga Police Officer's Association

10. CLOSED SESSION REPORT

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.

11. ADJOURNMENT

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

Subject: Adopt Resolution No. 3925 - Vacation of a Public Easement Between Monroe and Monroe Alley Adjacent to Faith Christian High School and Approving Abandonment

Meeting Date: November 7, 2019

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

It is staff's recommendation that the Council approve Resolution No. 3925 to vacate the property located at Monroe Street Located just North of Heck Park to a public Alley.

Attached is a Resolution of Approval to Vacate a Public Right of Way.

II. BACKGROUND:

The City of Coalinga Police Department has been receiving numerous complaints from the neighborhood about a Public Nuisance being created by the use of this 5 foot wide Public Sidewalk Easement. The complaints have ranged from graffiti, drugs and vandalism being experienced in the immediate area of this easement.

On October 10, 2019 the City Council adopted Resolution No. 3454 *"FOR THE INTENTION TO VACATE A PUBLIC RIGHT OF WAY AND SETTING DATE OF PUBLIC HEARING"*.

Resolution No. 3454 set November 7, 2019 as the date for the Public Hearing to consider the vacation of said easement. On (October 16, 2019) the Public Hearing Notice describing the easement to be vacated was published in the Coalinga Press on October 23, 2019 and October 30, 2019.

The Public Hearing was physically posted at the location in accordance with the Streets and Highways Code on October 16, 2019.

The City Council adopted Resolution No. 3454 on October 10, 2019 and determined that the sidewalk easement was no longer needed as a public right-of-way.

III. DISCUSSION:

The existing 5-foot-wide public sidewalk easement provides access from Monroe Street located just north of Heck Park to a public alley. The 5-foot-wide Public Sidewalk Easement is a concrete sidewalk path lined by fencing on both sides. Said easement contains approximately 750 square feet. Staff recommends that the City of Coalinga vacate the easement whereupon the underlying fee of said land will revert to the Faith Christian School property and become the maintenance responsibility of the parcel owner.

The City Council has the authority under Division 9, Part 3, Chapter 4 of the Streets and Highway Code to vacate a Public Right-of-Way that has been determined after conducting a Public Hearing to be "Excess Right-of-Way".

After conducting the Public Hearing, the City Council may vacate the excess Right-of-Way to the property that had deeded the Right-of-Way to the City for the purpose of a public street, pursuant to the Streets and Highway Code Section 8834(a).

IV. ALTERNATIVES:

The Council may choose not to vacate the right of way and retain it as City of Coalinga property.

V. FISCAL IMPACT:

None

ATTACHMENTS:

File Name	Description
☐ Abandonment_Hearing_Resolution_3925.doc	Resolution No. 3925
☐ Exhibit-B.pdf	Exhibit B

RESOLUTION NO. 3925

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA PROVIDING FOR THE SUMMARY VACATION OF A PUBLIC SIDEWALK EASEMENT

WHEREAS, the legislative body of a local agency may summarily vacate a public sidewalk easement; and,

WHEREAS, the portion of the public right-of-way described in Exhibit "B" attached hereto and incorporated by reference is ordered vacated pursuant to Division 9, Part 3, Chapter 4 of the Streets and Highways Code; and,

WHEREAS, the portion of the public road right-of-way being vacated is excess right-of-way under Streets and Highways Codes Section 8334(a); and,

WHEREAS, the City Clerk is hereby directed to forthwith record a certified copy of this resolution in the office of the Fresno County Recorder and from and after the date this resolution is recorded, the public right-of-way so vacated no longer constitutes a street, highway or public right-of-way.

The foregoing Resolution is hereby approved this 7th day of October 2019, by the following vote to with:

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

The Honorable Ron Lander
Mayor City of Coalinga

City Clerk/Deputy City Clerk

LEGEND



AREA OF EXISTING PUBLIC SIDEWALK
EASEMENT TO BE VACATED.
AREA: ±750 S.F.

EXHIBIT "B"

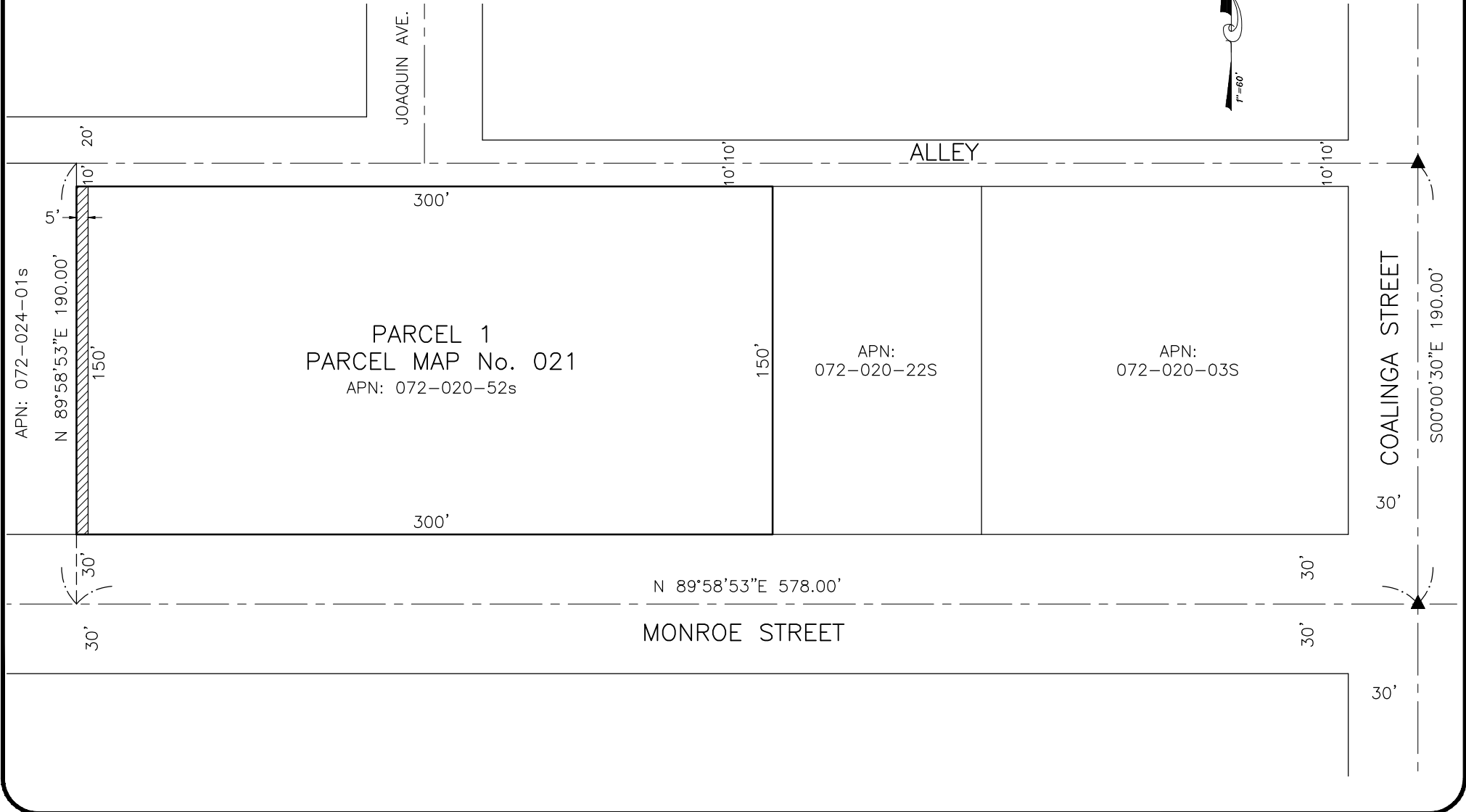


EXHIBIT FOR:

SIDEWALK VACATION

APN: 072-020-52s

COALINGA,

MONROE STREET

CALIFORNIA



Tri City Engineering, Inc.
Engineers Surveyors

4630 W. Jennifer Ave. #101
Fresno, CA 93722-6415
PH: 559-447-9075
FAX 559-447-9074
www.TriCityEngineering.com

DATE	APPRVD.	REVISION
△	_____	_____
△	_____	_____
△	_____	_____
△	_____	_____
△	_____	_____

Scale: 1"=60'
Date: 2019.Sep.18
Drwn: A.S.
Chckd: D.J.
JN#: 2833

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

Subject: City Council approval of Resolution No. 3923, approving Conditional Use Permit application CUP 19-04 with conditions to substitute an existing legal non-conforming use with structures to a legal use with legal non-conforming structures at 698 E. Polk Street (APN: 083-123-04)

Meeting Date: November 7, 2019

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Community Development Director

I. RECOMMENDATION:

City Council approval of Resolution No. 3923, approving Conditional Use Permit application CUP 19-04 with conditions to substitute an existing legal non-conforming use with structures to a legal use with legal non-conforming structures at 698 E. Polk Street (APN: 083-123-04).

II. BACKGROUND:

On September 17, 2019 the Community Development Department received a conditional use permit application requesting the conversion/rehabilitation of six (6) existing dilapidated hotel studio units at 698 E. Polk Street into six (6) residential studio apartments.

Section 9-6.207 of the Planning and Zoning Code states that the City Council may allow the expansion of a Class I use, substitution of a Class II nonconforming use with a Class I nonconforming use, or substitution of a Class I nonconforming use with another Class I nonconforming use, subject to approval of a Conditional Use Permit and the requirements of the legal non-conforming chapter.

The applicant is requesting the substitution of a Class I nonconforming use for another Class I type use that will in fact be legal however, the structures will remain legal-non-conforming.

Class I nonconforming uses are designated by the City Council following a public hearing and based on findings that, (a). The existing nonconforming use was legally established; (b). The proposed expansion or substitution of the nonconforming use would not be detrimental to public health, safety, or welfare; (c). The proposed expansion or substitution would not be inconsistent with the General Plan and would not preclude or interfere with implementation of any applicable adopted City plan; (d). The proposed use will not depress the value of nearby properties; and (e). No useful purpose would be served by strict application of the provisions or requirements of this Ordinance with which the use or structure does not conform.

III. DISCUSSION:

The structures located at 698 E. Polk Street were originally used as additional hotel units located across the alley from the Coalinga Motel. They have been in disrepair for several years and unoccupied due to several building and fire code violations. These structures were recently purchased and are now under new ownership and the owners wish to rehabilitate the units to current building and fire code and convert them the

multi-family residential studio units. These units, once converted and rehabilitated, would no longer be connected to the hotel on Polk Street hence a new address would be issued by the Building Department.

Zoning Considerations: The property is currently zoned residential medium density (RMD) where multiple residential units would be permitted subject to zoning regulations. With the zoning designation being residential, the owners would not be able to rehabilitate these units back to hotel units since its legal non-conforming use status has expired. However, in this case the conditional use permit would allow for the conversion of the commercial units to residential unit's subject to conditions. Staff does recognize that the conversion of the units would not result in full compliance with all multi-family residential development regulations, however, strict application of the development code would result in no project and a continued existence of the dilapidated structures. The land use would be conforming but the structures would remain legal-non conforming in accordance with the planning and zoning code.

FINDINGS

Class I nonconforming uses are designated by the City Council following a public hearing and based on findings that:

(a) The existing nonconforming use was legally established;

The Hotel units across the alley, although not in use, have been apart of the Coalinga Motel that has remained in continued existence and a legal nonconforming use.

(b) The proposed expansion or substitution of the nonconforming use would not be detrimental to public health, safety, or welfare;

The conversion of the dilapidated hotel units would result in the creation of (6) new studio residential units and help the City facilitate housing construction and availability. With the approval of the CUP to rehabilitate the units, an administrative site plan review application will be required to ensure application of the multi-family development regulations are imposed to the extent feasible. This would include, new off-site improvements (sidewalk, curb and gutter), landscaping, façade improvements, parking, ect.

(c) The proposed expansion or substitution would not be inconsistent with the General Plan and would not preclude or interfere with implementation of any applicable adopted City plan;

General Plan Goal LU2

Provide creative, high-quality choices in housing types and densities in a variety of neighborhoods where residents can fulfill their varied individual housing needs and dreams of home ownership.

General Plan Policy LU2-1

Favorable consideration shall be given to developments which further the City's goal of accommodating a broad range of housing types and densities in a variety of neighborhoods within the City.

There are several goals within the Housing Element that foster the idea of providing and preserving housing within the City from facilitating and encourage the provision of a range of housing types to meet the diverse needs of residents, Encouraging and facilitating the development of affordable housing, and preservation of housing within existing neighborhoods.

(d) The proposed use will not depress the value of nearby properties; and

Currently, the abandoned and dilapidated structures are depressing the value of the nearby properties and neighborhood as a whole. With this redevelopment and re-investment into the existing structures, this will improve the value and integrity of the surrounding properties. It will improve the curb appeal as well as the accessibility to the rehabilitated units.

(e) No useful purpose would be served by strict application of the provisions or requirements of this Ordinance with which the use or structure does not conform.

The strict application of the planning and zoning code to the structures and use of this property would prevent the rehabilitation and revitalization of the structures. It would also prevent new housing opportunities where new diverse housing types are needed in the City. The strict application of the code would prevent reinvestment, where reasonable application, where feasible, would result in meeting the goals and policies of the City related to providing diverse housing opportunities and rehabilitating dilapidated and underutilized structures.

Resolution Number 3923 includes conditions of approval in order to facilitate the appropriate rehabilitation of the legal non-confirming structures. This would include staffs administrative review of a site plan application to ensure compliance with the development code to the extent feasible, without requiring demolition and re-construction considering this approval is authorizing the conversion of these commercial (hotel) units to residential units. All of the conditions have been included as an attachment to the resolution to ensure that if the conversion occurs the reinvestment and rehabilitation must occur as well.

Environmental (CEQA):

The proposed project has been determined to be exempt from CEQA in accordance with Section 15301(a) for existing facilities. A notice of exemption will be filed with the Fresno County Clerk's Office once approval has been granted for this application.

Public Notification:

Public hearing notices were sent to all property owners within 300 feet of the site and posted at 3 public places as required by Local and State law.

IV. ALTERNATIVES:

- The Council may choose not to approve the conditional use permit application and document the appropriate findings in accordance with the Planning and Zoning Code.

V. FISCAL IMPACT:

Non determined at this time.

ATTACHMENTS:

File Name	Description
❑ Resolution_3923.docx	Resolution No. 3923 - CUP 19-04 with Conditions
❑ CUP_19-04_Application.pdf	Application Documents CUP 19-04
❑ East_Elevation.JPG	East Elevation

📁 South_Elevation.JPG

South Elevation

📁 Aerial_View.JPG

Aerial View

RESOLUTION NO. 3923

A RESOLUTION OF THE CITY OF COALINGA CITY COUNCIL APPROVING WITH CONDITIONS CONDITIONAL USE PERMIT APPLICATION NUMBER 19-04, SUBSTITUTING A LEGAL NON- CONFORMING USE AT 698 E. POLK STREET (APN: 083-123-04)

WHEREAS, the City of Coalinga Community Development Department has received an application for a Conditional Use Permit to substitute a legal non-conforming use to a legal use with legal non-conforming structures located at 698 E. Polk Street; and

WHEREAS, the Applicant requested to convert 6 unoccupied dilapidated non-conforming hotel units to 6 residential studio units;

WHEREAS, Section 9-6.207 of the Planning and Zoning Code states that the City Council may allow the expansion of a Class I use, substitution of a Class II nonconforming use with a Class I nonconforming use, or substitution of a Class I nonconforming use with another Class I nonconforming use, subject to approval of a Conditional Use Permit; and

WHEREAS, the City Council held the scheduled and noticed public hearing on November 7, 2019 to consider and take testimony with regard to the proposed application, and;

WHEREAS, the City Council has determined that this project is exempt for further environmental review under CEQA in accordance with Government Code Section 15301(a) (Existing Facilities), and;

WHEREAS, the City Council completed its review of the proposed development and information contained in the staff report and has considered the testimony received during the public meeting process and comments provided via mail, and;

WHEREAS, the City Council has made the following findings regarding the substitution of the legal non-conforming use and structure(s):

