



CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA

**February 20, 2020
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 February 20, 2020 in the City Council Chambers, 155 West Durian Avenue, Coalinga, CA.

Persons with disabilities who may need assistance should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. Anyone interested in translation services should contact the City Clerk at least 24 hours prior to the meeting at 935-1533 x113. The Meeting will begin at 6:00 p.m. and the Agenda will be as follows:

1. CALL TO ORDER

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

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Gimme Love Annual Report

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 (NONE)

5. CONSENT CALENDAR

1. Waive Second Reading and Adopt Ordinance No. 835 (Adoption of 2019 California Building Codes)
2. Adopt Resolution No. 3949 Authorizing A One-time Water Sale to Members of Pleasant Valley Water Conveyance Partners, LLC
3. Approval of the Comprehensive Fee Schedule for the Consumer Price Index (CPI) Update effective January 1, 2020
4. Sales Tax Update for 3rd Quarter 2019 for July through September 2019
5. Approval of Amended Gimme Love Contract
6. Adopt Resolution No. 3950 Revising the Police Pay Scale
7. Adopt Resolution No. 3951 Approving the Police Technician I/II/III Job Description
8. Adopt Resolution No. 3952 Establishing the CPOA Non-Sworn Pay Scale
9. Direct City Manager to Create and Distribute Quarterly City Newsletter

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

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: APN's 071-084-24 (formally 071-084-01, 02, 03, 21 & 06) located in the City of Coalinga on the SW Corner of Elm Avenue and Cherry Lane. CITY NEGOTIATORS: City Manager, Marissa Trejo and City Attorney Mario Zamora NEGOTIATING PARTIES: Salyer American, Inc. UNDER NEGOTIATION: Price and Terms of Payment

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: Waive Second Reading and Adopt Ordinance No. 835 (Adoption of 2019 California Building Codes)
Meeting Date: February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

Waive Second Reading and Adopt Ordinance No. 835.

II. BACKGROUND:

On January 1, 2020 the State of California 2019 Building Code (Title 24) will be going into effect for new construction activities. Wherever major changes are made to the Building Code (every 3 years), jurisdictions have been historically required to adopt the new Building Codes into their Municipal Code for enforcement purposes. This adoption can come by reference or with modifications no less strict than that of the code adopted by the Building Standards Commission.

At their last meeting on February 6, 2020 the City Council introduced and waived the first reading of Ordinance No. 835.

III. DISCUSSION:

All jurisdictions in the state of California are required to adopt and enforce the following new codes:

- 2019 California Building Code
- 2019 California Mechanical Code
- 2019 California Plumbing Code
- 2019 California Electrical Code
- 2019 California Energy Code
- 2019 California Administrative Code
- 2019 California Fire Code
- 2019 California Residential Code
- 2019 California Green Building Code

Therefore, staff recommends that Council adopt Ordinance No. 835 in order to be in compliance with the State of California requirements.

IV. ALTERNATIVES:

- Waive Second Reading and Adopt Ordinance No. 835 (Staff Recommendation)

- Do not adopt Ordinance No. 835 (Staff does not recommend)

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
 Ordinance_No._835_(2019_CA_Building_Code).DOC	Ordinance No. 835 (2019 CA Building Code)

ORDINANCE NO. 835

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF COALINGA AMENDING CHAPTERS 1, 2, 3, 3A, 9, 10, 11, 12, 13 and 14 OF TITLE 8 OF THE COALINGA MUNICIPAL CODE RELATING TO THE CALIFORNIA BUILDING CODES

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

Section 1. Section 8-1.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-1.01 Adoption of the 2019 California Building Code.

That edition of the 2019 California Building Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 2 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Building Code of the City of Coalinga” and the “Building Code.” The Building Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 2. Section 8-2.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-2.01 Adoption of the 2019 California Electrical Code.

That edition of the 2019 California Electrical Code and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 3 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Electrical Code of the City of Coalinga” and the “Electrical Code”. The Electrical Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 3. Section 8-3.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-3.01 Adoption of the 2019 California Plumbing Code.

That edition of the 2019 California Plumbing Code and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 5 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Plumbing Code of the City of Coalinga” and the “Plumbing Code”. The Plumbing Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 4. Section 8-3A.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-3A.01 Adoption of the 2019 California Mechanical Code.

That edition of the 2019 California Mechanical Code together with its appendices, and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 4 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Mechanical Code of the City of Coalinga” and the “Mechanical Code”. The Mechanical Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 5. Section 8-9.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-9.01 Adoption of the 2019 California Administrative Code.

That edition of the 2019 California Administrative Code together with its appendices, and published as the California Building Standards Code, found in the California Code of Regulations, Title 24, Part 1, by the California Building Standards Commission, one copy each of which is on file in the Office of the Building Official, Community Development Department, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Administrative Code of the City of Coalinga” or the “Administrative Code”. The Administrative Code as adopted herein shall be enforced by the Community Development

Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 6. Section 8-10.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-10.01 Adoption of the 2019 California Fire Code.

That edition of the 2019 California Fire Code, including all appendices, and published as the California Fire Code, found in the California Code of Regulations, Title 24, Part 9 by the California Building Standards Commission, one copy each of which is on file in the Office of the Fire Chief, for public record and inspection, is adopted by reference and made a part of this chapter as though set forth in this Chapter and said Code shall be known as the “Fire Code of the City of Coalinga” and the “Fire Code”. The Fire Code as adopted herein shall be enforced by the Coalinga Fire Department of the City of Coalinga under the supervision of the Fire Chief, except as otherwise determined by the City Manager.”

Section 7. Chapter 8-11.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-11.01 Adoption of the 2019 California Energy Code.

That edition of the 2019 California Energy Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 6 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Energy Code of the City of Coalinga” and the “Energy Code.” The Energy Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 8. Chapter 8-12.01 is hereby Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-12.01 Adoption of the 2019 California Referenced Standards Code.

That edition of the 2019 California Referenced Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 12 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted

by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Referenced Standards Code of the City of Coalinga” and the “Referenced Standards Code.” The Referenced Standards Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 9. Chapter 8-13.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-13.01 Adoption of the 2019 California Residential Standards Code.

That edition of the 2019 California Residential Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 2.5 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Residential Standards Code of the City of Coalinga” and the “Residential Standards Code.” The Residential Standards Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 10. Chapter 8-14.01 of the Coalinga Municipal Code is hereby amended to read as follows:

“Sec. 8-14.01 Adoption of the 2019 California Green Building Standards Code.

That edition of the 2019 California Green Building Standards Code including all appendices, and published as the California Building Standards Code found in the California Code of Regulations, Title 24, Part 11 by the California Building Standards Commission, one copy each of which are on file in the Office of the Building Official, Community Development Department, for public record and inspection, are adopted by reference and made a part of this chapter as though set forth in this Chapter in full, and said Codes shall be known as the “Green Building Standards Code of the City of Coalinga” and the “Green Building Standards Code.” The Building Code as adopted herein shall be enforced by the Community Development Department of the City of Coalinga under the supervision of the Building Official, except as otherwise determined by the City Manager.”

Section 11. The City Clerk is further directed to cause this ordinance or a summary of this ordinance to be published once in a newspaper of general circulation published and circulated within the City of Coalinga, within fifteen (15) days after its adoption. If a summary of the ordinance is published, then the City Clerk shall cause a certified copy of the full text of the proposed ordinance to be posted in the office of the City Clerk at least five days prior to the Council meeting at which the ordinance is adopted and again after the meeting at which the ordinance is adopted. The summary shall be approved by the City Attorney.

This Ordinance shall take effect thirty (30) days after its adoption.

ATTEST:

The foregoing Ordinance was introduced by the City Council of the City of Coalinga, California, at a regularly scheduled meeting held on February 6, 2020, and was passed and adopted by the City Council at a regular meeting held on February 20, 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Date: _____, 2020

Mayor, City of Coalinga

City Clerk, City of Coalinga

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

Subject: Adopt Resolution No. 3949 Authorizing A One-time Water Sale to Members of Pleasant Valley Water Conveyance Partners, LLC

Meeting Date: February 20, 2020

From: Marissa Trejo, City Manager

Prepared by: Sean Brewer, Assistant City Manager

I. RECOMMENDATION:

Council Adoption of Resolution No. 3949 Authorizing A One-time Water Sale to Members of Pleasant Valley Water Conveyance Partners, LLC

II. BACKGROUND:

The City has a long history already of providing excess USBR water to Harris Feeding Company, and more recently to Pleasant Valley Water Conveyance Partners, LLC. During the 2019/20 water year, the City has received its full allotment of 10,000 acre-feet of USBR water. Presently, the City is projected to have a surplus of approximately 1,000 acre-feet of water at the end of the water year on February 29, 2020.

III. DISCUSSION:

Pleasant Valley Water Conveyance Partners, LLC, (Farmers) consists of Jim Anderson of William J. Mouren Farming, Dave Wood, Don Devine, Rod Stiefvater, Chuck Nichols, and Ken Kreyenhagen. The City has an existing water agreement with the Farmers for ongoing monthly sales within Pleasant Valley, which is outside the Westlands Water District. This proposed one-time sale is for USBR water belonging to Coalinga that will be transferred to Westlands Water District by Coalinga, then sold by Coalinga to the Farmers for use within Westlands Water District.

The sale of year-end excess USBR water is beneficial to the City, and specifically to water ratepayers, because the sale price covers all of Coalinga's USBR costs, including the embedded \$19 per acre-foot construction component that pays off debt for which the City is responsible.

The effort required by the City for water sale to the Farmers is administrative and financial only. The contract must be prepared and executed. The financial aspect is that the City will take title to and pay for the additional USBR water going to the Farmers. In order to assure payment to the City of amounts due, the proposed contract specifies that any one farmer is responsible for the full amount, or an equivalent level of guarantee will be provided in the contract.

The proposed resolution approves the sales agreement for the Mayor's signature and authorizes the City Manager to approve the transfer of the water to Westlands Water District.

IV. ALTERNATIVES:

The alternative is not to sell excess USBR water. If so, the City will lose further rights to the excess water after February 29th because the City cannot carry over the water.

V. FISCAL IMPACT:

Assuming 1,000 AF of sales to the farmers group, the benefit is the contribution to the construction debt owed USBR by the City. For this transaction based on 1,000 AF, the amount is: 1,000 AF x \$19 = \$19,000

The agreement specifies that if any of the cost components change that the price to the Farmers will be adjusted accordingly such that the revenue to the city is protected. There will likely be an adjustment to the price based on the cost of conversion from “Municipal and Industrial” water to “Agricultural” water.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Resolution_No._3949_for_Water_Sale_Agreement.docx	Resolution No. 3949
<input type="checkbox"/> WATER_SUPPLY_AGR_Farmers_February_2020_Agr_022020.pdf	Water Supply Agreement

RESOLUTION NO. 3949

RESOLUTION FOR ONE-TIME SALE OF UNTREATED USBR WATER TO MEMBERS OF PLEASANT VALLEY WATER CONVEYANCE PARTNERS, LLC. (FARMERS)

WHEREAS, City has the ability to sell excess USBR water to members of the Farmers' group by transfer of water to Westlands Water District service territory; and

WHEREAS, the USBR has made available to City its full contract allotment of water of 10,000 acre-feet for the 2019/20 water year; and

WHEREAS, City is anticipated to have approximately 1,000 acre-feet of remaining water unless used otherwise prior to February 29, 2020; and

WHEREAS, USBR is anticipated to approve the transfer from City of Coalinga to Westlands Water District; and

WHEREAS, USBR water provided through the City is good quality allowing the Farmers to preserve ground water supplies; and

WHEREAS, sale of water to the Farmers is beneficial to water ratepayers of City; and

WHEREAS, City desires to provide excess USBR water to Farmers and Farmers desire to acquire excess water from City, under specified terms and conditions, all for the mutual benefit of City and Farmers, and in conformity with applicable State and Federal regulations.

NOW, THEREFORE, BE IT RESOLVED,

The City Council of Coalinga does hereby approve:

1. A one-time water sale to Farmers in accordance with the terms and conditions of the attached agreement to this Resolution.
2. The city manager to authorize the water transfer to Westlands Water District required to make the sale to Farmers.

The foregoing resolution was duly adopted by the Coalinga City Council at a regular meeting held on the 20th day of February 2020, by the following vote, to wit:

AYES:

NOES:

ABSTAIN:

ABSENT:

Mayor

Attest:

Shannon Jensen, Deputy City Clerk

**WATER SUPPLY AGREEMENT BETWEEN CITY OF COALINGA AND MEMBERS OF
PLEASANT VALLEY WATER CONVEYANCE PARTNERS, LLC**

FEBRUARY 2020 AGREEMENT FOR SALES WITHIN WESTLANDS WATER DISTRICT

This Agreement is entered into effective as of the date fully executed by and between the City of Coalinga (“City”) and members of Pleasant Valley Water Conveyance Partners, LLC, (“Farmers”), with respect to the following Recitals, which are a substantive part of this Agreement:

RECITALS

WHEREAS, City has excess USBR water it can transfer and sell to Farmers in Westlands Water District; and

WHEREAS, City can make available excess contract water to Farmers to the benefit of City’s water ratepayers, and

WHEREAS, USBR water provided though City is good quality allowing Farmers to preserve ground water supplies; and

WHEREAS, when City desires to provide excess USBR water to Farmers and Farmers desire to acquire excess water from City, on the terms and conditions set forth in this Agreement, all for the mutual benefit of City and Farmers, and in conformity with applicable State and Federal regulations.