- The existing nonconforming use was legally established;
- The proposed expansion or substitution of the nonconforming use would not be detrimental to public health, safety, or welfare;
- The proposed expansion or substitution would not be inconsistent with the General Plan and would not preclude or interfere with implementation of any applicable adopted City plan;
- The proposed use will not depress the value of nearby properties; and
- No useful purpose would be served by strict application of the provisions or requirements of this Ordinance with which the use or structure does not conform.

~~~~~



NOW THEREFORE BE IT RESOLVED, that the City Council approves the proposed substitution of the legal nonconforming use and structures use with conditions (Exhibit A):

PASSED AND ADOPTED, by the City of Coalinga City Council at a regularly scheduled meeting held on the 7<sup>th</sup> Day of November 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Mayor/Mayor Pro-Tem

ATTEST:

---

City Clerk/Deputy City Clerk

## Exhibit A

### Conditions of Approval – Conditional Use Permit 19-04 (698 E. Polk Street – APN: 083-123-04)

REVISIONS: Any proposed change to the approved use or activity on the site shall require submittal, review and approval of an additional land use application. Any minor changes can be reviewed and approved by the Community Development Director unless determined that the City Council shall approve such change.

EXPIRATION: This approval shall become null and void if an administrative site plan approval has not been secured within six (6) months of approval. In addition, all conditions must be completed and the occupancy or use of the land must take place within one (1) year of the effective date of conditional approval or the Conditional Use Permit approval will be null and void.

PERMITS: Prior to occupancy, all licenses and permits shall be obtained from all applicable City Departments (Fire department, Building Department, Business, ect.).

CONTINUOUS EFFECT: All of the conditions of this approval are continuously in effect throughout the operative life of the project for the uses approved. Failure of the property owner, tenant, applicant, developer or any operator to comply with any or all of the conditions at any time may result in a public hearing and revocation of the use provided adequate notice, time and opportunity is provided to the property owner or other party to correct the non-complying situation.

PROPERTY MAINTENANCE: The tenant and/or property owner shall continually maintain the property and its infrastructure so that it is visually attractive and not dangerous to the health, safety and general welfare of both its employees, patrons and surrounding properties.

ADDITIONAL CONDITIONS:

- AC-1. The applicant shall obtain the appropriate approvals from the San Joaquin Air Pollution Control District prior to the City issuing a demo permit.
- AC-2. The applicant shall file an application for an administrative site plan review with the Community Development Department for the conversion and rehabilitation of the existing structures prior to the issuance of a building permit. The applicant shall adhere to all the requirements related to the site plan approval and the redevelopment the property per Site Plan approval.
- AC-3. Prior to issuance of building permit, the applicant shall pay all applicable city, special district, and regional development impact fees as applicable.
- AC-4. Once converted and occupancy has been issued by the Building Official, the legal non-conforming status of the structures shall remain in effect in accordance with Planning and Zoning Code.

**CITY OF COALINGA**  
**SITE PLAN REVIEW APPLICATION**

CUP 19-04

Application Number

9/17/19

Date

**APPLICANT INFORMATION:**

Applicant/Property Owner Name: Romine Group LLC

Mailing Address: 213 N. West St, Visalia, CA 93291

Telephone Number: Frank 559-804-4422 Assessors Parcel Number: 083-123-04

Property Location (Street Address): 698 E Polk St, Coalinga

Property is located: Northwest Corner of S. Garfield St./ E. Valley St.  
side of \_\_\_\_\_ Street, between \_\_\_\_\_ Street and \_\_\_\_\_ Street

**PROJECT INFORMATION:**

Current Zoning: Multi-Unit Residential Proposed Zoning: No changes to zoning

Existing Floor Plan: No changes to floor plan Proposed Floor Area: N/A

Describe structure(s) or improvements planned (two family, multi-family residential, commercial, industrial, wall sign, free standing sign etc.) Rehab 6 studio apartments that have been vacant for many years. Replace and/or install new windows, heating/cooling, electrical, plumbing, flooring, repair drywall, new kitchen cabinets, smoke & co monitors, repair existing carport covers, paint interior and exterior.

Is project: ☐ new construction or ☒ remodeled.

**Residential**

Number of dwelling units 6 Total of area (in square feet) 2,850 sf / Each Unit 475 sf

Total lot coverage of buildings or structures (in square feet) \_\_\_\_\_ Percentage of lot coverage \_\_\_\_\_ %

Number of off street parking spaces provided. Covered 6 Open \_\_\_\_\_

Total square feet of sign area N/A Total square feet devoted to recreation and open space 1,600 sq ft.

Give total percentage of lot devoted to recreation and open space 1,200 sq ft.  
(See instructions or Zoning Ordinance for definitions and requirements).

Total square feet of common recreation and open space area 1,200

Describe type and material to be used on exterior walls and doors Exterior walls are concrete. Fiberglass exterior doors.

**Commercial**

Gross floor area or building when complete \_\_\_\_\_ sq ft.

Describe sign (free standing, affixed to wall etc.) \_\_\_\_\_

Number of parking spaces provided \_\_\_\_\_ Number of customers expected per day \_\_\_\_\_

Hours and days of operation \_\_\_\_\_

Describe any outside storage of equipment or supplies: \_\_\_\_\_

**Industrial**

Describe any outside storage of equipment or supplies: \_\_\_\_\_

Maximum number of employees in any daily shift: \_\_\_\_\_

Number of delivery or shipping trucks per day: \_\_\_\_\_

Number of delivery or shipping trucks per day when construction is complete: \_\_\_\_\_

**Site Plan Requirements – Mapping/Drawings**

The applicant shall submit fifteen (15) prints of the site plan to the Community Development Director. The Site Plan shall be drawn to scale and indicate clearly and with full dimensions the following information:

1. The lot dimensions;
2. All building and structures, and their location, elevation, size, height and materials;
3. The yards and spaces between buildings;
4. Walls and fences, and their location, height, and material;
5. Off-street parking, including the location, number of spaces, dimensions of the parking area and internal circulation pattern;
6. Access (pedestrian, vehicular and service), points of ingress and egress, and internal circulation;
7. Signs and their location, size and height;
8. Loading, including the location, dimensions, number of spaces and internal circulation;
9. Lighting, including the location, dimensions, number of spaces and internal circulation;
10. Street Deductions and Improvements;
11. Drainage improvements;
12. Landscaping, including the location and type;
13. Fire-preventions equipment and measures, including the location and type;
14. For two-family and multi-family dwellings, the location and design of all recreation and open-space area, and the recreation equipment to be included thereon;
15. Such other data as may be required to permit the Planning Director to make the required findings.

**Applicant's Certification**

The undersigned hereby certify that the information presented in this application is correct.

Signature of Applicant \_\_\_\_\_

8/28/19  
Date \_\_\_\_\_

Signature of Record Property Owner \_\_\_\_\_

8/28/19  
Date \_\_\_\_\_

**CITY OF COALINGA**  
**CONDITIONAL USE PERMIT APPLICATION**

CUP 19-04  
Application Number

9/17/19  
Date

**APPLICANT INFORMATION:**

Applicant/Property Owner: Romine Group LLC  
Mailing Address: 213 N West St, Visalia, CA 93291  
Telephone Number: Frank 559-804-4422 Assessor Parcel Number: 083-123-04  
Property Location: 698 E Polk St, Coalinga  
Legal Description (lot, block, Tracts, etc.) LOT Northwest Corner Valley & S. Garfield

**PROPERTY USE INFORMATION:**

Current Zoning: Residential Multi-Family  
Existing Number of Lots: 1 Proposed Number of Lots: 1 Area of Parcel: \_\_\_\_\_  
Proposed Use: 6 studio apartment units, monthly rentals.

(If additional space is required attach separate sheet of paper)

Describe any new structures or improvements associated with use (indicate total square footage of structures). \_\_\_\_\_  
No new structures. Projects consists of renovating 6 studio apartments that have been vacant for many years. Replace and/  
or install new windows, heating/cooling, electrical, plumbing, flooring, repair drywall, new kitchen cabinets, smoke & co  
monitors, repair existing carport covers, paint interior and exterior. Simple, low maintenance landscaping.

(If additional space is required attach separate sheet of paper)

Describe operational characteristics of use (hours of operation, number of employees, vehicle traffic to and from use, parking requirements, etc.)

Residential tenants, 1-2 people per unit. Typical tenant will have no vehicle or 1 vehicle. Professional property  
management company will be screening and managing tenants. Visit [www.localrent.info](http://www.localrent.info).




4

The undersigned applicant has the ability and intention to proceed with the actual construction work in accordance with these plans (as approved) within one year from the date of approval and the applicant understands the this conditional use permit, if granted, becomes null and void and of no effect if the applicant does not commence with the actual construction work in accordance with these plans with one year from the date of approval of this application and diligently proceed to completion. An extension to commence the work at a later date may be granted by the planning commission, upon the written petition of applicant for such extension before the expiration of the one-year period. The applicant understands that the Commission may also establish a deadline date for the completion of said project.

Signature of BOTH the APPLICANT and RECORDED PROPERTY OWNER(S) are required below as applicable.

The forgoing statements and answers herein contained and the information herewith submitted are in all respects true and correct to the best of my knowledge and belief.

  
\_\_\_\_\_  
Signature of APPLICANT/AGENT

Franklin Romine

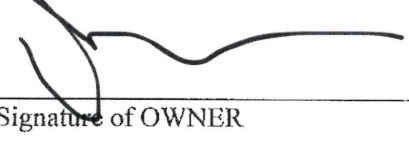
\_\_\_\_\_  
Name of APPLICANT/AGENT (Please Print)

213 N. West St., Visalia, CA

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

559-804-4422

\_\_\_\_\_  
Telephone Number

  
\_\_\_\_\_  
Signature of OWNER

ROMINE GROUP LLC

\_\_\_\_\_  
Name of OWNER (Please Print)

213 N. West St., Visalia, CA

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

559-804-4422

\_\_\_\_\_  
Telephone Number













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

**Subject:** Check Register: 09/01/2019 - 09/30/2019  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Vivian Saucedo, Financial Services Supervisor

---

**I. RECOMMENDATION:**

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

| File Name                                            | Description                                 |
|------------------------------------------------------|---------------------------------------------|
| ☐ Check_Register_Cover_Sheet_for_Council-09-2019.pdf | Check Register Cover Sheet - September 2019 |
| ☐ Expense_Approval_Rpt-09-2019.pdf                   | Check Register - September 2019             |



# CITY OF COALINGA

*The Sunny Side of the Valley*

## CHECK REGISTER

COUNCIL MEETING OF

November 7, 2019

**EXPENSES: 9/1/2019 through 9/30/2019**

### **ACCOUNTS PAYABLE:**

Month Ending: 9/30/2019

Registers: # 60964 - #61370

**\$ 1,236,764.13**

### **PAYROLL:**

Pay Period Ending: 9/1/2019

Payroll Check # 17866-17877

\$ 5,936.57

Pay Date: 9/6/2019

Direct Deposit

\$ 131,747.55

Separation Cash Out: 9/6/2019

Payroll Check # 17878

\$ 5,565.18

**Payroll Total:**

**\$ 143,249.30**

Pay Period Ending: 9/15/2019

Payroll Check # 17879-17887

\$ 4,277.42

Pay Date: 9/20/2019

Direct Deposit

\$ 136,010.05

**Payroll Total:**

**\$ 140,287.47**

**TOTAL CHECK REGISTERS THROUGH:**

**9/30/19**

**\$ 1,520,300.90**



Coalinga, CA

# Expense Approval Report

## By Payment Number

Post Dates 09/01/2019 - 09/30/2019

| Payment Number | Payment Date                                 | Vendor # | Vendor Name                  | Account Number | Payment Amount |
|----------------|----------------------------------------------|----------|------------------------------|----------------|----------------|
| Payable Number | Description                                  |          |                              | Item Amount    |                |
|                |                                              | 1677     | Newport Trust Company        |                | 0.00           |
| 0001063        | 457 Newport \$\$                             |          |                              | 950-000-32100  | 19,140.63      |
| 0001063-R      | 457 Newport \$\$                             |          |                              | 950-000-32100  | -19,140.63     |
| 0001064        | 457 Newport %                                |          |                              | 950-000-32100  | 2,095.20       |
| 0001064-R      | 457 Newport %                                |          |                              | 950-000-32100  | -2,095.20      |
| 0001065        | 457 Newport EE\$ / ER%                       |          |                              | 950-000-32100  | 1,512.27       |
| 0001065-R      | 457 Newport EE\$ / ER%                       |          |                              | 950-000-32100  | -1,512.27      |
| 0001108        | 457 Newport \$\$                             |          |                              | 950-000-32100  | 640.63         |
| 0001108-R      | 457 Newport \$\$                             |          |                              | 950-000-32100  | -640.63        |
| 0001109        | 457 Newport %                                |          |                              | 950-000-32100  | 1,967.34       |
| 0001109-R      | 457 Newport %                                |          |                              | 950-000-32100  | -1,967.34      |
| 0001110        | 457 Newport EE\$ / ER%                       |          |                              | 950-000-32100  | 1,519.42       |
| 0001110-R      | 457 Newport EE\$ / ER%                       |          |                              | 950-000-32100  | -1,519.42      |
| CM0000113      | 457 Newport \$\$                             |          |                              | 950-000-32100  | -18,810.63     |
| CM0000113-R    | 457 Newport \$\$                             |          |                              | 950-000-32100  | 18,810.63      |
| CM0000114      | 457 Newport \$\$                             |          |                              | 950-000-32100  | -18,810.63     |
| CM0000114-R    | 457 Newport \$\$                             |          |                              | 950-000-32100  | 18,810.63      |
| CM0000123      | Gabriel 457 Correction                       |          |                              | 950-000-32100  | -17,878.74     |
| CM0000123-R    | Gabriel 457 Correction                       |          |                              | 950-000-32100  | 17,878.74      |
| 60964          | 9/5/2019                                     | 1142     | California Business Machines |                | 418.34         |
| 234086         | 8/19 COUNCIL Copier Maint. Agreement         |          |                              | 101-401-84010  | 23.03          |
| 234086         | 8/19 CD Copier Maint. Agreement              |          |                              | 101-404-84010  | 24.10          |
| 234086         | 8/19 CITY MGR Copier Maint. Agreement        |          |                              | 101-405-84010  | 15.01          |
| 234086         | 8/19 FIN Copier Maint. Agreement             |          |                              | 101-406-84010  | 4.05           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 101-408-84010  | 4.96           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 101-408-84010  | 56.27          |
| 234086         | 8/19 PD Copier Maint. Agreement              |          |                              | 101-413-84010  | 108.08         |
| 234086         | 8/19 FD Copier Maint. Agreement              |          |                              | 101-416-84010  | 12.77          |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 107-422-84010  | 0.99           |
| 234086         | 8/19 FIN Copier Maint. Agreement             |          |                              | 501-406-84010  | 54.05          |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 501-503-84010  | 5.31           |
| 234086         | 8/19 WP Copier Maint. Agreement              |          |                              | 501-503-84010  | 6.85           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 501-508-84010  | 3.92           |
| 234086         | 8/19 FIN Copier Maint. Agreement             |          |                              | 502-406-84010  | 47.29          |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 502-510-84010  | 3.96           |
| 234086         | 8/19 FIN Copier Maint. Agreement             |          |                              | 503-406-84010  | 27.02          |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 503-520-84010  | 2.25           |
| 234086         | 8/19 PW Copier Maint. Agreement              |          |                              | 503-520-84010  | 1.73           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 503-521-84010  | 1.49           |
| 234086         | 8/19 FIN Copier Maint. Agreement             |          |                              | 504-406-84010  | 2.70           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 504-535-84010  | 1.45           |
| 234086         | 8/19 TRANSIT Copier Maint. Agreement         |          |                              | 506-540-84010  | 7.22           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 506-540-84010  | 2.62           |
| 234086         | 8/19 HR Copier Maint. Agreement              |          |                              | 820-610-84010  | 1.22           |
| 60966          | 9/5/2019                                     | 1207     | City of Coalinga             |                | 10,505.47      |
| 0001057        | 90-11379-001 Animal House-Fresno/Coalinga Rd |          |                              | 101-413-72010  | 39.92          |
| 0001057        | 70-08484-001 302 W Elm-Firehouse             |          |                              | 101-416-72010  | 656.39         |
| 0001057        | 70-08563-002 155 W Durian-Bldg               |          |                              | 101-432-72010  | 844.36         |
| 0001057        | 70-08558-001 160 W Elm-Old City Hall         |          |                              | 101-432-72010  | 14.59          |
| 0001057        | 70-08559-001 160 W Elm-Annex                 |          |                              | 101-432-72010  | 39.49          |
| 0001057        | 70-08562-001 155 W Durian-Landscaping        |          |                              | 101-432-72010  | 106.02         |
| 0001057        | 90-10891-001 27500 W Phelps-AP Spencer House |          |                              | 101-435-72010  | 70.02          |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description | Vendor Name                   | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------|-------------------------------|----------------|-------------------------------|
|                | 0001057                        | 90-10892-002            | Coalinga AP Res               | 101-435-72010  | 47.62                         |
|                | 0001057                        | 90-11991-001            | Airport-Median 1              | 101-435-72010  | 32.92                         |
|                | 0001057                        | 90-11993-001            | Airport-Median 3              | 101-435-72010  | 32.92                         |
|                | 0001057                        | 90-10883-001            | 27500 W Phelps-AP Access Road | 101-435-72010  | 44.05                         |
|                | 0001057                        | 90-11994-001            | Airport-Median 4              | 101-435-72010  | 32.92                         |
|                | 0001057                        | 90-11992-001            | Airport-Median 2              | 101-435-72010  | 35.70                         |
|                | 0001057                        | 70-08445-001            | 6th/Elm-Parking               | 101-440-72011  | 69.27                         |
|                | 0001057                        | 71-11970-001            | Forest/Pacific                | 101-440-72011  | 30.95                         |
|                | 0001057                        | 71-08739-001            | 200 E Pacific                 | 101-440-72011  | 759.01                        |
|                | 0001057                        | 51-04490-001            | E Aport/Elm Lots              | 101-440-72011  | 23.81                         |
|                | 0001057                        | 88-11697-003            | Bourdeaux/Freisa              | 101-440-72011  | 360.41                        |
|                | 0001057                        | 01-11879-001            | Plaza Park                    | 101-440-72011  | 265.26                        |
|                | 0001057                        | 70-08679-001            | Sunset/6th-Ventera            | 101-440-72011  | 139.53                        |
|                | 0001057                        | 51-04491-001            | E Elm Trees                   | 101-440-72011  | 95.24                         |
|                | 0001057                        | 82-10406-001            | E Polk/Warthan Crk Lot        | 101-440-72011  | 86.67                         |
|                | 0001057                        | 44-11880-001            | Centennial Park               | 101-440-72011  | 1,064.75                      |
|                | 0001057                        | 42-11981-001            | W Gale & Hwy 198              | 101-440-72011  | 28.10                         |
|                | 0001057                        | 45-11979-001            | Centennial Park Landscaping   | 101-440-72011  | 1,229.05                      |
|                | 0001057                        | 84-11980-001            | Jayne Ave Landscaping         | 101-440-72011  | 23.81                         |
|                | 0001057                        | 42-03438-001            | Van Ness/Ash St. Lot          | 107-422-72010  | 788.15                        |
|                | 0001057                        | 01-00006-001            | 200 E Elm-Trees               | 107-422-72010  | 23.81                         |
|                | 0001057                        | 52-11634-001            | Cherry Ln-Median 4            | 107-422-72010  | 23.81                         |
|                | 0001057                        | 52-11633-001            | Cherry Ln-Median 3            | 107-422-72010  | 23.81                         |
|                | 0001057                        | 51-04426-001            | Baker/Rotary Lot              | 107-422-72010  | 116.67                        |
|                | 0001057                        | 62-08395-001            | Forest/Second St              | 107-422-72010  | 23.81                         |
|                | 0001057                        | 45-04295-002            | Phelps/La Cuesta              | 107-422-72010  | 122.34                        |
|                | 0001057                        | 84-11908-001            | Copper/Canyon-Landscaping     | 107-422-72010  | 126.67                        |
|                | 0001057                        | 52-11632-001            | Cherry Ln-Median 2            | 107-422-72010  | 23.81                         |
|                | 0001057                        | 70-11988-001            | Elm/6th Landscaping           | 107-422-72010  | 23.81                         |
|                | 0001057                        | 44-04178-001            | San Simeon/Posa Chanet        | 107-422-72010  | 155.20                        |
|                | 0001057                        | 32-01424-001            | Hillview/Monterey             | 107-422-72010  | 212.40                        |
|                | 0001057                        | 84-10691-003            | Juniper/Jayne                 | 107-422-72010  | 221.15                        |
|                | 0001057                        | 84-10692-001            | Juniper Rdg/Jayne             | 107-422-72010  | 28.32                         |
|                | 0001057                        | 52-06069-001            | Van Ness/Second St Lot        | 107-422-72010  | 76.67                         |
|                | 0001057                        | 70-11990-001            | Elm/6th Landscaping 2         | 107-422-72010  | 113.82                        |
|                | 0001057                        | 84-10693-001            | Juniper Rdg/Jayne             | 107-422-72010  | 99.71                         |
|                | 0001057                        | 82-10397-001            | 1075 W Elm/Pacific/Lucille    | 107-422-72010  | 95.20                         |
|                | 0001057                        | 82-11910-001            | Hwy 198/Lucille-Landscaping   | 107-422-72010  | 23.81                         |
|                | 0001057                        | 41-03193-001            | Princeton/Wash Lot            | 107-422-72010  | 70.96                         |
|                | 0001057                        | 22-11239-001            | Creek Side Lot                | 107-422-72010  | 88.10                         |
|                | 0001057                        | 42-03294-001            | Sunset/Fifth Lot              | 107-422-72010  | 43.81                         |
|                | 0001057                        | 70-11963-001            | Cedar/Fifth Clock             | 107-422-72010  | 32.38                         |
|                | 0001057                        | 84-10736-001            | Sandalwood/Longhollow         | 107-422-72010  | 28.32                         |
|                | 0001057                        | 45-04297-002            | Posa Chanet Blvd              | 107-422-72010  | 50.95                         |
|                | 0001057                        | 41-03130-001            | Monterey/Monroe               | 107-422-72010  | 360.41                        |
|                | 0001057                        | 61-06870-001            | Lynch Park-Triangle           | 107-422-72010  | 298.12                        |
|                | 0001057                        | 52-11631-001            | Cherry Ln-Median 1            | 107-422-72010  | 23.81                         |
|                | 0001057                        | 51-12025-001            | E Elm/Van Ness Trees          | 107-422-72010  | 23.81                         |
|                | 0001057                        | 41-03184-001            | W Joaquin/Wash Lot            | 107-422-72010  | 391.84                        |
|                | 0001057                        | 70-08463-001            | 290 W Elm-Museum              | 107-422-72010  | 80.56                         |
|                | 0001057                        | 01-11987-001            | Elm/4th Landscaping 2         | 107-422-72010  | 23.81                         |
|                | 0001057                        | 01-11986-001            | Elm/4th Landscaping           | 107-422-72010  | 23.81                         |
|                | 0001057                        | 22-08436-001            | Forest/First Lot              | 107-422-72010  | 23.81                         |
|                | 0001057                        | 82-11346-001            | Waste Water Plant             | 503-520-72010  | 361.84                        |
|                | 0001057                        | 82-10304-001            | Service Yard                  | 503-521-72010  | 58.14                         |
|                | 0001057                        | 82-10306-001            | Meter Shop                    | 503-521-72010  | 25.24                         |
| 60971          | 9/5/2019                       | 1224                    | Coalinga Hardware             |                | 1,058.74                      |
|                | 787291                         | 7/19 FD Bypass          | Lopper Cmfort Gel             | 101-416-70060  | 62.09                         |
|                | 787296                         | 7/19 FD Shovel          |                               | 101-416-70060  | 13.45                         |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                         | Vendor Name                       | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------------------------------|-----------------------------------|----------------|-------------------------------|
|                | 787324                         | 7/19 PD Batteries                               |                                   | 101-413-70060  | 52.77                         |
|                | 787338                         | 7/19 WP Paint/Water Parts                       |                                   | 501-503-70140  | 9.28                          |
|                | 787345                         | 7/19 WP Paint/Water Parts                       |                                   | 501-503-70140  | 44.54                         |
|                | 787347                         | 7/19 PW Tamper Tool for Truck 16                |                                   | 107-422-70140  | 47.47                         |
|                | 787347                         | 7/19 PW Whiskers for Locating Lines             |                                   | 503-520-70140  | 11.52                         |
|                | 787351                         | 7/19 WP Paint/Water Parts                       |                                   | 501-503-70140  | 21.91                         |
|                | 787383                         | 8/19 WP Paint/ Water Parts                      |                                   | 501-503-70140  | 8.89                          |
|                | 787464                         | 8/19 PW Electric Tape to fix Gas Valve          |                                   | 502-510-70140  | 11.37                         |
|                | 787467                         | 8/19 FD National Night Out Supplies             |                                   | 101-416-70440  | 5.55                          |
|                | 787469                         | 8/19 WP Paint/Water Parts                       |                                   | 501-503-70140  | 42.51                         |
|                | 787488                         | 8/19 PW Landscaping Supplies                    |                                   | 101-440-84050  | 100.11                        |
|                | 787513                         | 8/19 WWP Misc Supplies                          |                                   | 503-520-70140  | 20.67                         |
|                | 787555                         | 8/19 PW Chlorine/Floats for Fountains           |                                   | 101-440-84050  | 55.37                         |
|                | 787601                         | 8/19 FD Brass Shutoff                           |                                   | 101-416-84060  | 12.41                         |
|                | 787624                         | 8/19 WP Bathroom Supplies                       |                                   | 501-503-70140  | 16.74                         |
|                | 787628                         | 8/19 WP Masking Tape                            |                                   | 501-503-70140  | 10.33                         |
|                | 787642                         | 8/19 PW Trimmer Service Kit                     |                                   | 101-440-84050  | 16.34                         |
|                | 787642                         | 8/19 PW Shop Vacuum                             |                                   | 501-508-84030  | 34.23                         |
|                | 787642                         | 8/19 PW Shop Vacuum                             |                                   | 502-510-84030  | 34.23                         |
|                | 787642                         | 8/19 PW Shop Vacuum                             |                                   | 503-521-84030  | 34.23                         |
|                | 787663                         | 8/19 PW Chlorine Tablets for Fountains          |                                   | 101-440-84050  | 40.36                         |
|                | 787667                         | 8/19 WP Shims/ Screws for Cabinets              |                                   | 501-503-84030  | 14.06                         |
|                | 787677                         | 8/19 WP Drill Bits                              |                                   | 501-503-70060  | 13.02                         |
|                | 787700                         | 8/19 WP Paint for Basin Three                   |                                   | 501-503-70140  | 29.73                         |
|                | 787736                         | 8/19 WP GFI Outlet/ Wall Plate                  |                                   | 501-503-84030  | 15.28                         |
|                | 787769                         | 8/19 WP P-Trap for Drain                        |                                   | 501-503-84030  | 15.09                         |
|                | 787780                         | 8/19 WP Parts for Drain                         |                                   | 501-503-84030  | 15.29                         |
|                | 787788                         | 8/19 WP Misc Supplies                           |                                   | 501-503-84030  | 4.36                          |
|                | 787814                         | 8/19 WP Parts for Electrical Outlets            |                                   | 501-503-84030  | 19.53                         |
|                | 787829                         | 8/19 WP Glue for Floor Tiles                    |                                   | 501-503-84030  | 21.30                         |
|                | 787847                         | 8/19 WP RCPT Outlet Box                         |                                   | 501-503-84030  | 56.47                         |
|                | 787860                         | 8/19 WP Two Gang Box                            |                                   | 501-503-84030  | 12.41                         |
|                | 787862                         | 8/19 PW Misc Hardware to Install New Trash Cans |                                   | 146-422-98222  | 12.31                         |
|                | 787863                         | 8/19 PW Concrete Mix for Park Trash Cans        |                                   | 146-422-98222  | 45.64                         |
|                | 787875                         | 8/19 WP Paint for Breakroom                     |                                   | 501-503-84030  | 53.08                         |
|                | 787955                         | 8/19 WP Primer Paint                            |                                   | 501-503-84030  | 24.80                         |
| 60974          | 9/5/2019                       | 1360                                            | FedEx                             |                | 74.90                         |
|                | 6-716-06323                    | 8/19 PD Shipping Charges for Evidence           |                                   | 101-413-70030  | 74.90                         |
| 60975          | 9/5/2019                       | 1424                                            | Geil Enterprises, INC             |                | 1,715.00                      |
|                | 367522                         | 8/19 Bldg Maint Monthly Janitorial Services     |                                   | 101-432-84030  | 1,715.00                      |
| 60976          | 9/5/2019                       | 1439                                            | Government Staffing Services, Inc |                | 1,272.00                      |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 101-406-88100  | 127.20                        |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 501-406-88100  | 305.28                        |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 502-406-88100  | 254.40                        |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 503-406-88100  | 190.80                        |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 504-406-88100  | 12.72                         |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 506-540-88100  | 127.20                        |
|                | 129456                         | 9/19 FY 17-18 Budget                            |                                   | 820-610-88100  | 254.40                        |
| 60977          | 9/5/2019                       | 1474                                            | Home Depot Credit Services        |                | 1,578.93                      |
|                | 1133152                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 501-508-70060  | 5.58                          |
|                | 1133152                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 502-510-70060  | 5.58                          |
|                | 2552686                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 501-508-70060  | 31.40                         |
|                | 2552686                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 502-510-70060  | 31.41                         |
|                | 3336556                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 501-508-70060  | 159.65                        |
|                | 3336556                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 502-510-70060  | 159.65                        |
|                | 3813447                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 501-508-70060  | 140.39                        |
|                | 3813447                        | 8/19 PW Tools for Trucks 24/26                  |                                   | 502-510-70060  | 140.39                        |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                         | Vendor Name                     | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------------------------------|---------------------------------|----------------|-------------------------------|
|                | 3939169                        | 8/19 PW Tools for Trucks 24/26                  |                                 | 501-508-70060  | 21.78                         |
|                | 3939169                        | 8/19 PW Tools for Trucks 24/26                  |                                 | 502-510-70060  | 21.79                         |
|                | 621940                         | 8/19 PW Gas Hedge Trimmer                       |                                 | 501-503-70060  | 567.34                        |
|                | 623001                         | 8/19 PW Security Gate Electrical                |                                 | 501-503-70140  | 80.90                         |
|                | 8623132                        | 8/19 PW Misc Supplies                           |                                 | 101-440-84050  | 187.45                        |
|                | 8623132                        | 8/19 PW Misc Supplies                           |                                 | 502-510-84030  | 25.62                         |
| 60978          | 9/5/2019                       | 1522                                            | Jeremy Contreras                |                | 50.86                         |
|                | 20265                          | 8/19 PW Meal Reimb for Wtr Dist - J. Contreras  |                                 | 501-508-86010  | 50.86                         |
| 60979          | 9/5/2019                       | 1561                                            | Kings County Glass              |                | 1,663.00                      |
|                | 1067689                        | 8/19 Bldg Maint Admin Doors Entrance Repair     |                                 | 101-432-84030  | 1,663.00                      |
| 60980          | 9/5/2019                       | 1625                                            | Mario Cruz                      |                | 155.00                        |
|                | 20256                          | 9/19 PW Advance Meal Reimb - M. Cruz            |                                 | 501-508-86010  | 150.00                        |
|                | 20256                          | 9/19 PW Advance Parking Fee Reimb - M. Cruz     |                                 | 501-508-86010  | 5.00                          |
| 60981          | 9/5/2019                       | 02244                                           | Martin Ramirez                  |                | 48.26                         |
|                | 20262                          | 8/19 PW Meal Reimb for Wtr Dist - M. Ramirez    |                                 | 501-508-86010  | 48.26                         |
| 60982          | 9/5/2019                       | 1661                                            | Mountain Valley Pest Control    |                | 78.00                         |
|                | 100978                         | 7/19 Bldg Maint Monthly Pest Service            |                                 | 101-432-84030  | 28.00                         |
|                | 100979                         | 7/19 AP Monthly Pest Control Service            |                                 | 101-435-84030  | 50.00                         |
| 60983          | 9/5/2019                       | 1695                                            | Office Depot                    |                | 28.31                         |
|                | 352251745001                   | 8/19 CD Full Sheet Labels                       |                                 | 101-404-70010  | 28.31                         |
| 60984          | 9/5/2019                       | 1513                                            | Pacific Telemanagement Services |                | 30.00                         |
|                | 2026609                        | 8/19 AP Monthly Payphone Service                |                                 | 101-435-72030  | 30.00                         |
| 60985          | 9/5/2019                       | 1755                                            | Raul Herrera                    |                | 600.00                        |
|                | COALPD-AUG-2019                | 8/19 HR Pre-Employment Polygraph                |                                 | 101-408-89050  | 600.00                        |
| 60986          | 9/5/2019                       | 02245                                           | Raymond Cabral                  |                | 155.00                        |
|                | 20263                          | 9/19 PW Advance Parking Fee Reimb - M. Cruz     |                                 | 501-508-86010  | 5.00                          |
|                | 20263                          | 8/19 PW Advance Meal Reimb - R. Cabral          |                                 | 501-508-86010  | 150.00                        |
| 60987          | 9/5/2019                       | 1834                                            | SHI International Corp          |                | 7,473.87                      |
|                | B10384547                      | 8/19 ADMIN Barracuda Subscription & Update      |                                 | 101-401-88040  | 130.09                        |
|                | B10384547                      | 8/19 Bldg Maint Barracuda Subscription & Update |                                 | 101-404-88040  | 509.21                        |
|                | B10384547                      | 8/19 ADMIN Barracuda Subscription & Update      |                                 | 101-405-88040  | 130.09                        |
|                | B10384547                      | 8/19 FIN Barracuda Subscription & Update        |                                 | 101-406-88040  | 32.52                         |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 101-408-88040  | 197.68                        |
|                | B10384547                      | 8/19 PD Barracuda Subscription & Update         |                                 | 101-413-88040  | 3,383.79                      |
|                | B10384547                      | 8/19 FD Barracuda Subscription & Update         |                                 | 101-416-88040  | 1,084.12                      |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 107-422-88040  | 73.92                         |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 107-422-88040  | 3.49                          |
|                | B10384547                      | 8/19 FIN Barracuda Subscription & Update        |                                 | 501-406-88040  | 433.65                        |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 501-503-88040  | 18.65                         |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 501-503-88040  | 110.88                        |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 501-508-88040  | 73.92                         |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 501-508-88040  | 13.77                         |
|                | B10384547                      | 8/19 FIN Barracuda Subscription & Update        |                                 | 502-406-88040  | 379.44                        |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 502-510-88040  | 184.79                        |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 502-510-88040  | 13.91                         |
|                | B10384547                      | 8/19 FIN Barracuda Subscription & Update        |                                 | 503-406-88040  | 216.82                        |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 503-520-88040  | 147.83                        |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 503-520-88040  | 7.90                          |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 503-521-88040  | 5.25                          |
|                | B10384547                      | 8/19 PW Barracuda Subscription & Update         |                                 | 503-521-88040  | 147.83                        |
|                | B10384547                      | 8/19 FIN Barracuda Subscription & Update        |                                 | 504-406-88040  | 21.68                         |
|                | B10384547                      | 8/19 HR Barracuda Subscription & Update         |                                 | 504-535-88040  | 5.11                          |
|                | B10384547                      | 8/19 ADMIN Barracuda Subscription & Update      |                                 | 506-540-88040  | 134.04                        |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                           | Vendor Name                          | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|---------------------------------------------------|--------------------------------------|----------------|-------------------------------|
|                | 810384547                      | 8/19 HR Barracuda Subscription & Update           |                                      | 506-540-88040  | 9.22                          |
|                | 810384547                      | 8/19 HR Barracuda Subscription & Update           |                                      | 820-610-88040  | 4.27                          |
| 60989          | 9/5/2019                       | 1865                                              | Standard Insurance Company           |                | 2,610.78                      |
|                | 090119                         | 9/19 Employee Insurance - Standard                |                                      | 950-000-32300  | 1,177.86                      |
|                | 090119                         | 9/19 Employee Insurance - Life                    |                                      | 950-000-32300  | 748.24                        |
|                | 090119                         | 9/19 Employee Insurance - Volunteer Life          |                                      | 950-000-32400  | 684.68                        |
| 60990          | 9/5/2019                       | 02246                                             | Tricia Busby                         |                | 400.00                        |
|                | 0001090                        | 8/19 HR Pre-Employment Psychological Eval - B.Man |                                      | 101-408-89060  | 400.00                        |
| 60991          | 9/5/2019                       | 1993                                              | West Hills Oil, Inc.                 |                | 248.05                        |
|                | 64368                          | 8/19 CD Fuel Charge for August                    |                                      | 101-404-70160  | 103.85                        |
|                | 64368                          | 8/19 TR Fuel Charge for August                    |                                      | 506-540-70160  | 144.20                        |
| 60993          | 9/12/2019                      | 1176                                              | CB&T COLUMBUS BANK & TRUST           |                | 174.95                        |
|                | 0001084                        | Unreimbursed Medical                              |                                      | 950-000-34500  | 174.95                        |
| 60994          | 9/12/2019                      | 1205                                              | City Employee Contrib. Assoc.        |                | 65.00                         |
|                | 0001072                        | CECA Dues                                         |                                      | 950-000-33000  | 65.00                         |
| 60995          | 9/12/2019                      | 1223                                              | COALINGA FIREFIGHTERS                |                | 600.00                        |
|                | 0001073                        | Fire Union Dues                                   |                                      | 950-000-33300  | 600.00                        |
| 60996          | 9/12/2019                      | 1228                                              | COALINGA PEACE OFFICER'S ASSOCIATION |                | 745.92                        |
|                | 0001075                        | Mastagni Law Firm                                 |                                      | 950-000-33200  | 245.00                        |
|                | 0001077                        | CPOA Dues                                         |                                      | 950-000-33200  | 245.00                        |
|                | 0001078                        | PORAC Dues                                        |                                      | 950-000-33200  | 255.92                        |
| 60997          | 9/12/2019                      | 1487                                              | ICMA 457 RETIREMENT TRUST            |                | 6,694.40                      |
|                | 0001059                        | 457 ICMA \$\$ Gen                                 |                                      | 950-000-32100  | 459.99                        |
|                | 0001060                        | 457 ICMA % General                                |                                      | 950-000-32100  | 5,060.11                      |
|                | 0001061                        | 457 ICMA EE\$ / ER%                               |                                      | 950-000-32100  | 785.27                        |
|                | 0001062                        | 457 ICMA EE\$ / ER\$                              |                                      | 950-000-32100  | 389.03                        |
| 60998          | 9/12/2019                      | 1586                                              | LEGAL SHIELD                         |                | 120.11                        |
|                | 0001074                        | Pre-Paid Legal Shield                             |                                      | 950-000-34060  | 120.11                        |
| 60999          | 9/12/2019                      | 02043                                             | New York Life Insurance              |                | 832.19                        |
|                | 0001076                        | New York Life                                     |                                      | 950-000-32400  | 832.19                        |
| 61001          | 9/12/2019                      | 1820                                              | SEIU Local 521 - Dues W/H            |                | 528.55                        |
|                | 0001079                        | SEIU COPE                                         |                                      | 950-000-33000  | 20.00                         |
|                | 0001080                        | SEIU Dues                                         |                                      | 950-000-33000  | 508.55                        |
| 61002          | 9/12/2019                      | 1024                                              | Advanced Flow Measurement            |                | 8,171.43                      |
|                | 3802                           | 8/19 WWP Effleunt Flow Meter                      |                                      | 503-520-84020  | 8,171.43                      |
| 61003          | 9/12/2019                      | 1068                                              | Aramark                              |                | 1,289.06                      |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 101-431-70100  | 3.76                          |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 101-432-84030  | 15.10                         |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 107-422-70100  | 10.29                         |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 501-503-70100  | 7.52                          |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 501-508-70100  | 10.29                         |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 502-510-70100  | 10.29                         |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 503-520-70100  | 7.52                          |
|                | 602242230                      | 8//19 PW Employee Uniforms (Coveralls/ Mats)      |                                      | 503-521-70100  | 10.29                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 101-431-70100  | 14.04                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 107-422-70100  | 35.10                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 501-503-70100  | 28.31                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 501-508-70100  | 35.10                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 502-510-70100  | 35.10                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 503-520-70100  | 28.30                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit   |                                      | 503-521-70100  | 35.10                         |



## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                         | Vendor Name           | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------------------------------|-----------------------|----------------|-------------------------------|
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 503-521-70440  | 16.17                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 504-535-70100  | 14.04                         |
|                | 602242231                      | 8/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 506-540-70100  | 18.42                         |
|                | 602242232                      | 8/19 PD Jail Blankets Cleaning Services         |                       | 101-413-70380  | 177.99                        |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 101-431-70100  | 3.76                          |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 101-432-84030  | 15.10                         |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 107-422-70100  | 10.29                         |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 501-503-70100  | 7.52                          |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 501-508-70100  | 10.29                         |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 502-510-70100  | 10.29                         |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 503-520-70100  | 7.52                          |
|                | 602249445                      | 9/19 PW Employee Uniforms (Coveralls/ Mats)     |                       | 503-521-70100  | 10.29                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 101-431-70100  | 97.55                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 107-422-70100  | 90.71                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 501-503-70100  | 97.55                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 501-508-70100  | 90.71                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 502-510-70100  | 90.70                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 503-520-70100  | 97.54                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 503-521-70100  | 90.70                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 503-521-70440  | 16.17                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 504-535-70100  | 13.10                         |
|                | 602249446                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                       | 506-540-70100  | 16.54                         |
| 61006          | 9/12/2019                      | 1078                                            | AT&T                  |                | 64.25                         |
|                | 0001099                        | 8/19 PD Internet Acct #294052400                |                       | 101-413-72030  | 64.25                         |
| 61007          | 9/12/2019                      | 02094                                           | AT&T 3310             |                | 4,640.50                      |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 101-413-72030  | 2,746.42                      |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 101-432-72030  | 25.57                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 101-432-72030  | 284.11                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 101-432-72030  | 187.51                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 101-432-72030  | 134.08                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 107-422-72030  | 2.37                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 107-422-72030  | 28.41                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 501-406-72030  | 340.93                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 501-503-72030  | 42.62                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 501-503-72030  | 12.65                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 501-508-72030  | 28.41                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 501-508-72030  | 9.34                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 502-406-72030  | 298.32                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 502-510-72030  | 71.03                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 502-510-72030  | 9.43                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 503-406-72030  | 170.47                        |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 503-520-72030  | 56.82                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 503-520-72030  | 5.36                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 503-521-72030  | 3.56                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 503-521-72030  | 56.82                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 504-406-72030  | 17.05                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 504-535-72030  | 3.47                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 506-540-72030  | 6.25                          |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 506-540-72030  | 96.60                         |
|                | 13553201                       | 9/19 Internet Svc Acct 9391063310               |                       | 820-610-72030  | 2.90                          |
| 61009          | 9/12/2019                      | 1081                                            | AT&T Mobility         |                | 134.50                        |
|                | 828278815X090220               | 8/19 CD & SVC Mobile Service Acct # 828278815   |                       | 101-404-72030  | 62.66                         |
|                | 828278815X090220               | 8/19 CD & SVC Mobile Service Acct # 828278815   |                       | 101-431-72030  | 71.84                         |
| 61010          | 9/12/2019                      | 02057                                           | BC Laboratories, Inc. |                | 175.00                        |
|                | B351372                        | 8/19 WP Outside Lab Work                        |                       | 501-503-88081  | 175.00                        |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name                                 | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|---------------------------------------------|----------------|-------------------------------|
| 61011          | 9/12/2019                      | 02211                                              | Blue Shield Of California                   |                | 77,606.39                     |
|                | 192310003980                   | 9/19 Vision ER                                     |                                             | 950-000-36200  | 828.03                        |
|                | 192310003980                   | 9/19 Dental ER                                     |                                             | 950-000-36200  | 4,682.92                      |
|                | 192310003980                   | 9/19 Medical ER                                    |                                             | 950-000-36200  | 72,095.44                     |
| 61012          | 9/12/2019                      | 1119                                               | Bob Tyner                                   |                | 2,775.00                      |
|                | 0001457                        | 8/19 PW Create O&M Matrix/ Training                |                                             | 502-510-88100  | 2,775.00                      |
| 61013          | 9/12/2019                      | 1173                                               | Carrier SI, Inc                             |                | 67.50                         |
|                | 321185                         | 8/19 PD Technician Fixed Phone Routing & V.M.      |                                             | 101-413-88100  | 67.50                         |
| 61014          | 9/12/2019                      | 1224                                               | Coalinga Hardware                           |                | 469.36                        |
|                | 787815                         | 8/19 PW Supplies to Remove Red Paint               |                                             | 107-422-70190  | 72.81                         |
|                | 787973                         | 8/19 WWP Spray Primer Claifier                     |                                             | 503-520-70140  | 29.03                         |
|                | 787988                         | 8/19 PW Weedeater Service Kits                     |                                             | 101-440-84050  | 52.77                         |
|                | 787988                         | 8/19 PW Concrete Mix for Water Leak                |                                             | 501-508-70140  | 17.10                         |
|                | 788007                         | 8/19 PW Parts to Install Drinking Fountain         |                                             | 101-440-84050  | 5.87                          |
|                | 788013                         | 8/19 WP Sand Paper/Sand Pole                       |                                             | 501-503-84030  | 68.26                         |
|                | 788026                         | 8/19 PW Installation of Drinking Fountain at CP    |                                             | 101-440-84050  | 53.01                         |
|                | 788030                         | 8/19 WWP Spray Primer Clarifier                    |                                             | 503-520-70140  | 47.51                         |
|                | 788046                         | 8/19 WP Paint for Breakroom                        |                                             | 501-503-84030  | 44.29                         |
|                | 788051                         | 8/19 PW Parts for Drinking Fountain                |                                             | 107-422-84050  | 17.78                         |
|                | 788054                         | 8/19 PW Parts for Drinking Fountain                |                                             | 107-422-84050  | 2.05                          |
|                | 788056                         | 8/19 PW Parts for Drinking Fountain                |                                             | 107-422-84050  | 1.44                          |
|                | 788057                         | 8/19 PW Parts for Drinking Fountain                |                                             | 107-422-84050  | 2.77                          |
|                | 788058                         | 8/19 WP Paint Roller                               |                                             | 501-503-84030  | 25.01                         |
|                | 788080                         | 8/19 WP Contractor/Roller Frame                    |                                             | 501-503-84030  | 20.67                         |
|                | 788153                         | 9/19 PD Parts to Fix Ice Machine                   |                                             | 101-413-70060  | 6.03                          |
|                | 788162                         | 9/19 PD Parts to Fix Ice Machine                   |                                             | 101-413-70060  | 2.96                          |
| 61016          | 9/12/2019                      | 02193                                              | Coalinga Tires, LLC                         |                | 144.00                        |