NOW THEREFORE, City and Farmers agree to the following:

1. Term of Agreement. This Agreement is effective upon execution and shall terminate upon completion of the transfer to Farmers and payment to City for a mutually agreeable volume of the City’s excess 2019/20 USBR water to Farmers.
2. USBR Water Supply. This Agreement is for the sale of City’s excess USBR water from the 2019/20 water year. The volume will be approximately 1,000 acre-feet, with the exact amount to be mutually agreed by City and Farmers, in writing, signed by both parties.
3. Price. The price for standard contract water shall be based on the City’s cost of water to provide this sale. The following calculation shows the price based on the USBR 2019/20 rates. The actual price shall be updated if any of the cost components with USBR are different as validated by USBR, or if any additional costs are incurred by City for conversion of the water from “M&I” to “Agricultural,” or for any other reason beyond the City’s control.

Water Price Components*	
	\$/AF
USBR Contract Rate	\$95.08
USBR Trinity PUD Assessment	0.30
USBR "Environmental Restoration Fund"	<u>21.82</u>
Total	\$117.20
* Does not include costs for San Luis Delta Mendota Water Authority, to be paid by Westlands Water District and ultimately charged to Farmers.	

6. Notices, Billing and Payment. City shall issue billing statements to Farmers following completion of this transaction. Payment shall be rendered by Farmers to City within fifteen (15) days of the date of the statement. Notices, including billing statements may be communicated via email, provided the receiving party acknowledges receipt.

Billing Statements shall be sent to:

Pleasant Valley Water Conveyance Partners, LLC
c/o Jim Anderson
35244 Oil City Road
Coalinga, CA 93210

Payments shall be made to:

City of Coalinga
155 W Durian Avenue
Coalinga, CA 93210

Attn: Jasmin Bains, Finance Director
Email: jbains@coalinga.com
Phone: 559-935-1533 x125

6. Delivery Point. This water is being transferred to Westlands Water District by City. The specific delivery point(s) to Farmers shall be the responsibility of Farmers with Westlands Water District.
7. Resale. Water sold to Farmers under this Agreement is explicitly for use by Farmers on land that is within Westlands Water District, and not for resale by Farmers.
8. Regulatory Compliance. The obligations of City and Farmers to perform under this Agreement are conditioned upon ongoing compliance, approvals and consents, including without limitation consent from the USBR, Westland's Water District,

the State Water Resources Control Board, and any other authority with jurisdiction impacting this Agreement.

9. Conflicts of Interest. Neither City, nor its City Manager, nor any City Council member, department head, manager, employee, consultant, or agent of City, shall give to or receive from any director, employee or agent of Farmers or any affiliate thereof any gift or entertainment of significant value, or any commission, fee, or rebate in connection with this Agreement.
10. Farmers. This Agreement is being entered into with members of Pleasant Valley Water Conveyance Partners, LLC. The Farmers that may be parties to this Agreement are listed as follows:

Jim Anderson, William J. Mouren
Farming
35244 Oil City Road
Coalinga, CA 93210
Phone: 559-935-0836

Rod Stiefvater
4831 Calloway, Suite 102
Bakersfield, CA 93312

Dave Wood
Wood Ag Management, Inc.
652 W. Cromwell, Suite 103
Fresno, CA 93711

Chuck Nichols
NK Development
13762 First Avenue
Hanford, CA 93230

Don Devine
Devine Farms, LLC
684 W. Cromwell, Suite 107
Fresno, CA 93711

Scott Kreyenhagen
150 E Durian Avenue
Coalinga, CA 93210

The Farmers participating in this Agreement agree to allocate water receipts cooperatively amongst their designated properties, track volumetric deliveries, and to be responsible for full payment to City for water taken hereunder. Specifically, any one participating Farmer having executed this Agreement agrees to be responsible for full payment of all water taken in the event of nonpayment by one or more other Farmers that execute this Agreement.

11. Operating Communication. The City shall designate a representative for ongoing operating coordination with Farmers, and similarly Farmers shall designate a representative authorized to represent Farmers for operating coordination.
12. Counterpart Signatures. The parties hereto agree that this Agreement may be signed in counterparts such that each signature alone or combined with others agrees to this single binding Agreement. This February 2020 Agreement shall apply only to Farmers that execute this Agreement.

IN WITNESS WHEREOF, City and Farmers agree to the terms and conditions herein.

CITY OF COALINGA

By: _____
Mayor

Date: _____

ATTEST:

APPROVED AS TO FORM:

City Clerk

City Attorney

PARTICIPATING FARMERS EVIDENCED BY EXECUTION HERE BELOW:

**JIM ANDERSON, WILLIAM J.
MOUREN FARMING**

ROD STIEFVATER

By: _____
Signature

By: _____
Signature


Name Printed

Name Printed

DAVE WOOD

CHUCK NICHOLS

By: _____
Signature

By:  _____ 2/11/2020
Signature
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chuck nichols

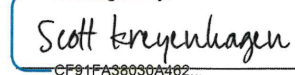
Name Printed

Name Printed

DON DEVINE

SCOTT KREYENHAGEN

By: _____
Signature

By:  _____ 2/11/2020
Signature
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Scott Kreyenhagen

Name Printed

Name Printed

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

Subject: Approval of the Comprehensive Fee Schedule for the Consumer Price Index (CPI)
Update effective January 1, 2020

Meeting Date: February 20, 2020

From: Marissa Trejo, City Manager

Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Financial Services Director recommends the approval of the Comprehensive Fee Schedule for the annual consumer price index (CPI) update effective January 1, 2020 as approved by Resolution No. 3789 on January 4, 2018 for development and other miscellaneous services.

II. BACKGROUND:

A fee is a charge imposed on an individual or business for a service that the individual or business chooses to receive. A fee may not exceed the estimated reasonable cost of providing the particular service or facility for which the fee is charged, plus overhead. Examples of fees included building permits, copy charges, and fire plan check fees.

Proposition 13, 218, 4, and 26 have placed both substantive and procedural limits on cities' ability to impose fees and charges. Collectively these constitutional amendments provide safeguards against taxes being imposed with a vote of the people. Proposition 26 contains a more general articulation of the cost of service principle and includes a requirement that the local government bear the burden of proof that a levy, charge, or other exaction is not a tax, that the amount is no more than necessary to recover the reasonable costs of the government activity, and that the manner in which those costs are allocated to a customer bear a fair or reasonable relationship to the customer's burden on, or benefits received from, the governmental activity. Willdan was retained in 2017 to perform this service cost study. The intent of the study was to determine the following in regard to those services:

1. What does it cost the City to provide these services?
2. What fee changes are necessary to achieve the City's policies on cost recovery?