|                | 006077                         | 8/19 PD Balance Tires on Unit C15 K-9              |                                             | 101-413-84060  | 72.00                         |
|                | 006087                         | 9/19 PD Mount, Balance, Dispose Tires Lic #1334478 |                                             | 101-413-84060  | 72.00                         |
| 61018          | 9/12/2019                      | 1248                                               | Corrpro Companies, Inc.                     |                | 8,435.00                      |
|                | 569035                         | 8/19 PW Cathodic Protection System Services        |                                             | 502-510-88100  | 8,435.00                      |
| 61020          | 9/12/2019                      | 1269                                               | Darren Blevins                              |                | 150.00                        |
|                | 20238                          | 9/19 PD Advance Meal Reimb - D. Blevins            |                                             | 101-413-86010  | 150.00                        |
| 61021          | 9/12/2019                      | 1288                                               | Department of Justice                       |                | 1,079.00                      |
|                | 399852                         | 8/19 PD Livescans                                  |                                             | 101-413-88100  | 1,079.00                      |
| 61022          | 9/12/2019                      | 1407                                               | Fresno County Sheriff                       |                | 335.82                        |
|                | SO16783                        | 8/19 PD RMS/JMS/CAD                                |                                             | 101-413-88100  | 335.82                        |
| 61023          | 9/12/2019                      | 02192                                              | Gimme Love Animal Shelter                   |                | 1,800.00                      |
|                | 0000004                        | 8/19 PD Shelter Services                           |                                             | 101-415-88100  | 1,800.00                      |
| 61024          | 9/12/2019                      | 1445                                               | Grainger                                    |                | 335.07                        |
|                | 9279307897                     | 8/19 WP Motor for Raw Water Pump                   |                                             | 501-503-84020  | 335.07                        |
| 61025          | 9/12/2019                      | 1450                                               | GRISWOLD, LASALLE, COBB, DOD, & GIN, L.L.P. |                | 12,884.89                     |
|                | 55772                          | 8/19 Legal Service as City Attorney                |                                             | 101-401-88010  | 187.50                        |
|                | 55773                          | 8/19 Legal Service as City Attorney                |                                             | 101-401-88010  | 2,271.40                      |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 101-401-88010  | 2,658.75                      |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 107-422-88010  | 107.92                        |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 501-503-88010  | 107.92                        |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 501-508-88010  | 107.92                        |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 502-510-88010  | 107.92                        |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 503-520-88010  | 107.92                        |
|                | 55775                          | 8/19 Legal Service as City Attorney                |                                             | 503-521-88010  | 107.90                        |
|                | 55776                          | 8/19 Legal Service as City Attorney                |                                             | 101-401-88010  | 1,660.30                      |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number                                        | Vendor #<br>Description                                                                                                                                                        | Vendor Name                    | Account Number                                                                    | Payment Amount<br>Item Amount                            |
|----------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------|----------------------------------------------------------|
|                | 55777                                                                 | 8/19 Legal Service as City Attorney                                                                                                                                            |                                | 101-401-88010                                                                     | 3,596.83                                                 |
|                | 55778                                                                 | 8/19 Legal Service as City Attorney                                                                                                                                            |                                | 101-401-88010                                                                     | 1,862.61                                                 |
| 61026          | 9/12/2019<br>11619615                                                 | 1451<br>9/19 WP Turbidimeter Filter Gallary                                                                                                                                    | Hach Company                   | 501-503-98052                                                                     | 4,640.16<br>4,640.16                                     |
| 61027          | 9/12/2019<br>I190909202                                               | 1479<br>9/19 Bldg Maint Lobby Automatic Door Electrical Wk                                                                                                                     | HR Electric                    | 101-432-84050                                                                     | 1,500.00<br>1,500.00                                     |
| 61028          | 9/12/2019<br>2512                                                     | 02017<br>8/19 PW Military/Veterans Banners                                                                                                                                     | JH Tackett Marketing           | 101-440-92212                                                                     | 2,153.02<br>2,153.02                                     |
| 61029          | 9/12/2019<br>0001095                                                  | 02247<br>8/19 Solar Permit # 1907-021 Refund                                                                                                                                   | Kuubix Energy, Inc.            | 101-400-42130                                                                     | 82.40<br>82.40                                           |
| 61030          | 9/12/2019<br>N7894467<br>N7894467<br>N7894467<br>N7894467<br>N7894467 | 1612<br>8/19 FIN Postage Machine Lease<br>8/19 FIN Postage Machine Lease<br>8/19 FIN Postage Machine Lease<br>8/19 FIN Postage Machine Lease<br>8/19 FIN Postage Machine Lease | MailFinance                    | 101-406-84010<br>501-406-84010<br>502-406-84010<br>503-406-84010<br>504-406-84010 | 1,052.15<br>31.57<br>420.86<br>368.25<br>210.43<br>21.04 |
| 61031          | 9/12/2019<br>367784257001                                             | 1695<br>9/19 PD Office Supplies                                                                                                                                                | Office Depot                   | 101-413-70010                                                                     | 91.08<br>91.08                                           |
| 61032          | 9/12/2019<br>0001098<br>0624-083119<br>083019                         | 1721<br>8/19 PD Electric for Camera on Elm # 2751740765-9<br>8/19 Gas Delivery-SE312015HWY Acct #7001750902<br>8/19 Colainga Plaza - Acct # 5120357172-7                       | PG&E                           | 101-413-72020<br>502-510-80020<br>101-432-72020                                   | 7,816.37<br>19.88<br>7,733.28<br>63.21                   |
| 61033          | 9/12/2019<br>0001097                                                  | 02245<br>9/19 Reimb for D1 Exam Fee - R. Cabral                                                                                                                                | Raymond Cabral                 | 501-508-86010                                                                     | 30.00<br>30.00                                           |
| 61034          | 9/12/2019<br>0001094<br>0001096                                       | 1764<br>8/19 HR Pre-Employment Psych - C. Brown<br>8/19 HR Pre-Employment Psych Eval - P. Doi                                                                                  | Richard A. Blak, PH. D.        | 101-408-89060<br>101-408-89060                                                    | 800.00<br>400.00<br>400.00                               |
| 61035          | 9/12/2019<br>COLADM Aug-19                                            | 1821<br>8/19 Loan Service Fees                                                                                                                                                 | Self Help Enterprises          | 815-609-88100                                                                     | 216.00<br>216.00                                         |
| 61036          | 9/12/2019<br>9689215 082219                                           | 1858<br>8/19 Bldg Maint Monthly Water Delivery                                                                                                                                 | Sparkletts                     | 101-432-72010                                                                     | 78.94<br>78.94                                           |
| 61037          | 9/12/2019<br>20237                                                    | 1864<br>9/19 PD Advance Meal Reimb - S. Anderson                                                                                                                               | Stacy Anderson                 | 101-413-86010                                                                     | 30.00<br>30.00                                           |
| 61038          | 9/12/2019<br>10186                                                    | 1880<br>10/19 PD Registration Fees Inv # Conf485 - B.Avila                                                                                                                     | Sun Ridge Systems, Inc         | 101-413-86010                                                                     | 1,015.00<br>1,015.00                                     |
| 61039          | 9/12/2019<br>8479                                                     | 1883<br>9/19 PD Plaque for Citizan of the Year                                                                                                                                 | SUNNYSIDE TROPHY               | 101-413-70010                                                                     | 43.29<br>43.29                                           |
| 61040          | 9/12/2019<br>840899658                                                | 1920<br>8/19 PD West Information Charges                                                                                                                                       | Thomson Reuters/Barclays       | 101-413-90070                                                                     | 478.16<br>478.16                                         |
| 61041          | 9/12/2019<br>9729549                                                  | 02240<br>8/19 PD Tires for Patrol Vehicles                                                                                                                                     | TireHub, LLC                   | 101-413-84060                                                                     | 3,490.34<br>3,490.34                                     |
| 61042          | 9/12/2019<br>08931027                                                 | 1931<br>8/19 PD MMJ Backgrounds                                                                                                                                                | Trans Union LLC                | 101-413-90070                                                                     | 81.44<br>81.44                                           |
| 61043          | 9/12/2019<br>9836395686<br>9837155860<br>9837155860                   | 1973<br>8/19 PD MDT Air Card<br>9/19 AP 381-1120 Acct 516264995-00001<br>9/19 PW 381-1988 40% Acct 516264995-00001                                                             | Verizon Wireless Services, LLC | 101-413-72030<br>101-435-72030<br>501-406-72030                                   | 1,177.66<br>38.01<br>39.08<br>12.40                      |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number                                                                | Vendor #<br>Description                                                                                                                                                                                                                                                                                                                     | Vendor Name                    | Account Number                                                                                                      | Payment Amount<br>Item Amount                                               |
|----------------|-----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
|                | 9837155860                                                                                    | 9/19 WP Router-2 383-4119 Acct 516264995-00001                                                                                                                                                                                                                                                                                              |                                | 501-503-72030                                                                                                       | 90.56                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Director 20% 341-4461 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 501-503-72030                                                                                                       | 7.12                                                                        |
|                | 9837155860                                                                                    | 9/19 WP iPad-2 383-4121 Acct 516264995-00001                                                                                                                                                                                                                                                                                                |                                | 501-503-72030                                                                                                       | 45.02                                                                       |
|                | 9837155860                                                                                    | 9/19 WP Router-1 383-4004 Acct 516264995-00001                                                                                                                                                                                                                                                                                              |                                | 501-503-72030                                                                                                       | 58.52                                                                       |
|                | 9837155860                                                                                    | 9/19 WP iPad-1 978-2846 Acct 516264995-00001                                                                                                                                                                                                                                                                                                |                                | 501-503-72030                                                                                                       | 45.02                                                                       |
|                | 9837155860                                                                                    | 9/19 WP Primary 383-4514 Acct 516264995-00001                                                                                                                                                                                                                                                                                               |                                | 501-503-72030                                                                                                       | 54.45                                                                       |
|                | 9837155860                                                                                    | 9/19 WP On-call 341-9613 Acct 516264995-00001                                                                                                                                                                                                                                                                                               |                                | 501-503-72030                                                                                                       | 54.45                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 4 34% 401-9315 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.89                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 3 34% 401-9312 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.89                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 2 34% 401-9271 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.89                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Superv 34% 974-1257 Acct 516264995-000                                                                                                                                                                                                                                                                                              |                                | 501-508-72030                                                                                                       | 18.51                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Tablet 34% 240-3695 Acct 516264995-0000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 12.92                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Stand by 34% 383-4014 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 10.53                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 6 34% 401-9323 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.91                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 1 34% 401-9110 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.90                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 5 34% 401-9321 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 19.89                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Director 20% 341-4461 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 501-508-72030                                                                                                       | 7.12                                                                        |
|                | 9837155860                                                                                    | 9/19 PW 381-1988 35% Acct 516264995-00001                                                                                                                                                                                                                                                                                                   |                                | 502-406-72030                                                                                                       | 10.85                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 3 33% 401-9312 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 1 33% 401-9110 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Superv 33% 974-1257 Acct 516264995-000                                                                                                                                                                                                                                                                                              |                                | 502-510-72030                                                                                                       | 17.97                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Tablet 33% 240-3695 Acct 516264995-0000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 12.55                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Stand by 33% 383-4014 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 10.23                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Director 20% 341-4461 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 7.11                                                                        |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 2 33% 401-9271 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 Field Supervisor 50% Acct 516264995-00001                                                                                                                                                                                                                                                                                              |                                | 502-510-72030                                                                                                       | 19.79                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 5 33% 401-9321 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 4 33% 401-9315 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 6 33% 401-9323 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 502-510-72030                                                                                                       | 19.33                                                                       |
|                | 9837155860                                                                                    | 9/19 PW 381-1988 23% Acct 516264995-00001                                                                                                                                                                                                                                                                                                   |                                | 503-406-72030                                                                                                       | 7.13                                                                        |
|                | 9837155860                                                                                    | 9/19 WWP Wifi 383-4044 Acct 516264995-00001                                                                                                                                                                                                                                                                                                 |                                | 503-520-72030                                                                                                       | 42.90                                                                       |
|                | 9837155860                                                                                    | 9/19 WWP 341-3958 Acct 516264995-00001                                                                                                                                                                                                                                                                                                      |                                | 503-520-72030                                                                                                       | 12.24                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Director 20% 341-4461 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 503-520-72030                                                                                                       | 7.12                                                                        |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 5 33% 401-9321 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 4 33% 401-9315 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 1 33% 401-9110 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 3 33% 401-9312 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Stand by 33% 383-4014 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 10.23                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Superv 33% 974-1257 Acct 516264995-000                                                                                                                                                                                                                                                                                              |                                | 503-521-72030                                                                                                       | 17.97                                                                       |
|                | 9837155860                                                                                    | 9/19 Field Supervisor 50% Acct 516264995-00001                                                                                                                                                                                                                                                                                              |                                | 503-521-72030                                                                                                       | 19.79                                                                       |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 6 33% 401-9323 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.33                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Director 20% 341-4461 Acct 516264995-00                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 7.11                                                                        |
|                | 9837155860                                                                                    | 9/19 PW UB Tablet 2 33% 401-9271 (516264995-000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 19.31                                                                       |
|                | 9837155860                                                                                    | 9/19 PW Tablet 33% 240-3695 Acct 516264995-0000                                                                                                                                                                                                                                                                                             |                                | 503-521-72030                                                                                                       | 12.55                                                                       |
|                | 9837155860                                                                                    | 9/19 PW 381-1988 2% Acct 516264995-00001                                                                                                                                                                                                                                                                                                    |                                | 504-406-72030                                                                                                       | 0.61                                                                        |
|                | 9837155860                                                                                    | 9/19 Transit 246-0331 Acct 516264995-00001                                                                                                                                                                                                                                                                                                  |                                | 506-540-72030                                                                                                       | 39.08                                                                       |
|                | 9837155860                                                                                    | 9/19 Transit 246-1403 Acct 516264995-00001                                                                                                                                                                                                                                                                                                  |                                | 506-540-72030                                                                                                       | 39.08                                                                       |
|                | 9837155860                                                                                    | 9/19 Transit M.Garcia 246-6243 Acct 516264995-000                                                                                                                                                                                                                                                                                           |                                | 506-540-72030                                                                                                       | 38.51                                                                       |
| 61047          | 9/12/2019<br>045208                                                                           | 1991<br>8/19 WWP Install New Locking System for C-Train                                                                                                                                                                                                                                                                                     | West Hills Machine Shop, Inc.  | 503-520-84030                                                                                                       | 684.08<br>684.08                                                            |
| 61048          | 9/12/2019<br>2019-115<br>2019-115<br>2019-115<br>2019-115<br>2019-115<br>2019-115<br>2019-115 | 1992<br>8/19 HR Physical & Drug Screens - R. Veliz<br>8/19 HR Physical & Drug Screens - B. Mann<br>8/19 HR Physical & Drug Screens - R. Homsany<br>8/19 HR Physical & Drug Screens - J. Cervantes<br>8/19 HR Physical & Drug Screens - JP. Doi<br>8/19 HR Physical & Drug Screens - S. Hein<br>8/19 PW Physical & Drug Screens - B. Alcaraz | West Hills Medical Group, Inc. | 101-408-89040<br>101-408-89040<br>101-408-89040<br>101-408-89040<br>101-408-89040<br>101-408-89040<br>101-440-89040 | 1,880.00<br>125.00<br>125.00<br>70.00<br>195.00<br>195.00<br>195.00<br>5.85 |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name                        | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|------------------------------------|----------------|-------------------------------|
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - E. Apodaca       |                                    | 101-440-89040  | 5.85                          |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - R. Stevens       |                                    | 101-440-89040  | 5.85                          |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - D. Stevens       |                                    | 101-440-89040  | 5.85                          |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - B. Alcaraz       |                                    | 107-422-89040  | 13.65                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - D. Stevens       |                                    | 107-422-89040  | 13.65                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - R. Stevens       |                                    | 107-422-89040  | 13.65                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - E. Apodaca       |                                    | 107-422-89040  | 13.65                         |
|                | 2019-115                       | 8/19 WP Physical & Drug Screens - B. Smith         |                                    | 501-503-89040  | 136.50                        |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - R. Stevens       |                                    | 501-508-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - B. Alcaraz       |                                    | 501-508-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - D. Stevens       |                                    | 501-508-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - E. Apodaca       |                                    | 501-508-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - R. Stevens       |                                    | 502-510-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - E. Apodaca       |                                    | 502-510-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - B. Alcaraz       |                                    | 502-510-89040  | 78.00                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - D. Stevens       |                                    | 502-510-89040  | 78.00                         |
|                | 2019-115                       | 8/19 WP Physical & Drug Screens - B. Smith         |                                    | 503-520-89040  | 58.50                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - B. Alcaraz       |                                    | 503-521-89040  | 19.50                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - R. Stevens       |                                    | 503-521-89040  | 19.50                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - D. Stevens       |                                    | 503-521-89040  | 19.50                         |
|                | 2019-115                       | 8/19 PW Physical & Drug Screens - E. Apodaca       |                                    | 503-521-89040  | 19.50                         |
| 61050          | 9/12/2019                      | 1993                                               | West Hills Oil, Inc.               |                | 5,527.91                      |
|                | 64371                          | 8/19 PW Fuel for August                            |                                    | 101-440-70160  | 381.55                        |
|                | 64371                          | 8/19 PW Fuel for August                            |                                    | 107-422-70160  | 515.56                        |
|                | 64371                          | 8/19 PW Fuel for August                            |                                    | 501-508-70160  | 381.55                        |
|                | 64371                          | 8/19 PW Fuel for August                            |                                    | 502-510-70160  | 381.55                        |
|                | 64371                          | 8/19 PW Fuel for August                            |                                    | 503-521-70160  | 381.55                        |
|                | 64372                          | 8/19 WP Fuel for August                            |                                    | 501-503-70160  | 1,045.36                      |
|                | 64372                          | 8/19 WWP Fuel for August                           |                                    | 503-520-70160  | 261.34                        |
|                | 64373                          | 8/19 FIN Fuel for August                           |                                    | 501-406-70160  | 260.13                        |
|                | 64373                          | 8/19 FIN Fuel for August                           |                                    | 502-406-70160  | 227.62                        |
|                | 64373                          | 8/19 FIN Fuel for August                           |                                    | 503-406-70160  | 149.58                        |
|                | 64373                          | 8/19 FIN Fuel for August                           |                                    | 504-406-70160  | 13.00                         |
|                | 64374                          | 8/19 PW Fuel for August                            |                                    | 101-440-70160  | 115.28                        |
|                | 64374                          | 8/19 PW Fuel for August                            |                                    | 107-422-70160  | 64.13                         |
|                | 64374                          | 8/19 PW Fuel for August                            |                                    | 501-508-70160  | 115.27                        |
|                | 64374                          | 8/19 PW Fuel for August                            |                                    | 502-510-70160  | 115.27                        |
|                | 64374                          | 8/19 PW Fuel for August                            |                                    | 503-521-70160  | 115.27                        |
|                | 64375                          | 8/19 SS Fuel for August                            |                                    | 504-535-70160  | 1,003.90                      |
| 61052          | 9/12/2019                      | 1997                                               | Westside Supply                    |                | 144.49                        |
|                | 10417                          | 8/19 WWP Repair Parts for Disguster/Clarifier      |                                    | 503-520-70140  | 102.49                        |
|                | W190731                        | 7/19 WP Equipment/Cylinder Rental                  |                                    | 501-503-82030  | 28.00                         |
|                | WW190731                       | 7/19 WWP Equipment/Cylinder Rental                 |                                    | 503-520-82030  | 14.00                         |
| 61060          | 9/19/2019                      | 1944                                               | U.S. Bank Corporate Payment Center |                | 7.99                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 101-401-86030  | 3.19                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 107-422-86030  | 1.20                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 501-503-86030  | 0.60                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 501-508-86030  | 0.60                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 502-510-86030  | 1.20                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 503-520-86030  | 0.60                          |
|                | USBFINJUNE19                   | 6/19 FIN Cal Card (4246-0445-5573-9535)            |                                    | 503-521-86030  | 0.60                          |
| 61061          | 9/19/2019                      | 1014                                               | ACCAPS                             |                | 300.00                        |
|                | 20380                          | 9/19 Council Prop 64 Symposium II Reg - R. Ramsey  |                                    | 101-401-86010  | 100.00                        |
|                | 20380                          | 9/19 Council Prop 64 Symposium II Reg -R.Lander    |                                    | 101-401-86010  | 100.00                        |
|                | 20380                          | 9/19 Council Prop 64 Symposium II Reg -R.Singleton |                                    | 101-401-86010  | 100.00                        |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                         | Vendor Name                   | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------------------------------|-------------------------------|----------------|-------------------------------|
| 61062          | 9/19/2019                      | 1068                                            | Aramark                       |                | 575.08                        |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 101-431-70100  | 13.31                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 107-422-70100  | 61.55                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 501-503-70100  | 134.58                        |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 501-508-70100  | 61.55                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 502-510-70100  | 61.55                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 503-520-70100  | 134.57                        |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 503-521-70100  | 61.55                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 503-521-70440  | 16.17                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 504-535-70100  | 13.31                         |
|                | 602256658                      | 9/19 PW Employee Uniforms/ First Aid Supply Kit |                               | 506-540-70100  | 16.94                         |
| 61063          | 9/19/2019                      | 1073                                            | Asbury Environmental Services |                | 65.00                         |
|                | I500-00473201                  | 8/19 SVC Used/ Mixed Oils P/U                   |                               | 101-431-84060  | 65.00                         |
| 61064          | 9/19/2019                      | 1079                                            | AT&T                          |                | 33.15                         |
|                | 090119                         | 9/19 PW Lift Station                            |                               | 503-521-72030  | 33.15                         |
| 61065          | 9/19/2019                      | 02108                                           | AT&T 2630                     |                | 1,128.70                      |
|                | 000013484873                   | 8/19 FD Internet Services                       |                               | 101-416-72030  | 1,128.70                      |
| 61066          | 9/19/2019                      | 02082                                           | AutoZone Inc.                 |                | 201.49                        |
|                | 5919712355                     | 8/19 PW Parts for Vehicle Unit #147             |                               | 101-440-84060  | 193.94                        |
|                | 5919722665                     | 8/19 FD Light Bulbs for #7206                   |                               | 101-416-84060  | 7.55                          |
| 61067          | 9/19/2019                      | 1112                                            | Billingsley Tire Service      |                | 2,084.68                      |
|                | 235558                         | 7/19 WP Tire Check Vehicle #127                 |                               | 501-503-84060  | 20.00                         |
|                | 235969                         | 7/19 PW Tires for Vehicle #58                   |                               | 107-422-84060  | 59.56                         |
|                | 235969                         | 7/19 PW Tires for Vehicle #58                   |                               | 501-508-84060  | 59.55                         |
|                | 235969                         | 7/19 PW Tires for Vehicle #58                   |                               | 502-510-84060  | 59.55                         |
|                | 235969                         | 7/19 PW Tires for Vehicle #58                   |                               | 503-521-84060  | 59.55                         |
|                | 235971                         | 7/19 WP Tires for Vehicle #123                  |                               | 501-503-84060  | 373.98                        |
|                | 236380                         | 8/19 PW Repair Flat Bed Trailer #42             |                               | 107-422-84060  | 5.00                          |
|                | 236380                         | 8/19 PW Repair Flat Bed Trailer #42             |                               | 501-508-84060  | 5.00                          |
|                | 236380                         | 8/19 PW Repair Flat Bed Trailer #42             |                               | 502-510-84060  | 5.00                          |
|                | 236380                         | 8/19 PW Repair Flat Bed Trailer #42             |                               | 503-521-84060  | 5.00                          |
|                | 237256                         | 8/19 PW Tires for Vehicle #21                   |                               | 107-422-84060  | 211.15                        |
|                | 237256                         | 8/19 PW Tires for Vehicle #21                   |                               | 501-508-84060  | 211.15                        |
|                | 237256                         | 8/19 PW Tires for Vehicle #21                   |                               | 502-510-84060  | 211.15                        |
|                | 237256                         | 8/19 PW Tires for Vehicle #21                   |                               | 503-521-84060  | 211.14                        |
|                | 237257                         | 8/19 PW Tires for Vehicle #81                   |                               | 101-440-84060  | 587.90                        |
| 61068          | 9/19/2019                      | 1119                                            | Bob Tyner                     |                | 8,600.00                      |
|                | 0001463                        | 9/19 PW Training/JPE's & Forms/O&M              |                               | 502-510-86010  | 6,300.00                      |
|                | 0001463                        | 9/19 PW Training/JPE's & Forms/O&M              |                               | 502-510-88100  | 2,300.00                      |
| 61069          | 9/19/2019                      | 1212                                            | City of Sanger                |                | 1,180.00                      |
|                | IGT28-Coalinga                 | 9/19 FD IGT Consulting For July 2019            |                               | 101-416-88100  | 870.25                        |
|                | IGT29-Coalinga                 | 9/19 FD IGT Consulting For August 2019          |                               | 101-416-88100  | 309.75                        |
| 61070          | 9/19/2019                      | 02061                                           | CivicPlus, Inc.               |                | 121.51                        |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 107-422-86030  | 20.25                         |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 501-503-86030  | 20.26                         |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 501-508-86030  | 20.25                         |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 502-510-86030  | 20.25                         |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 503-520-86030  | 20.25                         |
|                | 191251                         | 8/19 WP Mass Notification Annuel Fee Late Fee   |                               | 503-521-86030  | 20.25                         |
| 61071          | 9/19/2019                      | 1224                                            | Coalinga Hardware             |                | 634.31                        |
|                | 787954                         | 8/19 PW Installation of New Trash Cans          |                               | 146-422-98221  | 57.04                         |
|                | 788025                         | 8/19 PW Pads Footers for New Benches            |                               | 146-422-98221  | 57.04                         |
|                | 788074                         | 8/19 PW Park Impact Fee                         |                               | 146-422-98221  | 126.72                        |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                           | Vendor Name                        | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|---------------------------------------------------|------------------------------------|----------------|-------------------------------|
|                | 788193                         | 9/19 PW Installation of Two New Benches CP        |                                    | 146-422-98221  | 127.30                        |
|                | 788231                         | 9/19 PW Installation of Two New Benches           |                                    | 146-422-98222  | 52.23                         |
|                | 788268                         | 9/19 FD Kickdown for Door                         |                                    | 101-416-84030  | 17.78                         |
|                | 788440                         | 9/19 PW Two Cycle Oil & Weedeater Supplies        |                                    | 101-440-84050  | 122.11                        |
|                | 788440                         | 9/19 PW Two Cycle Oil & Weedeater Supplies        |                                    | 107-422-84050  | 74.09                         |
| 61072          | 9/19/2019                      | 1271                                              | DataProse, Inc.                    |                | 3,758.45                      |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 501-406-70030  | 159.99                        |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 501-406-70030  | 701.78                        |
|                | DP1902727                      | 7/19 Monthly Search/Viewbill Fee                  |                                    | 501-406-70040  | 30.00                         |
|                | DP1902727                      | 7/19 Regular Bills                                |                                    | 501-406-70040  | 434.41                        |
|                | DP1902727                      | 7/19 Search & Viewbill                            |                                    | 501-406-70040  | 6.23                          |
|                | DP1902727                      | 7/19 Natural Gas Tips                             |                                    | 501-406-70040  | 36.24                         |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 501-406-70040  | 5.60                          |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 501-406-70040  | 2.40                          |
|                | DP1902727                      | 7/19 Search & Viewbill Program                    |                                    | 501-406-70040  | 27.18                         |
|                | DP1902727                      | 7/19 10-day Notices                               |                                    | 501-406-70040  | 99.54                         |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 502-406-70030  | 139.99                        |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 502-406-70030  | 614.06                        |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 502-406-70040  | 4.90                          |
|                | DP1902727                      | 7/19 Regular Bills                                |                                    | 502-406-70040  | 380.12                        |
|                | DP1902727                      | 7/19 10-day Notices                               |                                    | 502-406-70040  | 87.10                         |
|                | DP1902727                      | 7/19 Natural Gas Tips                             |                                    | 502-406-70040  | 31.71                         |
|                | DP1902727                      | 7/19 Monthly Search/Viewbill Fee                  |                                    | 502-406-70040  | 26.25                         |
|                | DP1902727                      | 7/19 Search & Viewbill                            |                                    | 502-406-70040  | 5.45                          |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 502-406-70040  | 2.10                          |
|                | DP1902727                      | 7/19 Search & Viewbill Program                    |                                    | 502-406-70040  | 23.78                         |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 503-406-70030  | 403.52                        |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 503-406-70030  | 92.00                         |
|                | DP1902727                      | 7/19 Natural Gas Tips                             |                                    | 503-406-70040  | 20.84                         |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 503-406-70040  | 1.38                          |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 503-406-70040  | 3.22                          |
|                | DP1902727                      | 7/19 Search & Viewbill                            |                                    | 503-406-70040  | 3.58                          |
|                | DP1902727                      | 7/19 Regular Bills                                |                                    | 503-406-70040  | 249.79                        |
|                | DP1902727                      | 7/19 10-day Notices                               |                                    | 503-406-70040  | 57.24                         |
|                | DP1902727                      | 7/19 Monthly Search/Viewbill Fee                  |                                    | 503-406-70040  | 17.25                         |
|                | DP1902727                      | 7/19 Search & Viewbill Program                    |                                    | 503-406-70040  | 15.63                         |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 504-406-70030  | 8.00                          |
|                | DP1902727                      | 7/19 Postage Used                                 |                                    | 504-406-70030  | 35.09                         |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 504-406-70040  | 0.12                          |
|                | DP1902727                      | 7/19 10-day Notices                               |                                    | 504-406-70040  | 4.98                          |
|                | DP1902727                      | 7/19 Regular Bills                                |                                    | 504-406-70040  | 21.72                         |
|                | DP1902727                      | 7/19 Monthly Search/Viewbill Fee                  |                                    | 504-406-70040  | 1.50                          |
|                | DP1902727                      | 7/19 Natural Gas Tips                             |                                    | 504-406-70040  | 1.81                          |
|                | DP1902727                      | 7/19 Search & Viewbill Program                    |                                    | 504-406-70040  | 1.36                          |
|                | DP1902727                      | 7/19 Search & Viewbill                            |                                    | 504-406-70040  | 0.31                          |
|                | DP1902727                      | 7/19 NCOALINK                                     |                                    | 504-406-70040  | 0.28                          |
| 61075          | 9/19/2019                      | 1286                                              | Department of Health Care Services |                | 10,714.77                     |
|                | GEM10191Y1I                    | 9/19 FD DHCS QAF Fee Q1 2019 Payment              |                                    | 101-416-56510  | 5,187.93                      |
|                | GEM11192Zl6                    | 9/19 DHCS QAF Fee Q2 2019 Payment                 |                                    | 101-416-56510  | 5,526.84                      |
| 61076          | 9/19/2019                      | 02091                                             | Frisch Engineering, Inc.           |                | 5,082.50                      |
|                | 8315                           | 9/19 WP SCADA Upgrade                             |                                    | 501-503-98441  | 5,082.50                      |
| 61077          | 9/19/2019                      | 1494                                              | Interstate Gas Services, Inc.      |                | 12,639.25                     |
|                | 7021505                        | 9/19 PW Water/Natural Gas Consulting for July/Aug |                                    | 501-503-88100  | 6,060.90                      |
|                | 7021505                        | 9/19 PW Water/Natural Gas Consulting for July/Aug |                                    | 502-510-88100  | 6,578.35                      |
| 61078          | 9/19/2019                      | 02201                                             | Jimmy E. Phelaw                    |                | 10,333.05                     |
|                | 41410                          | 7/19 FD E-171 Full Service Repairs                |                                    | 101-416-84060  | 7,492.20                      |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name               | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|---------------------------|----------------|-------------------------------|
|                | 41416                          | 7/19 FD E-171 Seat Repairs                         |                           | 101-416-84060  | 2,138.47                      |
|                | 41546                          | 8/19 FD E-171 Shocks                               |                           | 101-416-84060  | 702.38                        |
| 61079          | 9/19/2019                      | 02232                                              | Josh Sanders              |                | 91.29                         |
|                | 0001101                        | 9/19 AMB Meals Reimbursement - J. Sanders          |                           | 101-416-75010  | 91.29                         |
| 61080          | 9/19/2019                      | 1583                                               | Leaf                      |                | 855.46                        |
|                | 9812095                        | 9/19 CC Copier Lease                               |                           | 101-401-84010  | 23.85                         |
|                | 9812095                        | 9/19 CD Copier Lease                               |                           | 101-404-84010  | 23.85                         |
|                | 9812095                        | 9/19 CM Copier Lease                               |                           | 101-405-84010  | 23.85                         |
|                | 9812095                        | 9/19 FIN Copier Lease                              |                           | 101-406-84010  | 5.23                          |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 101-408-84010  | 93.16                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 101-408-84010  | 23.85                         |
|                | 9812095                        | 9/19 PD Copier Lease                               |                           | 101-413-84010  | 244.84                        |
|                | 9812095                        | 9/19 FD Copier Lease                               |                           | 101-416-84010  | 113.83                        |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 107-422-84010  | 1.65                          |
|                | 9812095                        | 9/19 FIN Copier Lease                              |                           | 501-406-84010  | 69.78                         |
|                | 9812095                        | 9/19 ADMN Copier Lease                             |                           | 501-503-84010  | 23.84                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 501-503-84010  | 8.79                          |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 501-508-84010  | 6.49                          |
|                | 9812095                        | 9/19 FIN Copier Lease                              |                           | 502-406-84010  | 61.05                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 502-510-84010  | 6.55                          |
|                | 9812095                        | 9/19 ADMN Copier Lease                             |                           | 502-510-84010  | 23.84                         |
|                | 9812095                        | 9/19 FIN Copier Lease                              |                           | 503-406-84010  | 34.89                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 503-520-84010  | 3.72                          |
|                | 9812095                        | 9/19 ADMN Copier Lease                             |                           | 503-520-84010  | 23.84                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 503-521-84010  | 2.47                          |
|                | 9812095                        | 9/19 FIN Copier Lease                              |                           | 504-406-84010  | 3.49                          |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 504-535-84010  | 2.41                          |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 506-540-84010  | 4.34                          |
|                | 9812095                        | 9/19 TR Copier Lease                               |                           | 506-540-84010  | 23.84                         |
|                | 9812095                        | 9/19 HR Copier Lease                               |                           | 820-610-84010  | 2.01                          |
| 61082          | 9/19/2019                      | 1593                                               | Life Assist, Inc.         |                | 5,433.77                      |
|                | 930898                         | 7/19 FD Medical Supplies                           |                           | 101-416-75000  | 2,604.50                      |
|                | 935844                         | 8/19 FD Medical Supplies                           |                           | 101-416-75000  | 2,829.27                      |
| 61083          | 9/19/2019                      | 02114                                              | Michee Baggett            |                | 30.44                         |
|                | 0001100                        | 9/19 AMB Meals Reimbursement - M. Baggett          |                           | 101-416-75010  | 30.44                         |
| 61084          | 9/19/2019                      | 1647                                               | Mid Valley Disposal, Inc. |                | 127,055.08                    |
|                | 0001102                        | 7/19 Regular Utility Billing for July 2019         |                           | 504-530-88170  | 161,384.06                    |
|                | CM0000110                      | 7/19 20% Franchise Fee                             |                           | 101-400-41080  | -32,276.81                    |
|                | CM0000111                      | 7/19 Mid Valley Billing - Franchise Fee -July 2019 |                           | 101-400-41080  | -1,329.02                     |
|                | CM0000112                      | 7/19 20% Printing & Mailing Utility Bills June2019 |                           | 101-400-41080  | -723.15                       |
| 61085          | 9/19/2019                      | 1692                                               | O'Reilly Automotive, Inc. |                | 781.29                        |
|                | 4316-309136                    | 8/19 PW Break Fluid for Vehicle #47                |                           | 101-440-84060  | 32.68                         |
|                | 4316-309203                    | 8/19 PD Battery for Vehicle #C21                   |                           | 101-413-84060  | 195.81                        |
|                | 4316-309209                    | 8/19 PD Battery for Vehicle #C18                   |                           | 101-413-84060  | 143.84                        |
|                | 4316-309212                    | 8/19 PW Terminals for Vehicle #47                  |                           | 101-440-84060  | 45.07                         |
|                | 4316-309391                    | 8/19 FD Filters & Fluid for Ambulance 7206         |                           | 101-416-84060  | 202.01                        |
|                | 4316-309393                    | 8/19 PW Credit for Brk Lvl Sen #47                 |                           | 101-440-84060  | -34.41                        |
|                | 4316-309837                    | 9/19 PW Trailer IT & Connector for #81             |                           | 101-440-84060  | 33.76                         |
|                | 4316-310361                    | 8/19 FD Filters & Fluid for Ambulance 7207         |                           | 101-416-84060  | 75.92                         |
|                | 4316-310476                    | 8/19 PW Anti-freeze for Vehicle #77                |                           | 501-508-84060  | 13.07                         |
|                | 4316-310476                    | 8/19 PW Anti-freeze for Vehicle #77                |                           | 502-510-84060  | 13.07                         |
|                | 4316-310476                    | 8/19 PW Anti-freeze for Vehicle #77                |                           | 503-521-84060  | 13.06                         |