The primary purpose of this review is to identify the costs of providing service to requesting individuals or organizations so as to fairly and equitably set fees for those specific services. The goal is to neither make a profit on any service, nor unintentionally subsidize any fee-oriented area. A service qualifies for the "fee" designation when the activity benefits a specific individual or group, as opposed to the public at large.

It is generally accepted that recovery of costs should be in direct proportion to the individual/specific gain for services received. For example, private development activity that benefits specific individuals generally is expected to pay fees that reflect 100% cost recovery. There are circumstances and programs which typically justify a subsidy such as youth, senior, and library services. The cost of these services is subsidized while the user receives benefits for which he or she does not fully pay.

Willdan developed a cost model based on "full cost," which includes direct and indirect costs, including support costs from other departments. Direct costs include salaries and benefits attributed to each service. Indirect costs are not readily identifiable with a direct operating program but rather, are incurred for a joint purpose that benefits more than one cost objective. Indirect costs include accounting, legal services, human

resources and building maintenance.

III. DISCUSSION:

Resolution No. 3789 passed on January 4, 2018 provided authorization to the City to adjust the fees based on the San Francisco area annual consumer price index (CPI) annually every January 1st. Since the annual CPI factor for the prior year is not available until the middle of January, staff is requesting to use the annualized CPI factor between the months of October to October to become effective every January 1st. The CPI factor used for the 2020 Fee update is 3% increase over October 2018 to October 2019.

IV. ALTERNATIVES:

None.

V. FISCAL IMPACT:

Revenues generated from the proposed fees are unable to be determine at this time due to the unknown variable of the volume of these services to be provided in the current fiscal year and upcoming years.

ATTACHMENTS:

File Name	Description
 Coalinga_UF_Model_vCPI_Change_01-01-2020.pdf	Comprehensive Fee Schedule CPI Updated 2020

Admin

Fee Group	Fee Description	Unit	Notes
Admin	Copy Fee		
Admin	FPCC Copy Fee		
Admin	Research Fee		
Admin	Public Records Search	per page	When allowable per CPRA

Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
\$0.25	\$0.26	\$0.27
\$0.10	\$0.10	\$0.10
Actual Cost	Actual Cost	Actual Cost
\$0.25 plus staff time including City Attorney	\$0.26 plus staff time including City Attorney	\$0.27 plus staff time including City Attorney

Airport

Fee Group	Fee Description	Unit	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
	Tiedown Fee	per day	\$7.00	\$7.00	\$7.00
	Tiedown Fee	per month	\$30.00	\$31.00	\$32.00
	Vehicle Parking	per day	\$7.00	\$7.00	\$7.00
	Vehicle Parking	per month	\$30.00	\$31.00	\$32.00
	Hanger Lease	per month	\$115.00	\$119.00	\$123.00
	Film Fee - Minimum cost for use of the Airport Facility	per day	\$1,500.00	\$1,559.00	\$1,606.00
	Film Fee - Nominal water, power & sewer	per day	\$50.00	\$52.00	\$54.00
	Film Fee - Staff time	per hour	\$38.15	\$40.00	\$41.00

Notes:
Any other requested type of events not listed are based on fair market value for the event type and suggestion/input from the Federal Aviation Administration (FAA)

Building

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
Building Permit Issuance Fees	Plan Check Fee		of Building Permit Fee	NA	NA	NA
Building Permit Issuance Fees	Re-Roof with Sheathing (up to 2,300 square feet)			\$106.00	\$110.00	\$113.00
Building Permit Issuance Fees	Re-Roof with Sheathing (over 2,300 square feet)			\$126.00	\$131.00	\$135.00
Building Permit Issuance Fees	Swimming Pool (Residential)			\$139.00	\$144.00	\$148.00
Building Permit Issuance Fees	Swimming Pool (Commercial)			\$165.00	\$171.00	\$176.00
Building Permit Issuance Fees	Re-Inspection Fee			\$66.00	\$69.00	\$71.00
Building Permit Issuance Fees	Solar Plan Check (Residential)	per hour		\$66.00	\$69.00	\$71.00
Building Permit Issuance Fees	Solar Permit Issuance (Residential)			\$99.00	\$103.00	\$106.00
Building Permit Issuance Fees	Solar Permit Issuance (Commercial Roof Mount)			\$165.00	\$171.00	\$176.00
Building Permit Issuance Fees	Demolition Permit			\$77.00	\$80.00	\$82.00
Building Permit Issuance Fees	Administrative Fee (New Construction Only)			\$287.00	\$298.00	\$307.00
Building Permits	Commercial Solar Plan Review (Roof Mount)			\$126.00	\$131.00	\$135.00
Building Permits	Stucco			\$87.00	\$90.00	\$93.00
Building Permits	Gas Pressure Test (Reinspection Fee)			\$27.00	\$28.00	\$29.00
Strong Motion Instrumentation Fee (Earthquake Tax)- Applied to all permits	Residential Permits		Min fee \$.50	Multiply valuation by .0001	Multiply valuation by .0001	Multiply valuation by .0001
Strong Motion Instrumentation Fee (Earthquake Tax)- Applied to all permits	Commercial Permits		Min fee \$.50	Multiply valuation by .00021	Multiply valuation by .00021	Multiply valuation by .00021
Building Standards Administration Special Revolving Fund	Valuation Between 1 and 25,000			\$1.00	\$1.00	\$1.00
Building Standards Administration Special Revolving Fund	Valuation Between 25,000 and 50,000			\$2.00	\$2.00	\$2.00
Building Standards Administration Special Revolving Fund	Valuation Between 50,000 and 75,000			\$3.00	\$3.00	\$3.00
Building Standards Administration Special Revolving Fund	Valuation Between 75,000 and 100,000			\$4.00	\$4.00	\$4.00
Building Standards Administration Special Revolving Fund	Every 25,000 or fraction there of above 100,000			\$1.00	\$1.00	\$1.00
Electrical Permits	PERMIT ISSUANCE			\$32.80	\$34.10	\$35.10
Electrical Permits	SINGLE FAMILY RESIDENTIAL	per sq ft		\$0.07	\$0.10	\$0.10
Electrical Permits	MULTI-FAMILY RESIDENTIAL	per sq ft		\$0.06	\$0.10	\$0.10
Electrical Permits	RESIDENTIAL SWIMMING POOL			\$39.50	\$41.00	\$42.20
Electrical Permits	COMMERCIAL SWIMMING POOL			\$79.10	\$82.20	\$84.70
Electrical Permits	SERVICE PANEL <=200A			\$19.70	\$20.50	\$21.10
Electrical Permits	SERVICE PANEL >200A<=1000A			\$39.50	\$41.00	\$42.20