|                | 4316-310477                    | 8/19 PW Anti-Freeze for Vehicle #77                |                           | 501-508-84060  | 2.18                          |
|                | 4316-310477                    | 8/19 PW Anti-Freeze for Vehicle #77                |                           | 502-510-84060  | 2.18                          |
|                | 4316-310477                    | 8/19 PW Anti-Freeze for Vehicle #77                |                           | 503-521-84060  | 2.18                          |



## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                           | Vendor Name                   | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|---------------------------------------------------|-------------------------------|----------------|-------------------------------|
|                | 4316-310550                    | 8/19 PW Megacrimp for Vehicle #52                 |                               | 501-508-84060  | 13.63                         |
|                | 4316-310550                    | 8/19 PW Megacrimp for Vehicle #52                 |                               | 502-510-84060  | 13.62                         |
|                | 4316-310550                    | 8/19 PW Megacrimp for Vehicle #52                 |                               | 503-521-84060  | 13.62                         |
| 61087          | 9/19/2019                      | 02113                                             | PG&E                          |                | 8,588.01                      |
|                | 111204378                      | 9/19 PW Elm/Cambridge Signal                      |                               | 140-422-98881  | 8,588.01                      |
| 61088          | 9/19/2019                      | 02047                                             | PRAXAIR DISTRIBUTION, INC.    |                | 192.33                        |
|                | 91608111                       | 8/19 FD Oxygen                                    |                               | 101-416-75000  | 192.33                        |
| 61089          | 9/19/2019                      | 1733                                              | Price Paige & Company         |                | 9,915.00                      |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 101-406-88030  | 1,019.00                      |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 150-751-96501  | 254.75                        |
|                | 15865                          | 8/19 Long-Term Debt Accounting FY18               |                               | 150-751-96501  | 1,638.80                      |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 150-752-96502  | 254.75                        |
|                | 15865                          | 8/19 Long-Term Debt Accounting FY18               |                               | 150-752-96502  | 1,590.60                      |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 150-753-96503  | 254.75                        |
|                | 15865                          | 8/19 Long-Term Debt Accounting FY18               |                               | 150-753-96503  | 1,590.60                      |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 501-406-88030  | 764.25                        |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 502-406-88030  | 764.25                        |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 503-406-88030  | 764.25                        |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 504-406-88030  | 101.90                        |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 506-540-88030  | 152.85                        |
|                | 15865                          | 8/19 FY 2018 Audit                                |                               | 820-610-88030  | 764.25                        |
| 61090          | 9/19/2019                      | 1745                                              | Quad Knopf Inc.               |                | 1,030.40                      |
|                | 100460                         | 9/19 PW On-Call GIS Support Services              |                               | 501-508-88121  | 343.47                        |
|                | 100460                         | 9/19 PW On-Call GIS Support Services              |                               | 502-510-88121  | 343.47                        |
|                | 100460                         | 9/19 PW On-Call GIS Support Services              |                               | 503-521-88121  | 343.46                        |
| 61091          | 9/19/2019                      | 1747                                              | Quinn Company                 |                | 1,521.59                      |
|                | WON50015321                    | 8/19 FD Generator Repairs                         |                               | 101-416-84020  | 1,521.59                      |
| 61092          | 9/19/2019                      | 1763                                              | Resolve Insurance Systems Inc |                | 1,305.69                      |
|                | August 2019                    | 8/19 FD Collection Agency                         |                               | 101-416-75040  | 1,305.69                      |
| 61093          | 9/19/2019                      | 02048                                             | RSG, Inc.                     |                | 468.75                        |
|                | I005164                        | 8/19 SA Admin Services                            |                               | 820-610-88100  | 187.50                        |
|                | I005165                        | 8/19 Housing Report Services                      |                               | 815-609-88100  | 281.25                        |
| 61094          | 9/19/2019                      | 1812                                              | SCI Consulting Group          |                | 11,730.04                     |
|                | C8532                          | 9/19 CD Cannabis Monitoring & Compliance for July |                               | 101-404-88180  | 5,865.02                      |
|                | C8533                          | 9/19 CD Cannabis Monitoring & Compliance for Aug  |                               | 101-404-88180  | 5,865.02                      |
| 61095          | 9/19/2019                      | 1823                                              | Sequoia Equipment Co., Inc.   |                | 1,428.85                      |
|                | 1113443                        | 8/19 PW Vehicle Repair Supplies for Backhoe #77   |                               | 107-422-84060  | 357.22                        |
|                | 1113443                        | 8/19 PW Vehicle Repair Supplies for Backhoe #77   |                               | 501-508-84060  | 357.21                        |
|                | 1113443                        | 8/19 PW Vehicle Repair Supplies for Backhoe #77   |                               | 502-510-84060  | 357.21                        |
|                | 1113443                        | 8/19 PW Vehicle Repair Supplies for Backhoe #77   |                               | 503-521-84060  | 357.21                        |
| 61096          | 9/19/2019                      | 1886                                              | SWRCB                         |                | 60.00                         |
|                | 0001104                        | 9/19 WP Grade 2 License Renewal Fee - J. Salona   |                               | 501-503-86030  | 60.00                         |
| 61097          | 9/19/2019                      | 1935                                              | Tri-City Engineering          |                | 28,295.00                     |
|                | 2654-13                        | 9/19 CD 7 Alley Paving Project 06/03 - 06/30      |                               | 110-424-98940  | 67.91                         |
|                | 2654-13                        | 9/19 CD 7 Alley Paving Project 06/03 - 06/30      |                               | 305-422-98940  | 524.15                        |
|                | 2654-13                        | 9/19 CD 7 Alley Paving Project 06/03 - 06/30      |                               | 501-508-98940  | 485.35                        |
|                | 2654-13                        | 9/19 CD 7 Alley Paving Project 06/03 - 06/30      |                               | 502-510-98940  | 214.76                        |
|                | 2654-13                        | 9/19 CD 7 Alley Paving Project 06/03 - 06/30      |                               | 503-521-98940  | 447.83                        |
|                | 2757-04                        | 9/19 CD Family Dollar Plan/Check Review           |                               | 101-404-86500  | 1,060.00                      |
|                | 2759-10                        | 9/19 PW ATP Cycle 3 School Improvements           |                               | 127-422-98970  | 7,826.25                      |
|                | 2772-10                        | 9/19 PW SB1 Funding Project - Sunset Street       |                               | 111-422-98910  | 9,197.50                      |
|                | 2822-01                        | 9/19 CD Diagonal Parking Cedar Ave                |                               | 107-422-88100  | 1,908.75                      |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                          | Vendor Name                        | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|--------------------------------------------------|------------------------------------|----------------|-------------------------------|
|                | 2825-01                        | 9/19 PW Median Island Improvements               |                                    | 127-422-98983  | 6,562.50                      |
| 61098          | 9/19/2019                      | 1943                                             | Tyler Technologies, Inc            |                | 5,656.25                      |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 101-406-88040  | 226.25                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 107-422-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 110-424-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 125-422-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 127-422-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 130-451-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 140-422-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 501-406-88040  | 1,414.06                      |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 502-406-88040  | 1,414.06                      |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 503-406-88040  | 1,414.06                      |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 504-406-88040  | 282.81                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 506-540-88040  | 113.13                        |
|                | 025-271022                     | 9/19 SaaS Utility CIS System Config              |                                    | 820-610-88040  | 113.10                        |
| 61099          | 9/19/2019                      | 1944                                             | U.S. Bank Corporate Payment Center |                | 158.98                        |
|                | USBFDAUG19                     | 8/19 FD Cal Card Purchases (4246-0445-5573-9535) |                                    | 101-413-86010  | 158.98                        |
| 61100          | 9/19/2019                      | 1973                                             | Verizon Wireless Services, LLC     |                | 228.06                        |
|                | 9836711732                     | 8/19 FD Moblie Services                          |                                    | 101-416-72030  | 228.06                        |
| 61101          | 9/19/2019                      | 1986                                             | Watch Guard                        |                | 394.49                        |
|                | ACCINV0021645                  | 9/19 PD Body Camera                              |                                    | 106-413-70101  | 394.49                        |
| 61102          | 9/19/2019                      | 1993                                             | West Hills Oil, Inc.               |                | 4,434.55                      |
|                | 64367                          | 8/19 FD Fuel for August 2019                     |                                    | 101-416-70160  | 4,434.55                      |
| 61103          | 9/19/2019                      | 1997                                             | Westside Supply                    |                | 2,460.67                      |
|                | 10422                          | 8/19 PW Water Repairs Supplies                   |                                    | 501-508-70140  | 134.07                        |
|                | 10471                          | 8/19 PW Water Repair Supplies                    |                                    | 501-508-70140  | 114.51                        |
|                | 10471                          | 8/19 PW Gas Repair Supplies                      |                                    | 502-510-70140  | 59.42                         |
|                | P190831                        | 8/19 PW Cylinder Rental                          |                                    | 501-508-70140  | 35.00                         |
|                | PW190813                       | 8/19 PW Irrigation Supplies                      |                                    | 101-440-84050  | 2,096.67                      |
|                | S190831                        | 8/19 SVC Cylinder Rental                         |                                    | 101-431-70150  | 21.00                         |
| 61104          | 9/19/2019                      | 2002                                             | Wittman Enterprises, LLC           |                | 4,452.91                      |
|                | 1907019                        | 8/19 FD Ambulance Billing Fee                    |                                    | 101-416-75040  | 4,452.91                      |
| 61105          | 9/26/2019                      | 1980                                             | Vossler Co.                        |                | 3,026.39                      |
|                | M54090                         | 6/19 PW Gas Meter fpr New Laundry (Van Ness)     |                                    | 502-510-98071  | 3,026.39                      |
| 61106          | 9/26/2019                      | 02053                                            | 661 Communications                 |                | 127.50                        |
|                | 1438                           | 9/19 PD Repair IRR in Dispatch Console           |                                    | 101-413-84010  | 127.50                        |
| 61107          | 9/26/2019                      | 02207                                            | Adam Adkisson                      |                | 71.26                         |
|                | 20398                          | 9/19 COUNCIL Meal & Parking Reimb - A. Adkisson  |                                    | 101-401-86010  | 71.26                         |
| 61108          | 9/26/2019                      | 1063                                             | Anthony Uribe                      |                | 215.19                        |
|                | 20254-2                        | 9/19 PW Meal Reimb - A. Uribe                    |                                    | 501-503-86010  | 29.50                         |
|                | 20254-2                        | 9/19 PW Meal Reimb - A. Uribe                    |                                    | 503-520-86010  | 29.50                         |
|                | 95409722                       | 9/19 WP Reimb for Lodging Training Academy       |                                    | 501-503-86010  | 78.10                         |
|                | 95409722                       | 9/19 WP Reimb for Lodging Training Academy       |                                    | 503-520-86010  | 78.09                         |
| 61109          | 9/26/2019                      | 1068                                             | Aramark                            |                | 580.53                        |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 101-431-70100  | 3.76                          |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 101-432-84030  | 15.10                         |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 107-422-70100  | 10.29                         |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 501-503-70100  | 7.52                          |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 501-508-70100  | 10.29                         |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 502-510-70100  | 10.29                         |
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)       |                                    | 503-520-70100  | 7.52                          |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                        | Vendor Name              | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|------------------------------------------------|--------------------------|----------------|-------------------------------|
|                | 602256657                      | 9/19 PW Employee Uniforms (Coveralls/Mats)     |                          | 503-521-70100  | 10.29                         |
|                | 602256659                      | 9/19 PD Jail Blankets Cleaning Service         |                          | 101-413-70380  | 177.99                        |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 101-431-70100  | 3.76                          |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 101-432-84030  | 15.10                         |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 107-422-70100  | 10.29                         |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 501-503-70100  | 7.52                          |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 501-508-70100  | 10.29                         |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 502-510-70100  | 10.29                         |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 503-520-70100  | 7.52                          |
|                | 602263861                      | 9/19 PW Employee Uniforms (Coverall/Mats)      |                          | 503-521-70100  | 10.29                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 101-431-70100  | 13.07                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 107-422-70100  | 32.68                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 501-503-70100  | 31.48                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 501-508-70100  | 32.68                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 502-510-70100  | 32.67                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 503-520-70100  | 31.47                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 503-521-70100  | 32.67                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 503-521-70440  | 16.17                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 504-535-70100  | 13.07                         |
|                | 602263862                      | 9/19 PW Employee Uniforms/First Aid Supply Kit |                          | 506-540-70100  | 16.46                         |
| 61111          | 9/26/2019                      | 1078                                           | AT&T                     |                | 134.25                        |
|                | 090719                         | 9/19 PD Internet (#125125740)                  |                          | 101-413-72030  | 134.25                        |
| 61112          | 9/26/2019                      | 02069                                          | AT&T 2005                |                | 1,674.32                      |
|                | 13628860                       | 9/19 PD Multi-line 559-935-8496                |                          | 101-413-72030  | 278.25                        |
|                | 13628860                       | 9/19 PD Crime Tip Line 559-935-3206            |                          | 101-413-72030  | 21.22                         |
|                | 13628860                       | 9/19 PD Chief 559-935-4210                     |                          | 101-413-72030  | 40.79                         |
|                | 13628860                       | 9/19 PD Business Alarm 559-935-0359            |                          | 101-413-72030  | 21.22                         |
|                | 13628860                       | 9/19 PD 559-935-6008                           |                          | 101-413-72030  | 20.22                         |
|                | 13628860                       | 9/19 PD Multi-line 559-935-8497                |                          | 101-413-72030  | 278.25                        |
|                | 13628860                       | 9/19 PD 559-935-1525                           |                          | 101-413-72030  | 0.10                          |
|                | 13628860                       | 9/19 FD 559-935-1651                           |                          | 101-416-72030  | 99.91                         |
|                | 13628860                       | 9/19 Admin Fax 559-935-0789                    |                          | 101-432-72030  | 216.91                        |
|                | 13628860                       | 9/19 City Hall Main 559-935-1532               |                          | 101-432-72030  | 244.74                        |
|                | 13628860                       | 9/19 Graffiti Hotline 559-935-3282             |                          | 101-432-72030  | 19.56                         |
|                | 13628860                       | 9/19 City Hall Modem 559-934-1306              |                          | 101-432-72030  | 40.79                         |
|                | 13628860                       | 9/19 Bldg. Maint. 559-935-3050                 |                          | 101-432-72030  | 33.31                         |
|                | 13628860                       | 9/19 AP Maint. 559-935-8594                    |                          | 101-435-72030  | 19.56                         |
|                | 13628860                       | 9/19 AP Weather 559-935-5960                   |                          | 101-435-72030  | 78.26                         |
|                | 13628860                       | 9/19 WP Alarm 559-935-3022                     |                          | 501-503-72030  | 60.36                         |
|                | 13628860                       | 9/19 WP 559-935-1889                           |                          | 501-503-72030  | 21.22                         |
|                | 13628860                       | 9/19 PW Yard 559-935-1185                      |                          | 502-510-72030  | 96.21                         |
|                | 13628860                       | 9/19 Sewer Plant 559-935-2275                  |                          | 503-520-72030  | 19.78                         |
|                | 13628860                       | 9/19 Echo Canyon Lift Station 559-935-1875     |                          | 503-521-72030  | 21.22                         |
|                | 13628860                       | 9/19 New Lift Station 559-935-1896             |                          | 503-521-72030  | 21.22                         |
|                | 13628860                       | 9/19 WWP Lift Station 559-935-5518             |                          | 503-521-72030  | 21.22                         |
| 61114          | 9/26/2019                      | 02097                                          | AT&T 2006                |                | 124.44                        |
|                | 13628888                       | 9/19 PD Dispatch 559-935-1525                  |                          | 101-413-72030  | 61.99                         |
|                | 13628888                       | 9/19 Courthouse 559-935-1560                   |                          | 101-432-72030  | 40.79                         |
|                | 13628888                       | 9/19 PW 559-935-5004                           |                          | 107-422-72030  | 5.42                          |
|                | 13628888                       | 9/19 PW 559-935-5004                           |                          | 501-508-72030  | 5.42                          |
|                | 13628888                       | 9/19 PW 559-935-5004                           |                          | 502-510-72030  | 5.41                          |
|                | 13628888                       | 9/19 PW 559-935-5004                           |                          | 503-521-72030  | 5.41                          |
| 61115          | 9/26/2019                      | 1112                                           | Billingsley Tire Service |                | 437.07                        |
|                | 237949                         | 9/19 ST SWEEPER New Tire Repairs               |                          | 504-535-84060  | 437.07                        |

**Post Dates: 09/01/2019 - 09/30/2019**

10/28/2019 6:38:28 PM Page 17 of 31

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                         | Vendor Name                       | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|-------------------------------------------------|-----------------------------------|----------------|-------------------------------|
|                | 788730                         | 9/19 PW Insulation to Cover Sprinkler Line      |                                   | 146-422-98222  | 4.75                          |
| 61125          | 9/26/2019                      | 1288                                            | Department of Justice             |                | 294.00                        |
|                | 402098                         | 8/19 HR Fingerprints - B. Mann                  |                                   | 101-408-89070  | 66.00                         |
|                | 402098                         | 8/19 HR Fingerprints - R. Homsany               |                                   | 101-408-89070  | 32.00                         |
|                | 402098                         | 8/19 HR Fingerprints - A. Rodriguez             |                                   | 101-408-89070  | 66.00                         |
|                | 402098                         | 8/19 HR Fingerprints - J. Rios                  |                                   | 101-408-89070  | 66.00                         |
|                | 402098                         | 8/19 HR Fingerprints - B. Alcaraz               |                                   | 101-440-89070  | 0.96                          |
|                | 402098                         | 8/19 HR Fingerprints - B. Alcaraz               |                                   | 107-422-89070  | 2.24                          |
|                | 402098                         | 8/19 HR Fingerprints - E. Ramirez               |                                   | 501-503-89070  | 22.40                         |
|                | 402098                         | 8/19 HR Fingerprints - B. Alcaraz               |                                   | 501-508-89070  | 12.80                         |
|                | 402098                         | 8/19 HR Fingerprints - B. Alcaraz               |                                   | 502-510-89070  | 12.80                         |
|                | 402098                         | 8/19 HR Fingerprints - E. Ramirez               |                                   | 503-520-89070  | 9.60                          |
|                | 402098                         | 8/19 HR Fingerprints - B. Alcaraz               |                                   | 503-521-89070  | 3.20                          |
| 61126          | 9/26/2019                      | 1339                                            | Eric Deleon                       |                | 59.00                         |
|                | 20255-2                        | 9/19 PW Meal Reimb - E. Deleon                  |                                   | 501-508-86010  | 19.67                         |
|                | 20255-2                        | 9/19 PW Meal Reimb - E. Deleon                  |                                   | 502-510-86010  | 19.66                         |
|                | 20255-2                        | 9/19 PW Meal Reimb - E. Deleon                  |                                   | 503-521-86010  | 19.67                         |
| 61127          | 9/26/2019                      | 1360                                            | FedEx                             |                | 51.56                         |
|                | 6-743-87703                    | 9/19 FIN Overnight Fees                         |                                   | 501-406-70030  | 20.62                         |
|                | 6-743-87703                    | 9/19 FIN Overnight Fees                         |                                   | 502-406-70030  | 18.05                         |
|                | 6-743-87703                    | 9/19 FIN Overnight Fees                         |                                   | 503-406-70030  | 11.86                         |
|                | 6-743-87703                    | 9/19 FIN Overnight Fees                         |                                   | 504-406-70030  | 1.03                          |
| 61128          | 9/26/2019                      | 1433                                            | Glenn E. Mitchell                 |                | 623.12                        |
|                | 64                             | 9/19 COUNCIL Video Service Supplies             |                                   | 101-401-70070  | 23.12                         |
|                | 64                             | 9/19 COUNCIL Video Production Services for Sept |                                   | 101-401-88100  | 300.00                        |
|                | 64                             | 8/19 COUNCIL Video Production Services For Aug  |                                   | 101-401-88100  | 300.00                        |
| 61129          | 9/26/2019                      | 1439                                            | Government Staffing Services, Inc |                | 1,590.00                      |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 101-406-88100  | 159.00                        |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 501-406-88100  | 381.60                        |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 502-406-88100  | 318.00                        |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 503-406-88100  | 238.50                        |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 504-406-88100  | 15.90                         |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 506-540-88100  | 159.00                        |
|                | 129412                         | 8/19 FY 17-18 Budget                            |                                   | 820-610-88100  | 318.00                        |
| 61130          | 9/26/2019                      | 1512                                            | Jared Salona                      |                | 137.55                        |
|                | 797749                         | 9/19 PW Reimb for WTP Operation Course Package  |                                   | 501-503-86010  | 137.55                        |
| 61131          | 9/26/2019                      | 1561                                            | Kings County Glass                |                | 1,076.70                      |
|                | W042775                        | 9/19 PD Window Tint on Patrol Vehicle           |                                   | 101-413-84060  | 441.08                        |
|                | W042776                        | 9/19 PD Replace Windshield on Patrol Vehicle    |                                   | 101-413-84060  | 635.62                        |
| 61132          | 9/26/2019                      | 1615                                            | Manesco Corporation               |                | 551.98                        |
|                | 4365                           | 9/19 PW Calibration of Gas Sniffers             |                                   | 502-510-88100  | 551.98                        |
| 61133          | 9/26/2019                      | 1626                                            | Marissa Trejo                     |                | 312.71                        |
|                | 20381                          | 9/19 ADMIN Uber Reimb for ICSC-Western Conf.    |                                   | 101-405-86010  | 79.55                         |
|                | 20381                          | 9/19 ADMIN Mileage Reimb for ICSC-Western Conf. |                                   | 101-405-86010  | 233.16                        |
| 61134          | 9/26/2019                      | 02252                                           | Moses Garcia                      |                | 168.53                        |
|                | 797872                         | 9/19 PW Reimb for WT Operator Course Package    |                                   | 501-503-86010  | 168.53                        |
| 61135          | 9/26/2019                      | 02128                                           | N.A.G. Industries                 |                | 1,313.81                      |
|                | 569                            | 9/19 PD Ammunition                              |                                   | 101-413-70440  | 1,313.81                      |
| 61136          | 9/26/2019                      | 1692                                            | O'Reilly Automotive, Inc.         |                | 5.43                          |
|                | 4316-313110                    | 9/19 PD Motor Oil & Funnel for Patrol Vehicle   |                                   | 101-413-84060  | 5.43                          |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|-------------|----------------|-------------------------------|
| 61137          | 9/26/2019                      | 1722                                               | PG&E 1533-5 |                | 128,042.91                    |
|                | 091219                         | 4893477005 NE 11 20 15 Telecom Bldg                |             | 101-413-72020  | 62.36                         |
|                | 091219                         | 705841037 7th & Elm FD Horn                        |             | 101-416-72020  | 22.64                         |
|                | 091219                         | 7053841272 300 W Elm FD Lights                     |             | 101-416-72020  | 2,863.97                      |
|                | 091219                         | 70534841516 Police Station/Jail/City Hall          |             | 101-432-72020  | 9,633.47                      |
|                | 091219                         | 795617993 240 N 6th St                             |             | 101-432-72020  | 2,326.61                      |
|                | 091219                         | 7053841771 27500 Phelps Ave Ste 1                  |             | 101-435-72020  | 53.29                         |
|                | 091219                         | 7053841899 27500 Phelps Ave Ste 19                 |             | 101-435-72020  | 18.58                         |
|                | 091219                         | 7053841565 NW Cor Phelps-Airport Lights            |             | 101-435-72020  | 1,937.15                      |
|                | 091219                         | 7054189141 Sunset & 5th Ave                        |             | 101-440-72011  | 12.07                         |
|                | 091219                         | 7053841936 408 S 5th Lynch Park                    |             | 101-440-72011  | 14.78                         |
|                | 091219                         | 7053841050 5th & Cedar Tower Clock                 |             | 101-440-72011  | 41.61                         |
|                | 091219                         | 7053841921 Sunset & Washington-Wtr Ftn             |             | 101-440-72011  | 99.44                         |
|                | 091219                         | 7053841177 300 Coalinga Plaza Ped Frm Prk          |             | 101-440-72011  | 106.96                        |
|                | 091219                         | 7053841979 City Yard                               |             | 107-422-72021  | 256.22                        |
|                | 091219                         | 7053841244 TR 5344 Promontory Point                |             | 107-422-72021  | 171.41                        |
|                | 091219                         | 3249826069 TR 4492 Fox Hollow II                   |             | 107-422-72021  | 67.89                         |
|                | 091219                         | 7053841379 Polk & Forest Ave                       |             | 107-422-72021  | 65.28                         |
|                | 091219                         | 7053841157 240 W Elm Storage Bldg                  |             | 107-422-72021  | 65.00                         |
|                | 091219                         | 1638874976 25 1/2 W Polk                           |             | 107-422-72021  | 60.82                         |
|                | 091219                         | 3443128372 TR 5246 Phase I Stallion Sprg Sac & Frs |             | 107-422-72021  | 47.96                         |
|                | 091219                         | 7053841535 160 W Elm Street Light Inv Proj         |             | 107-422-72021  | 124.90                        |
|                | 091219                         | 3443128411 TR 5208 Spano Ent Posa Chanet           |             | 107-422-72021  | 98.63                         |
|                | 091219                         | 9713313248 25 1/2 W polk Traffic Control           |             | 107-422-72021  | 89.26                         |
|                | 091219                         | 7053841022 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 88.34                         |
|                | 091219                         | 3443128591 City Sunset St Project PM#30257800      |             | 107-422-72021  | 87.31                         |
|                | 091219                         | 7053841536 160 W Elm Street Light Inv Proj         |             | 107-422-72021  | 85.64                         |
|                | 091219                         | 7053841253 Cambridge & Joaquin                     |             | 107-422-72021  | 192.34                        |
|                | 091219                         | 7053841026 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 169.58                        |
|                | 091219                         | 7053841397 Cambridge & Elm Hwy 198                 |             | 107-422-72021  | 131.04                        |
|                | 091219                         | 3443128041 TR 5246 Phase II Stallion Spr           |             | 107-422-72021  | 129.86                        |
|                | 091219                         | 3289090333 260 1/2 Cambridge Ave                   |             | 107-422-72021  | 129.19                        |
|                | 091219                         | 7053841016 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 818.56                        |
|                | 091219                         | 7053841555 TR 5451 Warthan & Meadows               |             | 107-422-72021  | 777.48                        |
|                | 091219                         | 7053841429 TR 5339 Dorothy Allen Est               |             | 107-422-72021  | 328.80                        |
|                | 091219                         | 7053841004 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 285.88                        |
|                | 091219                         | 7053841505 Cambridge & Elm Hwy 198                 |             | 107-422-72021  | 236.07                        |
|                | 091219                         | 7053841534 160 W Elm Street Light Inv Proj         |             | 107-422-72021  | 83.67                         |
|                | 091219                         | 705381308 Van Ness & Elm                           |             | 107-422-72021  | 36.00                         |
|                | 091219                         | 7053841501 410 El Rancho Blvd                      |             | 107-422-72021  | 36.99                         |
|                | 091219                         | 7053841538 160 W Elm Street Light Inv Proj         |             | 107-422-72021  | 40.62                         |
|                | 091219                         | 3443128775 TR 5208 Spano Ent Posa Chanet           |             | 107-422-72021  | 11.31                         |
|                | 091219                         | 7053841485 Washington & Fresno                     |             | 107-422-72021  | 11.06                         |
|                | 091219                         | 7053841619 Monterey & Tyler                        |             | 107-422-72021  | 10.87                         |
|                | 091219                         | 7053841694 160 W Elm                               |             | 107-422-72021  | 28.44                         |
|                | 091219                         | 7053841439 Phelps & La Cuesta                      |             | 107-422-72021  | 12.12                         |
|                | 091219                         | 7053841014 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 18.96                         |
|                | 091219                         | 7054518044 Coolidge N Hachman                      |             | 107-422-72021  | 8.50                          |
|                | 091219                         | 7053841909 200 El Rancho Blvd Irrigation Ctrl      |             | 107-422-72021  | 10.84                         |
|                | 091219                         | 7053841204 SE Crn 1st & Forest Landscap Trees      |             | 107-422-72021  | 10.84                         |
|                | 091219                         | 3443128925 TR 5140 Sandalwood Const Jayne & Wil    |             | 107-422-72021  | 22.63                         |
|                | 091219                         | 7053841008 160W Elm Arpt 3144 Term Bldg            |             | 107-422-72021  | 2,604.27                      |
|                | 091219                         | 7053841349 160 W Elm                               |             | 107-422-72021  | 22.63                         |
|                | 091219                         | 7053841881 140 E Durian Prkg Lot Lights            |             | 107-422-72021  | 20.95                         |
|                | 091219                         | 7053841990 160 W Elm                               |             | 107-422-72021  | 18.96                         |
|                | 091219                         | 3443128611 TR 4492 Fox Hollow II @ Frst & Cox      |             | 107-422-72021  | 45.25                         |
|                | 091219                         | 7053841206 Crn Posa & San Sim Lift Station         |             | 107-422-72021  | 10.84                         |
|                | 091219                         | 7053841842 350 El Rancho Blvd Irrigation Ctrl      |             | 107-422-72021  | 10.84                         |
|                | 091219                         | 7053841791 745 W Forest Ave Landscape              |             | 107-422-72021  | 10.84                         |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name                        | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|------------------------------------|----------------|-------------------------------|
|                | 091219                         | 7053841661                                         | Forest & 5th                       | 107-422-72021  | 7.40                          |
|                | 091219                         | 7050007234                                         | Coolidge N Hachman                 | 107-422-72021  | 8.50                          |
|                | 091219                         | 7053841365                                         | Longhollow & Echo Canyon           | 107-422-72021  | 44.22                         |
|                | 091219                         | 7053841913                                         | N/S Valley St Lights               | 107-422-72021  | 42.50                         |
|                | 091219                         | 7053841848                                         | SE Juniper Rdg Sprinklers          | 107-422-72021  | 22.54                         |
|                | 091219                         | 7053841002                                         | 160W Elm Arpt 3144 Term Bldg       | 107-422-72021  | 929.12                        |
|                | 091219                         | 7053841023                                         | Monterey & Tyler Clock             | 107-422-72021  | 11.26                         |
|                | 091219                         | 7053841526                                         | Palmer Ave                         | 501-503-72020  | 86,137.02                     |
|                | 091219                         | 7053841131                                         | SW Crn Gale & Derrick Wtr Mtr      | 501-503-72020  | 10.84                         |
|                | 091219                         | 7053841036                                         | NE SW 26 19 15 Booster Station     | 501-503-72020  | 2,712.99                      |
|                | 091219                         | 7053841615                                         | SW SW SW 18 20 16 Reservoir        | 501-503-72020  | 17.36                         |
|                | 091219                         | 7053841518                                         | NW NW 31 20 16 Chlorine Booster    | 501-503-72020  | 18.05                         |
|                | 091219                         | 7053841684                                         | NW NW 11 20 15 Water Dept          | 501-503-72020  | 44.32                         |
|                | 091219                         | 7053841864                                         | NE SW 31 20 15 Water Ctrl          | 501-503-72020  | 37.57                         |
|                | 091219                         | 7053841979                                         | City Yard                          | 501-508-72020  | 256.22                        |
|                | 091219                         | 7053841979                                         | City Yard                          | 502-510-72020  | 256.22                        |
|                | 091219                         | 7053841102                                         | N end of Malple St                 | 502-510-72020  | 47.95                         |
|                | 091219                         | 7053841123                                         | Cherry Ln                          | 502-510-72020  | 16.83                         |
|                | 091219                         | 7053841312                                         | Thompson Btwn Valley & Polk        | 502-510-72020  | 23.53                         |
|                | 091219                         | 7053841657                                         | Behind 595 Roosevelt Alley Light   | 502-510-72020  | 37.77                         |
|                | 091219                         | 7053841358                                         | College Alley S Side Cat Pro       | 502-510-72020  | 39.89                         |
|                | 091219                         | 7053841361                                         | Alley S Pleasant & E Warthan       | 502-510-72020  | 43.38                         |
|                | 091219                         | 7053841697                                         | Baker Alley                        | 502-510-72020  | 104.31                        |
|                | 091219                         | 7053841066                                         | NE Crn Harvard & College           | 502-510-72020  | 47.13                         |
|                | 091219                         | 7053841243                                         | Pine Alley                         | 502-510-72020  | 60.94                         |
|                | 091219                         | 7053841783                                         | California Alley                   | 502-510-72020  | 68.78                         |
|                | 091219                         | 7053841574                                         | Coalinga Alley Madison & Mont      | 502-510-72020  | 71.08                         |
|                | 091219                         | 7053841466                                         | Fres Alley Tyler & Polk            | 502-510-72020  | 70.45                         |
|                | 091219                         | 7053841893                                         | Energy Eff Retofit Loan Instl      | 503-000-11301  | 3,864.72                      |
|                | 091219                         | 7056603692                                         | SE 33 20 15 WWP                    | 503-520-72020  | 1,481.14                      |
|                | 091219                         | 7052100780                                         | NE SE 33 20 15 WWP                 | 503-520-72020  | 5,942.44                      |
|                | 091219                         | 7053841194                                         | Sewer Lift Pump Echo               | 503-521-72020  | 261.96                        |
|                | 091219                         | 7053841367                                         | Sewer Lift Station Kim             | 503-521-72020  | 40.93                         |
|                | 091219                         | 7053841328                                         | Sewer Lift Pump P/L                | 503-521-72020  | 145.15                        |
|                | 091219                         | 7053841979                                         | City Yard                          | 503-521-72020  | 256.22                        |
|                | 091219                         | 7053841845                                         | Sewer Lift Station Polk            | 503-521-72020  | 74.36                         |
| 61144          | 9/26/2019                      | 1804                                               | San Luis & Delta-Mendota           |                | 131,585.61                    |
|                | 090119                         | 9/19 WP Sept 2019 Est Adj (Est615AF/SB1375AF)=76   |                                    | 501-503-80010  | 28,811.60                     |
|                | 090119                         | 8/19 WP Aug 2019 Est Adj (Est655 AF/SB1466AF)=81   |                                    | 501-503-80010  | 30,745.01                     |
|                | 090119                         | 8/19 WP Aug 2019 Adj (Est1466AF/Actual 1401AF)=-   |                                    | 501-503-80010  | -2,464.15                     |
|                | 090119                         | 7/19 WP July 2019 Est Adj (Est655AF/SB1265AF)=61   |                                    | 501-503-80010  | 23,125.10                     |
|                | 090119                         | 10/19 WP October 2019 Estimate (1355AF)            |                                    | 501-503-80010  | 51,368.05                     |
| 61145          | 9/26/2019                      | 1810                                               | Save Mart Supermarkets             |                | 129.29                        |
|                | 0120190819054325               | 8/19 PD Inmate Meals                               |                                    | 101-413-70380  | 121.83                        |
|                | 0320190808041342               | 8/19 PD Inmate meals                               |                                    | 101-413-70380  | 7.46                          |
| 61146          | 9/26/2019                      | 1818                                               | Sean Young                         |                | 270.00                        |
|                | 20229                          | 9/19 PD Advance Meal Reimb - S. Young              |                                    | 101-413-86010  | 270.00                        |
| 61147          | 9/26/2019                      | 1865                                               | Standard Insurance Company         |                | 2,610.78                      |
|                | 100119                         | 10/19 Employee Insurance                           |                                    | 950-000-32300  | 748.24                        |
|                | 100119                         | 10/19 Employee Insurance                           |                                    | 950-000-32300  | 1,177.86                      |
|                | 100119                         | 10/19 Employee Insurance                           |                                    | 950-000-32400  | 684.68                        |
| 61148          | 9/26/2019                      | 1944                                               | U.S. Bank Corporate Payment Center |                | 7,202.28                      |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                                    | 101-406-86010  | 2.50                          |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                                    | 501-406-86010  | 6.00                          |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                                    | 502-406-86010  | 5.00                          |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                                    | 503-406-86010  | 3.75                          |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number | Vendor #<br>Description                            | Vendor Name          | Account Number | Payment Amount<br>Item Amount |
|----------------|--------------------------------|----------------------------------------------------|----------------------|----------------|-------------------------------|
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                      | 504-406-86010  | 0.25                          |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                      | 506-540-86010  | 2.50                          |
|                | 200004646                      | 9/19 FIN CSMFO-Chapter Mtg Registration - J. Bains |                      | 820-610-86010  | 5.00                          |
|                | USBCDAUG                       | 8/19 CD Twin Spiral Notebook                       |                      | 101-404-70010  | 7.06                          |
|                | USBCDAUG                       | 8/19 CD Wireless Mouse                             |                      | 101-404-70010  | 9.99                          |
|                | USBCDAUG                       | 8/19 CD Surface Pro 5 Case                         |                      | 101-404-70060  | 24.95                         |
|                | USBCDAUG                       | 8/19 CD Holster Belt Clip                          |                      | 101-404-70060  | 11.99                         |
|                | USBCDAUG                       | 8/19 CD D1 Exam Prep - M. Robles                   |                      | 501-508-86010  | 149.99                        |
|                | USBCDAUG                       | 8/19 CD Computer for Public Works                  |                      | 501-508-88040  | 290.24                        |
|                | USBCDAUG                       | 8/19 CD Computer for Public Works                  |                      | 502-510-88040  | 290.24                        |
|                | USBCDAUG                       | 8/19 CD Computer for Public Works                  |                      | 503-521-88040  | 290.24                        |
|                | USBCITYMGRAUG                  | 8/19 City Council Video Suppiles                   |                      | 101-401-70070  | 102.68                        |
|                | USBCITYMGRAUG                  | 8/19 NNO School Supply Giveaway                    |                      | 101-401-88220  | 61.99                         |
|                | USBCITYMGRAUG                  | 8/19 CM Fire & Building Code 2019                  |                      | 101-404-86030  | 1,280.29                      |
|                | USBCITYMGRAUG                  | 8/19 CM SEIU Lunch Meeting                         |                      | 101-405-86010  | 43.19                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch S. Jensen       |                      | 101-405-86010  | 10.58                         |
|                | USBCITYMGRAUG                  | 8/19 Chief's Breakfast                             |                      | 101-405-86010  | 14.22                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch M. Trejo        |                      | 101-405-86010  | 14.96                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 101-406-86010  | 1.16                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 101-406-86010  | 1.00                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 101-406-86030  | 30.00                         |
|                | USBCITYMGRAUG                  | 8/19 CM Fire & Building Code 2019                  |                      | 101-416-86030  | 406.37                        |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 501-406-86010  | 2.35                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 501-406-86010  | 2.81                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 501-406-86030  | 72.00                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 502-406-86010  | 2.06                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 502-406-86010  | 2.46                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 502-406-86030  | 60.00                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 503-406-86010  | 1.62                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 503-406-86010  | 1.35                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 503-406-86030  | 45.00                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 504-406-86010  | 0.12                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 504-406-86010  | 0.14                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 504-406-86030  | 3.00                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 506-540-86010  | 2.35                          |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch V. Saucedo      |                      | 506-540-86010  | 2.01                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 506-540-86030  | 30.00                         |
|                | USBCITYMGRAUG                  | 8/19 CM Sanchez Deposition - Lunch J. Bains        |                      | 820-610-86010  | 2.35                          |
|                | USBCITYMGRAUG                  | 8/19 CM Job Posting                                |                      | 820-610-86030  | 60.00                         |
|                | USBPWAUG                       | 8/19 PW Master Locks                               |                      | 501-503-70140  | 95.36                         |
|                | USBPWAUG                       | 8/19 PW Master Locks                               |                      | 501-503-70140  | 163.44                        |
|                | USBPWAUG                       | 8/19 PW Lodging D2 Exam Prep - M. Cruz/M. Ramire   |                      | 501-508-86010  | 819.12                        |
|                | USBPWAUG                       | 8/19 PW D2 Exam Prep - M. Cruz/M. Ramirez          |                      | 501-508-86010  | 780.00                        |
|                | USBPWAUGUST                    | 8/19 PW Vinyl for Street Signs                     |                      | 107-422-70130  | 343.27                        |
|                | USBPWAUGUST                    | 8/19 PW iPad Hard Case w/Keyboards                 |                      | 501-508-84010  | 236.10                        |
|                | USBPWAUGUST                    | 8/19 PW D2 Exam Prep - K. Zelenka                  |                      | 501-508-86010  | 199.99                        |
|                | USBPWAUGUST                    | 8/19 PW D2 Exam Prep - T. Hawk                     |                      | 501-508-86010  | 199.99                        |
|                | USBPWAUGUST                    | 8/19 PW Lodging for Training Academy - E.Deleon    |                      | 501-508-86010  | 79.02                         |
|                | USBPWAUGUST                    | 8/19 PW D1 Exam Prep - M. Ramirez                  |                      | 501-508-86010  | 149.99                        |
|                | USBPWAUGUST                    | 8/19 D1 Exam Prep - J. Contreras                   |                      | 501-508-86010  | 149.99                        |
|                | USBPWAUGUST                    | 8/19 PW iPad Hard Case w/Keyboards                 |                      | 502-510-84010  | 236.10                        |
|                | USBPWAUGUST                    | 8/19 PW Lodging for Training Academy -E. Deleon    |                      | 502-510-86010  | 79.03                         |
|                | USBPWAUGUST                    | 8/19 PW iPad Hard Case w/Keyboards                 |                      | 503-521-84010  | 236.10                        |
|                | USBPWAUGUST                    | 8/19 PW Lodging for Training Academy - E.Deleon    |                      | 503-521-86010  | 79.02                         |
| 61152          | 9/26/2019                      | 1983                                               | WageWorks            |                | 75.00                         |
|                | INV1639581                     | 9/19 FSA Monthly Fee                               |                      | 950-000-34610  | 75.00                         |
| 61153          | 9/26/2019                      | 1993                                               | West Hills Oil, Inc. |                | 4,825.04                      |
|                | 176070                         | 9/19 PW Fuel for Burner Graffiti Removal           |                      | 101-440-84090  | 75.29                         |



## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number             | Vendor #<br>Description                                                      | Vendor Name                          | Account Number                                  | Payment Amount<br>Item Amount        |
|----------------|--------------------------------------------|------------------------------------------------------------------------------|--------------------------------------|-------------------------------------------------|--------------------------------------|
|                | 64370                                      | 8/19 PD Fleet Fuel                                                           |                                      | 101-413-70160                                   | 4,749.75                             |
| 61158          | 10/3/2019<br>7000204493                    | 1056<br>9/19 FD Linens                                                       | Angelica Corporation                 | 101-416-75020                                   | 484.75<br>484.75                     |
| 61160          | 10/3/2019<br>000013625245                  | 02108<br>9/19 FD Telephone Service                                           | AT&T 2630                            | 101-416-72030                                   | 1,128.70<br>1,128.70                 |
| 61163          | 10/3/2019<br>10186<br>10186                | 1129<br>10/19 PD Meal Advance - B. Avila<br>10/19 PD Parking Fees - B. Avila | Brittani Avila                       | 101-413-86010<br>101-413-86010                  | 348.00<br>270.00<br>78.00            |
| 61172          | 10/3/2019<br>788546<br>788584              | 1224<br>9/19 FD Door Stop Tip & Digital Meter<br>9/19 FD Anti-Slip Tape      | Coalinga Hardware                    | 101-416-84030<br>101-416-84070                  | 813.50<br>69.34<br>2.89              |
| 61176          | 10/3/2019<br>405405                        | 1288<br>9/19 PD Blood Alcohol Analysis                                       | Department of Justice                | 101-413-88080                                   | 175.00<br>175.00                     |
| 61181          | 10/3/2019<br>CALEM30630<br>CALEM30694      | 1356<br>9/19 FD Station Supplies<br>9/19 FD Station Supplies                 | Fastenal Company                     | 101-416-70450<br>101-416-70450                  | 134.62<br>68.83<br>65.79             |
| 61183          | 10/3/2019<br>32201868601                   | 02253<br>9/19 HR TB Chest Exam - C. Mitchell Brown                           | Hanford Community Hospital           | 101-408-88060                                   | 130.09<br>130.09                     |
| 61184          | 10/3/2019<br>1248419                       | 1454<br>8/19 IRS VCP/ICMA Outside Attorney                                   | Hanson Bridgett LLP                  | 101-401-88010                                   | 6,040.00<br>6,040.00                 |
| 61185          | 10/3/2019<br>10186                         | 02042<br>10/19 PD Hotel Reservation for B. Avila                             | Harrah's Hotel                       | 101-413-86010                                   | 661.20<br>661.20                     |
| 61190          | 10/3/2019<br>945707                        | 1593<br>9/19 FD Medical Supplies                                             | Life Assist, Inc.                    | 101-416-75000                                   | 84.40<br>84.40                       |
| 61191          | 10/3/2019<br>4316-313142<br>4316-313723    | 1692<br>9/19 FD Polish-Apparatus Lenses<br>9/19 FD Gates Comperssor Repair   | O'Reilly Automotive, Inc.            | 101-416-84070<br>101-416-84020                  | 51.85<br>10.89<br>40.96              |
| 61192          | 10/3/2019<br>2028247                       | 1513<br>9/19 PD Jail Pay Phone Service                                       | Pacific Telemanagement Services      | 101-413-72030                                   | 100.00<br>100.00                     |
| 61194          | 10/3/2019<br>1306438                       | 02255<br>8/19 PD CPR Training                                                | Richard Haahr                        | 101-413-86010                                   | 260.00<br>260.00                     |
| 61195          | 10/3/2019<br>0000022941                    | 1828<br>8/19 FD Air Conditioning Diagnostic Analysis                         | Shaw's Air Conditioning & Heating    | 101-416-84020                                   | 80.00<br>80.00                       |
| 61207          | 10/3/2019<br>0001128                       | 1176<br>Unreimbursed Medical                                                 | CB&T COLUMBUS BANK & TRUST           | 950-000-34500                                   | 174.95<br>174.95                     |
| 61208          | 10/3/2019<br>0001117                       | 1205<br>CECA Dues                                                            | City Employee Contrib. Assoc.        | 950-000-33000                                   | 65.00<br>65.00                       |
| 61209          | 10/3/2019<br>0001118                       | 1223<br>Fire Union Dues                                                      | COALINGA FIREFIGHTERS                | 950-000-33300                                   | 600.00<br>600.00                     |
| 61210          | 10/3/2019<br>0001120<br>0001122<br>0001123 | 1228<br>Mastagni Law Firm<br>CPOA Dues<br>PORAC Dues                         | COALINGA PEACE OFFICER'S ASSOCIATION | 950-000-33200<br>950-000-33200<br>950-000-33200 | 745.92<br>245.00<br>245.00<br>255.92 |
| 61211          | 10/3/2019<br>0001105<br>0001106            | 1487<br>457 ICMA \$\$ Gen<br>457 ICMA % General                              | ICMA 457 RETIREMENT TRUST            | 950-000-32100<br>950-000-32100                  | 7,538.41<br>444.99<br>6,301.82       |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number            | Vendor #<br>Description                        | Vendor Name                  | Account Number                                  | Payment Amount<br>Item Amount                   |
|----------------|-------------------------------------------|------------------------------------------------|------------------------------|-------------------------------------------------|-------------------------------------------------|
|                | 0001107                                   | 457 ICMA EE\$ / ER%                            |                              | 950-000-32100                                   | 791.60                                          |
| 61212          | 10/3/2019<br>0001119                      | 1586<br>Pre-Paid Legal Shield                  | LEGAL SHIELD                 | 950-000-34060                                   | 120.11<br>120.11                                |
| 61213          | 10/3/2019<br>0001121                      | 02043<br>New York Life                         | New York Life Insurance      | 950-000-32400                                   | 853.96<br>853.96                                |
| 61214          | 10/3/2019<br>0001124<br>0001125           | 1820<br>SEIU COPE<br>SEIU Dues                 | SEIU Local 521 - Dues W/H    | 950-000-33000<br>950-000-33000                  | 528.71<br>20.00<br>508.71                       |
| 61370          | 10/24/2019                                | 1677                                           | Newport Trust Company        |                                                 | 7,754.23                                        |
|                | Gabriel 457 Correct                       | 457 Newport \$\$-General Both Ee & Er          |                              | 950-000-32100                                   | 330.00                                          |
|                | Gabriel 457 Correct                       | 457 Newport \$\$ Gen-457 Newport \$\$          |                              | 950-000-32100                                   | 330.00                                          |
|                | Gabriel 457 Correct                       | 457 Newport % Gen 457 Newport %                |                              | 950-000-32100                                   | 1,967.34                                        |
|                | Gabriel 457 Correct                       | 457 Newport EE/ER % 457                        |                              | 950-000-32100                                   | 1,519.42                                        |
|                | Gabriel 457 Correct                       | 457 Newport% Gen-457 Newport % General         |                              | 950-000-32100                                   | 2,095.20                                        |
|                | Gabriel 457 Correct                       | 457 Newprt -EE\$\$/ER%-457 Newport-EE\$\$//ER% |                              | 950-000-32100                                   | 1,512.27                                        |
| DFT0000782     | 9/6/2019<br>0001066                       | 1162<br>CalPERS Classic F/P ER 32048           | CalPERS                      | 950-000-36000                                   | 7,414.21<br>7,414.21                            |
| DFT0000783     | 9/6/2019<br>0001067                       | 1162<br>CalPERS Classic Misc ER 32047          | CalPERS                      | 950-000-36000                                   | 4,933.60<br>4,933.60                            |
| DFT0000784     | 9/6/2019<br>0001068                       | 1162<br>CalPERS PEPRA Misc 27481 EE            | CalPERS                      | 950-000-32000                                   | 2,566.88<br>2,566.88                            |
| DFT0000785     | 9/6/2019<br>0001069                       | 1162<br>CalPERS PEPRA Misc 27481 ER            | CalPERS                      | 950-000-32000                                   | 2,495.69<br>2,495.69                            |
| DFT0000786     | 9/6/2019<br>0001070                       | 1162<br>CalPERS PEPRA Fire/Police              | CalPERS                      | 950-000-32000                                   | 2,701.11<br>2,701.11                            |
| DFT0000787     | 9/6/2019<br>0001071                       | 1162<br>CalPERS PEPRA Fire/Police ER           | CalPERS                      | 950-000-36000                                   | 2,469.22<br>2,469.22                            |
| DFT0000788     | 9/6/2019<br>0001081                       | 1162<br>CalPERS Classic EE w/SS Offset         | CalPERS                      | 950-000-32000                                   | 7,124.09<br>7,124.09                            |
| DFT0000789     | 9/6/2019<br>0001082                       | 1869<br>SDU Fresno County                      | State Disbursement Unit      | 950-000-34010                                   | 407.99<br>407.99                                |
| DFT0000790     | 9/6/2019<br>0001083                       | 1869<br>SDU Kings County DCSS                  | State Disbursement Unit      | 950-000-34010                                   | 245.07<br>245.07                                |
| DFT0000791     | 9/30/2019<br>0001085<br>0001085           | 1025<br>AFLAC PreTax<br>AFLAC After Tax        | AFLAC Group Insurance        | 950-000-34600<br>950-000-34600                  | 1,647.46<br>1,210.06<br>437.40                  |
| DFT0000792     | 9/6/2019<br>0001086                       | 02078<br>SDI                                   | SDI                          | 950-000-31500                                   | 1,797.14<br>1,797.14                            |
| DFT0000793     | 9/6/2019<br>0001087                       | 02077<br>Mgr SDI                               | SDI (Mgr)                    | 950-000-31500                                   | 238.20<br>238.20                                |
| DFT0000794     | 9/6/2019<br>0001088                       | 1331<br>State WH                               | Employment Development Dept. | 950-000-31200                                   | 6,171.67<br>6,171.67                            |
| DFT0000795     | 9/6/2019<br>0001089<br>0001089<br>0001089 | 1957<br>Fed W/H<br>Social Security<br>Medicare | United States Treasury       | 950-000-31100<br>950-000-31300<br>950-000-31400 | 46,170.95<br>16,166.87<br>24,317.04<br>5,687.04 |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number | Payment Date<br>Payable Number             | Vendor #<br>Description                                      | Vendor Name                  | Account Number                                  | Payment Amount<br>Item Amount                   |
|----------------|--------------------------------------------|--------------------------------------------------------------|------------------------------|-------------------------------------------------|-------------------------------------------------|
| DFT0000796     | 9/6/2019<br>0001091                        | 02078<br>SDI                                                 | SDI                          | 950-000-31500                                   | 86.97<br>86.97                                  |
| DFT0000797     | 9/6/2019<br>0001092                        | 1331<br>State WH                                             | Employment Development Dept. | 950-000-31200                                   | 574.00<br>574.00                                |
| DFT0000798     | 9/6/2019<br>0001093<br>0001093<br>0001093  | 1957<br>Fed W/H<br>Social Security<br>Medicare               | United States Treasury       | 950-000-31100<br>950-000-31300<br>950-000-31400 | 3,332.44<br>1,913.32<br>1,150.14<br>268.98      |
| DFT0000800     | 9/20/2019<br>0001111                       | 1162<br>CalPERS Classic F/P ER 32048                         | CalPERS                      | 950-000-36000                                   | 7,169.48<br>7,169.48                            |
| DFT0000801     | 9/20/2019<br>0001112                       | 1162<br>CalPERS Classic Misc ER 32047                        | CalPERS                      | 950-000-36000                                   | 5,026.08<br>5,026.08                            |
| DFT0000802     | 9/20/2019<br>0001113                       | 1162<br>CalPERS PEPRA Misc 27481 EE                          | CalPERS                      | 950-000-32000                                   | 2,410.06<br>2,410.06                            |
| DFT0000803     | 9/20/2019<br>0001114                       | 1162<br>CalPERS PEPRA Misc 27481 ER                          | CalPERS                      | 950-000-36000                                   | 2,493.96<br>2,493.96                            |
| DFT0000804     | 9/20/2019<br>0001115<br>0001115            | 1162<br>CalPERS Pepra Police EE<br>CalPERS PEPRA Fire/Police | CalPERS                      | 950-000-32000<br>950-000-32000                  | 2,255.26<br>796.99<br>1,458.27                  |
| DFT0000805     | 9/20/2019<br>0001116<br>0001116            | 1162<br>CalPERS PEPRA Fire/Police ER<br>CalPERS ER Police    | CalPERS                      | 950-000-36000<br>950-000-36000                  | 2,303.97<br>1,489.75<br>814.22                  |
| DFT0000806     | 9/20/2019<br>0001126<br>0001126            | 1162<br>CalPERS Calssic EE<br>CalPERS Classic EE w/SS Offset | CalPERS                      | 950-000-32000<br>950-000-32000                  | 7,185.97<br>3,637.58<br>3,548.39                |
| DFT0000807     | 9/20/2019<br>0001127                       | 1869<br>SDU Fresno County                                    | State Disbursement Unit      | 950-000-34010                                   | 407.99<br>407.99                                |
| DFT0000808     | 9/30/2019<br>0001129<br>0001129            | 1025<br>AFLAC PreTax<br>AFLAC After Tax                      | AFLAC Group Insurance        | 950-000-34600<br>950-000-34600                  | 1,647.46<br>1,210.06<br>437.40                  |
| DFT0000809     | 9/20/2019<br>0001130                       | 02078<br>SDI                                                 | SDI                          | 950-000-31500                                   | 1,777.04<br>1,777.04                            |
| DFT0000810     | 9/20/2019<br>0001131                       | 02077<br>Mgr SDI                                             | SDI (Mgr)                    | 950-000-31500                                   | 188.61<br>188.61                                |
| DFT0000811     | 9/20/2019<br>0001132                       | 1331<br>State WH                                             | Employment Development Dept. | 950-000-31200                                   | 6,312.16<br>6,312.16                            |
| DFT0000812     | 9/20/2019<br>0001133<br>0001133<br>0001133 | 1957<br>Fed W/H<br>Social Security<br>Medicare               | United States Treasury       | 950-000-31100<br>950-000-31300<br>950-000-31400 | 47,023.87<br>16,602.65<br>24,654.98<br>5,766.24 |
| DFT0000817     | 9/20/2019<br>0001134                       | 1331<br>State WH                                             | Employment Development Dept. | 950-000-31200                                   | 264.53<br>264.53                                |
| DFT0000818     | 9/20/2019<br>0001135                       | 1957<br>Fed W/H                                              | United States Treasury       | 950-000-31100                                   | 558.39<br>558.39                                |
| DFT0000822     | 9/20/2019<br>0001138                       | 02078<br>SDI                                                 | SDI                          | 950-000-31500                                   | 3.65<br>3.65                                    |

## Expense Approval Report

Post Dates: 09/01/2019 - 09/30/2019

| Payment Number      | Payment Date<br>Payable Number | Vendor #<br>Description | Vendor Name                  | Account Number | Payment Amount<br>Item Amount |
|---------------------|--------------------------------|-------------------------|------------------------------|----------------|-------------------------------|
| DFT0000823          | 9/20/2019<br>0001139           | 1331<br>State WH        | Employment Development Dept. | 950-000-31200  | 5.05<br>5.05                  |
| DFT0000824          | 9/20/2019<br>0001140           | 1957<br>Fed W/H         | United States Treasury       | 950-000-31100  | 96.64<br>40.76                |
|                     | 0001140                        | Social Security         |                              | 950-000-31300  | 45.30                         |
|                     | 0001140                        | Medicare                |                              | 950-000-31400  | 10.58                         |
| DFT0000829          | 9/6/2019<br>0001141            | 1331<br>State WH        | Employment Development Dept. | 950-000-31200  | 264.53<br>264.53              |
| DFT0000830          | 9/6/2019<br>0001142            | 1957<br>Fed W/H         | United States Treasury       | 950-000-31100  | 558.39<br>558.39              |
| DFT0000833          | 9/20/2019<br>0001145           | 02078<br>SDI            | SDI                          | 950-000-31500  | 15.38<br>15.38                |
| DFT0000834          | 9/20/2019<br>0001146           | 1957<br>Social Security | United States Treasury       | 950-000-31300  | 216.78<br>175.70              |
|                     | 0001146                        | Medicare                |                              | 950-000-31400  | 41.08                         |
| <b>Grand Total:</b> |                                |                         |                              |                | <b>1,236,764.13</b>           |

## Report Summary

## Fund Summary

| Fund                                 | Payment Amount      |
|--------------------------------------|---------------------|
| 101 - GENERAL FUND                   | 116,944.62          |
| 106 - POLICE DEPT GRANTS             | 394.49              |
| 107 - GAS TAX FUND                   | 17,152.85           |
| 110 - LTF - ARTICLE VIII FUND        | 181.04              |
| 111 - SB1-ROAD REHAB MAINT ACCT FUND | 9,197.50            |
| 125 - MEASURE C-STREET MAINTENANCE   | 113.13              |
| 127 - MEASURE C-FLEXIBLE FUNDING     | 14,501.88           |
| 130 - SPECIAL ASSESSMENT DISTRICTS   | 113.13              |
| 140 - GENERAL CAPITAL PROJECTS FUND  | 8,701.14            |
| 146 - PARK IMPACT FEES               | 483.03              |
| 150 - COALINGA PUBLIC FINANCING AUTH | 5,584.25            |
| 305 - CALTRANS GRANTS FUND           | 524.15              |
| 501 - WATER ENTERPRISE FUND          | 437,783.99          |
| 502 - GAS ENTERPRISE FUND            | 48,367.00           |
| 503 - SEWER ENTERPRISE FUND          | 33,767.98           |
| 504 - SANITATION ENTERPRISE FUND     | 163,506.03          |
| 506 - TRANSIT SYSTEM                 | 1,275.24            |
| 815 - LOW/MOD HOUSING ASSET FUND     | 497.25              |
| 820 - RORF-REDEV OBLIG RETIREMT FUND | 1,716.08            |
| 950 - PAYROLL TRUST & AGENCY FUND    | 375,218.08          |
| <b>Grand Total:</b>                  | <b>1,236,022.86</b> |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 101-400-41080  | Mid Valley Franchise Fee  | -34,328.98     |
| 101-400-42130  | Residential Solar Permit  | 82.40          |
| 101-401-70070  | Audio/Video Equipment     | 125.80         |
| 101-401-72030  | Telephone                 | 23.49          |
| 101-401-84010  | Office Equip Repairs &    | 46.88          |
| 101-401-86010  | Training, Travel, & Confe | 371.26         |
| 101-401-86030  | Subs., Dues, & Publicatio | 3.19           |
| 101-401-88010  | City Attorney Fees        | 18,277.39      |
| 101-401-88040  | Computer Programming      | 130.09         |
| 101-401-88100  | Professional Services     | 600.00         |
| 101-401-88220  | Special Events Expense    | 61.99          |
| 101-404-70010  | Office Supplies           | 45.36          |
| 101-404-70060  | Small Tools & Equipment   | 36.94          |
| 101-404-70160  | Gasoline & Diesel         | 103.85         |
| 101-404-72030  | Telephone                 | 133.17         |
| 101-404-84010  | Office Equip Repairs &    | 47.95          |
| 101-404-86030  | Subs., Dues, & Publicatio | 1,280.29       |
| 101-404-86500  | Planning-Reimbursable F   | 1,060.00       |
| 101-404-88040  | Computer Programming      | 509.21         |
| 101-404-88180  | Cannabis Professional Se  | 11,730.04      |
| 101-405-72030  | Telephone                 | 70.51          |
| 101-405-84010  | Office Equip Repairs &    | 38.86          |
| 101-405-86010  | Training, Travel, & Confe | 395.66         |
| 101-405-88040  | Computer Programming      | 130.09         |
| 101-406-72030  | Telephone                 | 5.60           |
| 101-406-84010  | Office Equip Repairs &    | 40.85          |
| 101-406-86010  | Training, Travel, & Confe | 4.66           |
| 101-406-86030  | Subs., Dues, & Publicatio | 30.00          |
| 101-406-88030  | Accounting/Auditing       | 1,019.00       |
| 101-406-88040  | Computer Programming      | 258.77         |
| 101-406-88100  | Professional Services     | 286.20         |
| 101-408-72030  | Telephone                 | 49.91          |
| 101-408-84010  | Office Equip Repairs &    | 178.24         |

**Account Summary**

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 101-408-88040  | Computer Programming      | 197.68         |
| 101-408-88060  | Medical - General         | 130.09         |
| 101-408-89040  | Physical w/Drug & Alcoh   | 905.00         |
| 101-408-89050  | Polygraphs                | 600.00         |
| 101-408-89060  | Psychological Evaluation  | 1,200.00       |
| 101-408-89070  | Fingerprinting            | 230.00         |
| 101-413-70010  | Office Supplies           | 134.37         |
| 101-413-70030  | Postage & Freight Out     | 74.90          |
| 101-413-70060  | Small Tools & Equipment   | 95.87          |
| 101-413-70160  | Gasoline & Diesel         | 4,749.75       |
| 101-413-70380  | Inmate Food/Jail Supplie  | 485.27         |
| 101-413-70440  | Miscellaneous Supplies    | 1,313.81       |
| 101-413-72010  | Water, Gas, Sanitation &  | 39.92          |
| 101-413-72020  | Electric                  | 82.24          |
| 101-413-72030  | Telephone                 | 4,075.24       |
| 101-413-84010  | Office Equip Repairs &    | 480.42         |
| 101-413-84060  | Vehicle Parts, Repairs &  | 5,056.12       |
| 101-413-86010  | Training, Travel, & Confe | 3,018.18       |
| 101-413-88040  | Computer Programming      | 3,383.79       |
| 101-413-88080  | Laboratory                | 175.00         |
| 101-413-88100  | Professional Services     | 1,482.32       |
| 101-413-90070  | Investigative Expenses    | 559.60         |
| 101-413-92211  | K-9 Program Expense       | 1,837.14       |
| 101-415-72030  | Telephone                 | 23.50          |
| 101-415-88100  | Professional Services     | 1,800.00       |
| 101-416-56510  | Ambulance Receipts        | 10,714.77      |
| 101-416-70060  | Small Tools & Equipment   | 75.54          |
| 101-416-70160  | Gasoline & Diesel         | 4,434.55       |
| 101-416-70440  | Miscellaneous Supplies    | 5.55           |
| 101-416-70450  | Station Supplies          | 134.62         |
| 101-416-72010  | Water, Gas, Sanitation &  | 656.39         |
| 101-416-72020  | Electric                  | 2,886.61       |
| 101-416-72030  | Telephone                 | 2,867.39       |
| 101-416-75000  | Medical Equipment & Su    | 5,710.50       |
| 101-416-75010  | Meals-Ambulance Runs      | 121.73         |
| 101-416-75020  | EMS-Linens                | 484.75         |
| 101-416-75040  | Ambulance Billing Contr   | 5,758.60       |
| 101-416-84010  | Office Equip Repairs &    | 126.60         |
| 101-416-84020  | Major Equip Repairs &     | 1,642.55       |
| 101-416-84030  | Buildings Repairs & Mai   | 87.12          |
| 101-416-84060  | Vehicle Parts, Repairs &  | 10,630.94      |
| 101-416-84070  | Misc. Repairs & Maint.    | 13.78          |
| 101-416-86030  | Subs., Dues, & Publicatio | 406.37         |
| 101-416-88040  | Computer Programming      | 1,084.12       |
| 101-416-88100  | Professional Services     | 1,180.00       |
| 101-431-70100  | Uniforms                  | 153.01         |
| 101-431-70150  | Vehicle Parts & Supplies  | 21.00          |
| 101-431-72030  | Telephone                 | 71.84          |
| 101-431-84060  | Vehicle Parts, Repairs &  | 65.00          |
| 101-432-72010  | Water, Gas, Sanitation &  | 1,083.40       |
| 101-432-72020  | Electric                  | 12,023.29      |
| 101-432-72030  | Telephone                 | 1,227.37       |
| 101-432-84030  | Buildings Repairs & Mai   | 3,466.40       |
| 101-432-84050  | Grounds Repairs & Main    | 1,500.00       |
| 101-435-72010  | Water, Gas, Sanitation &  | 296.15         |
| 101-435-72020  | Electric                  | 2,009.02       |
| 101-435-72030  | Telephone                 | 166.90         |
| 101-435-84030  | Buildings Repairs & Mai   | 50.00          |

**Account Summary**

| Account Number | Account Name               | Payment Amount |
|----------------|----------------------------|----------------|
| 101-440-70160  | Gasoline & Diesel          | 496.83         |
| 101-440-72011  | Water/Electric - City Plot | 4,450.72       |
| 101-440-84050  | Grounds Repairs & Main     | 2,750.72       |
| 101-440-84060  | Vehicle Parts, Repairs &   | 858.94         |
| 101-440-84090  | Graffiti Removal Expens    | 75.29          |
| 101-440-89040  | Physical w/ Drug & Alco    | 23.40          |
| 101-440-89070  | Fingerprinting             | 0.96           |
| 101-440-92212  | Veterans Banner Prog Ex    | 2,153.02       |
| 106-413-70101  | Uniforms-Safety Equipm     | 394.49         |
| 107-422-70100  | Uniforms                   | 261.20         |
| 107-422-70120  | Sidewalk Repairs           | 34.23          |
| 107-422-70130  | Street Materials           | 343.27         |
| 107-422-70140  | Utility Parts & Supplies   | 47.47          |
| 107-422-70160  | Gasoline & Diesel          | 579.69         |
| 107-422-70190  | Street Stripe Paint        | 72.81          |
| 107-422-72010  | Water/Electric - City Plot | 3,887.47       |
| 107-422-72021  | Street Light Electricity   | 8,660.43       |
| 107-422-72030  | Telephone                  | 37.08          |
| 107-422-84010  | Office Equip Repairs &     | 2.64           |
| 107-422-84050  | Grounds Repairs & Main     | 98.13          |
| 107-422-84060  | Vehicle Parts, Repairs &   | 632.93         |
| 107-422-86030  | Subs., Dues, & Publicatio  | 21.45          |
| 107-422-88010  | City Attorney Fees         | 107.92         |
| 107-422-88040  | Computer Programming       | 190.54         |
| 107-422-88100  | Professional Services      | 1,908.75       |
| 107-422-88130  | Grant Writing/Applicatio   | 210.00         |
| 107-422-89040  | Physical w/Drug & Alcoh    | 54.60          |
| 107-422-89070  | Fingerprinting             | 2.24           |
| 110-424-88040  | Computer Programming       | 113.13         |
| 110-424-98940  | 2016 Alley Paving Projec   | 67.91          |
| 111-422-98910  | Sunset St Improv-Phase     | 9,197.50       |
| 125-422-88040  | Computer Programming       | 113.13         |
| 127-422-88040  | Computer Programming       | 113.13         |
| 127-422-98970  | ADA Improv-ATP Cycle 0     | 7,826.25       |
| 127-422-98983  | Center Median Island Im    | 6,562.50       |
| 130-451-88040  | Computer Programming       | 113.13         |
| 140-422-88040  | Computer Programming       | 113.13         |
| 140-422-98881  | HSIPL Elm/Cambridge Si     | 8,588.01       |
| 146-422-98221  | Centennial Park Improve    | 368.10         |
| 146-422-98222  | Sandlewood Park Impro      | 114.93         |
| 150-751-96501  | Fiscal Agent Fees-1998 A   | 1,893.55       |
| 150-752-96502  | Fiscal Agent Fees-1998 B   | 1,845.35       |
| 150-753-96503  | Fiscal Agent Fees-1998 C   | 1,845.35       |
| 305-422-98940  | 2016 Alley Paving Projec   | 524.15         |
| 501-406-70030  | Postage & Freight Out      | 882.39         |
| 501-406-70040  | Printing & Binding         | 641.60         |
| 501-406-70160  | Gasoline & Diesel          | 260.13         |
| 501-406-72030  | Telephone                  | 428.54         |
| 501-406-84010  | Office Equip Repairs &     | 544.69         |
| 501-406-86010  | Training, Travel, & Confe  | 11.16          |
| 501-406-86030  | Subs., Dues, & Publicatio  | 72.00          |
| 501-406-88030  | Accounting/Auditing        | 764.25         |
| 501-406-88040  | Computer Programming       | 1,847.71       |
| 501-406-88100  | Professional Services      | 686.88         |
| 501-503-70060  | Small Tools & Equipment    | 580.36         |
| 501-503-70100  | Uniforms                   | 322.00         |
| 501-503-70140  | Utility Parts & Supplies   | 523.63         |
| 501-503-70160  | Gasoline & Diesel          | 1,045.36       |

## Account Summary

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 501-503-72020  | Electric                  | 88,978.15      |
| 501-503-72030  | Telephone                 | 510.10         |
| 501-503-80010  | Water Purchases           | 306,727.53     |
| 501-503-82030  | Equipment Rental          | 28.00          |
| 501-503-84010  | Office Equip Repairs &    | 44.79          |
| 501-503-84020  | Major Equip Repairs &     | 335.07         |
| 501-503-84030  | Buildings Repairs & Mai   | 409.90         |
| 501-503-84060  | Vehicle Parts, Repairs &  | 393.98         |
| 501-503-86010  | Training, Travel, & Confe | 413.68         |
| 501-503-86030  | Subs., Dues, & Publicatio | 80.86          |
| 501-503-88010  | City Attorney Fees        | 107.92         |
| 501-503-88040  | Computer Programming      | 129.53         |
| 501-503-88081  | Outside Laboratory        | 175.00         |
| 501-503-88100  | Professional Services     | 13,465.27      |
| 501-503-89040  | Physical w/Drug & Alcoh   | 136.50         |
| 501-503-89070  | Fingerprinting            | 22.40          |
| 501-503-98052  | Improvements (Turbidim    | 4,640.16       |
| 501-503-98441  | Water Revenue Bond Pr     | 5,082.50       |
| 501-508-70060  | Small Tools & Equipment   | 358.80         |
| 501-508-70100  | Uniforms                  | 261.20         |
| 501-508-70140  | Utility Parts & Supplies  | 300.68         |
| 501-508-70160  | Gasoline & Diesel         | 496.82         |
| 501-508-72020  | Electric                  | 256.22         |
| 501-508-72030  | Telephone                 | 228.50         |
| 501-508-84010  | Office Equip Repairs &    | 246.51         |
| 501-508-84030  | Buildings Repairs & Mai   | 34.23          |
| 501-508-84060  | Vehicle Parts, Repairs &  | 661.79         |
| 501-508-86010  | Training, Travel, & Confe | 2,986.88       |
| 501-508-86030  | Subs., Dues, & Publicatio | 20.85          |
| 501-508-88010  | City Attorney Fees        | 107.92         |
| 501-508-88040  | Computer Programming      | 377.93         |
| 501-508-88121  | Geographic Information    | 343.47         |
| 501-508-89040  | Physical w/Drug & Alcoh   | 312.00         |
| 501-508-89070  | Fingerprinting            | 12.80          |
| 501-508-98940  | 2016 Alley Paving Projec  | 485.35         |
| 502-406-70030  | Postage & Freight Out     | 772.10         |
| 502-406-70040  | Printing & Binding        | 561.41         |
| 502-406-70160  | Gasoline & Diesel         | 227.62         |
| 502-406-72030  | Telephone                 | 374.98         |
| 502-406-84010  | Office Equip Repairs &    | 476.59         |
| 502-406-86010  | Training, Travel, & Confe | 9.52           |
| 502-406-86030  | Subs., Dues, & Publicatio | 60.00          |
| 502-406-88030  | Accounting/Auditing       | 764.25         |
| 502-406-88040  | Computer Programming      | 1,793.50       |
| 502-406-88100  | Professional Services     | 572.40         |
| 502-510-70060  | Small Tools & Equipment   | 362.95         |
| 502-510-70100  | Uniforms                  | 261.18         |
| 502-510-70140  | Utility Parts & Supplies  | 70.79          |
| 502-510-70160  | Gasoline & Diesel         | 496.82         |
| 502-510-72020  | Electric                  | 888.26         |
| 502-510-72030  | Telephone                 | 382.52         |
| 502-510-80020  | PG&E Wholesale Transp     | 7,733.28       |
| 502-510-84010  | Office Equip Repairs &    | 270.45         |
| 502-510-84030  | Buildings Repairs & Mai   | 59.85          |
| 502-510-84060  | Vehicle Parts, Repairs &  | 661.78         |
| 502-510-86010  | Training, Travel, & Confe | 6,398.69       |
| 502-510-86030  | Subs., Dues, & Publicatio | 21.45          |
| 502-510-88010  | City Attorney Fees        | 107.92         |



**Account Summary**

| Account Number | Account Name              | Payment Amount |
|----------------|---------------------------|----------------|
| 502-510-88040  | Computer Programming      | 488.94         |
| 502-510-88100  | Professional Services     | 20,640.33      |
| 502-510-88121  | Geographic Information    | 343.47         |
| 502-510-89040  | Physical w/Drug & Alcoh   | 312.00         |
| 502-510-89070  | Fingerprinting            | 12.80          |
| 502-510-98071  | Gas Meter Purchases       | 3,026.39       |
| 502-510-98940  | 2016 Alley Paving Projec  | 214.76         |
| 503-000-11301  | CalPOP Energy Eff.Loan    | 3,864.72       |
| 503-406-70030  | Postage & Freight Out     | 507.38         |
| 503-406-70040  | Printing & Binding        | 368.93         |
| 503-406-70160  | Gasoline & Diesel         | 149.58         |
| 503-406-72030  | Telephone                 | 181.36         |
| 503-406-84010  | Office Equip Repairs &    | 272.34         |
| 503-406-86010  | Training, Travel, & Confe | 6.72           |
| 503-406-86030  | Subs., Dues, & Publicatio | 45.00          |
| 503-406-88030  | Accounting/Auditing       | 764.25         |
| 503-406-88040  | Computer Programming      | 1,630.88       |
| 503-406-88100  | Professional Services     | 429.30         |
| 503-520-70100  | Uniforms                  | 321.96         |
| 503-520-70140  | Utility Parts & Supplies  | 211.22         |
| 503-520-70160  | Gasoline & Diesel         | 261.34         |
| 503-520-72010  | Water, Gas, Sanitation &  | 361.84         |
| 503-520-72020  | Electric                  | 7,423.58       |
| 503-520-72030  | Telephone                 | 159.62         |
| 503-520-82030  | Equipment Rental          | 14.00          |
| 503-520-84010  | Office Equip Repairs &    | 31.54          |
| 503-520-84020  | Major Equip Repairs &     | 8,171.43       |
| 503-520-84030  | Buildings Repairs & Mai   | 684.08         |
| 503-520-86010  | Training, Travel, & Confe | 107.59         |
| 503-520-86030  | Subs., Dues, & Publicatio | 20.85          |
| 503-520-88010  | City Attorney Fees        | 107.92         |
| 503-520-88040  | Computer Programming      | 155.73         |
| 503-520-88100  | Professional Services     | 2,921.88       |
| 503-520-89040  | Physical w/Drug & Alcoh   | 58.50          |
| 503-520-89070  | Fingerprinting            | 9.60           |
| 503-521-70100  | Uniforms                  | 261.18         |
| 503-521-70160  | Gasoline & Diesel         | 496.82         |
| 503-521-70440  | Miscellaneous Supplies    | 64.68          |
| 503-521-72010  | Water, Gas, Sanitation &  | 83.38          |
| 503-521-72020  | Electric                  | 778.62         |
| 503-521-72030  | Telephone                 | 360.86         |
| 503-521-84010  | Office Equip Repairs &    | 240.06         |
| 503-521-84030  | Buildings Repairs & Mai   | 34.23          |
| 503-521-84060  | Vehicle Parts, Repairs &  | 661.76         |
| 503-521-86010  | Training, Travel, & Confe | 98.69          |
| 503-521-86030  | Subs., Dues, & Publicatio | 20.85          |
| 503-521-88010  | City Attorney Fees        | 107.90         |
| 503-521-88040  | Computer Programming      | 443.32         |
| 503-521-88121  | Geographic Information    | 343.46         |
| 503-521-89040  | Physical w/Drug & Alcoh   | 78.00          |
| 503-521-89070  | Fingerprinting            | 3.20           |
| 503-521-98940  | 2016 Alley Paving Projec  | 447.83         |
| 504-406-70030  | Postage & Freight Out     | 44.12          |
| 504-406-70040  | Printing & Binding        | 32.08          |
| 504-406-70160  | Gasoline & Diesel         | 13.00          |
| 504-406-72030  | Telephone                 | 55.25          |
| 504-406-84010  | Office Equip Repairs &    | 27.23          |
| 504-406-86010  | Training, Travel, & Confe | 0.51           |

**Account Summary**

| <b>Account Number</b> | <b>Account Name</b>       | <b>Payment Amount</b> |
|-----------------------|---------------------------|-----------------------|
| 504-406-86030         | Subs., Dues, & Publicatio | 3.00                  |
| 504-406-88030         | Accounting/Auditing       | 101.90                |
| 504-406-88040         | Computer Programming      | 304.49                |
| 504-406-88100         | Professional Services     | 28.62                 |
| 504-530-88170         | Mid Valley Sanitation Se  | 161,384.06            |
| 504-535-70100         | Uniforms                  | 53.52                 |
| 504-535-70160         | Gasoline & Diesel         | 1,003.90              |
| 504-535-72030         | Telephone                 | 8.31                  |
| 504-535-84010         | Office Equip Repairs &    | 3.86                  |
| 504-535-84060         | Vehicle Parts, Repairs &  | 437.07                |
| 504-535-88040         | Computer Programming      | 5.11                  |
| 506-540-70100         | Uniforms                  | 68.36                 |
| 506-540-70160         | Gasoline & Diesel         | 144.20                |
| 506-540-72030         | Telephone                 | 292.36                |
| 506-540-84010         | Office Equip Repairs &    | 38.02                 |
| 506-540-86010         | Training, Travel, & Confe | 6.86                  |
| 506-540-86030         | Subs., Dues, & Publicatio | 30.00                 |
| 506-540-88030         | Accounting/Auditing       | 152.85                |
| 506-540-88040         | Computer Programming      | 256.39                |
| 506-540-88100         | Professional Services     | 286.20                |
| 815-609-88100         | Professional Services     | 497.25                |
| 820-610-72030         | Telephone                 | 3.98                  |
| 820-610-84010         | Office Equip Repairs &    | 3.23                  |
| 820-610-86010         | Training, Travel, & Confe | 7.35                  |
| 820-610-86030         | Subs., Dues, & Publicatio | 60.00                 |
| 820-610-88030         | Accounting/Auditing       | 764.25                |
| 820-610-88040         | Computer Programming      | 117.37                |
| 820-610-88100         | Professional Services     | 759.90                |
| 950-000-31100         | Federal Withholding       | 35,840.38             |
| 950-000-31200         | State Income Tax Withh    | 13,591.94             |
| 950-000-31300         | FICA Withheld             | 50,343.16             |
| 950-000-31400         | Medicare Insurance Wit    | 11,773.92             |
| 950-000-31500         | State Disability Insuranc | 4,106.99              |
| 950-000-32000         | Employee Retirement W     | 26,739.06             |
| 950-000-32100         | Employee Deferred Com     | 21,987.04             |
| 950-000-32300         | Employee Long Term Dis    | 3,852.20              |
| 950-000-32400         | Life Insurance            | 3,055.51              |
| 950-000-33000         | CLOCEA Dues Withheld      | 1,187.26              |
| 950-000-33200         | CPOA Dues Withheld        | 1,491.84              |
| 950-000-33300         | Fire Assoc. Dues Withhel  | 1,200.00              |
| 950-000-34010         | Other W/H Garnishment     | 1,061.05              |
| 950-000-34060         | Prepaid Legal Services    | 240.22                |
| 950-000-34500         | Unreimbursed Med/Dep      | 349.90                |
| 950-000-34600         | AFLAC Insurance Withhe    | 3,294.92              |
| 950-000-34610         | AFLAC Administration Fe   | 75.00                 |
| 950-000-36000         | Employer Retirement       | 31,810.52             |
| 950-000-36200         | Employer Medical Insura   | 163,217.17            |
| <b>Grand Total:</b>   |                           | <b>1,236,022.86</b>   |

**Project Account Summary**

| <b>Project Account Key</b> | <b>Payment Amount</b> |
|----------------------------|-----------------------|
| **None**                   | 1,236,022.86          |
| <b>Grand Total:</b>        | <b>1,236,022.86</b>   |

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

**Subject:** City Council Approval of Video Services Agreement  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends approval of contract with Josh Sexton for Video Production Services.

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

The fiscal impact to the City Council budget is approximately \$7,200.

**ATTACHMENTS:**

|   | File Name          | Description             |
|---|--------------------|-------------------------|
| □ | Video_Services.pdf | Video Services Contract |

**THE CITY OF COALINGA  
PROFESSIONAL SERVICES AGREEMENT**

This Agreement is made and entered into 11/01/2019 by and between the City of Coalinga (hereinafter "CITY"), and Josh Sexton (hereinafter "CONSULTANT").

WHEREAS the Consultant warrants and represents that they are trained and experienced in such service and can prepare and deliver high quality professional Video Production Services required of Consultant tot the City such within the time frame herein provided all in accordance with the terms and conditions of this Agreement.

**AGREEMENT**

NOW, THEREFORE, the parties hereby agree as follows:

**1. PPROJECTION COORDINATION**

A. CITY: The City Manager of the City of Coalinga shall be the representative of the City for all purposes under this Agreement and is hereby designated the Project Manager for the City and said Project Manager shall supervise all aspects of the progress and execution of this Agreement.

B. CONSULTANT: The Primary contact and Consultant representative for this project shall be Mr. Josh Sexton.

**2. SCOPE OF SERVICES**

Please see attachment "A".

**3. COMPENSATION**

Consultant agrees to undertake consultant services on behalf of the City for a fee of \$300/event or \$25.00 per hour for professional services other than event videography. Duplication and transcription services shall be charged at a rate of no less than \$12.00/tape/DVD/ Audio tape duplication, etc. Additional professional service charges may be attached for unusual or "real time" conversion such as police evidence video tapes etc. An event is defined as a meeting of Council, Budget Workshop, or any gathering where a video recording is made for the purpose of public information and/or the archival records of the City and City agencies, Billing shall occur on a monthly basis as work is completed.

**4. DUTIES OF CITY**

Provides all resources, which are necessary for carrying out the work outlined in this Agreement; subject to fiscal limitation of the City.

**5. TERMINATION**

A. Discretionary: Either party may terminate Agreement without cause upon thirty (30) days written notice mailed personally delivered to the other party.

B. Effect of Termination: Upon receipts of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without prior

written consent of the other.

- C. Return of Documents: Upon termination, any and all City documents or materials provided to Consultant and any and all of Consultant's documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to City as soon as possible, but not later than thirty (30) days after termination.

## 6. OWNERSHIP OF DOCUMENTS

The written documents and materials prepared by the Consultant in connection with the performance of its duties under this, Agreement, shall be the sole property of City. City may use said property for any purposes, including projects not contemplated by this Agreement.

## 7. ASSIGNABILITY

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligation hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising, hereunder shall be void and of no effect.

## 8. NONDISCRIMINATION

Consultant shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

## 9. COMPLIANCE WITH ALL LAWS

Consultant shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. Consultant shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. Consultant shall release, defend, indemnify and hold harmless City and its elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively) from any and all damages, liabilities, penalties, and fines, and all other consequences from any noncompliance or violation of any laws, ordinance, codes or regulations.

## 10. NO THIRD PARTY BENEFICIARIES

City and Consultant do not intend, by any provision of this Agreement, to create in any third party, and benefit or right owned by one party, under the terms and conditions of this Agreement, to the other party.

## 11. INDEMNIFICATION

Consultant agrees to indemnify and hold harmless the City and its elected and appointed boards, officials, officers, agents, employees and volunteers (individually and collectively, "Indemnities") from any and all claims, demands, costs including without limitation costs and fees of litigation, losses and expenses, including attorney's fees, for damage to



property or injury including death to persons arising, or asserted to have arisen out of or in connection with any of the Consultant obligations contained in this agreement from the active or passive negligence or willful misconduct of the Consultant, its officers, agents, representatives, volunteers or employees whether sole or contributory in connection with the performance of this Agreement.

## 12. INSURANCE

Consultant further agrees to obtain and maintain, at its sole cost, liability insurance for any and all in full force and effect during the term of this Agreement insurance, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work provided by Consultant, its agents, representatives or employees in performance of this Agreement.

## 13. NOTICES

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid by addressed to the parties intended to be noticed. Notice shall be deemed given as of the date of personal delivery, or if mailed, three (3) days after deposited in the custody of the United States Postal Service. Notice shall be given as follows:

|          |                                                                                                             |
|----------|-------------------------------------------------------------------------------------------------------------|
| To City: | City of Coalinga<br>Attn: Marissa Trejo, City Manager<br>155 W. Durian Avenue<br>Coalinga, California 93210 |
|----------|-------------------------------------------------------------------------------------------------------------|

|                |                                                         |
|----------------|---------------------------------------------------------|
| To Consultant: | Josh Sexton<br>575 Kimberly Place<br>Coalinga, CA 93210 |
|----------------|---------------------------------------------------------|

## 14. INDEPENDENT CONTRACTOR

For the purposes, and for the duration, of this Agreement, Consultant, its officers, agents, and employees shall act in the capacity of an Independent Contractor, and not as an employee of the City. Consultant and City expressly intend and agree that the status of Consultant, its offices, agents and employees be that of an Independent Contract and not that of an employee of the City.

## 15. ENTIRE AGREEMENT-AMENDMENTS

The terms and conditions of this Agreement, all exhibits attached, and all documents incorporated by reference, represent the entire Agreement of the parties with respects to the subject matter of this Agreement. This written Agreement shall supersede any and all prior agreements, or written, regarding the subject matter between the Consultant and the City. No other agreements promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the

Consultant and the City. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

16. WAIVERS

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be waived or any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party or any fee, performance, or other considerations, which may become due or owing under this Agreement shall not be deemed to be waived of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

17. APPLICABLE LAW

The law of the State of California shall govern this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement.

CITY:  
City of Coalinga

CONSULTANT:  
Josh Sexton

By: \_\_\_\_\_  
Marissa Trejo, City Manager  
City of Coalinga

By: \_\_\_\_\_  
Josh Sexton, Consultant

## Attachment “A”

### Scope of Services:

#### 1. The consultant shall:

Create a video archive with audio of the meeting of the City Council and other agencies as specified and as specially requested (subject to availability of consultant). The consultant shall be empowered to create multiple simultaneous records of each meeting. These records may include; (1) live broadcast, (2) video taped material for delayed broadcast (3) DVD-R archive of the meeting for City Archives, and (4) DVD-R archive for the public library. These public records shall not be edited for content except for an exceptional circumstance, though they may be edited for time. Editing for time is defined as the effect of pausing the recording when a closed session or recess is called during a recording session. Editing for content is defined as the selective omission or deletion of program content. An exceptional situation may arise where a governing body wishes to convene in open session outside the operational range of the cameras, such as a street dedication or viewing a vehicle. In this rare instance the consultant may edit the recording for content by editing the recording for time.

Have key control of the facility and work with the City to insure that meeting facilities are properly opened and secured for events that the consultant is involved in.

Deliver broadcast and archival media in a timely way to the local cable television station and/or the city library.

Deliver archival media in a timely way to city administration upon receipt of a request for duplicated media.

Govern the use of and assist the city with the utilization of A/V equipment both on and off site. This may include, but is not limited to outdoor portable public address system use.

Cooperate with network media personnel, consultants, city staff and media specialists of other governmental agencies to insure the smooth and effective presentation of information and/or the transfer of information subject to the conditions of use, as determined by City policy.

Work with City staff to give advice/consent and expertise to staff in those areas of communication that are related to the consultant's area of expertise.

Advise the City and make recommendations for purchases of A/V related items.



2. Additionally, the consultant may:

Produce public service announcements (PSA's), for the benefit of the viewing public at his discretion and at the request of the City or qualified non-profit organizations. These shall be run either as additional video content on the archival recordings, or as an independent video feed from a computerized character generator at the Cable TV station. The consultant will consult with the City on any issue which the consultant deems it necessary in order to protect the interests of the City and the CATV provider. Issues arising from acts of omission or commission shall be taken under review and resolved appropriately by the consultant and an agent from either/or the City and either/or the CATV operator.

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

**Subject:** City Council Approval of a Budget Allocation and Scope of Work for the City of Coalinga Center Median Island Rehabilitation Project  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, (I) Public Works & Utilities Director

---

## **I. RECOMMENDATION:**

The City Council authorize a budget appropriation and scope of work for the design , bidding and construction of the City center median island rehabilitation project.

## **II. BACKGROUND:**

The State of California experienced a significant drought years ago and the City of Coalinga has begun seeing its long term effects on it's landscaping especially within the median islands where trees have been deprived of the water needed to stay sustainable. This was compounded by the Governors drought executive order that limited the watering of turf within median islands which the trees relied on.

As a result public works has been removing the dead trees within the medians, stump grind and replace with new drought resistant trees in anticipation of a rehabilitation project to follow to beautify the medians throughout the City.

## **III. DISCUSSION:**

The median island project seeks to improve the looks and sustainability of our infrastructure by cleaning and grubbing and the installation cobble mulch, gravel mulch and large decorative (Mesa) boulders within our medians to limit maintenance and enhance our neighborhoods. The following locations are planned for improvement:

- Washington Street (N. Monterey to Sunset)
- N. Monterey (Elm to Washington)
- Juniper Ridge Blvd
- W. Cherry Lane
- Cambridge Ave (In Front of Middle School)
- Roosevelt Street
- N. Princeton Ave
- Sandalwood Street
- Copper Canyon
- Enterprise Parkway
- N. 5th Street (Near Clock Tower)

The estimated cost for this project, including design, bid, construction and construction management/engineering is \$371,700.25 (includes a 15% contingency). The project is expected to be funded

by the City's Measure C - Flexible Funding account.

Once authorization is given by the City Council to proceed staff will begin developing the design specifications and prepare to bid the work in the next 45 days. Public Works staff is working to get ahead of the project by removing, stump grinding and replacing the dead and diseased trees within the project area. Not all trees will be replaced 1:1 due to previous overcrowding.

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

- The City Council may choose not to move forward with this project and direct staff accordingly.

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

Staff is requesting a budget allocation of \$372,000 from the Measure C Flexible Funding Street Fund Account to fund this project. There will be no impact to the General Fund as local street funds must be used for street related projects similar to the one being proposed.

#### **ATTACHMENTS:**

|   | File Name                          | Description             |
|---|------------------------------------|-------------------------|
| 📎 | 2825_Preliminary_Cost_Estimate.pdf | Engineers Cost Estimate |
| 📎 | 2825_Exhibits.pdf                  | Scope of Work Exhibits  |



## EXHIBIT A

4630 W. Jennifer Ave. Suite 101  
Fresno, CA 93722-6415  
(559) 447-9075  
Fax: (559) 447-9074  
www.TriCityEngineering.com

### PRELIMINARY ENGINEER'S OPINION OF PROBABLE COST City of Coalinga - Median Island Landscaping

JN 2825

Created: **August 9, 2019**

Revised: **October 29, 2019**

#### WASHINGTON ST LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.   | Unit Price | Extension           |
|-------------|-------------------------------------------------|------|--------|------------|---------------------|
| 1           | GRAVEL MULCH                                    | SF   | 17,888 | \$ 1.50    | \$ 26,832.00        |
| 2           | COBBLE MULCH                                    | SF   | 6,794  | \$ 4.75    | \$ 32,271.50        |
| 3           | MESA BOULDERS                                   | EA   | 75     | \$ 100.00  | \$ 7,500.00         |
| 4           | CLEARING AND GRUBBING                           | SF   | 24,682 | \$ 0.25    | \$ 6,170.50         |
| <b>LS-1</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |        |            | <b>\$ 72,774.00</b> |

#### N MONTEREY AVE LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.   | Unit Price | Extension           |
|-------------|-------------------------------------------------|------|--------|------------|---------------------|
| 1           | GRAVEL MULCH                                    | SF   | 28,097 | \$ 1.50    | \$ 42,145.50        |
| 2           | COBBLE MULCH                                    | SF   | 3,202  | \$ 4.75    | \$ 15,209.50        |
| 3           | MESA BOULDERS                                   | EA   | 90     | \$ 100.00  | \$ 9,000.00         |
| 4           | CLEARING AND GRUBBING                           | SF   | 31,299 | \$ 0.25    | \$ 7,824.75         |
| <b>LS-2</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |        |            | <b>\$ 74,179.75</b> |

#### JUNIPER RIDGE BLVD LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension           |
|-------------|-------------------------------------------------|------|-------|------------|---------------------|
| 1           | GRAVEL MULCH                                    | SF   | 6,618 | \$ 1.50    | \$ 9,927.00         |
| 2           | COBBLE MULCH                                    | SF   | 2,699 | \$ 4.75    | \$ 12,820.25        |
| 3           | MESA BOULDERS                                   | EA   | 35    | \$ 100.00  | \$ 3,500.00         |
| 4           | CLEARING AND GRUBBING                           | SF   | 9,317 | \$ 0.25    | \$ 2,329.25         |
| <b>LS-3</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 28,576.50</b> |

#### W CHERRY LANE LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension           |
|-------------|-------------------------------------------------|------|-------|------------|---------------------|
| 1           | GRAVEL MULCH                                    | SF   | 4,782 | \$ 1.50    | \$ 7,173.00         |
| 2           | COBBLE MULCH                                    | SF   | 2,073 | \$ 4.75    | \$ 9,846.75         |
| 3           | MESA BOULDERS                                   | EA   | 40    | \$ 100.00  | \$ 4,000.00         |
| 4           | CLEARING AND GRUBBING                           | SF   | 6,855 | \$ 0.25    | \$ 1,713.75         |
| <b>LS-4</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 22,733.50</b> |

#### CAMBRIDGE AVE LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension          |
|-------------|-------------------------------------------------|------|-------|------------|--------------------|
| 1           | GRAVEL MULCH                                    | SF   | 1,162 | \$ 1.50    | \$ 1,743.00        |
| 2           | MESA BOULDERS                                   | EA   | 6     | \$ 100.00  | \$ 600.00          |
| 3           | CLEARING AND GRUBBING                           | SF   | 1,162 | \$ 0.25    | \$ 290.50          |
| <b>LS-5</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 2,633.50</b> |



## EXHIBIT A

4630 W. Jennifer Ave. Suite 101  
Fresno, CA 93722-6415  
(559) 447-9075  
Fax: (559) 447-9074  
www.TriCityEngineering.com

### E ROOSEVELT ST LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty. | Unit Price | Extension          |
|-------------|-------------------------------------------------|------|------|------------|--------------------|
| 1           | GRAVEL MULCH                                    | SF   | 924  | \$ 1.50    | \$ 1,386.00        |
| 2           | MESA BOULDERS                                   | EA   | 5    | \$ 100.00  | \$ 500.00          |
| 3           | CLEARING AND GRUBBING                           | SF   | 924  | \$ 0.25    | \$ 231.00          |
| <b>LS-6</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |      |            | <b>\$ 2,117.00</b> |

### N PRINCETON AVE LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension          |
|-------------|-------------------------------------------------|------|-------|------------|--------------------|
| 1           | GRAVEL MULCH                                    | SF   | 2,129 | \$ 1.50    | \$ 3,193.50        |
| 2           | MESA BOULDERS                                   | EA   | 5     | \$ 100.00  | \$ 500.00          |
| 3           | CLEARING AND GRUBBING                           | SF   | 2,129 | \$ 0.25    | \$ 532.25          |
| <b>LS-7</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 4,225.75</b> |

### SANDALWOOD ST LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension           |
|-------------|-------------------------------------------------|------|-------|------------|---------------------|
| 1           | GRAVEL MULCH                                    | SF   | 4,532 | \$ 1.50    | \$ 6,798.00         |
| 2           | MESA BOULDERS                                   | EA   | 28    | \$ 100.00  | \$ 2,800.00         |
| 3           | CLEARING AND GRUBBING                           | SF   | 4,532 | \$ 0.25    | \$ 1,133.00         |
| <b>LS-8</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 10,731.00</b> |

### COPPER CANYON CT LANDSCAPING ITEMS

| Item No.    | Description                                     | Unit | Qty.  | Unit Price | Extension          |
|-------------|-------------------------------------------------|------|-------|------------|--------------------|
| 1           | GRAVEL MULCH                                    | SF   | 3,248 | \$ 1.50    | \$ 4,872.00        |
| 2           | MESA BOULDERS                                   | EA   | 14    | \$ 100.00  | \$ 1,400.00        |
| 3           | CLEARING AND GRUBBING                           | SF   | 3,248 | \$ 0.25    | \$ 812.00          |
| <b>LS-9</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 7,084.00</b> |

### ENTERPRISE PKWY LANDSCAPING ITEMS

| Item No.     | Description                                     | Unit | Qty. | Unit Price   | Extension           |
|--------------|-------------------------------------------------|------|------|--------------|---------------------|
| 1            | GRAVEL MULCH                                    | SF   | 670  | \$ 1.50      | \$ 1,005.00         |
| 2            | MESA BOULDERS                                   | EA   | 6    | \$ 100.00    | \$ 600.00           |
| 3            | SIGN DEMO                                       | EA   | 1    | \$ 1,500.00  | \$ 1,500.00         |
| 4            | NEW JUNIPER RIDGE INDUSTRIAL PARK SIGN          | EA   | 1    | \$ 17,500.00 | \$ 17,500.00        |
| 5            | CLEARING AND GRUBBING                           | SF   | 670  | \$ 0.25      | \$ 167.50           |
| <b>LS-10</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |      |              | <b>\$ 20,772.50</b> |

### N 5TH STREET LANDSCAPING ITEMS

| Item No.     | Description                                     | Unit | Qty.  | Unit Price | Extension          |
|--------------|-------------------------------------------------|------|-------|------------|--------------------|
| 1            | GRAVEL MULCH                                    | SF   | 1,345 | \$ 1.50    | \$ 2,017.50        |
| 2            | MESA BOULDERS                                   | EA   | 12    | \$ 100.00  | \$ 1,200.00        |
| 3            | CLEARING AND GRUBBING                           | SF   | 1,345 | \$ 0.25    | \$ 336.25          |
| <b>LS-11</b> | <b>MEDIAN ISLAND LANDSCAPING ITEMS SUBTOTAL</b> |      |       |            | <b>\$ 3,553.75</b> |



## EXHIBIT A

4630 W. Jennifer Ave. Suite 101  
 Fresno, CA 93722-6415  
 (559) 447-9075  
 Fax: (559) 447-9074  
 www.TriCityEngineering.com

### SUMMARY OF LANDSCAPING ITEMS

| Item No.    | Description                            | Unit                                      | Qty.   | Unit Price   | Extension            |
|-------------|----------------------------------------|-------------------------------------------|--------|--------------|----------------------|
| 1           | GRAVEL MULCH                           | SF                                        | 71,395 | \$ 1.50      | \$ 107,092.50        |
| 2           | COBBLE MULCH                           | SF                                        | 14,768 | \$ 4.75      | \$ 70,148.00         |
| 3           | MESA BOULDERS                          | EA                                        | 316    | \$ 100.00    | \$ 31,600.00         |
| 4           | SIGN DEMO                              | EA                                        | 1      | \$ 1,500.00  | \$ 1,500.00          |
| 5           | NEW JUNIPER RIDGE INDUSTRIAL PARK SIGN | EA                                        | 1      | \$ 17,500.00 | \$ 17,500.00         |
| 6           | CLEARING AND GRUBBING                  | SF                                        | 86,163 | \$ 0.25      | \$ 21,540.75         |
| <b>LS-T</b> |                                        | <b>MEDIAN ISLAND LANDSCAPING SUBTOTAL</b> |        |              | <b>\$ 249,381.25</b> |

### GENERAL ITEMS

| Item No.    | Description                       | Unit                          | Qty. | Unit Price   | Extension           |
|-------------|-----------------------------------|-------------------------------|------|--------------|---------------------|
| 7           | MOBILIZATION/GENERAL REQUIREMENTS | LS                            | 1    | \$ 24,940.00 | \$ 24,940.00        |
| 8           | WORKER SAFETY                     | LS                            | 1    | \$ 800.00    | \$ 800.00           |
| <b>ST-1</b> |                                   | <b>GENERAL ITEMS SUBTOTAL</b> |      |              | <b>\$ 25,740.00</b> |

### ENGINEERING FEES

| Item No.   | Description                      | Unit                             | Qty. | Unit Price   | Extension           |
|------------|----------------------------------|----------------------------------|------|--------------|---------------------|
| 9          | DESIGN ENGINEERING               | LS                               | 1    | \$ 41,270.00 | \$ 41,270.00        |
| 10         | CONSTRUCTION ENGINEERING SUPPORT | LS                               | 1    | \$ 14,040.00 | \$ 14,040.00        |
| <b>E-1</b> |                                  | <b>ENGINEERING FEES SUBTOTAL</b> |      |              | <b>\$ 55,310.00</b> |

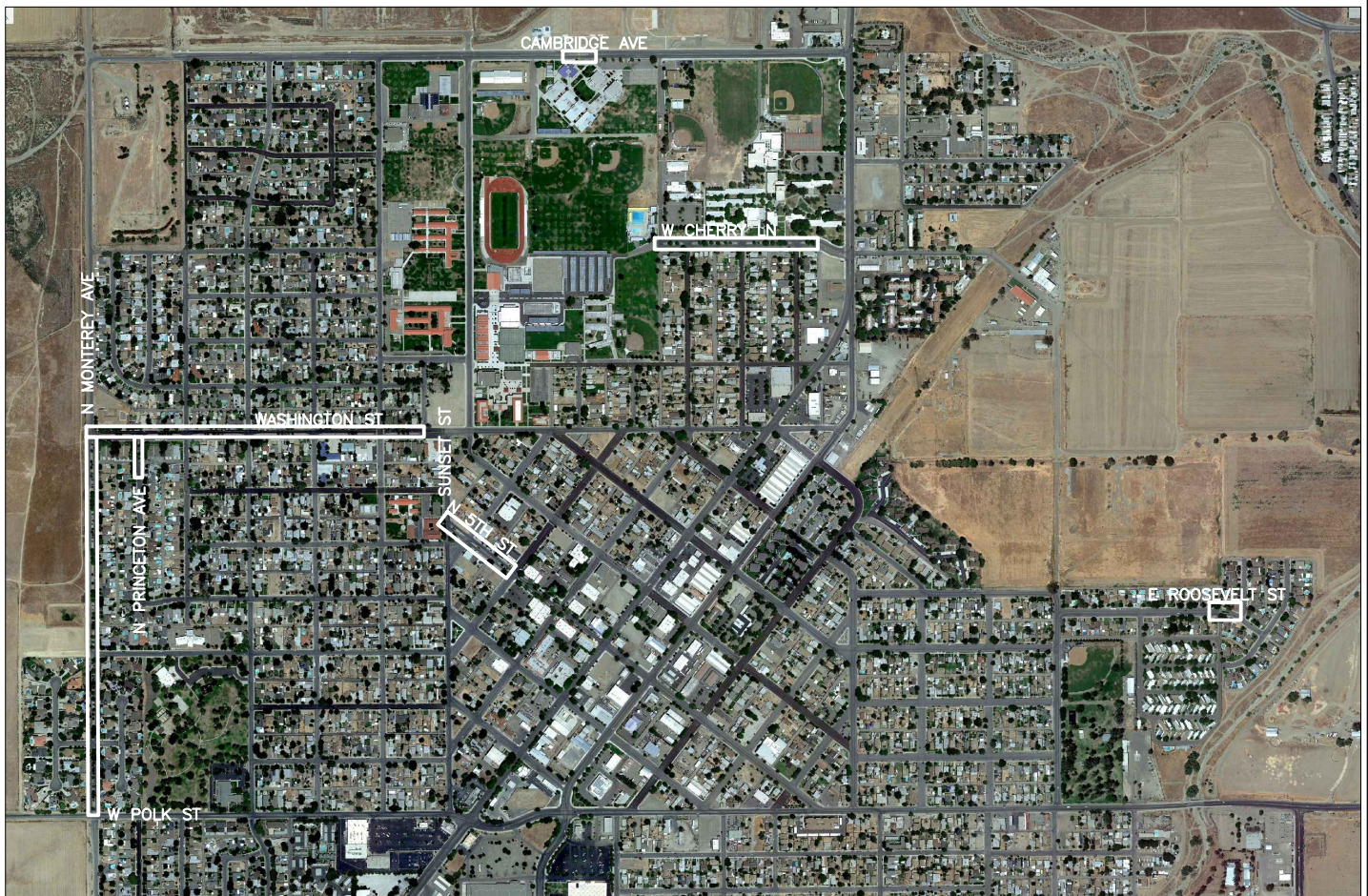
### SUMMARY OF CONSTRUCTION COSTS

| Description                          | Subtotal             |
|--------------------------------------|----------------------|
| LS-T MEDIAN ISLAND LANDSCAPING TOTAL | \$ 249,381.25        |
| ST-1 GENERAL ITEMS SUBTOTAL          | \$ 25,740.00         |
| E-1 ENGINEERING FEES SUBTOTAL        | \$ 55,310.00         |
| <b>CONSTRUCTION SUBTOTAL</b>         | <b>\$ 330,431.25</b> |
| <b>15% CONTINGENCY</b>               | <b>\$ 41,269.00</b>  |
| <b>CONSTRUCTION SUBTOTAL</b>         | <b>\$ 371,700.25</b> |



# EXHIBIT B

## CITY OF COALINGA MEDIAN ISLANDS LANDSCAPING DOWNTOWN AREA



**Tri City Engineering, Inc.**  
Engineers Surveyors

4630 W. Jennifer Ave. #101  
Fresno, CA 93722-6415  
PH: 559-447-9075  
FAX 559-447-9074  
[www.TriCityEngineering.com](http://www.TriCityEngineering.com)

| DATE | APPRVD. | REVISION |
|------|---------|----------|
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |

Scale: N.T.S.  
Date: 2019.Oct.29  
Sheet: 1 of 2  
JN#: 2825



# EXHIBIT B

## CITY OF COALINGA MEDIAN ISLANDS LANDSCAPING JUNIPER RIDGE AREA



**Tri City Engineering, Inc.**  
Engineers Surveyors

4630 W. Jennifer Ave. #101  
Fresno, CA 93722-6415  
PH: 559-447-9075  
FAX 559-447-9074  
[www.TriCityEngineering.com](http://www.TriCityEngineering.com)

| DATE | APPRVD. | REVISION |
|------|---------|----------|
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |

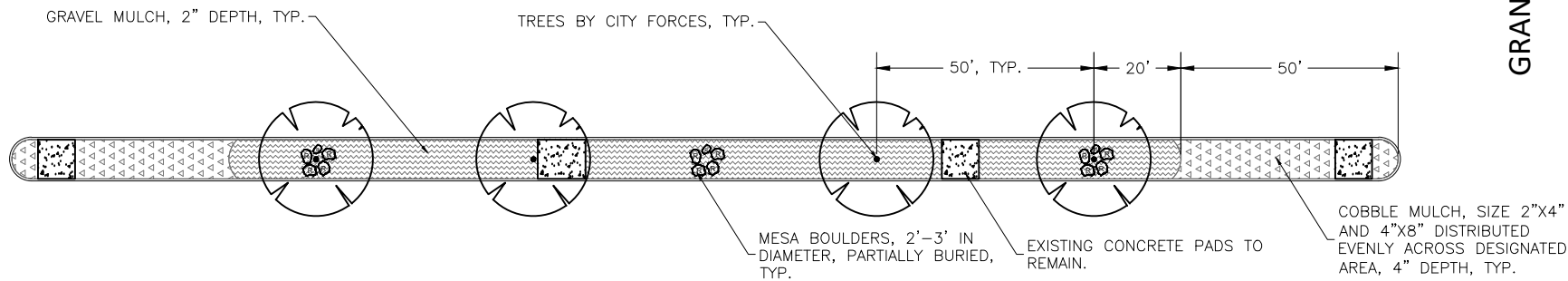
Scale: N.T.S.  
Date: 2019.Oct.29  
Sheet: 2 of 2  
JN#: 2825



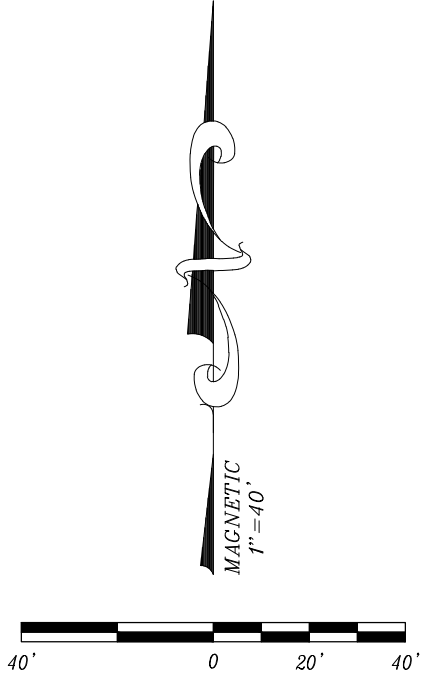
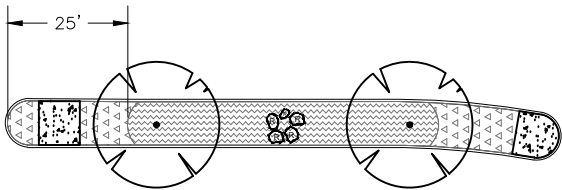
# EXHIBIT C

## CHERRY LANE TYPICAL LANDSCAPING

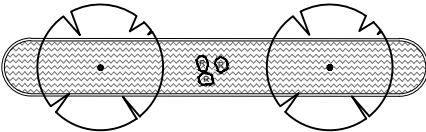
N LINCOLN STREET



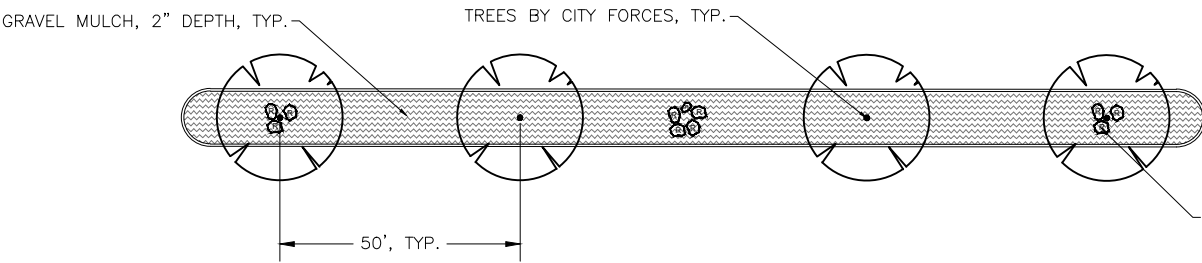
GRANT STREET



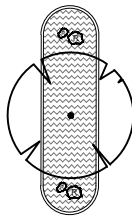
## COPPER CANYON STREET TYPICAL LANDSCAPING



BUCKEYE SPRINGS STREET



SANDALWOOD STREET



MEDIAN ISLAND LANDSCAPING  
PRELIMINARY COST ESTIMATE

COALINGA,

CALIFORNIA



Tri City Engineering, Inc.  
Engineers Surveyors

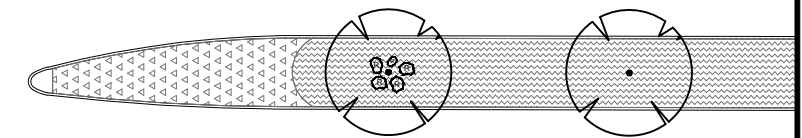
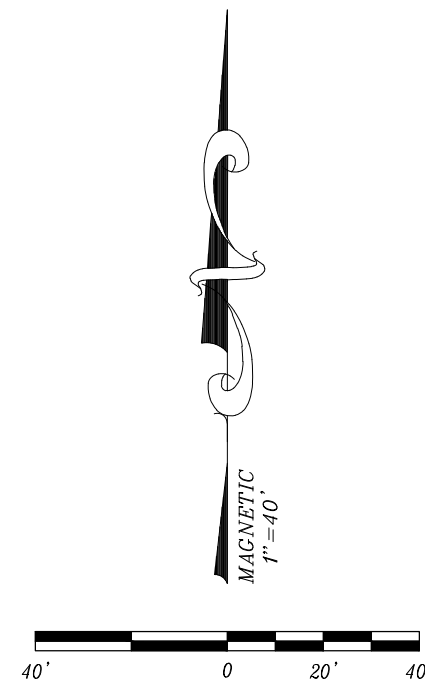
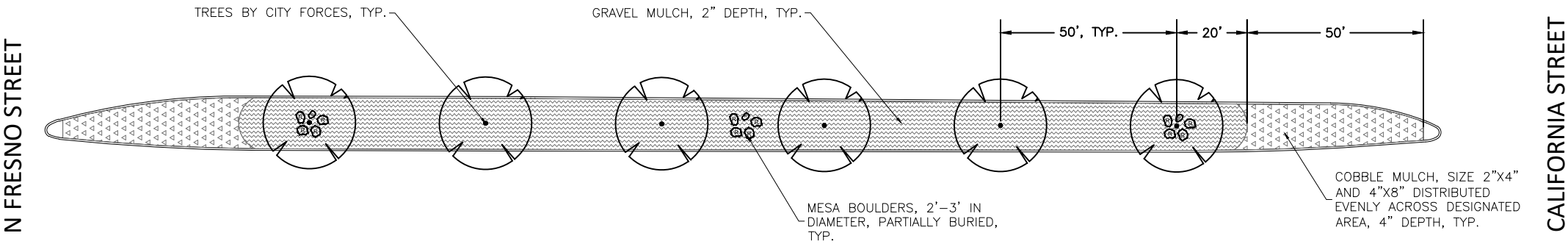
4630 W. Jennifer Ave. #101  
Fresno, CA 93722-6415  
PH: 559-447-9075  
FAX 559-447-9074  
www.TriCityEngineering.com

| DATE | APPRVD. | REVISION |
|------|---------|----------|
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |

Scale: 1"=40'  
Date: 2019.Oct.29  
Drwn: C.M.  
Chkd: D.J.  
JN#: 2825

# EXHIBIT C

## WASHINGTON STREET TYPICAL LANDSCAPING



**MEDIAN ISLAND LANDSCAPING**  
PRELIMINARY COST ESTIMATE

COALINGA, CALIFORNIA



Tri City Engineering, Inc.  
Engineers Surveyors

4630 W. Jennifer Ave. #101  
Fresno, CA 93722-6415  
PH: 559-447-9075  
FAX 559-447-9074  
www.TriCityEngineering.com

| DATE | APPRVD. | REVISION |
|------|---------|----------|
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |
| △    | _____   | _____    |

Scale: 1"=40'  
Date: 2019.Oct.29  
Drwn: C.M.  
Chkd: D.J.  
JN#: 2825



4630 West Jennifer Avenue, Suite 101  
Fresno, California 93722-6415  
Tel: (559) 447-9075  
Fax: (559) 447-9074  
Email: [Info@TriCityEngineering.com](mailto:Info@TriCityEngineering.com)  
[www.TriCityEngineering.com](http://www.TriCityEngineering.com)

## **EXHIBIT D**

### **Median Landscaping Materials**



Washed 3/8" "SANTA FE" gravel mulch as supplied by Rosenbalm's Rockery in Fresno, California, or approved equivalent.



2"x4" Washed "COBBLE" as supplied by Rosenbalm's Rockery in Fresno, California, or approved equivalent.





4630 West Jennifer Avenue, Suite 101  
Fresno, California 93722-6415  
Tel: (559) 447-9075  
Fax: (559) 447-9074  
Email: [Info@TriCityEngineering.com](mailto:Info@TriCityEngineering.com)  
[www.TriCityEngineering.com](http://www.TriCityEngineering.com)



4"x8" Washed "COBBLE" as supplied by Rosenbalm's Rockery in Fresno, California, or approved equivalent.



2'-0" to 3'-0" "Mesa Boulder" as supplied by Rosenbalm's Rockery in Fresno, California, or approved equivalent. Boulders are to be an assortment of tan/gold mesa boulders.

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

**Subject:** Approval of Resolution No. 3924 Amending and Terminating the City of Coalinga-General Employees Money Purchase Plan and Trust  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends Approval of Resolution No. 3924 Amending and Terminating the City of Coalinga-General Employees Money Purchase Plan and Trust

**II. BACKGROUND:**

This item formally adopts the IRS-preapproved ICMA plan document for the first IRS preapproved plan cycle for EGTRRA (it was never formally adopted), adopts the corrective plan amendment, and formally terminates the plan effective December 31, 2019.

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

None

**V. FISCAL IMPACT:**

There is no fiscal impact to the City, but we will transfer back the funds we have been holding from the forfeiture.

**ATTACHMENTS:**

| File Name                                           | Description                                                                                                       |