Building

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
Electrical Permits	SERVICE PANEL >1000A			\$59.30	\$61.60	\$63.50
Electrical Permits	SERVICE PANEL (SOLAR)			\$30.00	\$31.20	\$32.10
Electrical Permits	OUTLETS/FIXTURES/SWITCH (FIRST 20)	per unit		\$1.95	\$2.00	\$2.10
Electrical Permits	OUTLETS/FIXTURES/SWITCH (20+)	per unit		\$0.95	\$1.00	\$1.00
Electrical Permits	SIGNS/MARQUEE (w/ Lights)			\$26.30	\$27.30	\$28.10
Electrical Permits	EACH ADD SIGN/MARQUEE			\$15.80	\$16.40	\$16.90
Electrical Permits	POWER APPARATUS <= 1HP			\$2.60	\$2.70	\$2.80
Electrical Permits	POWER APPARATUS > 1HP <= 10HP			\$7.90	\$8.20	\$8.40
Electrical Permits	POWER APPARATUS > 10HP <= 50HP			\$14.50	\$15.10	\$15.60
Electrical Permits	POWER APPARATUS > 50HP			\$29.00	\$30.10	\$31.00
Electrical Permits	ELECTRICAL PANEL			\$43.50	\$45.20	\$46.60
Electrical Permits	MISCELLANEOUS APPARATUS			\$29.00	\$30.10	\$31.00
Electrical Permits	TEMP POWER SERVICE POLE			\$43.50	\$45.20	\$46.60
Electrical Permits	TEMP POWER SERVICE DIST SYSTEM			\$7.90	\$8.20	\$8.40
Mechanical Permits	Permit Issuance			\$39.40	\$40.90	\$42.10
Mechanical Permits	FURNACE: <= 100,000 BTUH			\$13.10	\$13.60	\$14.00
Mechanical Permits	FURNACE: => 100,000 BTUH			\$19.70	\$20.50	\$21.10
Mechanical Permits	DUO PAC A/C			\$43.50	\$45.20	\$46.60
Mechanical Permits	EVAPORATIVE COOLER			\$26.30	\$27.30	\$28.10
Mechanical Permits	VENTILATION FAN			\$6.50	\$6.80	\$7.00
Mechanical Permits	COMMERCIAL HOOD			\$65.90	\$68.50	\$70.60
Mechanical Permits	AIR HANDLER < 10,000 CFM			\$6.50	\$6.80	\$7.00
Mechanical Permits	AIR HANDLER >= 10,000 CFM			\$11.80	\$12.30	\$12.70
Mechanical Permits	<= 3HP, COMPRESSOR/BOILER			\$13.10	\$13.60	\$14.00
Mechanical Permits	=>3HP <=15HP, COMP BROILER			\$19.70	\$20.50	\$21.10
Mechanical Permits	15HP <= 30HP, COMP/BOILER			\$26.30	\$27.30	\$28.10
Mechanical Permits	30HP <= 50HP, COMP/BOILER			\$32.90	\$34.20	\$35.20
Mechanical Permits	< 50HP, COMPRESSOR/BOILER			\$52.70	\$54.80	\$56.50
Mechanical Permits	APPLIANCE VENT			\$5.25	\$5.50	\$5.70
Mechanical Permits	Ducting			\$26.30	\$27.30	\$28.10
Mechanical Permits	Air Purification Ventilation			\$19.70	\$20.50	\$21.10
Plumbing Permits	Permit Issuance			\$39.40	\$40.90	\$42.10
Plumbing Permits	FIXTURE/TRAP	per unit		\$5.20	\$5.40	\$5.60
Plumbing Permits	REP / ALTER FIXTURE OR TRAP	per unit		\$3.90	\$4.10	\$4.20
Plumbing Permits	SEWAGE DISPOSAL SYSTEM			\$29.00	\$30.10	\$31.00
Plumbing Permits	WATER HEATER (RESIDENTIAL)			\$7.90	\$8.20	\$8.40
Plumbing Permits	WATER HEATER (COMMERCIAL)			\$26.30	\$27.30	\$28.10
Plumbing Permits	GAS PIPING			\$19.70	\$20.50	\$21.10
Plumbing Permits	WATER PIPING			\$13.10	\$13.60	\$14.00
Plumbing Permits	LAWN SPRINKLER SYSTEM			\$39.50	\$41.00	\$42.20
Plumbing Permits	LAWN SPRINKLER BACKFLOW DEVICE			\$13.10	\$13.60	\$14.00
Plumbing Permits	PUBLIC POOL			\$118.00	\$122.60	\$126.30
Plumbing Permits	PUBLIC SPA			\$118.00	\$122.60	\$126.30
Plumbing Permits	PRIVATE SWIMMING POOL			\$52.00	\$54.00	\$55.60

Building

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
Plumbing Permits	PRIVATE SPA			\$52.00	\$54.00	\$55.60
Plumbing Permits	MISC APPLIANCE			\$13.10	\$13.60	\$14.00
Plumbing Permits	PRESSURE TEST			\$27.60	\$28.70	\$29.60
	Contract Environmental Markup		of Contract Price	24%	24%	24%

Building

Building Permit Fees (Schedule A2)- Original

Valuation	Fee					
\$1 - \$500	\$54.19					
\$501 - \$2,000	\$54.19 for first	\$800	plus	\$4.80 for each additional	\$100 or fraction thereof, to and including	\$2,000
\$2,001 - 25,000	\$159.68 for first	\$3,000	plus	\$21.25 for each additional	\$1,000 or fraction thereof, to and including	\$25,000
\$25,001 - 50,000	\$903.31 for first	\$38,000	plus	\$15.70 for each additional	\$1,000 or fraction thereof, to and including	\$50,000
\$50,001 - \$100,000	\$1,484.39 for first	\$75,000	plus	\$10.76 for each additional	\$1,000 or fraction thereof, to and including	\$100,000
\$100,001 - \$500,000	\$2,291.43 for first	\$150,000	plus	\$8.61 for each additional	\$1,000 or fraction thereof, to and including	\$500,000
\$500,001 - \$1,000,000	\$7,456.52 for first	\$750,000	plus	\$7.30 for each additional	\$1,000 or fraction thereof, to and including	\$1,000,000
\$1,000,000 and up	\$12,932.91 for first	\$1,500,000	plus	\$6.17 for each additional	\$1,000 or fraction thereof	

Building Permit Fees (Schedule A2)- CPI Increase 2019

Valuation	Fee					
\$1 - \$800	\$56.30					
\$800 - \$3,000	\$56.30 for first	\$800	plus	\$4.98 for each additional	\$100 or fraction thereof, to and including	\$3,000
\$3,001 - 38,000	\$165.91 for first	\$3,000	plus	\$22.08 for each additional	\$1,000 or fraction thereof, to and including	\$38,000
\$38,001 - 75,000	\$938.54 for first	\$38,000	plus	\$16.32 for each additional	\$1,000 or fraction thereof, to and including	\$75,000
\$75,001 - \$150,000	\$1,542.28 for first	\$75,000	plus	\$11.18 for each additional	\$1,000 or fraction thereof, to and including	\$150,000
\$150,001 - \$750,000	\$2,380.80 for first	\$150,000	plus	\$8.94 for each additional	\$1,000 or fraction thereof, to and including	\$750,000
\$750,001 - \$1,500,000	\$7,747.32 for first	\$750,000	plus	\$7.59 for each additional	\$1,000 or fraction thereof, to and including	\$1,500,000
\$1,500,000 and up	\$13,437.27 for first	\$1,500,000	plus	\$6.41 for each additional	\$1,000 or fraction thereof	