|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| RESO#3924_Coalinga_2019-Reso_ICMA-TRUST_ACCOUNT.doc | Resolution No. 3924 Amending and Terminating the City of Coalinga-General Employees Money Purchase Plan and Trust |

**RESOLUTION NO. 3924**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING  
AND TERMINATING THE CITY OF COALINGA-GENERAL EMPLOYEES MONEY  
PURCHASE PLAN AND TRUST**

**WHEREAS**, the City of Coalinga (the “City”) established and maintains the City of Coalinga – General Employees Money Purchase Plan and Trust (the “Plan”); and

**WHEREAS**, the Plan is a tax-qualified money purchase pension plan as defined by Internal Revenue Code Section 401(a); and

**WHEREAS**, to comply with the Plan’s IRS Voluntary Correction Program Compliance Statement, dated December 7, 2017, the City wishes to: (1) adopt the IRS pre-approved ICMA Governmental Money Purchase Plan & Trust for that plan’s first six-year amendment cycle in the form attached hereto, effective February 1, 2009; (2) adopt the amendment to the Plan, in the form attached hereto, to freeze participation and contributions, fully vest all participants, and correct other operational errors, effective as of the dates set forth in the amendment; (3) terminate the Plan effective December 31, 2019; and (4) amend the Plan as necessary or appropriate to effectuate the termination; and

**WHEREAS**, Article XIV of the Plan provides that the City may amend and terminate the Plan;

**NOW, THEREFORE, BE IT RESOLVED**, that the IRS pre-approved ICMA Governmental Money Purchase Plan & Trust for that plan’s first six-year amendment cycle is hereby adopted in the form attached hereto, effective February 1, 2009; and

**BE IT FURTHER RESOLVED**, that the amendment to the Plan is hereby adopted in the form attached hereto, effective as of the dates set forth in the amendment; and

**BE IT FURTHER RESOLVED**, that pursuant to Section 14.03 of the Plan, the Plan is hereby terminated effective December 31, 2019; and

**BE IT FURTHER RESOLVED**, that all relevant provisions of the Plan Adoption Agreement are hereby amended effective December 31, 2019, to reflect the following:

1. Notwithstanding any Plan provision to the contrary, effective upon Plan termination on December 31, 2019, distributions upon Plan termination will be made as soon as practicable following the termination date.

2. Pursuant to Section 9.02 of the Plan, distributions will be paid in a lump sum without the consent of the Participant or his or her spouse, provided that if the distribution exceeds \$1,000, and the Participant has not elected to roll over the distribution to an Eligible Retirement Plan in accordance with Section 9.03 of the Plan or to receive the distribution directly, the distribution will be directly rolled over to an individual retirement plan maintained by a provider designated by the Employer pursuant to a written agreement with the provider.

3. This amendment will supersede the existing provisions of the Plan to the extent these provisions are inconsistent with this amendment. Except as otherwise provided in this amendment, the remaining provisions of the Plan will remain in full force and effect to the extent necessary to effectuate the termination of the Plan and the distribution of its assets; and

**BE IT FURTHER RESOLVED**, that the City Manager is hereby authorized to execute the ICMA Governmental Money Purchase Plan & Trust Adoption Agreement and the Plan amendment on the City's behalf, and to execute any other documents and take any other actions that are necessary or appropriate to effectuate the termination of the Plan.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COALINGA  
HEREBY RESOLVES AS FOLLOWS:**

**PASSED AND ADOPTED** this **7th of November, 2019**, at a regular meeting of the City Council of the City of Coalinga by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

**APPROVED:**

---

Ron Lander, Mayor

**ATTEST:**

---

City Clerk/Deputy City Clerk

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

**Subject:** Adopt Resolution 3928 Approving the Assistant City Manager Job Description  
**Meeting Date:** Thursday, November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends Council adoption of Resolution 3928 approving the Assistant City Manager Job Description.

**II. BACKGROUND:**

The Public Works and Utilities Director position has been vacant since June 28, 2019. Since then, the City's Community Development Director has been also assuming the role of Public Works and Utilities Director and this has been working out well. Approving the Assistant City Manager Job Description will allow the City Manager to combine the Community Development Director and Public Works and Utilities Director positions into one single position, the Assistant City Manager.

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

Do not approve and direct the City Manager to fill the vacant Public Works and Utilities Director position.

**V. FISCAL IMPACT:**

There will be a positive impact of approximately \$80,000 to the City's General Fund from combining the two positions into one.

**ATTACHMENTS:**

|   | File Name                    | Description |
|---|------------------------------|-------------|
| □ | Res_3928_Asst_CM_Job_Des.doc | Resolution  |
| □ | Assistant_City_Manager.doc   | Job Desc    |



**RESOLUTION NO. 3928**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA  
ASSISTANT CITY MANAGER JOB DESCRIPTION**

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

**WHEREAS**, the Assistant City 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 City Manager Job Description.

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

1. The Assistant City 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 City 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 the 7 day of November, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

---

Mayor

ATTEST:

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

---

## ***Assistant City Manager***

***Pay Class: Assistant City Manager***

***FLSA Exempt***

### **DEFINITION**

Under direction of the City Manager, provides overall executive direction to public works, utilities, engineering, and community development; develops current and long range planning goals and objectives; develops and implements changes in Department Policies, practices and procedures; designs and writes land development control ordinances, development agreements and related City ordinances; coordinates activities with other Department Heads, City Officials or outside agencies and organizations, provides responsible and complex staff support to the City Council and City Manager; acts as City Manager in the absence of the City Manager; plans, develops and directs all projects involving streets, alleyways, buildings, parks, natural gas, water, sewer and other closely related functions; provides leadership and guidance to assigned staff, stays abreast of environmental affairs, government regulations and grant and loan programs; prepares and controls department, division and capital improvement budgets; supervises contracts related to department operations; and performs other related work.

### **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.***

- Initiates studies in planning/zoning issues, development of ordinances, business regulations, review of permits, environmental assessments, etc.; monitors project activities and progress to assure implementation of general plan; issues interpretations of City zoning, planning and related ordinances and regulations.
- Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline; participates in the recruitment and selection of Department staff; develops and conducts staff training.
- Provides technical insight and recommendations related to planning and development policies, goals and objectives to the City Council and City Manager; receives directives; directs and conducts research; formulates implementation options and strategies; converts strategies to action plans with timetables and deadlines.

- Develops Department, Division and Capital Improvement budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for Department disbursements; participates in City-wide fiscal planning processes.
- Develops, organizes and facilitates on-going comprehensive planning processes and procedures for current and long range needs; participates in the development and maintenance of City general plan; identifies alternatives for converting policy ideas into action plans affecting City development, expansion, transportation and related public programs.
- Performs professional analysis and conducts feasibility studies; prepares and analyzes reports and statistics; prepares a variety of reports related to project progress; directs the coordination of projects with other departments or governmental agencies.
- Oversees various special function areas related to subdivision and site plan development, conditional use and signing, zoning proposals, land acquisitions, building authorizations and permits; oversees priority studies related to population, housing, social, economic, transportation and similar issues or concerns.
- Prepares Planning Commission Staff Reports; analyzes general plan, policies, ordinance compliance, negotiated development exactions, performance standards and recommends approval or denial of requests; prepares written reports in response to public requests for zoning applications and various ordinance changes; implements land development ordinances; maintains records, logs and pertinent reports.
- Coordinates planning projects related to policy development, land use, demographic analysis, housing, economic development/impact, transportation, environmental assessments, etc.; directs or conducts planning research and studies; oversees project development and progress to assure timely completion; presents findings to City Manager and/or Planning Commission.
- Provides professional advice to City Council, City Manager, Planning Commission and related advisory planning boards.
- Reviews and updates ordinances and policies affecting planning, zoning, development and related departmental areas; drafts proposals for amendments to ordinance or policies.
- Meets with the public, developers, property owners and City officials; discusses planning, zoning, and development issues; interprets information in City ordinances and policies; identifies problem areas; negotiates options for compliance.
- Reviews and approves landscape plans for compliance with City ordinance; monitors building setbacks, signing requirements, driveways, parking lots, dumpster utilization/placement and related site compliance concerns; may assist in code enforcement.
- Reviews commercial and residential building permit applications to assure compliance with City zoning ordinances; provides signature approval for compliance, denies issuance of permits for non-compliance; assists builders and developers by identifying actions needed to secure compliance.

- Prepares and updates various land use and planning maps; operates computer to generate computerized maps, conduct various research and to solve planning problems; assists in maintaining effective software.
- Assists with economic development.
- Accepts full responsibility for all Department and Division operations and services including activities associated with the operation and maintenance of streets, alleyways, sidewalks, parks and all aspects of water distribution, natural gas distribution, water treatment, wastewater, capital projects construction, environmental affairs and government regulations.
- Develops, implements and maintains Department and Division goals, objectives, policies and priorities for appropriate service areas; ensures that established goals and priorities are achieved.
- Provides direction to Division Managers in the design, construction, repair, maintenance and review of public works and utility projects; assigns work activities and responsibilities; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.
- Develops and/or updates the Capital Improvement Program and other plans involving the municipal infrastructure; coordinates capital improvement projects.
- Reviews and evaluates service delivery methods and systems including administrative and support systems and internal relationships, identifies opportunities for improvement and implements changes to standard operating procedures to enhance services.
- Prepares and monitors Public Work grants and Department and Capital Improvement budgets; approves expenditures; makes adjustments to the budget as necessary; develops conceptual plans and objectives, coordinates activities and ensures compliance with applicable regulations and reporting requirements to provide optimum support for ongoing operations.
- Oversees the preparation of plan specifications, selection criteria, bid proposals and competency of contractors; monitors and inspects the work to ensure quality and compliance with time and budget parameters; recommends acceptance of completed projects.
- Monitors the condition of the City's infrastructure, including streets, sidewalks, curbs, alleyways, gutters, buildings, equipment, storm drains, water facilities, parks, landscape and other related facilities and equipment for maintenance, repair and replacement.
- Attends City Council meetings and work sessions. Evaluates issues and options regarding Department and Divisions; prepares agenda items and a variety of reports and studies; presents information and makes recommendations and alternatives.
- Acts as City Manager in the absence of the City Manager.
- Performs related duties 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:** A Bachelor's degree from an accredited school with major course work in public administration, civil engineering, planning, business administration or a related field. Master's degree is highly desirable.

**Experience:** Five (5) years in community planning, economic development, public works, civil engineering or a related field and at least two (2) years in a supervisory capacity.

**Certification :** Possession of American Institute of Certified Planners (AICP), Water Treatment, Water Distribution and Wastewater Certificates 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.

**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, procedures, organizations and functions of municipal administration; current social, political, and economic trends and operating problems of municipal government; principles and practices of municipal budgeting and finance; local and state legislative processes; applicable federal and state laws, rules and regulations regarding local government operations; principles and techniques for maintaining effective Council/staff and public/staff relations; philosophy and common practices of public personnel administration; methods of analyzing, evaluating and modifying administrative procedures and principles of organization and management; principals of effective public relations and interrelationships with community groups and agencies, private businesses and firms and other levels of government.

**Skill and Ability to:** Serve effectively as the administrative agent of the City Council; provide effective leadership and coordinate the activities of a full service, municipal organization, including housing and redevelopment and economic development programs; analyze, interpret, summarize and present administrative and technical information and data in an effective manner; appraise situations and people accurately and quickly and adopt an effective course of action; work with and coordinate the activities of administrative officials while encouraging their development as administrators; plan and enforce a balanced budget; analyze City organizational and administrative problems, adopt an effective course of action and provide leadership to others in such action; prepare clear and comprehensive written reports; select, supervise, train and evaluate staff; establish and maintain cooperative relationships with City officials and employees, the general public and representatives of other agencies in the capacity of agent for the City Council; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships.

## **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 and be flexible and sensitive in response to changing situations and needs.

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

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

**Subject:** Adopt Resolution 3929 Establishing the Assistant City Manager Pay Scale  
**Meeting Date:** Thursday, November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends adopting Resolution 3929 establishing the Assistant City Manager Pay Scale.

**II. BACKGROUND:**

**III. DISCUSSION:**


This item is concurrent with Resolution 3928 on the agenda.

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

There is no fiscal impact associated with approving the pay scale that is not already referenced in the concurrent item.

**ATTACHMENTS:**

| File Name                                                                                                                    | Description |
|------------------------------------------------------------------------------------------------------------------------------|-------------|
|  Res_3929_Asst_CM_Pay_Scale_Nov__2019.doc | Resolution  |

**RESOLUTION NO. 3929**

**A RESOLUTION TO ESTABLISH CITY OF COALINGA ASSISTANT CITY  
MANAGER 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 Assistant City Manager Pay Scale to be revised effective November 11, 2019.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the 7 day of November, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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



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

**Subject:** Adopt Resolution 3930 Amending the Administrative Secretary Job Description  
**Meeting Date:** Thursday, November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends adopting Resolution 3930 amending the Administrative Secretary Job Description.

**II. BACKGROUND:**

If the Community Development Director position and Public Works and Utilities Director position are combined into one Assistant City Manager position, it is necessary to reclassify the Public Works and Utilities Department Secretary to Administrative Secretary as additional duties will be necessary.

**III. DISCUSSION:**

This item runs concurrent with Resolution 3928 which is also on the agenda.

**IV. ALTERNATIVES:**

Do not approve.

**V. FISCAL IMPACT:**

Increase of approximately \$5,000 per year and a reallocation of funds resulting in an increase to the General Fund of approximately \$9,000 per year, however, this item runs concurrent with Resolution 3928 which has a General Fund savings of approximately \$80,000 which results in an overall savings of approximately \$71,000 to the General Fund for the two reclassifications.

**ATTACHMENTS:**

|   | File Name                       | Description     |
|---|---------------------------------|-----------------|
| □ | Res_3930_Admin_Sec__Job_Des.doc | Resolution      |
| □ | Administrative_Secretary.doc    | Job Description |

**RESOLUTION NO. 3930**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA  
ADMINISTRATIVE SECRETARY JOB DESCRIPTION**

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

**WHEREAS**, the Administrative Secretary 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 Administrative Secretary Job Description.

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

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

The foregoing resolution was approved and adopted at a regular meeting of the City Council of the City of Coalinga held on the 7 day of November, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

---

Mayor

ATTEST:

---

City Clerk/Deputy City Clerk

# ***City of Coalinga***

***155 W. Durian***

***Coalinga, CA 93210***

---

## ***Administrative Secretary (Confidential)***

***Pay Class: 26 Basic***

***FLSA Non-Exempt***

### **DEFINITION**

Under general supervision of the Assistant City Manager, performs responsible and confidential secretarial duties for the Community Development and 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.
- Schedules appointments and maintains calendars for the Assistant City Manager, Certified Building Official, Utilities Supervisor and Public Works Supervisor.
- 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 in locating files and permit information resolving discrepancies with construction projects and helps with the gathering of data for inspection reports and investigations.
- Prepares and posts Planning Commission Agenda.
- Determines the needs of customers and assesses the scope of their projects, answers questions and provides information, forms, applications and other material. Assists in filling out forms, supplying information concerning fees, permits, legal requirements, procedures and services provided by the City.
- Assists contractors, engineers, architects, realtors and homeowners in locating permit and parcel information.
- Processes zoning and building permit applications and issues permits.
- Prepares Staff Reports for Planning Commission and City Council agendas.

- Assists with maintaining the Public Works and Utilities Department and Community Development 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 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 and conducts special studies.
- Types a variety of materials, including agreements, technical memoranda, resolutions, and ordinances.
- 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 administrative or 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 3931 Revising the Basic Pay Scale  
**Meeting Date:** Thursday, November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Marissa Trejo, City Manager

---

**I. RECOMMENDATION:**

City Manager recommends adopting Resolution 3931 revising the Basic Pay Scale.

**II. BACKGROUND:**

**III. DISCUSSION:**

This item simply reactivates the Administrative Secretary position on the pay scale.

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

There is no Fiscal Impact associated with approving the pay scale which is not already referenced in the staff report for Resolution 3930.

**ATTACHMENTS:**

|   | File Name                              | Description     |
|---|----------------------------------------|-----------------|
| ❏ | Res_3931_Basic_Pay_Scale_Nov__2019.doc | Resolution      |
| ❏ | Basic_Pay_Scale_11-7-19.docx           | Basic Pay Scale |

**RESOLUTION NO. 3931**

**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 November 11, 2019.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the 7 day of November, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

\_\_\_\_\_  
Mayor

ATTEST:

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



City of Coalinga Basic Pay Scale

Effective: November 11, 2019

Approved: November 7, 2019

Revised: November 7, 2019

| <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           | Office Assistant<br>Human Resources<br>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           |                                                                                                                     |               |               |               |               |               |               |
|              | 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           |                                                                                                                     |               |               |               |               |               |               |
|              | 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           | Public Safety Dispatcher<br>Property and Evidence<br>Technician<br>Animal Control Officer I<br>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           |                 |               |               |               |               |               |               |
|              | 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 | <b>Animal Control Officer II</b>                                                                                         |             |             |             |             |             |             |
|    | 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 | <b>Secretary<br/>Human Resources<br/>Generalist</b>                                                                      |             |             |             |             |             |             |
|    | 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 |                                                                                                                          |             |             |             |             |             |             |
|    | 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 | <b>Accounting Technician<br/>Human Resources<br/>Analyst<br/>Administrative Secretary<br/>Animal Control Officer III</b> |             |             |             |             |             |             |
|    | 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           |                                                                                                                                               |               |               |               |               |               |               |
|              | 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<br/>Analyst<br/>Financial Services<br/>Supervisor<br/>Economic Development<br/>Coordinator<br/>Junior Accountant</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           |                                                                                                                                               |               |               |               |               |               |               |
|              | 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 |                                         |             |             |             |             |             |             |
|    | 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           | <b>Operations Superintendent<br/>Assistant to the City Manager/City Clerk<br/>Utilities Supervisor<br/>Public Works Supervisor<br/>Accountant</b> |               |               |               |               |               |               |
|              | 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           | <b>Police Lieutenant</b>                                                                                                                          |               |               |               |               |               |               |
|              | 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           | <b>Police Commander</b>                                                                                                                           |               |               |               |               |               |               |
|              | 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:** Authorize Chief of Police to Reclassify the Current Police Lieutenant Position to Police Commander  
**Meeting Date:** Thursday, November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Darren Blevins, Chief of Police

---

**I. RECOMMENDATION:**

City Manager and Chief of Police recommend reclassifying the Police Lieutenant position to Police Commander.

**II. BACKGROUND:**

Based on the recent pay increase for Police Officers, Corporals and Sergeants, the Sergeant pay range tops out higher than the Police Lieutenant pay range. City Manager and Chief of Police recommend eliminating the Police Lieutenant position and replacing it with the Police Commander position. The Police Commander pay range is 5% higher than the Police Lieutenant position and slightly above the Police Sergeant position.

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

There are no alternatives. At this time, based on the recent raises, the top step pay for a Police Sergeant is higher than that of a Police Lieutenant.

**V. FISCAL IMPACT:**

Fiscal impact of approximately \$5,000 from the City's General Fund. The funding is available within the current Fiscal Year budget in the 60010 line of the Police Department budget.

**ATTACHMENTS:**

File Name

Description

No Attachments Available

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

**Subject:** Waive Second Reading and Adopt Ordinance No. 834 Amending the Commercial Cannabis Regulations Related to 24-hour Onsite Security

**Meeting Date:** November 7, 2019

**From:** Marissa Trejo, City Manager

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

---

## **I. RECOMMENDATION:**

Staff is recommending that the City Council Wave the Second Reading and Adopt Ordinance No. 834 approving a City initiated zoning text amendment (No. ZTA 19-03) amending the Commercial Cannabis Regulations Related to 24-hour Onsite Security.

## **II. BACKGROUND:**

The Zoning Map and the Zoning Ordinance text may be substantially amended in two (2) ways, in accord with the procedure prescribed in this article: (1) Reclassification of the zoning applicable to a specific property, designating a change from one district to another district, commonly called "rezoning", (2) Changes in the permitted uses or regulations on property within particular zones or citywide, commonly called "text amendments".

Article 1 of Chapter 5 of the coalinga planning and zoning code establishes local regulations applicable to commercial cannabis operations as may be permitted under the California Medicinal and Adult-Use Cannabis Regulation and Safety Act (SB 94), approved by the Governor on June 27, 2017 or subsequently enacted State law pertaining to the same.

Section 9-5.128(d)(18)(j) requires all commercial cultivation, manufacturing, testing, and distribution facilities to have twenty-four-hour (24) security patrols by a recognized security company licensed by the California Department of Consumer Affairs or otherwise acceptable to the Police Chief. The Police Chief desires to amend section 9-5.128(d)(18)(j) of the planning and zoning code to amend the requirement for 24-hour security patrols to patrols during business hours in an effort to reduce costs associated with operating a cannabis facility in the City of Coalinga.

On September 10, 2019 the City of Coalinga Planning Commission adopted Resolution No. 019P-009 recommending the City Council approve Ordinance No. 834 amending the commercial cannabis requirement of providing 24-hour security patrols to patrols only during business hours in an effort to reduce costs associated with operating a cannabis facility in the City of Coalinga.

## **III. DISCUSSION:**

The Police Chief has identified that there is no significant need for the additional security after business hours as the Police Department has full access to the security camera feeds in and around the cannabis facilities and if an alarm is received by dispatch they will have the ability to pull up the camera's and see what is happening and respond accordingly. In addition to security cameras and accessibility, cannabis facilities have had very limited

calls for service during the course of their operations and balancing the cost effectiveness and impact on security the Police Chief is comfortable amending the requirement from 24-hours to during business hours. The State of California does not require 24-hour security patrol at licensed cannabis facilities within its regulations and statutes.

A copy of Ordinance No. 834 is attached for the City Council's review and consideration.

**General Plan/Zoning Consistency:** The proposed zoning text amendment is consistent with the general plan policies and implementation measures including zoning consistency for commercial cannabis operations. The intent of the Coalinga Commercial Cannabis regulations were to implement state law as it relates to regulating commercial cannabis and cannabis products. The change in the security regulations would not be contrary to state law.

**Environmental Determination:** This text amendment has been reviewed in accordance with CEQA and staff has determined that this ordinance change would not have a detrimental effect on the health, safety and welfare of the community and fall under Section 15061(b)(3) - General Rule Exemption.

#### IV. ALTERNATIVES:

There shall be no anticipated fiscal impact to the City.

#### V. FISCAL IMPACT:

The following standard findings must be made for each Zoning Ordinance amendment:

1. The proposed Zoning Ordinance amendment would not be detrimental to the public interest, health, safety, convenience, or welfare of the City.
2. The proposed Zoning Ordinance amendment is consistent and compatible with the goals, policies, and actions of the General Plan, and the other applicable provisions of the Zoning Ordinance.
3. If applicable, the site is physically suitable (including, but not limited to access, provision of utilities, compatibility with adjoining land uses, and absence of physical constraints) for the requested zoning designations and anticipated land uses/developments.
4. The proposed Zoning Ordinance amendment has been processed in accordance with the applicable provisions of the California Government Code and the California Environmental Quality Act.

#### ATTACHMENTS:

| File Name                                                                                                                | Description                           |
|--------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
|  Ordinance_834_Cannabis_Security.docx | Ordinance No. 834 - Cannabis Security |



ORDINANCE NO. 834

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA, CALIFORNIA AMENDING COALINGA MUNICIPAL CODE SECTION 9-5-128(D)(18)(J) RELATED TO COMMERCIAL CANNABIS FACILITY SECURITY REQUIREMENTS.

WHEREAS, Article 1 of Chapter 5 of the Coalinga Planning and Zoning code establishes local regulations applicable to commercial cannabis operations as may be permitted under the California Medicinal and Adult-Use Cannabis Regulation and Safety Act (SB 94), approved by the Governor on June 27, 2017 or subsequently enacted State law pertaining to the same; and

WHEREAS, Section 9-5.128(d)(18)(j) requires all commercial cultivation, manufacturing, testing, and distribution facilities to have twenty-four-hour (24) security patrols by a recognized security company licensed by the California Department of Consumer Affairs or otherwise acceptable to the Police Chief; and

WHEREAS, the City desires to amend section 9-5.128(d)(18)(j) of the planning and zoning code to amend the requirement for 24-hour security patrols to only require patrols during business hours in an effort to reduce costs associated with operating a cannabis facility in the City of Coalinga; and

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF COALINGA DOES ORDAIN AS FOLLOWS:**

**SECTION 1.** The City Council finds that all the facts, findings, and conclusions set forth above in this Ordinance are true and correct.

**SECTION 2.** The City Council hereby amends Section 9-5.128(d)(18)(j) to Article 1 of Chapter 5 in Title 9 of the Coalinga Municipal Code to read as follows:

J. ~~Twenty-four-hour~~ Security patrols during business hours by a recognized security company licensed by the California Department of Consumer Affairs or otherwise acceptable to the Police Chief.

**SECTION 3.** Severability Clause:

Should any section, clause, or provision of this Ordinance be declared by the Courts to be invalid, the same shall not affect the validity of the Ordinance as a whole, or parts thereof, other than the part so declared to be invalid.

**SECTION 4.** Effective Date:

This Ordinance shall take effect 30 days after its passage and adoption pursuant to California Government Code Section 36937 and shall supersede any conflicting provision of any City of Coalinga ordinance.

**SECTION 5.** Certification:

The City Clerk shall certify to the passage and adoption of this ordinance and shall cause the same to be published or posted according to law.

**PASSED, APPROVED AND ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Ron Lander, Mayor

ATTEST:

---

Shannon Jensen, City Clerk

APPROVED AS TO FORM:

---

Mario U. Zamora, City Attorney

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

**Subject:** Council Consideration and Certification of an Environmental Determination for the Forest Ave Phase 4 Reconstruction Project and Further Direct Staff to File a Notice of Exemption with the County Clerk's Office in Compliance with the California Environmental Quality Act

**Meeting Date:** November 7, 2019

**From:** Marissa Trejo, City Manager

**Prepared by:** Sean Brewer, (I) Public Works & Utilities Director

---

## **I. RECOMMENDATION:**

Staff is recommending that the Council Consider and Certify an Environmental Determination For the Forest Street Phase 4 Reconstruction Project and Further Direct Staff to File a Notice of Exemption with the County Clerk's Office in Compliance With The California Environmental Quality Act.

## **II. BACKGROUND:**

Phase 4 of the Forest Street Reconstruction Project which consists of demolition of existing improvements, clearing and grubbing, sawcutting, installation of curb and gutter, curb, sidewalk, curb ramps, driveway approaches, valley gutter, median island, A.C. pavement, aggregate base, storm drain main, storm drain manholes, storm drain inlets, sewer main, sewer manholes, jack and bore, LED street lights, electrical conduit, electrical wire, pull boxes, traffic striping, traffic signage, bike lane striping from Polk to Elm, existing utility lid adjustment, and construction surveying. This project also includes improvements at Truman and Elm Ave as part of the Active Transportation Plan's effort to increase safety on Elm Ave.

The City Council awarded the construction bid at their last meeting and staff needs to file an environmental document with the Clerks office to satisfy the requirements of CEQA and Caltrans.

## **III. DISCUSSION:**

In accordance with California environmental Quality Act (CEQA) this activity constitutes a project under the statute and an environmental determination must be made. Therefore, staff has reviewed the project scope and subsequently has determined that this project is categorically exempt pursuant to section 15302 related to minor alternations to land.

The proposed project includes the reconstruction of an existing arterial street and said improvements do not include an increase in capacity or use beyond its current use. The proposed project would not result in any significant effects related to biological resources, traffic, noise, air quality, or water quality, and the site would be adequately served by all required utilities and public services. The proposed construction activity is expected to occur within the existing right-of-way.

With council approval staff will submit the attached notice of exemption to the Fresno County Clerk in accordance with CEQA.

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

None.

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

The processing fee for the notice of exemption is \$50.00 and will be absorbed by project funding.

#### **ATTACHMENTS:**

| File Name                                                                                                 | Description                 |
|-----------------------------------------------------------------------------------------------------------|-----------------------------|
|  NOE_Forest_Phase_4.DOCX | Forest Street Phase 4 - NOE |

# Notice of Exemption

To: Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

County Clerk

County of: Fresno

2220 Tulare Street

Fresno, CA 93721

From: (Public Agency): City of Coalinga

155 West Durian

Coalinga, CA 93210

Project Title: Forest Street Phase 4 Street Reconstruction Project

Project Applicant: City of Coalinga, 155 W. Durian, Coalinga, CA 93210

Project Location - Specific:

The proposed project site is located between E. Elm Ave/SR198/33 and 1<sup>st</sup> Street on W. Forest Ave in Coalinga, CA.

Project Location - City: Coalinga

Project Location - County: Fresno

Description of Nature, Purpose and Beneficiaries of Project:

Reconstruction of Forest Street from Elm Avenue to 1<sup>st</sup> Street. Phase 4 of the Forest Street Reconstruction Project which consists of demolition of existing improvements, clearing and grubbing, saw cutting, installation of curb and gutter, curb, sidewalk, curb ramps, driveway approaches, valley gutter, median island, A.C. pavement, aggregate base, storm drain main, storm drain manholes, storm drain inlets, sewer main, sewer manholes, jack and bore, LED street lights, electrical conduit, electrical wire, pull boxes, traffic striping, traffic signage, bike lane striping from Polk to Elm, existing utility lid adjustment, and construction surveying. This project also includes improvements at Truman and Elm Ave as part of the Active Transportation Plan's effort to increase safety on Elm Ave.

Name of Public Agency Approving Project: City of Coalinga

Name of Person or Agency Carrying Out Project: City Coalinga

Exempt Status: **(check one):**

☐ Ministerial (Sec. 21080(b)(1); 15268);

☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));

☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

☒ Categorical Exemption. State type and section number: Section 15302 (Minor Alternations to Land)

☐ Statutory Exemptions. State code number: \_\_\_\_\_

Reasons why project is exempt:

The proposed project includes the reconstruction of an existing arterial street and said improvements do not include an increase in capacity or use beyond its current use. The proposed project would not result in any significant effects related to biological resources, traffic, noise, air quality, or water quality, and the site would be adequately served by all required utilities and public services. The proposed construction activity is expected to occur within the existing right-of-way.

Lead Agency

Contact Person: Sean Brewer

Area Code/Telephone/Extension: (559) 935-1533 ext. 143

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: \_\_\_\_\_ Date: 11/7/2019 Title: Com. Dev. Director

☐ Signed by Lead Agency ☐ Signed by Applicant

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

**Subject:** Approval of Resolution No. 3926 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate 2012 Federal Transportation Act, Cycle III Projects (CMAQ)

**Meeting Date:** November 7, 2019

**From:** Marissa Trejo, City Manager

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

---

**I. RECOMMENDATION:**

Approval of Resolution No. 3926 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate 2012 Federal Transportation Act, Cycle III Projects for the Congestion Mitigation Air Quality Program (CMAQ)

**II. BACKGROUND:**

Federal and State Transportation funds for CMAQ are allocated through a competitive grant process from the Fresno COG every two years. The City of Coalinga is seeking funds for one (1) priority project. The CMAQ grant applications are due by November 15, 2019 and selection by the scoring committee by February 19, 2020.

Staff is furthering its efforts to complete the citywide multi-use trail network by requesting funding for trail segments 1, 2, and a portion of 3 of the City's Multi-Use Trail System. The project location will be east of elm and both north and south of Phelps Ave. The project is well aligned with CMAQ goals because of the reduction in particulate matter (PM10) achieved by eliminating the use of roadways.

**III. DISCUSSION:**

Grant funding provides an important revenue stream to help offset costs of transportation needs in the City. CMAQ grants require the city to provide matching funds in the minimum amount of 11.47% of the total project costs. Matching funds will be provided by the City in the form of allocated street fund revenues. Tri-City Engineering in conjunction with our grant writer, are currently developing project grant application, cost estimates and construction schedule.

**IV. ALTERNATIVES:**

None - This resolution is required as a condition of funding.

**V. FISCAL IMPACT:**

There is no fiscal impact to the adoption of Resolution No. 3926

**ATTACHMENTS:**

| File Name                                                                                                                               | Description                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|  CMAQ_Resolution_No._3926_-_Timely_Use_of_Funding.docx | Resolution 3926 - CMAQ Timely Use of Funding |



**BEFORE THE CITY COUNCIL OF THE CITY OF COALINGA  
RESOLUTION NO. 3926**

In the Matter of: Project Delivery Schedules for Federal Transportation Project Selection

**RESOLUTION SUPPORTING AND IMPLEMENTING TIMELY USE OF FUNDING (CMAQ)**

WHEREAS, AB 1012 has been enacted into State Law in part to provide for the “timely use” of State and Federal funding; and

WHEREAS, the City of Coalinga is able to apply for and receive Federal and State funding under the Regional Surface Transportation Program;

WHEREAS, the City of Coalinga desires to ensure that its projects are delivered in a timely manner to preclude the Fresno Region from losing those funds for non-delivery; and

WHEREAS, it is understood by the City of Coalinga that failure for not meeting project delivery dates for any phase of a project may jeopardize federal or state funding to the Region; and

WHEREAS, the City of Coalinga must demonstrate dedicated and available local matching funds; and

NOW THEREFORE BE IT RESOLVED, that the Coalinga City Council hereby agrees to ensure that all project delivery deadlines for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Fresno Council of Governments Policy Board to terminate an agency’s project and reprogram Federal/State funds as deemed necessary.

BE IT FURTHER RESOLVED that the City of Coalinga City Council does direct its management and engineering staffs to ensure all projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the City of Coalinga City Council.

THE FOREGOING RESOLUTION was passed and adopted by the Coalinga City Council on November 7, 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

---

Mayor/Mayor Pro-Tem

ATTEST:

---

City Clerk/Deputy City Clerk

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

**Subject:** Approval of Resolution No. 3927 Supporting and Implementing the "Timely Use of Funding" as Required by AB1012 for Candidate Federal Transportation Act, Cycle III Projects (STBG)

**Meeting Date:** November 7, 2019

**From:** Marissa Trejo, City Manager

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

---

## **I. RECOMMENDATION:**

It is recommended that the Coalinga City Council approve Resolution No. 3927, supporting and implementing the "Timely Use of Funding" as required by AB 1012, Project Delivery Schedules for the Federal Transportation Act Cycle III Projects in the Surface Transportation Block Grant Program (STBG).

## **II. BACKGROUND:**

Federal and State Transportation funds for STBG are allocated through a competitive grant process from the Fresno COG every two years. The City of Coalinga is seeking funds for one priority project (Polk Street Reconstruction from Elm Ave to Monterey). The grant applications are due by December 6, 2019 and award recommendations are expected to be approved by the COG policy board on February 27, 2020.

Staff will be requesting funds to reconstruct Polk street From Elm Ave to Monterey. The scope of work includes full street reconstruction, ADA sidewalk improvements, and striping. Total project costs are anticipated to reach \$650,000.00.

## **III. DISCUSSION:**

Grant funding provides an important revenue stream to help offset costs of transportation needs in the City. STBG grants require the city to provide matching funds in the minimum amount of 11.47% of the total project costs. Matching funds will be provided by the City from the various street fund revenues. Tri-City Engineering and the City's Grant writing team are currently developing the grant applications, project cost estimates and construction schedule in anticipation of the December application deadline.

## **IV. ALTERNATIVES:**

None - this resolution is required as a condition of funding should the City be awarded STBG funding this cycle.

## **V. FISCAL IMPACT:**

There is no initial fiscal impact by adopting this resolution. However, the City will be required to provide

matching funds of 11.47% if finding is approved. These funds will be provided by the local street funds.

**ATTACHMENTS:**

| File Name                                                                                                                               | Description                                  |
|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------|
|  STBG_Resolution_No._3927_-_Timely_Use_of_Funding.docx | Resolution 3927 - STBG Timely Use of Funding |

**BEFORE THE CITY COUNCIL OF THE CITY OF COALINGA  
RESOLUTION NO. 3927**

In the Matter of: Project Delivery Schedules for Federal Transportation Project Selection

**RESOLUTION SUPPORTING AND IMPLEMENTING TIMELY USE OF FUNDING (STBG)**

WHEREAS, AB 1012 has been enacted into State Law in part to provide for the “timely use” of State and Federal funding; and

WHEREAS, the City of Coalinga is able to apply for and receive Federal and State funding under the Regional Surface Transportation Program;

WHEREAS, the City of Coalinga desires to ensure that its projects are delivered in a timely manner to preclude the Fresno Region from losing those funds for non-delivery; and

WHEREAS, it is understood by the City of Coalinga that failure for not meeting project delivery dates for any phase of a project may jeopardize federal or state funding to the Region; and

WHEREAS, the City of Coalinga must demonstrate dedicated and available local matching funds; and

NOW THEREFORE BE IT RESOLVED, that the Coalinga City Council hereby agrees to ensure that all project delivery deadlines for all project phases will be met or exceeded.

BE IT FURTHER RESOLVED, that failure to meet project delivery deadlines may be deemed as sufficient cause for the Fresno Council of Governments Policy Board to terminate an agency’s project and reprogram Federal/State funds as deemed necessary.

BE IT FURTHER RESOLVED that the City of Coalinga City Council does direct its management and engineering staffs to ensure all projects are carried out in a timely manner as per the requirements of AB 1012 and the directive of the City of Coalinga City Council.

THE FOREGOING RESOLUTION was passed and adopted by the Coalinga City Council on November 7, 2019.

AYES:

NOES:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mayor/Mayor Pro-Tem

ATTEST:

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

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

**Subject:** Transit Occupancy Tax (TOT) Fiscal Year 2018-2019 Information  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Jasmin Bains, Financial Services Director

---

**I. RECOMMENDATION:**

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

**II. BACKGROUND:**

The Transient Occupancy Tax (TOT) for the City of Coalinga is 6%.

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

|   | File Name            | Description      |
|---|----------------------|------------------|
| ▣ | TOT_FY_2018-2019.pdf | TOT FY 2018-2019 |

City of Coalinga  
 Transient Occupancy Tax  
 Fiscal Year 2018-2019

| Hotel/Motel Name                               | 3rd Quarter<br>July-Sept 2018 | 4th Quarter<br>Oct-Dec 2018 | 1st Quarter<br>Jan-Mar 2019 | 2nd Quarter<br>April-June 2019 | Total<br>FY 2018-<br>2019 |
|------------------------------------------------|-------------------------------|-----------------------------|-----------------------------|--------------------------------|---------------------------|
| Best Western Plus<br>(Hotel Opened 12/07/2018) | \$ -                          | \$ 1,945.57                 | \$ 6,720.90                 | \$ 7,124.88                    | \$ 15,791.35              |
| Cambridge Inn                                  | \$ 2,561.40                   | \$ 2,022.89                 | \$ 638.36                   | \$ 1,323.02                    | \$ 6,545.67               |
| Coalinga Motel                                 | \$ 103.92                     | \$ 110.70                   | \$ 300.81                   | \$ 201.75                      | \$ 717.18                 |
| Laura Lodge                                    | \$ 1,142.83                   | \$ 1,010.54                 | \$ 625.80                   | \$ 676.80                      | \$ 3,455.97               |
| Royal Lodge                                    | \$ 1,362.44                   | \$ 905.15                   | \$ 515.64                   | \$ 546.88                      | \$ 3,330.11               |
| Travel Inn                                     | \$ 813.90                     | \$ 910.63                   | \$ 435.00                   | \$ 520.52                      | \$ 2,680.05               |
| <b>Total</b>                                   | <b>\$ 5,984.49</b>            | <b>\$ 6,905.48</b>          | <b>\$ 9,236.51</b>          | <b>\$ 10,393.85</b>            | <b>\$ 32,520.33</b>       |

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

**Subject:** Fire Department Report – July 2019  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Dwayne Gabriel, Fire Chief

---

**I. RECOMMENDATION:**

**II. BACKGROUND:**

**III. DISCUSSION:**

**STATISTICS FOR JULY**

|                                           |   |           |
|-------------------------------------------|---|-----------|
| Fires                                     |   | Total 7   |
| Structure                                 | 0 |           |
| Vehicle                                   | 0 |           |
| Vegetation                                | 5 |           |
| Rubbish                                   | 2 |           |
| Other                                     | 0 |           |
| Emergency Medical Service                 |   | Total 143 |
| EMS Incidents                             |   | 143       |
| Medical Assist                            | 0 |           |
| Extrication, Rescue                       | 0 |           |
| Hazardous Condition                       |   | Total 5   |
| Service Calls                             |   | Total 1   |
| Good Intent                               |   | Total 4   |
| Cancelled Calls                           | 4 |           |
| Hazmat Release Investigation – No Release | 0 |           |
| Steam mistaken for smoke                  | 0 |           |
| Wrong Location/No Emergency               | 0 |           |
| False Alarms                              |   | Total 4   |
| Total Responses                           |   | 170       |



## **INCIDENTS**

No significant incidents.

## **EVENTS**

On July 4<sup>th</sup>, the fire and police departments conducted a joint patrol and enforcement of the new fireworks ordinance. A total of 6 citations were issued for possession of illegal fireworks. We are making plans to increase the effectiveness next year.

## **STAFFING**

Our staffing remains at 12. Recruitments are ongoing. See August Report for update.

## **AUTOMATIC AID**

There were 8 automatic aid responses to assist Cal Fire this month for a total commit time of 6 hours 23 minutes.

## **COMMITTED STANDBY**

No committed standbys

## **PREVENTION**

The Prevention activities for this month include:

Conducted 4 business inspections and reinspections.

Conducted 31 residential sprinkler inspections and reinspections

## **IV. ALTERNATIVES:**

## **V. FISCAL IMPACT:**

### **ATTACHMENTS:**

File Name

Description

No Attachments Available

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

**Subject:** Fire Department Report – August 2019  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Dwayne Gabriel, Fire Chief

---

**I. RECOMMENDATION:**

**II. BACKGROUND:**

**III. DISCUSSION:**

**STATISTICS FOR AUGUST**

|                                           |   |           |
|-------------------------------------------|---|-----------|
| Fires                                     |   | Total 5   |
| Structure                                 | 1 |           |
| Vehicle                                   | 1 |           |
| Vegetation                                | 2 |           |
| Rubbish                                   | 1 |           |
| Other                                     | 0 |           |
| Emergency Medical Service                 |   | Total 161 |
| EMS Incidents                             |   | 158       |
| Medical Assist                            | 2 |           |
| Extrication, Rescue                       | 1 |           |
| Hazardous Condition                       |   | Total 3   |
| Service Calls                             |   | Total 0   |
| Good Intent                               |   | Total 2   |
| Cancelled Calls                           | 1 |           |
| Hazmat Release Investigation – No Release | 0 |           |
| Steam mistaken for smoke                  | 0 |           |
| Wrong Location/No Emergency               | 1 |           |
| False Alarms                              |   | Total 4   |
| Total Responses                           |   | 176       |

## **INCIDENTS**

No significant incidents

## **EVENTS**

No events.

## **STAFFING**

Our staffing is now at 12. A new Firefighter-Paramedic will be starting on September 17th. Two additional Firefighter-Paramedics are on target to start October 14<sup>th</sup>. This will bring our staffing to 15, or 5 per shift. Once these three get thru training and field internship, we will be moving to staff the second ambulance – probably in mid-December.

## **AUTOMATIC AID**

There were 4 automatic aid responses to assist Cal Fire this month for a total commit time of 5 hours 51 minutes.

## **COMMITTED STANDBY**

No committed standbys

## **PREVENTION**

The Prevention activities for this month include:

Conducted 2 business inspections and reinspections.

Conducted 9 residential sprinkler inspections and reinspections

## **IV. ALTERNATIVES:**

## **V. FISCAL IMPACT:**

### **ATTACHMENTS:**

File Name

Description

No Attachments Available

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

**Subject:** Fire Department Report – September 2019  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Dwayne Gabriel, Fire Chief

---

**I. RECOMMENDATION:**

**II. BACKGROUND:**

**III. DISCUSSION:**

**STATISTICS FOR SEPTEMBER**

|                                           |   |           |
|-------------------------------------------|---|-----------|
| Fires                                     |   | Total 7   |
| Structure                                 | 0 |           |
| Vehicle                                   | 1 |           |
| Vegetation                                | 6 |           |
| Rubbish                                   | 0 |           |
| Other                                     | 0 |           |
| Emergency Medical Service                 |   | Total 110 |
| EMS Incidents                             |   | 108       |
| Medical Assist                            | 1 |           |
| Extrication, Rescue                       | 1 |           |
| Hazardous Condition                       |   | Total 2   |
| Service Calls                             |   | Total 5   |
| Good Intent                               |   | Total 0   |
| Cancelled Calls                           | 0 |           |
| Hazmat Release Investigation – No Release | 0 |           |
| Steam mistaken for smoke                  | 0 |           |
| Wrong Location/No Emergency               | 0 |           |
| False Alarms                              |   | Total 4   |
| Total Responses                           |   | 128       |

## **INCIDENTS**

No significant incidents

## **EVENTS**

Conducted 2 station tours for four elementary school classes.

## **STAFFING**

Our staffing is now at 14. Two new Firefighter-Paramedics started on October 14<sup>th</sup>. One Firefighter-Paramedic resigned to accept a position with Los Angeles County Fire Department. This will bring our staffing to 5 per shift on two shifts, and 4 on the third shift.. Once these firefighters get thru training and field internship, we will be moving to staff the second ambulance – probably in mid-December.

## **AUTOMATIC AID**

There were 7 automatic aid responses to assist Cal Fire this month for a total commit time of 13 hours 7 minutes.

## **COMMITTED STANDBY**

No committed standbys. Ambulance stood by non-committed for two high school football games.

## **PREVENTION**

The Prevention activities for this month include:

Conducted 5 business inspections and reinspections.

Conducted 6 residential sprinkler inspections and reinspections

## **IV. ALTERNATIVES:**

## **V. FISCAL IMPACT:**

### **ATTACHMENTS:**

File Name

Description

No Attachments Available

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

**Subject:** Police Department Monthly Report - September 2019  
**Meeting Date:**  
**From:**  
**Prepared by:**

---

**I. RECOMMENDATION:**

**II. BACKGROUND:**

**III. DISCUSSION:**

**IV. ALTERNATIVES:**

**V. FISCAL IMPACT:**

**ATTACHMENTS:**

|   | File Name                     | Description                   |
|---|-------------------------------|-------------------------------|
| □ | Sept_2019_Monthly_Report.docx | Spetember 2019 Monthly Report |



COALINGA POLICE DEPARTMENT'S  
MONTHLY REPORT  
September 2019



## Staffing Report:

|                                             |                                  |
|---------------------------------------------|----------------------------------|
| ▶ Authorized Strength:                      | 15 sworn/ 17 funded FY 2019/2020 |
| ▶ # of Personnel Available:                 | 10                               |
| ▶ # of Personnel Modified Duty:             | 0                                |
| ▶ # of Personnel in field training/academy: | 3                                |
| ▶ # of Full Time Vacancies:                 | 2                                |
| ▶ # of Personnel out injured                | 1                                |

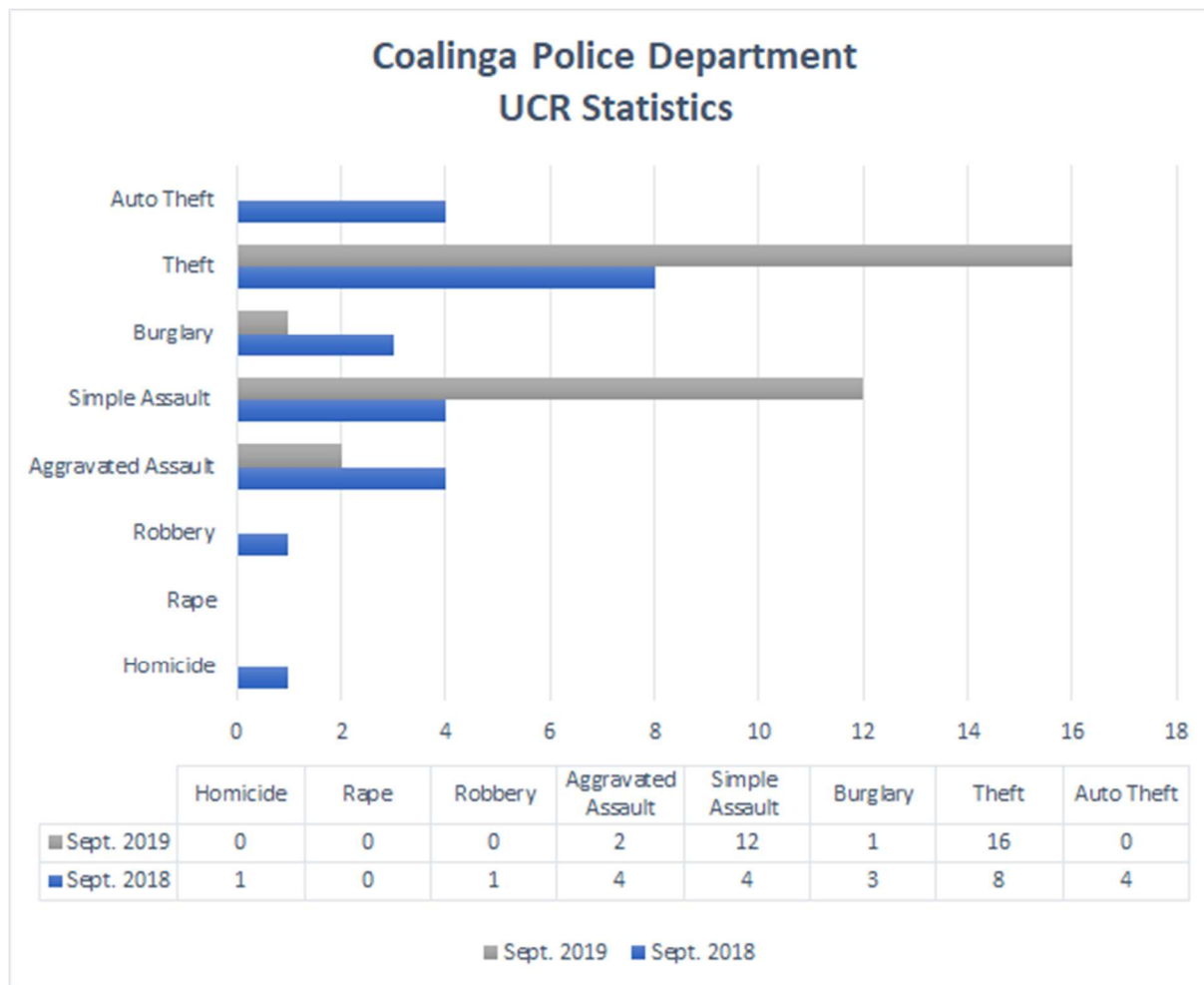
## Our Successes:

|                             |      |
|-----------------------------|------|
| Total Incidents             | 2366 |
| Calls for Service           | 1548 |
| Officer Initiated Incidents | 818  |
| Traffic Stops               | 214  |
| Other OIA Incidents         | 604  |
| Bus/Building checks         | 79   |
| Veh/Ped Check               | 91   |

|                       |     |
|-----------------------|-----|
| Total Officer Reports | 223 |
| Collision             | 14  |
| Courtesy              | 0   |
| Criminal Collision    | 2   |
| Felony                | 44  |
| Information           | 56  |
| Infraction            | 5   |
| Misdemeanor           | 88  |
| Voided                | 3   |
| Unclassified Reports  | 11  |

|                                    |    |
|------------------------------------|----|
| Total Misdemeanor & Felony Arrests | 74 |
| Misdemeanor Arrests                | 50 |
| Felony Arrests                     | 24 |

|                 |     |
|-----------------|-----|
| Total Citations | 144 |
| Admin Cites     | 3   |
| Infraction      | 30  |
| Misdemeanor     | 4   |
| Moving Vehicle  | 6   |
| Muni Code       | 1   |
| Parking         | 95  |
| Unclassified    | 5   |



### Critical calls for September 2019

Part 1 Crimes are up in the areas of thefts and simple assaults during the months of September 2019, compared to the same time last year. The men and woman of the police department are working hard to keep these crimes down, in light of the staffing levels.

During the month of September officer responded to 3 major calls for service. The first one was reported on September 21, 2019 at approximately 8:15pm, Officers from the Coalinga Police Department, were dispatched to the 100 block of E. Ivy Street on the report of stabbing. As the officers arrived on scene, they contacted 48-year-old Norwalk resident, Frank Porraz who was sitting in a chair with a 3cm stab wound to his left abdomen.

Officers continued to investigate the case and was able to identify the suspect as 47-year-old Coalinga Resident Ramon Ochoa Guerrero. On Tuesday October 1, 2019, officers observed a male subject sitting in the passenger seat of a passing vehicle. Officers contacted the subjects in the vehicle and identified the front passenger as Guerrero. Guerrero was taken into custody without incident and was transported to the Coalinga Police Department for booking.

September 23, 2019 at 10:35pm. A father brought his 3-year-old daughter into the front lobby with a gunshot wound to her shoulder. Police personnel administered first aid to the child and turned her over to fire personnel upon their arrival to the police department. The officers located the scene in the 400 block of E. Pleasant Street. Through the officer's investigations, they were able to identify the suspect as 19 year old Jose Ayala of Coalinga. Ayala was tracked down to a hotel room in Avenal where he was arrested. Ayala was booked into the Fresno County Jail. Due to paperwork error Ayala was released at which time the department walked the case through for a warrant for Ayala's arrest. Ayala was located a couple of days later at the same hotel and room he was contacted in the week before. I have spoken to the MAGEC DA, who said Ayala is facing 15 years to life for this shooting.

On September 23, 2019, during the above investigation, officers had to split the units up between the two calls. The second call officers responded to the 200 block of Walnut on an assault with a deadly weapon. Officers responded to find a female victim trapped inside her home with her 32-year-old son who had stabbed her in the head. Officer had to force a window open to get the victim out before she could be attacked again. Once the victim was safe, officers turned their attention to the suspect who was suffering from a mental disorder. Officer forced entry into a bathroom where he was barricaded and after several minutes, they were able to talk the suspect into complying with their commands and took him into custody.

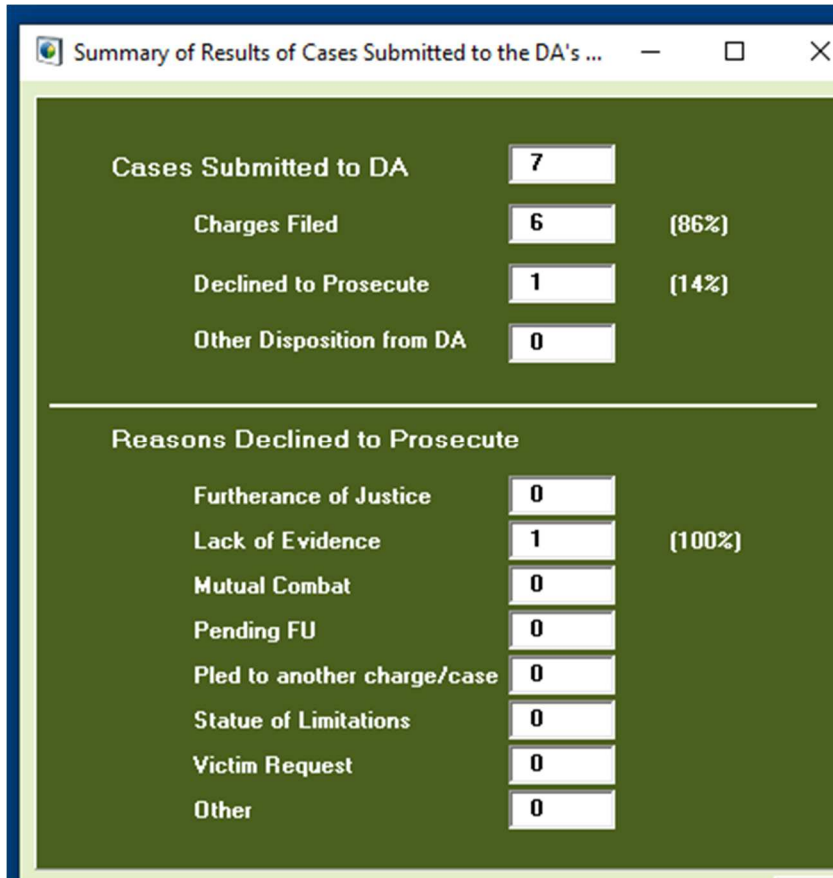
We were advised the suspect he currently going through a competency evaluation to see if he is suitable to stand trial or will be confined in a treatment facility.

### Citations Issued

| Violation   | Description                         | No. this Vio |
|-------------|-------------------------------------|--------------|
| 22101(D) VC | DISOBEY NO TURN SIGN                | 2            |
|             |                                     |              |
| 22350 VC    | BASIC SPEED LAW                     | 3            |
|             |                                     |              |
| 22450(A) VC | STOP REQUIRED                       | 1            |
|             |                                     |              |
| 22500(F) VC | PARKING ON SIDEWALK                 | 1            |
|             |                                     |              |
| 22502(A) VC | DRIVER/PASSENGER TIRE 18" FROM CURB | 1            |
|             |                                     |              |
| 22505(B)    |                                     | 1            |
|             |                                     |              |
| 22507.8 VC  | HANDICAP PARKING                    | 2            |
|             |                                     |              |
| 24252(A) VC | MAINTAIN LIGHTING EQUIPMENT         | 1            |
|             |                                     |              |
| 24601 VC    | LICENSE PLATE LIGHT                 | 1            |

| Violation        | Description                         | No. this Vio |
|------------------|-------------------------------------|--------------|
| 27151 VC         | ILLEGAL MODIFICATION OF EXHAUST     | 1            |
| 27315 (D) (1) CV | MANDATORY SEAT BELT LAW             | 1            |
| 4000 (A)(1)      |                                     | 3            |
| 4000 (A)(1) VC   |                                     | 10           |
| 4000(A)(1) VC    | Expired Vehicle Registration        | 39           |
| 4454(A) VC       | REGISTRATION NOT WITH VEHICLE       | 1            |
| 5200(A)VC        | Two License Plates Required         | 1            |
| Violation        | Description                         | No. this Vio |
| 5200(A)VC        | Two License Plates Required         | 1            |
| CMC 4-4-721      |                                     | 1            |
| CMC 4-4.307(a)   |                                     | 2            |
| CMC 4-4.720      | VEHICLE PARKED IN ALLEY             | 1            |
| CMC 4-4.721      |                                     | 5            |
| CMC 4-4.721(b)   | NO PERSON SHALL PARK ANY COMMERCIAL | 9            |
| CMC 4-4.806      |                                     | 1            |
| CMC 4-7.721(b)   |                                     | 1            |