Building Permit Fees (Schedule A2)- CPI Increase 2020

Valuation	Fee					
\$1 - \$800	\$58.01					
\$800 - \$3,000	\$58.01 for first	\$800	plus	\$5.13 for each additional	\$100 or fraction thereof, to and including	\$3,000
\$3,001 - 38,000	\$170.93 for first	\$3,000	plus	\$22.74 for each additional	\$1,000 or fraction thereof, to and including	\$38,000
\$38,001 - 75,000	\$966.96 for first	\$38,000	plus	\$16.81 for each additional	\$1,000 or fraction thereof, to and including	\$75,000
\$75,001 - \$150,000	\$1,588.97 for first	\$75,000	plus	\$11.52 for each additional	\$1,000 or fraction thereof, to and including	\$150,000
\$150,001 - \$750,000	\$2,452.88 for first	\$150,000	plus	\$9.21 for each additional	\$1,000 or fraction thereof, to and including	\$750,000
\$750,001 - \$1,500,000	\$7,981.87 for first	\$750,000	plus	\$7.82 for each additional	\$1,000 or fraction thereof, to and including	\$1,500,000
\$1,500,000 and up	\$13,844.09 for first	\$1,500,000	plus	\$6.61 for each additional	\$1,000 or fraction thereof	

Finance

Fee Group	Fee Description	Unit	Notes	Original Fee 3.9%	No CPI applied to fees
	Annual Business Tax Certificate			\$25.00	\$25.00
	Transfer for Business Tax Certificate			\$25.00	\$25.00
	Duplicate Business Tax Certificate			\$25.00	\$25.00
	Non-Payment of Annual Business Tax Certificate		of the Tax Delinquent + 1.5% Interest	\$0.25	\$0.25
License Fees per quarter (based on monthly sales)	Less than \$1,000.00			\$7.50	\$7.50
License Fees per quarter (based on monthly sales)	\$1,000.00 to \$1,999.99			\$12.50	\$12.50
License Fees per quarter (based on monthly sales)	\$2,000.00 to \$2,999.99			\$15.00	\$15.00
License Fees per quarter (based on monthly sales)	\$3,000.00 to \$4,999.99			\$20.00	\$20.00
License Fees per quarter (based on monthly sales)	\$5,000.00 and over		plus \$.50 per month for each increase of \$1,000.00	\$20.00	\$20.00
Specific Business Rates	Theatres, Minstrels, Opera, or Concert (Less than one month)	per day		\$10.00	\$10.00
Specific Business Rates	Theatres, Minstrels, Opera, or Concert (one month)	per month		\$20.00	\$20.00
Specific Business Rates	Theatres, Minstrels, Opera, or Concert (quarter year)	per quarter		\$20.00	\$20.00
Specific Business Rates	Circus, Caravan, Menagerie or side show	per day		\$150.00	\$150.00
Specific Business Rates	Parading	per day		\$75.00	\$75.00
Specific Business Rates	Carnivals		plus \$25.00 per day per ferris wheel	\$150.00	\$150.00
Specific Business Rates	Fortune Telling, Palmistry	per day		\$25.00	\$25.00
Specific Business Rates	Boxing and Sporting Matches	per match		\$10.00	\$10.00
Specific Business Rates	Shooting Gallery	per quarter	per table, alley, or lane	\$5.00	\$5.00
Specific Business Rates	Billiards, Pool Tables, Bowling			\$5.00	\$5.00
Specific Business Rates	Dances	per dance		\$10.00	\$10.00
Specific Business Rates	Hotels (not more than 15 bedrooms)	per quarter		\$15.00	\$15.00
Specific Business Rates	Hotels (16-25 bedrooms)	per quarter		\$20.00	\$20.00
Specific Business Rates	Hotels (more than 25 bedrooms)	per quarter		\$2.50	\$2.50
Specific Business Rates	Rooming House (no more than 5 furnished rooms)	per quarter		\$5.00	\$5.00
Specific Business Rates	Rooming House (6-25 furnished rooms)	per quarter		\$10.00	\$10.00
Specific Business Rates	Rooming House (More than 25 furnished rooms)	per quarter		\$10.00	\$10.00
Specific Business Rates	Brokerage Business	per quarter		\$5.00	\$5.00
Specific Business Rates	Rent and Debt Collector	per quarter		\$10.00	\$10.00
Specific Business Rates	Attorneys at law	per quarter		\$10.00	\$10.00
Specific Business Rates	Physician or Surgeon	per quarter		\$10.00	\$10.00
Specific Business Rates	Dentists	per quarter		\$10.00	\$10.00
Specific Business Rates	Undertakers	per quarter		\$10.00	\$10.00
Specific Business Rates	Service Station			based upon gross sales	based upon gross sales
Specific Business Rates	Sale of Motor Vehicles	per quarter		\$100.00	\$100.00

CPI Increased Fee 01-01-2020

Finance

Fee Group	Fee Description	Unit	Notes	Original Fee 3.9%	No CPI applied to fees
Specific Business Rates	Auctions	per day		\$25.00	\$25.00
Specific Business Rates	Auctioneer for hire	per day		\$3.00	\$3.00
Specific Business Rates	Garages			based upon gross sales	based upon gross sales
Specific Business Rates	Printers	per quarter		\$10.00	\$10.00
Specific Business Rates	Handbill Distributors	per quarter		\$10.00	\$10.00
Specific Business Rates	Peddlers	per day		\$60.00	\$60.00
Specific Business Rates	Horned Toad Derby Temporary Business License	per day		\$25.00	\$25.00
Specific Business Rates	Vending of Musical Instruments	per quarter		\$25.00	\$25.00
Specific Business Rates	Pawn Shops	per quarter		\$25.00	\$25.00
Specific Business Rates	Freight Business	per quarter	per vehicle	\$5.00	\$5.00
Specific Business Rates	Barber and Beauty Shops	per quarter	per chair	\$5.00	\$5.00
Specific Business Rates	House Movers	per house		\$20.00	\$20.00
Specific Business Rates	Hospitals (for profit)	per quarter		\$7.50	\$7.50
Specific Business Rates	Hospitals (not-for-profit)		exempt		\$0.00
Specific Business Rates	Shore Repair	per quarter		\$2.50	\$2.50
Specific Business Rates	Tailoring	per quarter		\$2.50	\$2.50
Specific Business Rates	Soliciting of Pictures	per year		\$100.00	\$100.00
Specific Business Rates	Public Utility Company	per quarter		\$5.00	\$5.00
Specific Business Rates	Contractors	per year		\$50.00	\$50.00
Specific Business Rates	Gaming Establishments (gaming tables)	per quarter	per table	\$25.00	\$25.00
Specific Business Rates	Gaming Establishments (slot machines)	per quarter	per machine	\$25.00	\$25.00
Delinquent Account Fees (utilities)	Late Fee		Minimum Fee \$2.50	5% per month	5% per month
Delinquent Account Fees (utilities)	Shut-Off Notice Process Fee			\$10.00	\$10.00
Delinquent Account Fees (utilities)	Reconnection Fee During Business Hours		request before 2pm	\$60.00	\$60.00
Delinquent Account Fees (utilities)	Reconnection Fee After Business Hours		request after 2pm	\$150.00	\$150.00
Delinquent Account Fees (utilities)	Meter Tampering Fee			\$300.00	\$300.00
Delinquent Account Fees (utilities)	Unauthorized Connection Fee			\$300.00	\$300.00
Delinquent Account Fees (utilities)	Return check Fee			\$25.00	\$25.00
Delinquent Account Fees (utilities)	Missed Appointment Fee After Second Time			\$20.00	\$20.00
	Credit Card pass thru			\$2.95	\$2.95

Fire

Fee Group	Fee Description	Unit	Fee Type	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
Fire Plan Check Fees	Fire Hood / Duct Plan Check and Inspection Fee		Flat Fee	\$299.00	\$311.00	\$320.00
Fire Plan Check Fees	Fire Alarm Plan Check and Inspection (+ Device)		Flat Fee	\$358.00	\$372.00	\$383.00
Fire Plan Check Fees	Per Device		Flat Fee	\$2.00	\$2.00	\$2.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Systems		Flat Fee	\$358.00	\$372.00	\$383.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Subdivision (per model)		Flat Fee	\$239.00	\$248.00	\$256.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection - NFPA 13D Subdivision (per permit)		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Fire Sprinkler Plan Check and Inspection NFPA 13 or 13R Systems (Base Fee + Number Heads + Floor/Riser)		Flat Fee	\$437.00	\$454.00	\$468.00
Fire Plan Check Fees	Heads 1-99		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Heads 100-199		Flat Fee	\$239.00	\$248.00	\$256.00
Fire Plan Check Fees	Heads 200 or more (Each additional head over 199 + 199 Head Fee)		Flat Fee	\$0.50	\$0.52	\$0.54
Fire Plan Check Fees	Each Floor / Riser over 1 (Apartments Exempt)		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Stationary Fire Pump		Flat Fee	\$478.00	\$497.00	\$512.00
Fire Plan Check Fees	Site Plan Review		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Fire Main, 3 or less Hydrants		Flat Fee	\$239.00	\$249.00	\$257.00
Fire Plan Check Fees	Fire Main, 4 or more Hydrants (Base Fee + per hydrant		Flat Fee	\$239.00	\$249.00	\$257.00
Fire Plan Check Fees	Per Hydrant over 3		Flat Fee	\$59.00	\$62.00	\$64.00
Fire Plan Check Fees	Deferred Submittal Request		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Spray Booth / Paint Room (Not including Fire Prot) System)		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Plan Check Fees	Re-Submittal Fee (Each, after First resubmittal or After plan approval)		Flat Fee	\$119.00	\$124.00	\$128.00
Tenant Improvements (TI)	Tenant Improvements Sprinkler Plan Check - Install or Relocate 7 Heads or more		Flat Fee	\$239.00	\$249.00	\$257.00
Tenant Improvements (TI)	Tenant Improvements Sprinkler Plan Check - Install or Relocate Less than 7 Heads		Flat Fee	\$119.00	\$124.00	\$128.00
Tenant Improvements (TI)	Onsite Sprinkler or Hydrant Mains Flush and Pressure Check (Underground System)		Flat Fee	\$89.00	\$93.00	\$96.00
Tenant Improvements (TI)	Overhead System Pressure Test		Flat Fee	\$119.00	\$124.00	\$128.00
Tenant Improvements (TI)	5 Year Certification Sprinkler Test		Flat Fee	\$119.00	\$124.00	\$128.00
Tenant Improvements (TI)	US - Antifreeze System		Flat Fee	\$239.00	\$249.00	\$257.00
Tenant Improvements (TI)	US - Foam Systems		Flat Fee	\$239.00	\$249.00	\$257.00

Fire

Fee Group	Fee Description	Unit	Fee Type	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
Tenant Improvements (TI)	US - Fire Pump		Flat Fee	\$358.00	\$373.00	\$384.00
Tenant Improvements (TI)	US - Medical Gas		Flat Fee	\$239.00	\$249.00	\$257.00
Tenant Improvements (TI)	Fire Standpipe System		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Code Enforcement Inspections	Residential (first and second inspection)		Flat Fee	no charge	no charge	no charge
Fire Code Enforcement Inspections	Commercial (first and second inspection)		Flat Fee	no charge	no charge	no charge
Fire Code Enforcement Inspections	Third inspection		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (First Citation)		Penalty	\$100.00	\$104.00	\$107.00
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (Second Citation)		Penalty	\$500.00	\$520.00	\$536.00
Fire Code Enforcement Inspections	Non Compliant Citation - Fire Code, Building Code, or Municipal Code (Third Citation)		Penalty	\$1,000.00	\$1,039.00	\$1,070.00
Fire Code Enforcement Inspections	False Alarm Response (First)		Penalty	no charge	no charge	no charge
Fire Code Enforcement Inspections	False Alarm Response (Second)		Penalty	no charge	no charge	no charge
Fire Code Enforcement Inspections	False Alarm Response (Third)		Penalty	\$100.00	\$104.00	\$107.00
Fire Code Enforcement Inspections	False Alarm Response (Fourth)		Penalty	\$200.00	\$208.00	\$214.00
Fire Code Enforcement Inspections	False Alarm Response (Fifth)		Penalty	\$400.00	\$416.00	\$429.00
Fire Code Enforcement Inspections	State Mandated 850 Inspection for Licensing and Certification (per hour - 3/4 Hour minimum)		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Code Enforcement Inspections	Fire Report		Flat Fee	\$15.00	\$16.00	\$16.00
Fire Code Enforcement Inspections	Hydrant Testing, Inspect and Flow		Flat Fee	\$105.00	\$110.00	\$113.00
Fire Code Enforcement Inspections	Special Hazard Use Permit		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Code Enforcement Inspections	Tank Installation/Removal Permit		Flat Fee	\$239.00	\$249.00	\$257.00
Fire Code Enforcement Inspections	Tank Plan Review		Flat Fee	\$239.00	\$249.00	\$257.00
Fire Code Enforcement Inspections	Tents, Canopies, or Temporary Membrane Structures		Flat Fee	\$119.00	\$124.00	\$128.00
Fire Code Enforcement Inspections	Burn Permit		Flat Fee	no charge	no charge	no charge
Fire Code Enforcement Inspections	Permitted Control Burn Escape Response		Flat Fee	A/C	A/C	A/C
Fire Code Enforcement Inspections	Illegal Burn Charges		Penalty	A/C	A/C	A/C
Fire Code Enforcement Inspections	Right-of-way Clean Up		Flat Fee	A/C	A/C	A/C
Fire Code Enforcement Inspections	Fireworks Stand Permit and Inspection		Flat Fee	\$132.00	\$137.00	\$141.00
Fire Code Enforcement Inspections	Public Fireworks Display Permit		Flat Fee	\$132.00	\$137.00	\$141.00
Fire Code Enforcement Inspections	Public Fireworks Display Engine Company Standby		Flat Fee	A/C	A/C	A/C
Fire Code Enforcement Inspections	Carnivals/Fairs Permit and Inspection		Flat Fee	\$358.00	\$373.00	\$384.00
Fire Code Enforcement Inspections	Special Event: Park Booth Fire inspection		Flat Fee	\$29.00	\$31.00	\$32.00
Fire Code Enforcement Inspections	Bonfire Permit and Inspection		Flat Fee	\$119.00	\$124.00	\$128.00