| cmc 9.4.203      |                                     | 1            |
| void             |                                     | 1            |

## Current DA Filing Rate;



The screenshot shows a software window with a dark green background and white text. The window title is 'Summary of Results of Cases Submitted to the DA's ...'. The main content area is divided into two sections. The first section, 'Cases Submitted to DA', has a total of 7 cases. Below this, there are three rows: 'Charges Filed' with 6 cases (86%), 'Declined to Prosecute' with 1 case (14%), and 'Other Disposition from DA' with 0 cases. The second section, 'Reasons Declined to Prosecute', lists eight reasons, all with 0 cases except for 'Lack of Evidence' which has 1 case (100%).

| Cases Submitted to DA     |   |       |
|---------------------------|---|-------|
| Cases Submitted to DA     | 7 |       |
| Charges Filed             | 6 | (86%) |
| Declined to Prosecute     | 1 | (14%) |
| Other Disposition from DA | 0 |       |

---

| Reasons Declined to Prosecute |   |        |
|-------------------------------|---|--------|
| Furtherance of Justice        | 0 |        |
| Lack of Evidence              | 1 | (100%) |
| Mutual Combat                 | 0 |        |
| Pending FU                    | 0 |        |
| Pled to another charge/case   | 0 |        |
| Statue of Limitations         | 0 |        |
| Victim Request                | 0 |        |
| Other                         | 0 |        |

## Animal Complaints:

The police department responded to 4 animal complaints during the month of September recovered 9 deceased animals.

## Respectfully Submitted:

*Darren L. Blevins*

Darren Blevins  
Chief of Police

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

**Subject:** Public Works & Utilities Monthly Report for October 2019  
**Meeting Date:** November 7, 2019  
**From:** Marissa Trejo, City Manager  
**Prepared by:** Sean Brewer, (I) Public Works & Utilities Director

---

**I. RECOMMENDATION:**

Approve Public Works & Utilities Monthly Report for October 2019.

**II. BACKGROUND:**

None

**III. DISCUSSION:**

None

**IV. ALTERNATIVES:**

None

**V. FISCAL IMPACT:**

None

**ATTACHMENTS:**

|   | File Name                    | Description                 |
|---|------------------------------|-----------------------------|
| □ | Monthly_Report_Oct._2019.pdf | Monthly Report October 2019 |



**PUBLIC WORKS AND UTILITIES DEPARTMENT  
MONTHLY REPORT FOR  
OCTOBER 2019**

**\*Note: New items and updates from last month's report are in bold print.**

**PUBLIC WORKS**

**Natural Gas Distribution:**

- Gas system Audit has been completed
- Some employees have received training and have been evaluated to be able to work on the gas system
- **Installed 3 new gas service lines for D.R. Horton**

**Water Distribution:**

- Installation of 38 radio read water meters have been completed to help with re-reads in the area of Route 43
- **Repaired water leak 450 Buckeye Springs**
- **Repaired water leak 255 El Camino**

**Wastewater Collection:**

- Cleared sewer blockage Springbrook St.
- Cleared sewer blockage 4<sup>th</sup> to 5<sup>th</sup> Durian /Cedar Alley
- Cleared sewer blockage 100 blk Monroe/Jackson Alley
- **Cleared sewer blockage 400 blk W. Elm**
- **Cleared sewer blockage 6<sup>th</sup> and Cedar**

**Sidewalks:**

- Section of sidewalk in front of 308 Cabrillo Dr. has been repaired

**Parks:**

- New park tables, trashcans, BBQs, drinking fountains and light poles have arrived for Sandalwood and Centennial Parks - We have started installing new trash receptacles in Sandalwood and Centennial Parks all new park equipment should be installed by end of September.-Installed 4 benches 2 at each park Sandalwood and Centennial. Concrete pads for tables and Awning have been poured for Sandalwood park. Centennial park to follow. **Finished installing Awnings at Centennial and Sandalwood Parks.**

## Miscellaneous:

- Started removal of excessive red curb markings in Posa Chante Area. Should be completed first week of October. **Completed**
- 7 Dead trees have been removed with more to follow
- **Installed new vehicle restriction signs at both centennial and sandalwood parks**
- **Painted blue stripe on 6<sup>th</sup> Street**
- **Repaired section of 300 blk W. Polk St road patch 83 feet section**
- **26 Dead trees have been removed along Monterey medians**
- **Started striping new diagonal striping along Cedar from 5<sup>th</sup> to 7<sup>th</sup>**

## Targeted Efforts to Enhance City Image and Business Appeal/Attraction:

No activity for the month of **October**.

## UTILITIES

- Northwest Booster Station – P20 is down. P20 motor & pump have been sent out for repairs. Repairs should be complete mid-October. On going
- Northwest & Oil King Booster Sta. looking into replacing old air compressors and surge tanks with new equipment. Tri City Eng. now working on this. Getting info for them.
- City wide fire hydrant flushing. **Will began sometime in November.**
- Oil King Booster Station – P17 is down. P17 motor & pump have been sent out for repairs. Waiting for council approval to move forward with repairs. Council has approved repairs. Repairs should be complete mid-October. On going
- Crews have cleaned and weeded around the all the reservoirs and booster sta. Complete
- Cathodic Annual Testing is being done on Palmer & Calaveras Reservoir September 25, 2019. **Has been completed**

## PUBLIC UTILITIES COORDINATOR

### MyCivic

I was assigned to coordinate with MyCivic to develop a mobile app to facilitate better communication between the City and citizens. This application is intended to supplement our online presence alongside our website.

- **MyCivic App has been launched.**

### CivicReady

Assigned to find a solution to requirements from the state to have an emergency notification plan (boil water notices, water events, natural gas emergencies, etc). CivicReady is an extension to our website, so it is an easy fit.

- Submitted MOA application to FEMA.
- **Coordinated efforts for City Manager, Fire Chief, and myself to take necessary classes to be able to submit emergency notifications.**
- **State coordinator has received application and submitted it to FEMA on our behalf.**



## **Water Plant/Wastewater Video Surveillance**

I was asked to build out a site-to-site networked surveillance system for both the water plant and the wastewater plant.

- Received response from Alpha Video Surveillance, Hoffman security, and Royal Security.
- Created and submitted RFP to local surveillance vendors. Bid will close on October 18<sup>th</sup>.
- **Received responses from Cell Plan Technologies and Global Solutions Group**
- **Proposals are under review**

## **SCADA Updates**

- **Provided updates/maintenance to systems including: PC's, iPads, and VPN interface**

## **Cross Connection Control**

- Mailed notice to inspect letters to 61 businesses.
- Received a few responses from backflow testers and business owners
- **105 Backflows have been tested.**

## **Natural Gas System**

**I have been working with the Public Works department and Dan Bergman to help with the Natural Gas Audit of 2018. Additionally, I have been assisting with the response to PHMSA regulatory requirements.**

- Helped facilitate natural gas audit as a subject matter expert
- Created procedures for testing for electrical isolation
- Edited O&M to reflect new processes
- Identified and implemented changes required OQ training and evaluation in regard to electrical isolation testing
- Created a list of all, natural gas meters, in sequence, that are connected to steel pipeline.
- Submitted responses to PHMSA/CPUC regarding actions taken to comply with NOA's
- **Trained staff on how to conduct electrical isolation test**
- **"Meter Short Survey" is in progress**
- **Sent various pieces of equipment for calibration/repair**

## **Public Works iPads**

**I have been working on an ecosystem of iPads for Public Works. These are intended to serve several purposes. Primarily, they will act as a conduit for information between the Finance Department and Public Works. All service orders will be submitted via an iPad App. Additionally, it will serve many other application workflows. For example, the new 'Report An Issue' module in our newly launched App.**

- **Setup 6 iPads with required programs**
- **Trained staff on operation of equipment**

## **WATER TREATMENT PLANT (WTP)**

Working on card lock system for rolling gates, control room, shop, carbon room and rapid mix room. Charles Seders Construction is installing card lock system for the roll gates & control room doors. Work should begin July 8. New doors have been installed to the lab building. Working on running Electrical for the roll gates card read security system. Project should be completed by end of September. **On going**

UCMR4 Sampling is schedule for March and once every ¼ after that for the rest of the 2019 year. BSK Lab is doing the testing. Next testing dates will be September 13, 2019. Testing was done.

Rosemounts and tank level sensors are being calibrated by Solomon Electric. This project hasn't started yet. On hold.

Solomon Electric is working on getting quote for backup Generator for the Water Plant. **On going**

Chemical room flooded on May 3 at 11pm. All pumps, motors and electrical panel were damaged in the flood. Solomon Electric is building new Electrical & PLC panels for pumps and motors to work with SCADA system. Project should be completed by end of August. Project has been completed and back online working with SCADA system. Doing some fine tuning on new equipment.

Patriot Environmental Services has started to haul off some of the old chemical that was used years ago and not being used now (Carbon, Sulfur Acid, ect.). All chemical should be removed by the end of October.

**Patriot Environmental Services will start to haul off some of the old chemical that was used years ago and not being used now (Carbon, Sulfur Acid, ect.) starting November 4, 2019**

Patriot is also getting us a quote to haul off what is left in the fluoride tank and to wash it out. **Chemicals should be removed and tank washed out by end of November.**

Surveillance security camera system getting quotes for WTP & WWTP. Got a quote back from Alpha Surveillance. Larry has put out an RFP for Surveillance system.

Westland Canal did some Copper Sulfate treatment to the canal on August 21, 2019. Completed and everything went great. Next schedule treatment for Copper Sulfate is September 24, 2019. Has started and should be complete on September 25, 2019. **Has been completed**

Decant pump for Basin 1 & 2 has been repair and will be put back in service end of September. Having alignment problems. **Decant pump & motor have been install and put back in service**

P4 pump is out of service. Check valve went bad. Waiting on new valve replacement. Installed a new check valve P4 back in service. Complete

P6 wash water pump had a leaking check valve. Installed new 6" check valve. Complete  
Installed new air vac valve as well.

P7 wash water pump had a leaking check valve. Installed new 6" check valve. Complete  
Installed new air vac valve as well.

Univar – Working with company to remove acid tank. **Waiting for date to remove acid.**

P15 motor - Vibration test was done by Electric Motors. Bearing worn out. Need to send off for repairs.

**Fresno County Health came out and did inspection of the water plant.**

**Ammonia Safety Alarm System is 60% complete.**

**Basin 3 taken down for annual maintenance**

## **WASTEWATER TREATMENT PLANT (WWTP)**

**Drying beds:**

**Other items at Wastewater Plant:**

- City crew working on getting pond 3 & 4 cleaned by spraying and burning the weeds, cattails and small trees. Ponds 3 & 4 starting to look good, but still have spraying and burning to do. On going
- Old Rifle Range Tires – Waiting on Shamrock to sign city contract. **All tires have been removed and project is complete.**
- Surveillance security camera system getting quotes. Larry sent out RFP for surveillance system
- Working on getting Clarifier and Digester repaired and back in service. Crew has been flushing out lines and repairing diffusers on the digester. Digester has been repaired and is ready for startup.
- Clarifier has had some repairs done as well. Railing has been painted, all metal and the walls have been pressure wash to install protective coating and sweep arm has been taken down and is being worked on by West Hills Machine for repairs. Waiting on quotes for new weirs and sealant. Repairs are still being done on the Clarifier. **Waiting on the arm repair.**
- West Hills installed some new locking mechanism on the C- trains. Complete
- **Effluent water is being directed to the radio field now.**
- **Garlic plant – Took water sample to see what is in the water before WWTP takes water from them.**

## **CITY ENGINEER**

**Project Status Update as of October 30, 2019:**

1. Cambridge Signalization
  - a. Caltrans has approved the Encroachment Permit.
  - b. The Right of Way Package was approved by Caltrans and the request for authorization of Construction was submitted on August 14<sup>th</sup>. Once we receive authorization for construction the project will be put out to bid.
  - c. **Funding is exhausted for 18/19 FFY. Expedited Project Selection Procedure concurrence letter was approved by FresnoCOG on September 26, 2019 to move the CON portion of project to 19/20.**
  - d. **Request for authorization of Construction was re- submitted on October 14<sup>th</sup>. Once we receive authorization for construction the project will be put out to bid.**
  - e. Construction anticipated Fall/Winter of 2019.
2. Rule 20A Undergrounding
  - a. City Engineer working with PG&E to underground overhead utilities on Elm Avenue from Cambridge Avenue to just south of Cherry Lane.
  - b. Project moving along slowly and is still years away from construction.
  - c. **Requested update from PG&E awaiting response.**
3. Phelps Ave Improvements
  - a. Bids were open August 27<sup>th</sup> and project awarded at September 5<sup>th</sup> Council Meeting. The project is anticipated to begin construction on September 30<sup>th</sup>.



- b. Plans have been resubmitted to Caltrans and we are awaiting comments. There were some minor comments on the last submittal that were addressed. The encroachment permit will be approved pending State Clearinghouse approval of Notice of Exemption.
  - c. **State Clearinghouse approved Notice of Exemption and Encroachment Permit approved by Caltrans.**
  - d. **Project Contractor obtaining Rider Permit approval from Caltrans. The project is anticipated to begin construction on November 4<sup>th</sup>.**
  - e.
- 4. ATP 2017 Cycle 3 Sidewalk Gap Improvements
  - a. City was awarded additional funds for the project for a total grant amount of \$1,284,000 and a local match of \$175,000.
  - b. The project has been given an extension of 20 months to work with Caltrans and Fresno Council of Governments to find the best solution for the project.
  - c. Meeting with the School went well and the design is taking the information from the meeting into account.
  - d. **Additional Topographic survey in progress and design is underway.**
- 5. ATP Cycle 4
  - a. City was awarded a grant in the amount of \$951,360 with a local match of \$66,360.
  - b. The request for environmental studies was submitted to Caltrans on August 8<sup>th</sup>. The request will be on the October CTC agenda. Once the request is approved an RFQ will be released for Environmental Studies on the trail segments adjacent to the creek.
  - c. **The request for environmental studies was approved by the CTC at the October Meeting. An RFQ is being prepared and will be released for Environmental Studies on the trail segments adjacent to the creek within the next 30 days**
- 6. RSTP - Forest/Truman from 1<sup>st</sup> to Elm
  - a. City was awarded additional funds for the project for a total grant amount of \$1,400,000 and a local match of \$125,000.
  - b. Caltrans has approved the Encroachment Permit.
  - c. Project released for bidding on September 10<sup>th</sup> with a bid opening October 3rd.
  - d. **Bids were opened October 3rd and project awarded at the October 10<sup>th</sup> Council Meeting. The project is anticipated to begin construction on November 18th .**
- 7. CMAQ - Paving of Various Alleys Ph. 3
  - a. Topographic survey has been completed and design is underway.
  - b. **Construction has been put off until next fiscal year due to wanting to replace underground utilities in the alleys.**
- 8. Water Treatment Plant Permanent TTHM Reduction Project
  - a. With Regional Water Resources Control Board review and approval permanent acid storage and feeding facilities changed to liquid CO<sub>2</sub> for plant operator safety.
  - b. **Design of permanent facilities in progress.**
  - c. **Anticipate construction in Fall/Winter 2019.**
- 9. WWTP Concrete Yard Boxes and Ponds Rehabilitation Project
  - a. Bids opened on November 8, 2018 and they came in over budget.
  - b. **Working with the City to reduce project scope and re-release for bidding.**

10. City Standard Updates

- a. City Engineer has been directed to begin updated the City Standards to comply with recent standards. The city standards were last updated in 2006.
- b. Water Standard Plan update to backflow preventer started.

**DIRECTOR**

- **Street Light Acquisition:** Exchanging information with Tanko Lighting and should be receiving a report in the next 30 days.
- **TTHM:** Executed updated Contract for Services with City Engineer and MKN Consulting to finish the plans and specifications for the TTHM Project due to the recent change in engineering support services. Site meeting with Frisch and MKN occurred in September and final design is underway.
- **Derrick Bypass / Reservoir Assessment:** Staff released an RFP for tank inspection services in order to understand the level of repair needed on the tank. Proposals are due October 31<sup>st</sup>.
- Coordinating Water Plant staff and the City Engineer to continue the SCADA project moving forward with Frisch Engineering.
- **Coalinga Water Plant PSM/RMP:** Environmental Permitting Specialist met with plant staff and is currently developing all PSM/RMP programs for staff review in November.
- **County Inspection (Water Plant):** Fresno County department of environmental health inspected the water plant and provided a correction plan which staff is currently working on to complete in the 30 days given by the County.
- **Secondary WWTP Access Road:** The City Engineer is reviewing the location and will then begin working on obtaining the appropriate easements for dedication. Property owners will need to be contacted in the near future.
- **Center Median Rehab:** The City Council is expected to approved a budget allocation and scope of work at the November 7<sup>th</sup> Meeting and then staff will proceed with design and bidding.
- Staff has had back and forth conversations with Caltrans about the possibility of a school zone designations near the Faith Christian Academy School.
- Abandonment of the easement located on Monroe Street near Faith Christian H.S has a public hearing scheduled for November 7<sup>th</sup>.
- Staff reviewed grant writing proposals and the recommended firm will be considered at the November 7<sup>th</sup> CC Meeting.
- Grant writing proposals have been executed and grant writers are currently preparing applications for CMAQ and STBG Call for Projects due in November. Projects consist of a full reconstruction of Polk Street from Elm Ave to Monterey and additional trail segments from the trail master plan.
- Working on ordinances and other necessary documents for submission to the State Controller's Office in order for the City to be subject to the Uniform Public Construction Cost Accounting Act.
- Working in standardized informal and formal bidding procedures for smaller public works projects to expedite project delivery.
- Submitted the 2010 Urban Water Management Plan to State of CA with approved resolution.
- Working on RFP for the completion of the 2015 Urban Water Management Plan so that the City is eligible for Federal and State grants and loans for water projects.
- **State Parks Per Capita Program:** Resolution has been submitted to State and staff is awaiting allocation numbers from the State.
- Wastewater Consultant and City Engineer are working on opportunities for future uses of waste discharge, capital needs, and grant opportunities.
- Working with MSDSOnline to consider a cloud-based program to house all safety data sheets for the City. – Decided not to proceed at this time.
- Working with Staff to develop the Adopt-A-Spot program guidelines and policies.
- Working with the Garlic Plant owners to find solution for storm water discharge into Industrial Park basin.

- Continued discussions with Staff, IGS and City Engineer on developing a long-range Capital Improvement Program for the Water Infrastructure.
- Developing a list of amenities for the parks related to the Per Capita Parks Program
- City Engineer working on bid documents for the repair of the Surge Tanks for the water plant. Should bid project in December.
- Coordinating with Water and Waste Water Plant Staff to get costs related to back up generators at the WTP and WWTP and various booster stations and pumps.
- Working with the City Engineer and PW's Staff to finalize design and cost estimates for a splash pad at Frame Park. Costs Estimates and Scope of Work is expected to come before the City Council in December.

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

**Subject:** City Council Acceptance of Staff's Recommendation to Select Blais and Associates to Provide Grant Consulting Services and Further Authorizing the City Manager to Enter Into a Professional Services Agreement with Blais and Associates for Said On-Call Grant Consulting Research and Development Services.

**Meeting Date:** October 10, 2019

**From:** Marissa Trejo, City Manager

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

---

## I. RECOMMENDATION:

City Council acceptance of staff's recommendation to select Blais and Associates to provide grant consulting services and further authorizing the City Manager to enter into a three (3) year professional services agreement with Blais and Associates for said on-call grant consulting research and development service including a citywide needs assessment in year one.

## II. BACKGROUND:

The City Council requested City staff to advertise a Request for Qualifications (RFQ) from grant writing firms who would have the ability to provide full-service grant consulting from grant research, development, and post-award management services to local municipal government agencies. Staff advertised the RFQ on July 15, 2019 and proposals were due on August 15<sup>th</sup>. The RFQ requested information such as qualifications of the firm and personnel, relative experience in providing services in a municipal environment, and a fee schedule.

## III. DISCUSSION:

Staff received seven (7) statements of qualifications (SOQ) from different firms in California and Colorado. The seven (7) firms who submitted are the following:

|                               |                                                       |              |                                     |
|-------------------------------|-------------------------------------------------------|--------------|-------------------------------------|
| Grant Management Services     | 1722 Hyer Court, Durham, CA 95938                     | 530-228-9235 | kcarter@grantmanagementassoc.com    |
| Anser Advisory                | 1820 E. Forst Street, Suite 410, Santa Ana, CA 92705  | 714-276-1135 | alfonso.hernandez@dhsconsulting.com |
| Dig Deep                      | 1010 S. Joliet Street, Suite 107, Denver, CO 80012    | 720-785-4155 | tia@godigdeep.com                   |
| Global Urban Strategies       | 530 South Lake Ave, #478, Pasadena, CA 91101          | 626-383-6565 | omar@global-urban.com               |
| Townsend Public Affairs, Inc. | 925 L Street, Suite 1404 Sacramento, California 95814 | 916-447-4086 | sgonsalves@townsendpa.com           |
| Evan Brooks and Associates    | 2824 E. Foothill Blvd, Pasadena, CA 91107             | 626-799-8011 | hal@ebaplanning.com                 |
| Blais & Associates            | 7545 Irvine Center Drive, Suite 200, Irvine, CA 92618 | 949-589-6338 | nblais@blaisassoc.com               |



Staff reviewed the SOQ's from all firms taking into consideration their qualifications, qualifications of the firm's personnel, relative experience, completeness of the SOQ and the reasonableness of the fee schedule when comparing to the other firms. After careful consideration staff feels that Blais and Associates is the best fit for the City of Coalinga to provide the services needed by the City of Coalinga and at a reasonable cost considering the sensitivity of the City's budget. Attached is a copy of the statement of qualifications submitted by Blais and Associates.

In addition, staff has provided a detailed scope of services that will be in the 3-year contract with Blais and Associates for research and development grant services. Grant writing will be administered on a task order basis as costs can fluctuate based on the grant's requirement demands. However, the hourly rate for the grant writers will remain the same.

In addition to the year one contract staff is requesting additional funding in FY2020 for Blais and Associates (B&A) to conduct a citywide needs assessment, which allows B&A staff to gain insight into the programmatic needs of the City. This can be accomplished with an on-site meeting with key staff and leaders. B&A will utilize the needs assessment during grant research, which in turn will enable effective and targeted research for Coalinga.

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

Do not authorize the City Manager to enter into a professional services agreement with Blais and Associates for grant research and development services and direct staff accordingly. – staff does not recommend.

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

The contract for services with Blais and Associates will be a not to exceed contract in the amount of \$20,000 per year for research and development services as identified in the scope of services. The following cost allocation shall be as follows:

| Department                       | Account Number | Allocation | Annual Cost |
|----------------------------------|----------------|------------|-------------|
| Gas Tax                          | 107-422-88130  | 20%        | \$4,000     |
| Gas Fund                         | 502-510-88130  | 5%         | \$1,000     |
| Water Fund                       | 501-503-88130  | 30%        | \$6,000     |
| Wastewater Fund                  | 503-520-88130  | 30%        | \$6,000     |
| General Fund (Police/Fire/Admin) | Various 88100  | 10%        | \$2,000     |
| Housing Successor                | 820-610-88100  | 5%         | \$1,000     |

In addition to the annual contract staff is requesting a one time expense not to exceed \$6,725 for Blais and Associates to conduct a needs assessment. This expense will have the same allocation as above and be included in the year one contract for FY2020.

#### **ATTACHMENTS:**

| File Name                                                                                 | Description                                                   |
|-------------------------------------------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Blais__Associates_Qualifications_for_Coalinga_Grant_Services.pdf | Blais & Associates Qualifications for Coalinga Grant Services |
| <input type="checkbox"/> 1-Letter_Needs_Assessment.pdf                                    | B&A Needs Assessment Cost Estimate                            |
| <input type="checkbox"/> 2-Letter_Grant_Research_and_Consulting_Support-Annual.pdf        | Grant Research and Consulting Support-Annual                  |



August 15, 2019

City of Coalinga, Planning Department  
Sean Brewer, Community Development Director  
155 W. Durian  
Coalinga, CA 93210

Subject: Request for Qualifications for Grant Writing, Researching, and Consulting Services

Blais & Associates, Inc. (B&A) is pleased to provide the City of Coalinga with the following response to the Request for Qualifications for Grant Writing, Researching and Consulting Services and requests the evaluation of our response. As required, five bound copies of the response and one electronic copy on a Flash Drive are included herein.

B&A is a full-service grant consulting firm providing grant research, development, and post-award management services to local municipal government agencies for nearly 19 years. B&A is a woman-owned business enterprise and will utilize internal staff for the presentation of services from our California office, with oversight and guidance from our Texas headquarters.

As the signor of this letter, I attest that the information presented in this proposal is true and correct. I will serve as your point of contact with respect to reviewing and executing any potential agreements. B&A proposes Ms. Jill Mohler as the Lead Associate responsible for coordinating potential projects with the City.

All statements in this proposal, including the cost proposal, remain valid for 90 calendar days from the submission date. B&A has reviewed the sample professional services agreement and accepts the terms and conditions without objection.

If you need additional information please do not hesitate to call me at (949) 589-6338, or via e-mail at [nblais@blaisassoc.com](mailto:nblais@blaisassoc.com). Thank you for the opportunity to serve the City of Coalinga.

Sincerely,



President & CEO

Enclosure: Proposal Response

NB/db

GRANT RESEARCH, WRITING, & MANAGEMENT SERVICES

Response to Request for Qualifications  
City of Coalinga

# **Grant Writing, Researching, and Consulting Services**



**B&A** | Professional  
Grant  
Consulting

Irvine Business Center  
7545 Irvine Center Drive, Suite 200  
Irvine, CA 92618  
(949) 589-6338

Due: August 15, 2019, 5:00 PM

# CONTENTS

|                         |    |
|-------------------------|----|
| EXECUTIVE SUMMARY ..... | 2  |
| INTRODUCTION .....      | 4  |
| PROJECT APPROACH .....  | 9  |
| REFERENCES .....        | 22 |
| OTHER INFORMATION ..... | 27 |

# EXECUTIVE SUMMARY

Blais & Associates, Inc. (B&A) is pleased to provide this response to the Request for Qualifications (RFQ) for Grant Writing, Researching, and Consulting Services. B&A is a full-service grant consulting firm and is celebrating 19 years of providing grant research, writing, and management services to municipal government agencies and regional agencies, including water districts and council of governments. **B&A's client retention rate is almost 100 percent** with our very first **annual contract** client, Chino Hills, California, still active and utilizing our services since 2005. We attribute this success to our commitment to client satisfaction, training our staff to exacting standards and hiring associates who are passionate about professionalism and possess the technical skills required to be successful. B&A will follow our standardized process, as written in our internal Corporate Policies and Code of Conduct Manual, for providing grant research, writing, and consulting services to the City of Coalinga.

Since inception, B&A has submitted over 1,000 different types of grant applications representing requests for approximately \$1.4 billion on behalf of our clients. B&A has submitted transportation, water, wastewater, storm water, recreation, parks, cultural, education, historic preservation, public safety, economic development, planning, environmental protection, library, museum, and homeland security grants, among others. B&A has provided grant writing services for Coalinga since 2013 and has developed 17 grant applications for the City, winning 13 applications for a total of approximately \$6.9 million dollars. Table 1 provides a listing of those applications.

TABLE 1 COALINGA GRANT EXPERIENCE

| Date | Grant Program                                                                                          | Project Description                                                    | Funding Awarded |
|------|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------|
| 2018 | Fresno COG Active Transportation Program                                                               | Coalinga Perimeter Multi-use Trail Project                             | \$885,000       |
| 2018 | Fresno COG Regional Surface Transportation Program                                                     | Polk Street Rehabilitation Project                                     | \$396,000       |
| 2017 | San Joaquin Valley Air Pollution Control District Public Benefits New Alternative Fuel Vehicle Program | T3 Patroller Standup Vehicles for High School Campuses                 | \$25,289        |
| 2017 | Fresno COG Congestion Management and Air Quality Improvement Program                                   | West Coalinga Multi-use Trail                                          | \$461,000       |
| 2016 | Caltrans Active Transportation Program                                                                 | Sidewalk Gap Closure and Pedestrian Improvement Project                | \$1,109,000     |
| 2016 | California Transportation Commission Active Transportation Program Safe Routes to Schools              | Safe Routes to Schools Sidewalk and Pedestrian Improvements Project #1 | \$1,284,000     |
| 2016 | Fresno COG Regional Surface Transportation Program                                                     | Forest Truman Reconstruction Project                                   | \$600,000       |
| 2016 | Fresno COG Congestion Management and Air Quality Improvement Program                                   | Pavement and PM-10 Mitigation                                          | \$531,180       |

| Date                | Grant Program                                                      | Project Description                                              | Funding Awarded |
|---------------------|--------------------------------------------------------------------|------------------------------------------------------------------|-----------------|
| 2015                | Caltrans Safe Routes to Schools                                    | Multi-school Safe Routes to School                               | \$323,000       |
| 2015                | California Transportation Commission Active Transportation Program | Sidewalk Gap Closure and Pedestrian Improvements Project #2      | \$323,000       |
| 2014                | Caltrans Active Transportation Program                             | Active Transportation Plan                                       | \$240,000       |
| 2014                | Caltrans Sustainable Communities Transportation Planning Grant     | Vehicular Traffic Calming and Safety Enhancements Plan           | \$221,325       |
| 2014                | Fresno COG Regional Surface Transportation Program                 | Forest Avenue Reconstruction Project                             | \$563,683       |
| Denied Applications |                                                                    |                                                                  |                 |
| 2018                | Caltrans Active Transportation Program                             | Perimeter Multi-use Trail Project (Funded by the COG)            |                 |
| 2013                | Fresno COG Regional Surface Transportation Program                 | Sunset Street Rehabilitation Project                             |                 |
| 2013                | Fresno COG Regional Surface Transportation Program                 | Polk Street Rehabilitation Project (Funded in Later Application) |                 |
| 2013                | Fresno COG Regional Surface Transportation Program                 | Coalinga Street Rehabilitation Project                           |                 |

B&A currently has 21 associates distributed among our offices in California (9), Texas (7), Colorado (1), New York (1), North Carolina (1), Oklahoma (1), and Kansas (1). B&A currently serves multiple cities in the central valley. We look forward to expanding our services to the City of Coalinga. Our contracts range from simple and small dollar to the most complex and high dollar agreements in the grant industry. B&A is pleased to provide contact information for key staff should B&A be successful in our pursuit.

TABLE 2 KEY PERSONNEL FOR B&A TEAM

| Key Personnel       | Contact Information                                                                             | Function                                                                                |
|---------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Neil C. Blais       | <a href="mailto:nblais@blaisassoc.com">nblais@blaisassoc.com</a><br>P: (949) 589-6338           | Contract negotiations, Finance, Insurance, etc.                                         |
| Jill Mohler         | <a href="mailto:jmohler@blaisassoc.com">jmohler@blaisassoc.com</a><br>P: (949) 589-6338         | Lead Associate, primary contact, coordination of staff and development of applications. |
| Adrienne Harrington | <a href="mailto:aharrington@blaisassoc.com">aharrington@blaisassoc.com</a><br>P: (949) 589-6338 | Development of application narrative and materials. Backup for Jill Mohler.             |

We look forward to sharing more about our proposal and invite you to ask questions or seek clarification as you move through the evaluation process. Thank you for the opportunity to work with the City of Coalinga.



# INTRODUCTION

**B&A's mission and sole purpose is grant consulting.** We are not an engineering firm that added grant assistance as an add-on feature, we are not a community engagement firm with some level of grant experience, and we are not a lobbying firm with a grant expert on staff.

While licensing is not required for grant consultants, B&A believes in maintaining and promoting professional standards. Our memberships include the Grant Professionals Association (GPA), the National Grants Management Association (NGMA), and the American Grant Writers Association (AGWA). B&A holds to, and maintains, the code of ethics promoted by these three organizations and we are committed to providing the highest quality services to Coalinga.



## SERVICES OFFERED

It is important to note that B&A provides our services on a cafeteria basis, allowing each client to tailor services to meet their individual grant program needs and budget. These services include:

### GRANT RESEARCH AND SUPPORT

B&A has dedicated staff who research and identify grant opportunities. This team has a systematic process to find grant solicitations at the federal, state, regional, and local level. When a grant is identified that would be of interest to a B&A client, the research team develops a Fact Sheet, which is an executive overview of the program. B&A attends any workshops or webinars offered by the agencies. Typically, costs for a client may run between \$1,000 - \$2,000 per month depending on the City's consulting needs.

### DEVELOPING AND SUBMITTING GRANTS

Upon request, B&A will develop a Not-to-Exceed quote that outlines the tasks necessary to complete the application, time and cost for each task, and the level of effort assumptions. When Notice-to-Proceed is issued, B&A develops a Timeline and Checklist (T&C) document. B&A's detailed process ensures successful collaboration and timely submission. Throughout the grant development process, B&A will work as independently as possible but also closely with staff to ensure continued communication throughout the proposal development process. A typical mid-complexity grant application (about 25 pages of narrative) takes about 75 hours to complete or about \$8,000 - \$9,000 depending on any direct costs.

### GRANT MANAGEMENT

Management of your grant or loan program is a priority at B&A. It is extremely important that opportunities and deadlines are not missed while at the same time making sure grant awards are properly managed. Coalinga is more likely to receive grants from a funding agency a second or third time if staff maintain a

solid track record in managing funds (e.g., no major audit findings, timely completion of projects, etc.). Grant management services include the following:

**Debriefings:** If a grant is denied, B&A will coordinate with staff and the grant agency to request a debriefing. Debriefings are typically extremely valuable because they allow the funding agency to define why the grant was denied and offer recommendations on how to strengthen the proposal for the next grant cycle. This cost is typically included in the Grant Support charges.

**Post-Award Management:** B&A provides post-award management, reporting and close-out services. This effort includes working with staff to review the grant/loan agreement, tracking reporting requirements, request for reimbursements or drawdown requests, project reporting, and project close-out. B&A provides the City with an Audit Binder that contains information needed for the single audit. B&A developed a grant and loan management software program that streamlines the grant/loan management and project management process and enables B&A clients to log in to the portal and view up-to-the-minute data about their grant or loan. The software is extremely unique in that it is designed to be a "one-stop system" meeting the needs of a variety of personnel including engineers, project managers, finance, auditing, compliance, and executives. The typical cost for managing a grant averages approximately \$17,000/year.



## FIRM EXPERIENCE

B&A has developed detailed written procedures related to researching grant programs, grant application development, and post-award management. These proprietary processes and procedures have been developed over years of service to local government clients. Associates are trained on the procedures and work for up to one year under a Lead Associate (LA) prior to being allowed to directly support a client. With respect to similar work, the proposed consulting services for Coalinga are similar to those provided to all of our full-service clients. The structure of our delivery can be tailored to the client's specific needs, but the internal processes and procedures remain the same.

The best testament of our experience is with funding agencies. Table 3 below notes the funding that B&A has secured from a non-exhaustive list of agencies that might be of interest to the City of Coalinga.

TABLE 3 EXPERIENCE WITH GRANT AGENCIES (NOT COMPREHENSIVE)

| Funding Agencies                                             | Applications | Awarded Funds |
|--------------------------------------------------------------|--------------|---------------|
| <b>Federal Agencies</b>                                      |              |               |
| Department of Transportation; Federal Highway Administration | 41           | \$6,095,930   |
| Department of Transportation; Federal Transit Administration | 13           | \$5,712,892   |
| Economic Development Administration                          | 4            | \$3,626,853   |
| Institute of Museum and Library Services                     | 2            | \$441,100     |
| Department of Interior; Bureau of Reclamation                | 67           | \$17,150,762  |
| Department of Housing and Urban Development                  | 7            | \$8,440,380   |
| Department of Homeland Security; FEMA                        | 40           | \$11,415,938  |

| Funding Agencies                                              | Applications | Awarded Funds |
|---------------------------------------------------------------|--------------|---------------|
| <b>California Agencies</b>                                    |              |               |
| California Department of Transportation (Caltrans)            | 168          | \$97,765,925  |
| California Energy Commission (CEC)                            | 18           | \$2,255,869   |
| California Natural Resources Agency (and State Parks)         | 107          | \$29,857,446  |
| California Office of Emergency Services (CalOES)              | 26           | \$9,648,834   |
| California State Water Resources Control Board                | 30           | \$90,795,379  |
| California Transportation Commission                          | 15           | \$17,062,518  |
| Strategic Growth Council                                      | 27           | \$45,680,750  |
| California Housing and Community Development                  | 17           | \$8,020,100   |
| California Department of Water Resources                      | 19           | \$19,180,738  |
| Mobile Source Air Pollution Reduction Review Committee (MSRC) | 24           | \$4,481,546   |
| <b>Regional Agencies</b>                                      |              |               |
| Fresno County Council of Governments                          | 9            | \$3,436,863   |
| San Joaquin Valley Air Pollution Control District             | 3            | \$112,116     |
| Tulare County Council of Governments                          | 4            | \$3,845,698   |
| <b>Other Sources</b>                                          |              |               |
| Foundations and Private Entities                              | 89           | \$1,521,661   |

**Expertise with Administration/Compliance/Requirements with Special Capital Project Funding.** The RFQ specifically requests information about relative experience with the *administration, compliance, and requirements* associated with special capital project funding resources (e.g. CMAQ, STBG, and CDBG, to name a few) and also requests experience with health and recreational services grants through public or private funding. Because the RFP specifically mentions these consultant requirements, B&A is providing the following as evidence of meeting and exceeding these requirements:

- **Thirteen Years of Administration/Compliance Experience.** B&A's grant administration and compliance experience began in 2007 when the California State Parks referred the City of Farmersville, CA to B&A to help this small community save two park grants (2000 and 2002 RZH) that were at risk of being rescinded. B&A's staff immediately tackled the "out of compliance" items and brought both grant-funded projects to a successful completion and close-out. This was the beginning of providing grant administration and compliance services to our portfolio of clients.
- **Eighty+ Awards – most for Capital Projects.** B&A has provided administration/compliance services for almost 80 grant-funded projects and programs with **95% of the grants awarded for capital projects**. These capital projects primarily consist of transportation, water, and recreation/parks. The funding sources are varied and include: U.S. Department of Transportation that flows through the California Department of Transportation (Caltrans) to include Congestion Mitigation and Air Quality (CMAQ) funds and Surface Transportation Block Grant (STBG) funding, the U.S. Department of Housing and Urban Development that flows through the California Department of Housing and Community Development to include Community Development Block Grant (CDBG) funds, U.S. Environmental Protection Agency funds that flow through the California State Water Resources Control Board, and California State Parks, to name a few.



The largest grant award for a capital project currently being managed by B&A is \$72 million (to construct a wastewater facility). The smallest capital improvement grant-funded project managed by B&A was \$42,000 (to plant trees).

- **Grant Management Dictates Eye Towards Project Management.** Because grant management (compliance and administration) is so closely tied to the delivery of a successful project or program, B&A grant management staff have extensive experience managing multiple team members who are responsible for project or program delivery. This translates into a strong grant management team who can speak the capital improvement language and drive team members to action in order to stay compliant with critical grant deadlines). B&A routinely hosts monthly “check-in” calls with entire project teams to check on the schedule, budget, cost-overruns, compliance, and reporting, to name a few.
- **Federal and State Rules and Regulations.** Each federal or state grant award comes with a set of rules, regulations, and policies. B&A quickly identifies all governing documents when a new grant is awarded and develops a comprehensive Compliance Checklist that lists, one-by-one, each rule, regulation, and policy that must be adhered to during the grant’s performance period and beyond. B&A has extensive experience with several “rules and regulations” documents and topics including 2 Code of Federal Regulations 200 – Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, **Caltrans Local Assistance Procedures Manual to include the E-76 process**, EPA American Iron and Steel Requirements, Prevailing Wage (both federal and state) requirements, the Federal Transit Administration’s Buy America Requirements, federal and state procurement requirements, and Federally Suspension and Debarment. There are several other subject matter areas too numerous to list herein. B&A is not asserting that it is an expert in each of the topics listed above but does have extensive experience working with project team members who are responsible for said topic area and therefore can “speak the language” and provide oversight as it relates to ensuring grant compliance.
- **Health and Recreation.** B&A has a long history of successful health and recreation grant pursuits please Table 1 for a summary of grant awards from the California Natural Resources Agency and State Parks. We take great pride in our relationship with the California State Parks as a trusted consultant that receives call backs and happy greetings at workshops. In fact, it is not uncommon for a new client to call B&A asking for assistance based on the recommendation of a staff member at California State Parks. In addition, two out of the three city-managed public health agencies in the State of California are B&A clients – the Long Beach Public Health Department and the Pasadena Public Health Department (PPHD) Health-related grants can be some of the most challenging and complex grant applications in the industry and B&A routinely delivers winning proposals for both of these health agencies. For the PPHD, B&A has secured \$23.5 million via 19 different grants since 2012. PPHD has received \$55 in grant funding for every \$1 spent on grant writing services/cost.
- B&A subscribes to the **Foundation Directory**, the nation’s most trusted on-line portal for private funding and has been successful in securing private sector funding for several recreational projects and programs. Examples include (not exhaustive):
  - Vitamin Case Consumer Settlement Fund - \$100,000 to purchase mobile recreation vehicle
  - AARP Community Challenge Grant - \$9,671 to encourage residents to walk 1 million miles in 365 days

- National League of Cities Mayor's Childhood Obesity Prevention Award - \$120,000 to purchase mobile recreation van
- U.S. Soccer Foundation - \$50,000 to install lights at soccer field
- California Endowment - \$30,000 for community outreach for sports park design
- Henry W. and Ellen R. Warne Family Foundation - \$100,000 to acquire open space park
- BNSF Foundation - \$5,000 for after-school program
- Wells Fargo/National Fish and Wildlife Foundation - \$40,000 for water conservation garden
- Wells Fargo/National Fish and Wildlife Foundation - \$36,805 for planter boxes
- Wells Fargo/National Fish and Wildlife Foundation - \$40,000 to plant 80 trees
- Christopher and Dana Reeve Foundation - \$11,000 to purchase sports wheelchairs
- Fireman's Fund - \$6,000 to purchase AEDs
- California Wellness Foundation - \$120,000 to hire part-time dentist for senior exams
- Fresno Regional Foundation - \$35,000 to construct stage at community center
- Fresno Regional Foundation - \$9,750 for senior meal program
- Kaiser Permanente Foundation - \$25,000 for street team program (at-risk youth)
- With respect to **grant writing**, B&A's awards specific to the topics identified include \$4 million in CMAQ funding, \$1.1 million in STBG funding, and \$130,000 in CDBG funding for various clients.
- **Certifications & Trainings.** And finally, the B&A grant management team has extensive training and certifications, these include:
  - Caltrans Federal Aid Series.
  - Caltrans A&E Consultant Contracts Webinar.
  - U.S. EPA Webinar: AIS Requirements for State Revolving Funds.
  - In study for Certified Grant Management Specialist through National Grant Management Association (Ursula Drake).
  - Texas Department of Agriculture, TxCDBG Certified Administrator Certification.
  - TxDOT Local Government Project Procedures Qualification #61531 to manage/administer TxDOT grants.
  - National Grant Management Association Webinar: The Data Driven Future of Federal Grant Reporting.
  - Grant Professional Association Webinar: Got the Grant, Now What?

# PROJECT APPROACH

As previously stated, B&A will follow our standardized process, as written in our internal Corporate Policies and Code of Conduct Manual, for providing grant research, writing, and grant management services to Coalinga. To our knowledge, we are the only professional grant consulting firm in the nation that has taken the time to codify our internal processes and train staff to specific standards. We also have a structured training program that includes internal mentoring for at least 12 months prior to releasing an associate to be the lead for any client or project. Our systematic approach is outlined below.

## FUNDING NEED ANALYSIS

**Needs Assessment and Grant Strategy.** B&A's first approach for grant research and writing is to conduct a needs assessment, which allows B&A staff to gain insight into the programmatic needs of the City. This can be accomplished with an on-site meeting with key staff and leaders. B&A will utilize the needs assessment during grant research, which in turn will enable effective and targeted research for Coalinga.

**Changes to Funding Priorities.** Monthly, B&A updates the needs assessment (also called the "wish list") during a Grant Activity Report (GAR) conference call with department staff. B&A recommends a monthly standing conference call (no more than 30 minutes) discussing open and active grant opportunities and potential projects. Along with the monthly GAR call, B&A maintains a comprehensive information file with information about the City, its projects, department budget, current grants being managed, organizational chart, administrative documents (e.g. staff report writing guidelines), calendar of meetings, applicable Flood Insurance Rate Maps, County map, general demographics, historic preservation data, Capital Improvement Program, Strategic Plans, and Federal and State Advocacy Programs, etc.

Annually, B&A leadership will meet one-on-one with city leadership and staff to capture higher-level goals and objectives. In addition, B&A regularly tours project sites to understand the history of a project and the future vision.

**Annual Roll-up Report with ROI:** B&A will provide an executive level Annual Roll-up Report designed to give Coalinga staff updates about the grant program accomplishments and return on investment (ROI).

**Strategic Outreach.** Without hesitation, B&A staff are trained and encouraged to use all available resources to be competitive and help clients win. That is the ultimate goal. Working with funding agencies to learn more about their preferences and priorities is sometimes a critical path item for grant writing. When appropriate, B&A coordinates with relevant agency staff to pre-position projects and ensure a submission is being crafted as competitively as possible. For example, when the California Department of Transportation staff host local or regional workshops where project ideas can be reviewed with State staff, B&A coordinates and attends these in-person meetings and will encourage Coalinga staff to attend as well.

## GRANT FUNDING RESEARCH

**Actively Identify Grant Resources.** B&A's grant research team tracks and identifies grant opportunities utilizing a systematic, daily, process to find grant solicitations at the federal, state, regional, and local level. The research team in turn develops a Fact Sheet and attends workshops or webinars. The Fact Sheet routinely provides the name of the funding agency, level of funding available, historic average awards for the program, due dates, eligible and ineligible projects or activities, program summary, and other critical details. In addition, our membership in the League of California Cities provides us with up-to-date knowledge regarding issues facing cities. B&A also watches propositions and legislative activities to understand the potential impact on our clients and grant programs. Our two primary research team members have both been with B&A for over 10 years and have honed the research department's efforts to be efficient and thorough. B&A uses the following methods to keep informed on current opportunities and to search for specific grants:

- **Grant Calendar.** One of B&A's strength is our understanding of federal, state, and regional grant programs and their funding cycles. Most grant programs are cyclical. At a glance, we can match your needs with the grant calendar to ensure we take advantage of the more common annual programs.
- **Federal Funding.** Daily, B&A monitors the federal government's web portal for grant announcements. The portal lists every grant announcement issued by federal agencies.
- **State Funding.** B&A maintains a comprehensive list of all state agencies and their grant portals. Daily, the sites are monitored for new grant notices. B&A also stays current on bond measures or propositions that are passed through the general election process. The funding provided for through bond measures are summarized and will be communicated so projects can be identified and positioned as early as possible.
- **Foundation Funding.** B&A receives weekly the "RFP Bulletin" via electronic mail from the Foundation Center, which is the nationally recognized portal for all foundation and not-for-profit funding nationwide.

| FACT SHEET                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Statewide Park Development and Community Revitalization Program |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Funding Information and Application Requirements                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| FAST FACTS                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 1                                                               | <b>Deadline</b> August 5, 2019. U.S. Postal Service postmark accepted.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 2                                                               | <b>Workshops</b> Multiple workshops will be held across the state. Please visit <a href="http://www.parks.ca.gov/pages/1008/files/SPP_Application_Workshops_1.23.2019.pdf">http://www.parks.ca.gov/pages/1008/files/SPP_Application_Workshops_1.23.2019.pdf</a> for the workshop nearest you.<br><br>RSVP to Luis.Saldana@parks.ca.gov with your desired date and location.                                                                                                                                              |
| 3                                                               | <b>Eligible Applicants</b> Cities, Counties, districts (as defined on page 71 of the guidelines) JPA (one member of the JPA must be an eligible district, City, or County), non-profit with 501(c)(3) status.<br><br>Applicants may submit multiple applications for different parks.                                                                                                                                                                                                                                    |
| 4                                                               | <b>Purpose of Program</b> Create new parks and new recreation opportunities in critically underserved communities across California.                                                                                                                                                                                                                                                                                                                                                                                     |
| 5                                                               | <b>Success Rate Last Year</b> Not applicable as this is new funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| 6                                                               | <b>Authorizing Resolution Required?</b> Yes                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| FUNDING INFORMATION                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 7                                                               | <b>Total Funds Available</b> \$254,942,000. 20% will be awarded to projects that expand or renovate existing parks.                                                                                                                                                                                                                                                                                                                                                                                                      |
| 8                                                               | <b>High, Low, Average Grant</b> Not applicable as this is new funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| 9                                                               | <b>Maximum Funding Request</b> Per application/park - Maximum: \$8.5 million. Minimum: \$200,000                                                                                                                                                                                                                                                                                                                                                                                                                         |
| 10                                                              | <b>Local Match Required</b> Not required.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 11                                                              | <b>Funding Cycle</b> There will be future rounds to award an additional \$395,333,000.                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| PROJECT INFORMATION                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| 12                                                              | <b>Examples of Funded Projects</b> Not applicable as this is new funding.                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 13                                                              | <b>Priorities</b> Disadvantaged communities.                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| 14                                                              | <b>Eligible Project Types</b> A project must involve either development or a combination of acquisition and development to:<br><ul style="list-style-type: none"> <li>• Create a new park, or</li> <li>• Expand an existing park, or</li> <li>• Renovate an existing park.</li> </ul><br>All projects must create or renovate at least one recreation feature. Examples of recreation features include but are not limited to the following:<br><ul style="list-style-type: none"> <li>• Acquisition of land:</li> </ul> |

**Fig. 1.** Example of B&A Fact Sheet (not entire report)

- **Local Funding.** There are several regional agencies such as the Fresno COG and San Joaquin Valley AQMD that have funding programs. These opportunities are tracked as well.

**Pro-Rata Share for Grant Research.** Should the City of Coalinga utilize our grant research services the City will receive the benefit of early notification. This is a real advantage compared to agencies that are doing the research on their own. Another key benefit of B&A's approach to grant research is that Coalinga will share the cost of research with all other full-service B&A clients. This means that the City will only pay for only a small percentage of the total time the research team works.

**Funding Opportunity Summaries.** Your assigned "Lead Associate," Ms. Jill Mohler, will distribute all Fact Sheets against the Needs Assessment and will provide appropriate Fact Sheets and summary observations. When combined with the Needs Assessment, the LA knows which program guidelines need to be discussed with city staff. Grant research will begin immediately upon contract start and run continually throughout the duration of the agreement. Your LA will ensure that staff are alerted to grant opportunities to maximize the "go" or "no go" discussion and subsequent application development. After you review the Fact Sheet, your LA will initiate a conference call to discuss whether you should pursue the funding opportunity. The research team will provide your LA with as much post-award information as possible, such as reporting requirements, to assist with your discussions.

## GRANT PROPOSAL DEVELOPMENT AND SUBMITTAL

Unique in the field of grant writing, our approach has been tested and proven to be successful, as evidenced by our record of winning over 75 percent of all applications B&A has submitted since 2014. Our unmatched knowledge and experience with grant programs, our daily research, and assistance with the "go" or "no go" decision making process, ensures that we are aware of what grant entities are looking to fund. Our services are designed to ensure that our clients do not miss potential grants that support their needs, provide programs and services utilizing grant funds, and ensure proper reporting and close-out for awarded grants. Unlike many of our competitors, all B&A applications are custom developed, with unique narrative, graphics, photos, and artwork so the funding agency cannot tell one B&A application from another. This means there is no cutting and pasting, no look alike templates, and no factory style applications.

The duration of each grant application development process is driven by a few key milestones. Once Coalinga expresses interest in a grant, B&A develops a Not-to-Exceed quote outlining the tasks necessary to complete the application and total cost for services. The first milestone is the "go" determination and notice to proceed. The more quickly a "go" decision is made, the more time both B&A and city staff have to develop the application. Typically, an application will be due within one to three months of the release of the call for projects. B&A's detailed T&C ensures that all parties are aware of the project timing. The following summarizes B&A's systematic grant writing process:

- Based on the due date and proposal requirements, develop a list of tasks that must be accomplished in a timeline format (T&C). This includes who is responsible for completing the tasks and the dates tasks are to be completed. As a turnkey writer, B&A attempts to complete as much of the application as independently as possible. B&A provides the leadership for the coordination of any necessary meetings, conference calls, or discussions.

- B&A develops an application outline that includes the narrative questions from the call for projects that need answering. Including this text in the early phases of development ensures that city staff and B&A associates are aware of the application requirements. B&A's associates are trained and skilled in developing narrative, with compelling arguments, in active voice, and within any character limitations. Using this outline, B&A conducts a kick-off conference call discussing the program, the T&C, and application.
- Starting with long-lead tasks, B&A researches necessary information, meets with appropriate staff, stakeholders, and consultants, and develops proposal language, including the scope of work, budget, timeline, justification, cost-benefit analysis, transmittal cover letter, and completing all necessary federal, state, and local forms, certifications, assurances, etc. B&A interviews key staff and/or other consultants, to capture as much information about the project as possible. B&A determines necessary approvals from the Council authorizing the submission of the grant proposal and/or local match funding commitment, etc. This includes developing staff reports and/or resolutions for city staff to include on the Council agenda.
- Concurrently, B&A determines the role of any stakeholders and identifies those stakeholders in coordination with staff and consultants. B&A takes the lead on coordinating any necessary stakeholder meetings. B&A will work with staff to identify stakeholders for letters of support (LOS) and will develop the LOS for distribution. Except for elected officials, B&A will distribute the LOS for signature and will track letters to ensure they are returned. Due to the sensitivity of the political environment, it is best that LOS for elected officials be distributed by city staff. B&A will assist to the maximum extent practical.
- B&A attends any pre-proposal conferences, etc. hosted by the grant making agency. B&A collects data and photographs as independently as possible from existing resources such as General Plans, CalEvoScreen, Melissa Data, Google Earth, Virtual Earth, etc. All Associates are trained in the use of these tools, no outside consultants are required.
- B&A determines if any special graphics, artwork, maps, etc. are needed and incorporates those figures into the proposal as soon as possible. B&A generally develops the graphics, maps, and artwork in house. However, if specialized GIS maps are required, B&A has standing relationship with GIS specialists to perform these tasks.
- B&A conducts any greenhouse gas reduction, water savings, energy savings and other calculations as necessary. B&A staff are trained in the calculation tools accepted by most grant funding agencies including the California Air Resources Board emission reduction and greenhouse gas reduction tools. B&A maintains relationship with specific technical or engineering firms who can provide access to other modeling tools.
- B&A provides draft copies of grant proposals (80 percent and 100 percent) to the City and necessary consultants with an adequate amount of time to allow for feedback and final editing. The policy is to provide at least 72 hours for review time (longer if possible). B&A then reviews and incorporates staff edits or discusses any edits that might impact the scoring of the project or exceed proposal limitations. The 80 percent draft is intended to ensure the technical aspects of the proposal are accurate and

consistent with the goals of the City, including the budget. The final (100 percent) draft ensures that staff are comfortable with the final application and have an opportunity to interject any final adjustments, signature, and approval to submit.

- If submitting hard copy applications, B&A makes all necessary copies and ensures proper delivery by the due date. Associates have full authority to ensure delivery through any means necessary. If submitting electronic applications via the internet, B&A coordinates any password or authorization requirements as early as necessary to ensure the timely submission of e-grants. B&A has never missed a grant deadline (something many of our competitors cannot honestly claim).
- B&A maintains a comprehensive project file throughout the development process which is provided to staff once the grant is submitted and/or approved. Documents are provided on a flash drive with all research materials and work products. NOTE: B&A does not retain any ownership rights for any work products developed under a contract with a government agency. All original work products are provided to the client. All electronic files are in Microsoft Word, Excel, or other appropriate software.
- Debriefings. If a grant is denied, B&A will coordinate with staff and the grant agency to request a debriefing. Debriefings are extremely valuable because the team can determine why the grant was denied and receive recommendations on strengthening the proposal for the next grant cycle.

While the application is undergoing development, B&A will continually assess and score the project and application against the program requirements to ensure that it remains highly competitive. As described earlier, B&A regularly strategizes the best approach to maximize the grant agencies interest in Coalinga's project and ensures that the requested budget fits the goals and objectives of the grant agency, thereby maximizing the potential for award. Also, throughout the grant development process, the B&A team works as independently as possible but sufficiently close with staff to coordinate work and ensure continued communication throughout the proposal development process.

As a project, grant writing is unique because there is a hard deadline that must be met. B&A controls the schedule because it is crucial that the application be submitted on time. Our staff is cognizant of the need to get the 80 percent and 100 percent drafts delivered on schedule and they are given full latitude to ensure delivery of the application. We have had occasions where extreme measures were taken due to failures with FedEx, and the application was still delivered on time.

## GRANT ADMINISTRATION

**Grant Administration.** Managing awarded grants is somewhat like the grant writing process in that B&A follows detailed written processes and procedures. The duration of the administration of a project is driven by the grant agreement, which identifies the reporting and disbursement requirements and deadlines, the period of performance (the delivery of the funded project or program), and any post-period of performance assessments, tracking, or reporting. The completion of the project is not always the completion of the grant management effort. Often the grant agency wants to see the completed financial process, including releasing retention, etc. Some grants have extended reporting periods that can last months and years after the completion of the project. A typical public works project can easily have a two- to five-year period of



performance with an additional 90-day close out and audit period upon completion. Amazingly, there is one grant program that requires post closeout reporting for 55 years.

With respect to grant management, B&A has provided either turnkey (100 percent involvement) or semi-turnkey post-award grant management assistance for approximately 80 funding agreements. These funding agreements range in size from \$40,000 to plant trees along a trail to over \$72 million to construct a wastewater facility. Our experience with compliance and reporting requirements is also significantly varied and includes a myriad of topics including environmental law (both NEPA and CEQA), human subject protection, prevailing wage, Buy America, American Iron and Steel, and many others.

**Blais Grant and Project Management System (BGAPS).** B&A has developed grant and project management software called Blais Grant and Project Management System (BGAPS) that improves the crucial link between the Project Manager's efforts, the regulatory requirements, and the reporting and reimbursement process. The software streamlines the grant/loan management and project management process. The portal provides up-to-the-minute data about your grants or loans. The software is extremely unique for the industry in that it is designed as a "single portal" meeting a variety of project personnel needs including engineers, project managers, finance, auditing, compliance, and executives.



BGAPS is designed to handle multiple project hand-off points, track and manage the project from grant development to close-out and audit. The system allows both Coalinga and B&A to upload all relevant documents into a single cloud-based file system that eventually custom builds the audit binder. When undergoing an audit, the auditor is given access to the audit tab and all documents needed are available for their review. The system has already been used by cities for their audits and the auditors have enjoyed using the system.

The following summarizes B&A's systematic grant management process:

- **New Grant Agreements.** For new grant awards, B&A reviews the draft grant contract/agreement to ensure it aligns with the grant application (no major deviations in scope of work, schedule, and budget) and helps identify rules and regulations that may be of concern. B&A will work with the city staff and others to liaison with the funding agency (if desired) to negotiate or clarify any ambiguities. B&A staff are experienced in drafting Resolutions that may be required as a condition of receiving an award and can also assist in developing the accompanying staff reports or council agenda document. The objective is to ensure that a grant agreement is successfully executed on time, that the City can successfully administer the grant given the conditions of award, and the agreement articulates the scope of work, budget, and schedule correctly. Ongoing communication with city staff and legal department is essential during this phase.
- **Existing Grant Agreements.** If a grant agreement has already been executed and the project assignment is being given to B&A "midway" through a grant agreement's performance period, B&A reviews the entire agreement to ensure familiarity with important deadlines, requirements, and nuances,



etc. B&A would like to point out that approximately five years ago the Corona Department of Water and Power engaged B&A to manage approximately 15 grant awards that were at various stages of completion. Most of these grant awards have since been successfully closed out and the assignment is almost complete.

- **BGAPS.** All grant agreements are entered into B&A's proprietary, Cloud-based grant and project management software, BGAPS. Critical data is collected and entered, which results in significant time savings for all project team members, including the project manager, finance, procurement, auditors, etc. BGAPS is also extremely effective for projects that may transition between departments or project managers. BGAPS data entry is critical because it provides a single portal for all team members (to include project managers) to access data and reports. Examples of BGAPS data entry that will be accomplished at this phase include:
  - **Compliance Checklist** – a detailed list of all rules, regulations, and policies that must be adhered to. Each compliance entry includes a citation (where is the rule located) and an assigned team member (by name). Compliance entries are not date specific – rather they are rules and regulations that govern the entire project's performance period.
  - **Project Schedule** – a detailed list of all tasks and dates the project manager, grant manager, and team desires to track throughout the life of the project. Project Schedule entries are date specific and are assigned to specific team members. Starting 90-days out from a deadline, the responsible team member receives an auto-generated email reminder each Friday. When the task is completed, the task is marked "completed" in BGAPS and the email reminder ceases. The Project Schedule can be as minimal or complex as desired. Quarterly reports and other grant-related project reports will be entered within the Project Schedule to ensure on-time submissions.
  - **Financial Reports** – the original, approved budget is entered into BGAPS in as much detail as desired by the project manager and finance director. BGAPS can track the most complicated line item budgets and was developed based on budget requirements from the California State Water Resources Control Board. Amendments to the budget are entered as separate entries allowing auditors to quickly identify a budget amendment. Requests for reimbursements are entered and reconciliation is performed by BGAPS. Local match information and other grants that may be participating on the project are entered as well.
  - **Project Team** – all project team members contact information is entered, which also creates dropdown menus for other sections within BGAPS – for example, the Project Schedule and Compliance Checklist where project team members are assigned tasks, etc.
  - **Document Library** – all documents pertaining to the project are uploaded and filed in appropriate categories to include grant solicitation, grant award letter or email, original grant agreement, governing documents, training workshops hosted by a funding agency, forms and templates required for reports and requests for reimbursements, etc. Documents that are required to be available for an audit are tagged and made available for viewing in a specific **Audit Tab** within BGAPS. This tab is available for view only access for any third-party auditors (with permission).

- **Coordination.** Once BGAPS is populated for a new, or existing, grant award, reports can be generated to help guide the administration of the grant and the project. Depending on the complexity of the grant award and project, B&A and Coalinga may determine that a standing monthly call is necessary to ensure open communication and “check-ins” for compliance issues, schedule, and reimbursements. For example, B&A is currently managing a \$72 million Clean Water State Revolving Fund loan, which has required a monthly coordination call with all engineers, DBE and prevailing wage contractors, construction manager, financial staff, and accounting, etc. The call time includes reviewing the Compliance Checklist and reminding team members about their responsibilities, reviewing the Project Schedule against the grant timeframes and identifying issues that may impact the schedule, reviewing the Financials to include outstanding / pending requests for reimbursements and their timing and impact to cash flow, reviewing upcoming deadlines and requests from the funding agency, and any other topic that may affect the grant, local match, and project. These check-in calls are a best practice at B&A and highly recommended if there is a history of encountering obstacles to successfully completing grant-funded projects. For check-in calls, B&A takes the lead in developing the agenda, hosting, leading, and providing meeting minutes and a list of action items. All action items are documented and monitored for completion.
- **Day-to-Day Needs, Reports, and Requests for Reimbursement.** In between check-in calls, B&A staff attend to the day-to-day needs of each grant including preparing quarterly reports and requests for reimbursements. These efforts are undertaken to ensure on-time submission and city staff will be provided with sufficient time to review draft and final submissions and provide feedback. For required reports, B&A will use any agency supplied forms and templates or will develop templates as needed. B&A will populate and develop all forms as much as possible and with minimal impact on staff time. Requests for reimbursements are coordinated with the project manager and finance team and includes reviewing backup documentation, resolving discrepancies or errors in invoices provided as backup documentation, reviewing costs against rules and regulations to ensure submitted invoices are eligible for reimbursement or local match, etc. Reimbursement requests are tracked with the funding agency for payment and BGAPS tracks retainage. Your B&A grant management team is available daily and will assist with emergency needs as well. For example, one B&A client recently identified being out of compliance with respect to the American Iron and Steel regulations. B&A worked with both the state and federal governing agencies to help bring resolution to the issue. While B&A does not represent themselves to be experts on specific topics like American Iron and Steel, Buy America, DBE, prevailing wage, etc. B&A staff are well versed enough to understand the generalities of these compliance issues and uses project management skills and liaison skills to help bring people together who can resolve technical issues.
- **Notes and Document Control.** All communication and documents are retained within BGAPS for long-term retention. A Notes tab within BGAPS captures “on the fly” information by date and person entering the information. For example, a call with the funding agency giving permission to skip a quarterly report can be quickly entered into the Notes tab and saved for perpetuity. Many B&A clients struggle with maintaining a comprehensive log of communication and documents. These issues are managed by your B&A grant management team who will ensure all documents are filed appropriately, tagged for the Audit Tab, if needed, and maintained for quick and easy access.

- **Amendments.** Your B&A grant management team will help process amendments to your grant agreement to include scope of work changes, budget modifications, and extensions.
- **Closeout and Audits.** Most grant agreements require specific closeout procedures or have audit checklists. Your B&A team will assist in preparing and submitting closeout documents and preparing for audits. To date, B&A has not had a major audit finding in any of the more than 80 programs we have managed.

## OTHER SERVICES AND UNIQUE ELEMENTS

**Readily Available.** One B&A feature that sets us apart is our ability to react quickly in a time of need or crisis. For example, B&A assisted the City of Anaheim in submitting a Pre-Disaster Mitigation Advance Assistance grant application to study a unique fire suppression system at Anaheim Hills. The application was submitted via the FEMA e-grants portal. Twice, a CalOES representative called in haste needing information uploaded or changed within a couple of hours. CalOES was unable to reach City of Anaheim staff and therefore contacted B&A for assistance. Within the two-hour window of time given B&A provided the needed information.

**Distance is no Obstacle.** With use of today's technology, distance is no obstacle. We routinely conduct meetings and conference calls using the latest tools including GoToMeeting with ease. Our clients enjoy that they can take calls with us anywhere and anytime.

**Graphic Artist.** B&A utilizes a professional graphic artist and can produce the highest quality documents when needed. We carefully balance the need for this level of service with each assignment to ensure the right message is communicated. Many funding agencies frown on "overly glamorous" documents but there are times when certain quality maps, graphics, etc. are needed.

**Award Nominations.** B&A has developed 15 award nominations for the Anaheim Public Works Department alone, including nominations to organizations like the Orange County Business Council, American Society of Civil Engineers (OC Branch), Southern California Association of Governments, Urban Land Institute (OC and Inland Empire branches), American Public Works Association, California Transportation Foundation, and others. B&A's writing skills extend to all forms of technical writing. Other cities and agencies have also called upon B&A to assist with award nominations.

**On-line Portals and Grants.gov.** One area where B&A takes pride in excelling is being more familiar with online portals and tools than our clients. B&A has established online registrations for numerous clients for the California Department of Water Resources' Grants Review and Tracking System (GRanTS), the State Water Resources Control Board's Financial Assistance Application Submittal Tool (FAAST), and the federal government's System for Award (SAM) and grants.gov systems. The following examples help underscore B&A capabilities and experiences:

**Bureau of Reclamation ASAP System:** B&A's grant management team has experience with using the BOR's ASAP system, which is a required system for drawdown requests, etc.

**GRanTS:** B&A staff worked with City of Anaheim to develop a grant proposal for DWR's Water-Energy Grant Program for the Dad Miller Golf Course. Using the GRanTS system, all proposal information and attachments were successfully uploaded and submitted by the due date. B&A staff routinely use the GRanTS system and we find this system to be extremely user-friendly and stable (compared to other portals).

**FAAST:** Due to the significant number of times B&A staff utilize the FAAST system, B&A maintains our own registration account to have easy access to the system. Several non-water related California State agencies are starting to use the FAAST system for their own grant programs, which is helping eliminate the burdensome "paper" submissions so many State agencies require. B&A has submitted multiple FAAST submissions for a variety of clients.

**SAM and [www.grants.gov](http://www.grants.gov):** B&A's research team is the lead in being our internal experts on helping clients maintain their SAM account, registering/setting up an account with grants.gov, and maintaining currency with the grants.gov system.

B&A charges on a time and materials basis. Due to our low overhead and flat management structure, B&A utilizes a blended rate for all of our staff. The rates are provided below:

#### B&A FEE SCHEDULE

B&A charges on a time and materials basis. Due to our low overhead and flat management structure, B&A utilizes a blended rate for all of our staff. The rates are provided below.

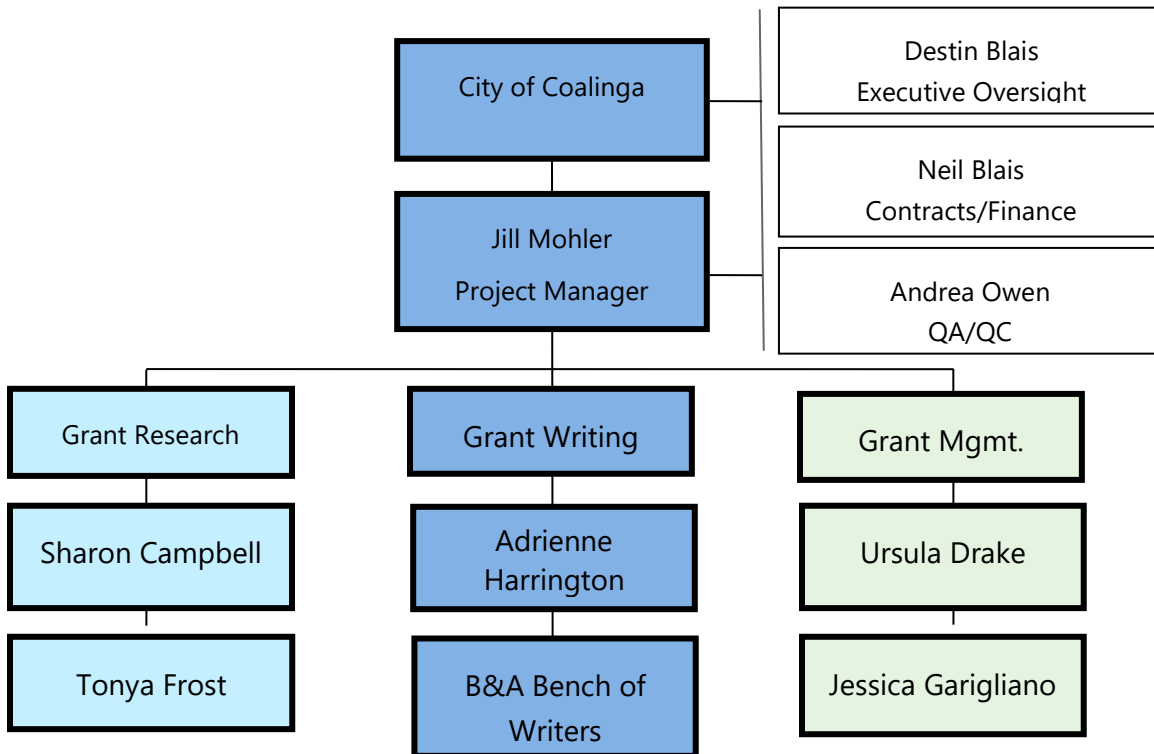
TABLE 4 FEE SCHEDULE

| Description                                     | Fee         |
|-------------------------------------------------|-------------|
| Staffing/Labor (billed in 15-minute increments) | \$105/hour  |
| Mileage (billed at current IRS rate)            | \$0.58/mile |
| Travel (tolls, airfare, hotel, cab)             | Cost        |
| Copies/Reprographics                            | Cost        |
| Telephone (long distance only)                  | Cost        |
| Courier Service or Express Mail                 | Cost        |
| Postage                                         | Cost        |

#### PROPOSED PROJECT TEAM ORGANIZATION

B&A proposes to assign our highly experienced Associate, Jill Mohler, as your LA. Ms. Mohler will be supported on a day-to-day basis by Ms. Adrienne Harrington. Vice President Andrea Owen will provide quality control and executive oversight along with Ms. Destin Blais who will oversee all work and provide strategic direction. Mr. Neil Blais will be responsible for all contracting, invoicing, and insurance requirements, etc. Your proposed team has the support of the entire B&A bench including several strong and experienced writers. All proposed personnel, especially Jill, who is key, shall be available to the extent proposed or required by Coalinga for the duration of the project. No key personnel shall be removed or replaced without the prior written consent of the City.

**Figure 1: Organization Chart for City of Coalinga Team**



**Jill Mohler, Client Services Director.** Jill joined Blais & Associates in 2007 and has been a client LA since 2009. Her clients include the cities of Coalinga (on-call), Torrance, Farmersville, Apple Valley, and Windsor. She has a strong background in journalism and experience with the research and development of compelling stories. Under the guidance of Andrea Owen, Jill will expand her current role as LA for the City of Coalinga in support of this RFP.

**Adrienne Harrington, Associate.** Adrienne has over 15 years of experience in transportation planning, government affairs, and grant development. Adrienne joined B&A in 2018 and has assisted Directors and Senior Associates with various projects and applications. Her responsibilities include developing grant applications, letters of support, resolutions, and other documents.

#### EXECUTIVE MANAGEMENT SUPPORT TEAM

**Neil Blais, President & Chief Executive Officer.** In 2007, with the growth of B&A, Neil joined the firm as President and CEO. Neil is responsible for all corporate management including business development, contract negotiations, insurance, accounting, finance, labor compliance, law, and technology. Neil also serves as an independent touch point for client satisfaction. He routinely meets with clients to ensure overall customer satisfaction.

**Destin Blais, Founder.** Destin has over 20 years of direct grant writing and management experience. Her grant writing and management experience spans working for three government agencies prior to launching B&A. Destin oversees all day-to-day management of staff and projects and routinely reviews 80 percent

draft and 100 percent final proposals and reports. She is a hands-on leader working to keep B&A's standard of excellence and professionalism at the forefront of all work products.

---

## QUALITY CONTROL

**Andrea Owen, Vice-President.** Andrea has extensive writing experience through her 20 years of developing and implementing marketing and advertising plans for a variety of products and services. Andrea joined B&A in 2010 and her writing experience in the advertising and marketing industry helps guide her grant writing efforts. Her current assignments include Administration of B&A's Irvine Office and California staff, Western Riverside Council of Governments, Delano, and East Valley Water District. She will review all documents for quality and work with Jill to manage multiple projects.

---

## GRANT RESEARCH TEAM

**Sharon Campbell, Research Associate.** Based in Irvine, Sharon Campbell is an experienced researcher and grants administrator. She is responsible for maintaining the company's extensive database of grant solicitations, requesting funding proposals for our library, completing Fact Sheets for newly announced grant solicitations and providing them to associates for distribution, project specific research, supporting associates, attending workshops and webinars, and maintaining our internal "tracking chart" for our monthly all hands meetings.

**Tonya Frost, Research Associate.** Tonya Frost is responsible for researching and updating the B&A on-line Grant Calendar with all of the grant opportunities for the State of California and the State of Texas.

---

## B&A POST-AWARD MANAGEMENT TEAM

**Ursula Drake, Director, Grant Management Services.** Ursula Drake joined B&A in 2016 with over 15 years of experience managing grant programs. Ursula is currently managing 30 grant programs for B&A and continues with our success of passing all audits without a single audit finding.

**Jessica Garigliano, Grant Manager.** Jessica joined B&A in 2018 with substantial experience in grant management within the public sector. She is currently assisting Ursula with the grant management projects.

## Team Process and Resources

---

## PHILOSOPHY FOR GRANT APPLICATION DEVELOPMENT

B&A's philosophy for developing grant applications is simple. Follow our tested process and procedures, train our writers, and ensure quality control over every document. B&A does not allow our writers to become focused on one type of grant or agency department. This ensures that all of our writers can develop any grant application that may be needed. Monthly, the entire B&A team meets to discuss clients, projects, and grant programs. Jill will have access to the entire bench of writers should the need arise. B&A has regularly developed multiple applications for clients, and every application is treated as a unique project. B&A strives to tell your story in a compelling fashion. Our goal is to have every application win every time.

## **Supplemental Information**

---

### **INSURANCE**

B&A has reviewed the insurance requirements, which our insurance exceeds. B&A will ensure timely receipt of the insurance certificates and documentation if selected.

### **BUSINESS LICENSE**

B&A will obtain and maintain a business license for the City of Coalinga similar to many of our other municipal clients.

### **INCORPORATION OF RFQ IN AGREEMENT**

B&A acknowledges that the RFQ shall be incorporated, in its entirety within the subsequent agreement.

### **EXCEPTIONS TO THE AGREEMENT**

B&A has reviewed the sample professional service agreement and does not have any exceptions to the agreement.

# REFERENCES

The RFQ requests “The name of a contact person for those public agencies you are currently under contract with, or have been under contract with, over the past five (5) years. B&A currently has approximately 60 active clients in California and Texas, of which 28 have been clients for five years or more. Those clients are listed in Table 4 below. If requested, B&A can easily provide contact information for the 28 clients should Coalinga request it. For expedience, however, B&A is providing detailed information for four clients who are either close (proximity) to Coalinga or of similar size and services.

**TABLE 4 B&A CALIFORNIA CLIENTS WITH MORE THAN FIVE YEARS OF SERVICES**

| California Client                  |                            |                                  |                                                        |
|------------------------------------|----------------------------|----------------------------------|--------------------------------------------------------|
| American Canyon                    | Anaheim                    | Anaheim Transportation Network   | Apple Valley                                           |
| California Rural Water Association | Chino Hills                | Colton                           | Corona                                                 |
| Delano                             | East Valley Water District | Elsinore Valley Water District   | Farmersville                                           |
| Fontana                            | Fullerton                  | Indio                            | Mission Viejo                                          |
| Newport Beach                      | Norwalk                    | Ontario                          | Pasadena                                               |
| Rancho Palos Verdes                | Torrance                   | Western Municipal Water District | Western Riverside County Regional Wastewater Authority |

B&A is pleased to provide four client references, three of which are in the Central Valley region. The Cities of Delano and Farmersville all utilize B&A’s research, writing, and consulting services. B&A is pleased to provide a listing of grant projects developed for each client in 2017 through 2019. For all of the listed projects, B&A provided turnkey grant writing. This includes development of the grant application narrative, development of the project budget and narrative, forms, and other documentation. B&A submitted the applications for the client. Note that client staff were required to provide technical information on the projects, cost estimates, labor rates, etc.



CLIENT REFERENCES AND RECENT PROJECTS

**Reference #1: Reference Contact and Relevant Projects for the City of Farmersville**

| Mr. Steve Huntley                                                                                                                                                                                                                                                                                                                               | Finance Director                                                                          | 909 West Visalia Road<br>Farmersville, CA 93223                                 | shuntley@cityoffarmersville-ca.gov<br>(559) 747-0458 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|------------------------------------------------------|
| Services provided by B&A: Needs Assessment, Monthly Grant Research and Consulting and Grant Activity Report (GAR) Conference Call, Grant Writing, Post-award management. B&A has provided full-service support from 2007 to present. Since inception, Farmersville has received nearly \$18 million in grant funding and has an ROI of \$46:\$1 |                                                                                           |                                                                                 |                                                      |
| <u>Year</u>                                                                                                                                                                                                                                                                                                                                     | <u>Grant Program</u>                                                                      | <u>Project Description</u>                                                      | <u>Award</u>                                         |
| 2019                                                                                                                                                                                                                                                                                                                                            | U.S. Department of Housing and Community Development<br>Community Development Block Grant | Alleyway and Jennings Park improvements (\$1,015,983 Requested)                 | Pending                                              |
| 2019                                                                                                                                                                                                                                                                                                                                            | California Natural Resources Agency<br>Cultural, Community, and Natural Resources Grant   | Farmersville Community Park Phase III – Sequoia Gateway (\$1,908,206 Requested) | Pending                                              |
| 2019                                                                                                                                                                                                                                                                                                                                            | California Office of Emergency Services Hazard Mitigation Grant                           | Backup Generator for Well #7 (\$75,000 Requested)                               | Pending                                              |
| 2019                                                                                                                                                                                                                                                                                                                                            | California Office of Emergency Services Hazard Mitigation Grant                           | Backup Generator for Well #6 (85,533 Requested)                                 | Pending                                              |
| 2018                                                                                                                                                                                                                                                                                                                                            | Caltrans Sustainable Communities Transportation Planning Grant                            | ADA Compliance and Active Transportation Safety Enhancement Plan                | \$206,275                                            |

**Reference #2: Reference Contact and Relevant Projects for the City of Delano**

| Ms. Maribel Reyna                                                                                                                                                                                                                                                   | City Manager                                                                     | 1015 Eleventh Avenue<br>Delano, CA 93216-3010  | MReyna@CityofDelano.org<br>(661) 721-3303 ext 2269 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|------------------------------------------------|----------------------------------------------------|
| Services provided by B&A: Needs Assessment, Monthly Grant Research and Consulting, GAR Conference Call, and Grant Writing. B&A has provided services since 2014. Since inception, Delano has received over \$7 million in grant funding and has an ROI of \$50:\$1. |                                                                                  |                                                |                                                    |
| <u>Year</u>                                                                                                                                                                                                                                                         | <u>Grant Program</u>                                                             | <u>Project Description</u>                     | <u>Amount</u>                                      |
| 2018                                                                                                                                                                                                                                                                | Caltrans Highway Safety Improvement Program                                      | Set-aside for Pedestrian Crossing Enhancements | \$249,300                                          |
| 2018                                                                                                                                                                                                                                                                | California Natural Resources Agency<br>Land and Water Conservation Program       | Eleventh Avenue Outdoor Community Pool         | \$2,640,300                                        |
| 2017                                                                                                                                                                                                                                                                | California Department of Finance<br>Community Based Transitional Housing Program | Domestic Violence Shelter and Programs         | \$1,974,600                                        |
| 2017                                                                                                                                                                                                                                                                | California Natural Resources Agency<br>Urban Greening Program                    | Eleventh Avenue Center Greening Project        | \$528,000                                          |
| 2017                                                                                                                                                                                                                                                                | San Joaquin Valley Air Pollution Control District Bikeway Incentive Program      | SJVAPCD Class II Bike Lane Project             | \$86,827                                           |

**Reference #3: Reference Contact and Relevant Projects for the City of Yuba City**

| Mr. Brad McIntire                                                                                                                                                                                                                                      | Community<br>Services<br>Director                                                   | 1201 Civic Center Boulevard<br>Yuba City, California 95993                   | bmcintir@yubacity.net<br>(530) 822-4650 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------------|
| Services provided by B&A: Needs Assessment, Monthly Grant Research and Consulting and GAR Conference Call, Grant Writing. Contract start – 2017. Since inception, Yuba City has received over \$7 million in grant funding and has an ROI of \$44:\$1. |                                                                                     |                                                                              |                                         |
| <u>Year</u>                                                                                                                                                                                                                                            | <u>Grant Program</u>                                                                | <u>Project Description</u>                                                   | <u>Award</u>                            |
| 2019                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Back-up Generator for Fire<br>Station #2 (Requested<br>\$169,280)            | Pending                                 |
| 2019                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Aquifer Storage Recovery System                                              | \$4,875,000                             |
| 2018                                                                                                                                                                                                                                                   | Sacramento Council of Governments<br>Active Transportation Program                  | Bridge Street Safe Routes to<br>Schools Program (Requested<br>\$662,204)     | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | Sacramento Council of Governments<br>Regional Funding Program                       | Harter Parkway and Sutter Bike<br>Gap Closure (Requested<br>\$1,983,533)     | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | Sacramento Council of Governments<br>Civic Laboratory                               | Bridge Street Civic Lab Project                                              | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Back-up Generators for the<br>Animal Control Center<br>(Requested \$172,996) | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Back-up Generators for Critical<br>Facilities (Requested<br>\$1,621,511)     | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Back-up Generators for Various<br>Facilities (Requested<br>\$4,657,117)      | Pending                                 |
| 2018                                                                                                                                                                                                                                                   | CalFIRE Urban and Community Forestry<br>Program                                     | Urban Forest Management<br>Planning Project                                  | \$376,000                               |
| 2018                                                                                                                                                                                                                                                   | California Natural Resources Agency<br>Land and Water Conservation Fund             | Harter Park Development Project                                              | \$800,000                               |
| 2018                                                                                                                                                                                                                                                   | Bureau of Reclamation WaterSMART<br>Drought Response Program Resiliency<br>Projects | Groundwater Well Project for<br>Drought Resiliency                           | \$750,000                               |
| 2018                                                                                                                                                                                                                                                   | California Office of Emergency Services<br>Hazard Mitigation Grant Program          | Yuba City Back-up Generators for<br>Critical Facilities                      | \$150,000                               |
| 2017                                                                                                                                                                                                                                                   | Caltrans Sustainable Transportation<br>Planning Grant                               | Safe Routes to Schools Project                                               | \$221,325                               |
| 2017                                                                                                                                                                                                                                                   | Bureau of Reclamation WaterSMART<br>Small Scale Water Efficiency Program            | Irrigation Systems Upgrade Project                                           | \$73,997                                |

**Reference #4: Reference Contact and Relevant Projects for the City of Indio**

| Mr. Rob Rockwell                                                                                                                                                                                                                                                                                                                                                                 | Assistant City Manager; Finance Director                                                                | 100 Civic Center Mall<br>Indio, CA 92201                                                           | rrockwell@indio.org<br>(760) 391-4115 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|---------------------------------------|
| Services provided by B&A: Needs Assessment, Monthly Grant Research and Consulting and Grant Activity Report (GAR) Conference Call, Grant Writing, Post-award management. B&A provided on-call services from 2010-2016. B&A has provided full-service support 2016 to present. Since inception, Indio has received over \$20 million in grant funding and has an ROI of \$66:\$1. |                                                                                                         |                                                                                                    |                                       |
| <u>Year</u>                                                                                                                                                                                                                                                                                                                                                                      | <u>Grant Program</u>                                                                                    | <u>Project Description</u>                                                                         | <u>Award</u>                          |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | US Department of Transportation Better Utilizing Investments to Leverage Development (BUILD)            | I-10 and Monroe Street Interchange (\$25 million requested)                                        | Pending                               |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | US Department of Justice COPS Stop School Violence Prevention Program                                   | Coachella Valley Region Crime Gun Intelligence Center Integration Initiative (\$748,801 requested) | Pending                               |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | US Department of Justice COPS STOP School Violence Prevention Program                                   | Indio School Violence Prevention Program (\$93,792 requested)                                      | Pending                               |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | California Office of Emergency Services Hazard Mitigation Grant Program                                 | Fire Station Emergency Generator Program (\$351,782 requested)                                     | Pending                               |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | Caltrans Sustainable Transportation Planning Grant                                                      | Oasis Street Corridor Enhancement Project (\$185,680 requested)                                    | Pending                               |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | Strategic Growth Council Transformative Climate Communities                                             | Transformative Climate Communities Plan                                                            | \$200,000                             |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | Coachella Valley Mountains Conservancy Proposition 1 Funding                                            | Jackson Street and Avenue 50 Flood Improvement Project                                             | \$500,000                             |
| 2019                                                                                                                                                                                                                                                                                                                                                                             | California Natural Resources Agency Department of Parks and Recreation Land and Water Conservation Fund | South Jackson Park Accessibility Improvement Project                                               | \$625,000                             |
| 2018                                                                                                                                                                                                                                                                                                                                                                             | Mobile Source Pollution Reduction Control Committee Local Partnership Program                           | Local Government Partnership Project                                                               | \$50,000                              |
| 2017                                                                                                                                                                                                                                                                                                                                                                             | Caltrans Sustainable Communities Transportation Planning Grant                                          | Multi-modal Feasibility Study                                                                      | \$391,745                             |
| 2017                                                                                                                                                                                                                                                                                                                                                                             | California Department of Finance Community Based Transitional Housing Program                           | Indio Community Based Transitional Housing Program                                                 | \$1,949,006                           |
| 2017                                                                                                                                                                                                                                                                                                                                                                             | Caltrans Sustainable Communities Transportation Planning Grant                                          | Indio Complete Streets Plan                                                                        | \$300,000                             |
| 2017                                                                                                                                                                                                                                                                                                                                                                             | Southern California Association of Governments Sustainability Planning Grant                            | Bike Sharing Plan                                                                                  | \$200,000                             |

| <u>Year</u> | <u>Grant Program</u>                                        | <u>Project Description</u>                               | <u>Award</u> |
|-------------|-------------------------------------------------------------|----------------------------------------------------------|--------------|
| 2017        | California Natural Resources Agency<br>Urban Rivers Program | Shadow Hills Retention Basin<br>Project                  | \$486,625    |
| 2017        | Caltrans Highway Safety<br>Improvement Program              | Pedestrian Countdown Timers<br>Head Installation Project | \$250,000    |
| 2017        | Caltrans Active Transportation<br>Program                   | Herbert Hoover Elementary<br>Pedestrian Improvements     | \$2,983,000  |

#### CLIENT / GRANT AGENCY TESTIMONIALS

- ▶ **"Everything was completed exactly like we needed it, to a "T." I wish you guys could work on all our grant closeouts."** – Noel Davis, CalRecycle
- ▶ **"Thank you for taking it off my plate and getting the work on Claremont's end done!! Greatly appreciative!"** – John Costa, City of Claremont
- ▶ **"Rock star is putting it mildly. We are so pleased to have all of you on our team."** – Pamela Galera, City of Anaheim
- ▶ **"Thank you for the great service. I appreciate your diligence and thoroughness."** – Karl Francis, Western Municipal Water District

## OTHER INFORMATION

### DEMONSTRATION OF STAFFING TASKS EFFICIENTLY AND COMPLETING PROJECTS ON TIME AND WITHIN THE ALLOCATED BUDGET

B&A takes pride in being able to say that we have never missed a deadline for both grant writing and grant management. This is testament to our honed process that starts with identifying critical due dates and working backwards - - identifying all intermediate steps necessary to finish on time. Our internal tools are required to be used by all associates regardless of how small or large an assignment. In addition, associates are required to host internal check-in meetings with their team leader and identify obstacles that could impact a schedule or budget. Also, associates are assigned to projects based on their unique skill sets, which helps complete projects more efficiently and remain on budget.

To remain on budget, B&A uses an internal timekeeping system called Replicon that allows associates to input their time (in 15-minute increments) by client and by project. When a new project is assigned to B&A, the project and time allowed to spend is entered into Replicon. As associates "spend down" the project's budget, reports are generated at certain intervals that allow team leaders to view the time remaining on a project. Because B&A is a time and materials company and provides Not-to-Exceed quotes for all assignments, staying within the allocated budget is rarely cause for concern for a client. B&A only requests a change order if the client has materially changed the scope of work originally communicated and agreed upon or if the funding agency materially changes the grant management requirements.

One area that typically needs clarification is when a client does not complete a project or program within the original performance period and must request an extension in order to complete the agreed upon work. B&A quotes projects based on the approved performance period. When a client and funding agency extend a performance period because the project/program is not yet completed, this puts B&A in a position of needing to request a change order to continue providing technical assistance and grant management beyond the original performance period.

B&A also mandates the use of a Cloud-based file sharing system (Egnyte) to maintain client documents. This creates significant synergy and efficiency internally between B&A associates and externally with our clients. Egnyte can also serve as a FTP site allowing files to be uploaded or downloaded and used as a central filing system during an active assignment.

Within the past 12 months, B&A was called to assist a small, rural community to rescue a United States Department of Agriculture \$5 million forgivable loan that was in jeopardy of being rescinded due to noncompliance in meeting a funding commitment deadline. B&A quickly learned the facts about the issue and rallied all key staff and team members to create a plan of action. The funding agency was immediately contacted that a plan was created to comply with the deadline and B&A grant management staff completed the necessary forms and paperwork to meet the critical deadline. The issue was made more complicated by the fact that the State Water Resources Control Board had also provided significant funding for the same project (cost sharing) so losing the USDA forgivable loan would have been devastating to this rural community.

## METHODS TO ENSURE QUALITY CONTROL AND BUDGET/SCHEDULE CONTROL

B&A's quality assurance and quality control (QA/QC) guiding principles align with the company's overall mission which is to provide premier grant consulting services that exceed client expectations and never miss a deadline. This is especially true when managing multiple factors that are beyond B&A's control including lack of data, budget parameters, and timeframes to accomplish work. Depending on the parameters within a specific assignment, the following QA/QC principles are implemented to guide product development:

**Provide Accurate and Timely Invoices.** All assignments are quoted using B&A's standard quoting process and signed by the client prior to initiating work. All quotes are not-to-exceed time and materials. Change orders occur only if the client requests services outside the original quoted scope or extenuating circumstances are present such as a material requirement change by the funding agency.

Use of technical consultants require the approval of the client and costs are not marked up.

**Monitor and Stay Within Budget.** Invoices are detailed and checked against the Not-to-Exceed quote. B&A associates are required to record time expended daily in a cloud-based timekeeping system. Time expended is monitored throughout the life of an assignment.

**Monitor Schedules and Review Times.** All assignments use the B&A T&C (grant writing) or Tracking Table (TT) (grant management) tool to manage the project. The T&C or TT is presented at kick-off meetings and is a standing agenda item for check-in calls. The T&C or TT must include a schedule of milestones and items required from the client.

All assignments include interim check-in calls (both internal and external) as needed from project inception through to final due date or close-out date. Each interim check-in call must include a review of the pre-established timeframes. The deadlines and compliance are primary performance metrics.

**QA/QC Process to Ensure Quality Work and On-time Product Delivery.** All written materials undergo at least one level of internal/peer review by a senior associate or higher -- ideally with expertise in the subject matter. This includes a thorough review of 80 percent draft and 100 percent final documents using B&A's check-off list.

Drafts should be provided to client allowing at least 48-hours for review (longer if possible).

All reviews must be performed with hard copies and math computations must be double-checked using a calculator (not Excel). On-screen reviews are not allowed.

All information obtained from a 3rd party must be sourced as a footnote within any document prepared by B&A. Sources may be removed at the discretion of the client; however, during the 80 percent and 100 percent review process, sources must remain.

Long lead items should receive priority to ensure smooth delivery of documents, requests for reimbursement, quarterly reports, etc. This includes any document that requires City Council approval, such as Resolutions.

All online submissions must have portal logins and registrations confirmed at least three weeks prior to due dates, if possible.

All files should be maintained in Egnyte (no off-line file saving) and follow naming and filing protocols established within the B&A architecture.

Conference calls, including gotomeetings.com, shall be initiated 5-10 minutes prior to the start time to ensure B&A associate(s) are waiting and ready for the call and to attend to any technical difficulties. MS Outlook invitations must be sent to all attendees with clear instructions on how to participate.

Agendas and meeting notes are required for all formal conference calls. Meeting notes must follow the established B&A format and action items must be communicated to applicable team members (both internal and external) within 24 hours of said call/meeting.

Handwritten materials are not allowed (exception is handwritten thank you note, appreciation card, congratulations card, etc.). All correspondence must be typed (including address labels) using B&A standard 11-point Calibri format.

The quality of the final product (including the use of professional graphic artists) must be balanced with the project type, funding agency perception, and available budget.

B&A staff are authorized to go to any length to ensure on-time delivery, to include reprints, using 3rd party sources at the location of the funding agency, and courier by air travel.

September 3, 2019

City of Coalinga, Planning Department  
Sean Brewer, Community Services Director  
155 W. Durian  
Coalinga, CA 93210

Subject: Quote for Coalinga Citywide Needs Assessment Development

Dear Mr. Brewer:

Blais & Associates, Inc. (B&A) is pleased to provide the City of Coalinga with the following quote to develop a citywide Needs Assessment as presented in the Statement of Qualifications submitted to the City on August 15.

The Needs Assessment quote assumes the City's Lead Associate, Jill Mohler, will travel to the City and guide a series of on-site meetings with key staff and department heads as guided by City staff.

The quote is valid for 60 days to allow for the approval process.

If you need additional information please do not hesitate to call me at (949) 589-6338, or via e-mail at [nblais@blaisassoc.com](mailto:nblais@blaisassoc.com). Thank you for the opportunity to serve the City of Coalinga.

Sincerely,



President & CEO

Enclosure: Needs Assessment Quote

NB/db



## Needs Assessment Quote

|                           |                                                                                   |
|---------------------------|-----------------------------------------------------------------------------------|
| Client Name               | City of Coalinga (population ~17,000)                                             |
| Client Contact            | Sean Brewer, Community Services Director, Interim Public Works/Utilities Director |
| Additional Client Contact |                                                                                   |

|                                    |                                                                         |
|------------------------------------|-------------------------------------------------------------------------|
| Activity Proposed                  | Needs Assessment for Grant Research and Writing: City of Coalinga       |
| Date Prepared                      | 3-Sep-19                                                                |
| Estimated Return on Investment     | Ranges between 1:20 to 1:75. Coalinga's current ROI is about \$115:\$1. |
| Estimate Cost for Needs Assessment | \$6,725.00                                                              |
| Hourly Rate                        | \$105 per hour                                                          |

| Labor Activities                                                                                                                                                                     | Hours              | Total Cost         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|
| Prepare for on-site Needs Assessment Meeting to include preliminary research, developing agendas, handouts, and scheduling.                                                          | 5                  | \$ 525.00          |
| On-Site Needs Assessment Meeting (estimate up to five hours total x 1 staff). Hours include time for tour of specific sites within Coalinga.                                         | 10                 | \$ 1,050.00        |
| Staff time to develop Needs Assessment document, which includes providing 80% draft and 100% final to client for review and feedback. See Notes and Assumptions below.               | 30                 | \$ 3,150.00        |
| <i>SUBTOTAL</i>                                                                                                                                                                      | 45                 | \$ 4,725.00        |
| <b>Total Labor Cost</b>                                                                                                                                                              | <b>\$ 4,725.00</b> | <b>\$ 4,725.00</b> |
| <b>Direct Costs (charged at cost, no mark-up)</b>                                                                                                                                    |                    |                    |
| Travel Charges for J. Mohler including Airfare, Meals and Incidentals, Hotel, and Rental Car. Charges will be itemized and actuals with no markup. Estimate is for quoting purposes. | \$ 2,000.00        | \$ 2,000.00        |
| <i>SUBTOTAL Direct Costs Per Application</i>                                                                                                                                         | <i>\$ 2,000.00</i> | <i>\$ 2,000.00</i> |
| <b>Grand Total</b>                                                                                                                                                                   | <b>\$ 6,725.00</b> | <b>\$ 6,725.00</b> |

Work performed by B&A that is outside of the scope of this estimate will be billed at \$105 per hour.  
Please see "notes and assumptions."

### Notes and Assumptions

1) An on-site post Needs Assessment meeting can also be scheduled. If this is desired, please alert B&A and this estimate will be modified.

Please note that this quote is an estimate for services based on current conditions and understandings. Many factors often change during the development of a grant application that may or may not increase the amount of labor and materials necessary to perform the services successfully. If during the course of work, B&A believes the work is taking longer than originally estimated, B&A will immediately notify the contract point of contact and either mutually agree to a change order or discuss alternatives. Additionally, B&A only charges for actual work performed. The total cost to perform the tasks may be less than quoted herein.

Signature of Authorized Agent Approving Costs and Authorizing Notice to Proceed

Date

Printed Name of Authorized Agent

September 3, 2019

City of Coalinga, Planning Department  
Sean Brewer, Community Services Director  
155 W. Durian  
Coalinga, CA 93210

Subject: Quote for Grant Research and Consulting Support

Dear Mr. Brewer:

Blais & Associates, Inc. (B&A) is pleased to provide the City of Coalinga with the following letter proposal for the enhancement of the grant research and consulting support services for the fiscal year as proposed in our Statement of Qualifications submitted on August 15.

**Grant Monitoring/Fact Sheet Distribution/Monthly Grant Call.** B&A will provide monitoring services for all applicable federal, state, regional, and non-profit (project specific) grant funding opportunities and we will alert staff when an announcement is released. Effort includes notification of open grant solicitations utilizing Fact Sheets, coordination and consultation with City staff discussing the “go” or “no-go” determinations, and responding to general grant and project questions from staff. B&A will maintain a Grant Activity Report (GAR) and will provide monthly grant coordination conference calls. The GAR will allow you to keep the City Manager and City Council apprised of grant activities and ensures that everyone is aware of the cost and benefit of the program. Typically, the monthly pro-rated research effort is approximately 6-9 hours per month (\$630-\$945) (as part of the research pool). Additionally, grant consulting, coordination, and staff support may run an additional 5-7 hours per month (\$525-\$735). **Monthly research and consulting support may run approximately \$1,677 or a total of approximately \$20,000 annually.**

The quote is valid for 60 days to allow for the approval process. If you need additional information please do not hesitate to call me at (949) 589-6338, or via e-mail at [nblais@blaisassoc.com](mailto:nblais@blaisassoc.com). Thank you for the opportunity to serve the City of Coalinga.

Sincerely,



President & CEO

NB/db