CPI Increased Fee 01-01-2020

Fire

Fee Group	Fee Description	Unit	Fee Type	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
Fire Code Enforcement Inspections	Haunted Houses		Flat Fee	\$119.00	\$124.00	\$128.00
Court Appearance or Deposition	Fee for Civil Case Appearance (Actual Cost)		Flat Fee	A/C	A/C	A/C
Legal Processing Fee	Fee for Civil Case Subpoena of Records, whether records found or not (per Hour, 15 Minute Increments)		Flat Fee	\$38.00	\$40.00	\$41.00
Legal Processing Fee	Copy per page (.10)			\$0.10	\$0.10	\$0.10
Legal Processing Fee	Postage (Actual Cost)			A/C	A/C	A/C
Other Plan Check / Inspection	Per Hour		Flat Fee	\$119.00	\$124.00	\$128.00
Inspection Fee	Overtime Inspection / Review - After normal business hours (2 hour minimum)			\$179.00	\$186.00	\$192.00
Fire Code Enforcement	Citation - First Violation of Fire Code, Building Code, or Municipal Code		Penalty	\$100.00	\$104.00	\$107.00
Fire Code Enforcement	Citation - Second Violation of Fire Code, Building Code, or Municipal Code		Penalty	\$500.00	\$520.00	\$536.00
Fire Code Enforcement	Citation - Third Violation of Fire Code, Building Code, or Municipal Code		Penalty	\$1,000.00	\$1,039.00	\$1,070.00
File Search	Providing Research, Etc (30 Minute Minimum)		Flat Fee	\$38.00	\$40.00	\$41.00
File Search	Copy per page (.10)			\$0.10	\$0.10	\$0.10

Cannabis

Fee Description	Unit	Notes	CPI Increased Fee	
			Original Fee	2020
Live Scan Processing			\$453.00	\$485.00
Live Scan Processing Renewal			\$303.00	\$325.00
Pre-Application			\$503.00	\$539.00
Regulatory Permit Application			\$2,055.00	\$2,200.00
Employee Permit			\$490.00	\$524.00
Annual Regulatory Permit Renewal			\$382.00	\$409.00
Indoor Cultivation (Up to 5,000 S/F Canopy)			\$45,522.00	\$48,729.00
Indoor Cultivation (5,001 - 10,000 S/F Canopy)			\$49,920.00	\$53,437.00
Indoor Cultivation (10,001 - 22,000 S/F Canopy)			\$54,307.00	\$58,133.00
Manufacturing (nonvolatile)			\$61,758.00	\$66,110.00
Manufacturing (volatile)			\$64,242.00	\$68,768.00
Testing Laboratory			\$11,798.00	\$12,629.00
Distributor			\$11,012.00	\$11,787.00
Nursery			\$45,533.00	\$48,741.00
Penalties on or after 1/15			5%	5%
Penalties on or after 2/1			10%	10%
Penalties on or after 3/1			25%	25%
Combined Licenses (Fee Reduction)			10%	10%
Combined Licenses (Fee Reduction)			15%	15%
Employee Transfer			\$60.00	\$64.00
Retailer Permit			\$53,532.00	\$57,304.00

Planning

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
	Determination of Unspecified Uses		Deposit, plus A/C	\$615.00	\$639.00	\$658.00
	Zone Text Amendments		Deposit, plus A/C	\$1,258.00	\$1,307.00	\$1,347.00
	Re-Zoning		Deposit, plus A/C	\$1,969.00	\$2,047.00	\$2,109.00
	Conditional Use Permit		Deposit, plus A/C	\$1,767.00	\$1,836.00	\$1,892.00
	Home Occupation Permits		Deposit, plus A/C	\$110.00	\$115.00	\$118.00
	Variance		Deposit, plus A/C	\$516.00	\$537.00	\$553.00
	Modification/Revocation of Conditional Use Permit/Variance		Deposit, plus A/C	\$1,220.00	\$1,268.00	\$1,306.00
	Minor Deviations to Ordinance/Standards		Deposit, plus A/C	\$279.00	\$290.00	\$299.00
	Site Plan Review		Deposit, plus A/C	\$1,227.00	\$1,276.00	\$1,315.00
	Tentative Subdivision Map		Deposit, plus A/C	\$1,465.00	\$1,522.00	\$1,568.00
	Revised Tentative Subdivision Map		Deposit, plus A/C	\$1,039.00	\$1,080.00	\$1,113.00
	Final Map		Deposit, plus A/C	\$696.00	\$724.00	\$746.00
	Revised Final Map		Deposit, plus A/C	\$390.00	\$405.00	\$417.00
	Tentative Parcel Map		Deposit, plus A/C	\$1,032.00	\$1,073.00	\$1,105.00
	Revision to Acreage Map		Deposit, plus A/C	\$318.00	\$331.00	\$341.00
	Parcel Map Waiver		Deposit, plus A/C	\$486.00	\$505.00	\$520.00
	Lot Line Adjustment		Deposit, plus A/C	\$390.00	\$406.00	\$418.00
	Certificate of Compliance		Deposit, plus A/C	\$177.00	\$185.00	\$191.00
	General Plan Amendments		Deposit, plus A/C	\$1,930.00	\$2,005.00	\$2,066.00
	Annexation		Deposit, plus A/C	\$2,522.00	\$2,621.00	\$2,700.00
	Appeal Decision of Planning Director		Deposit, plus A/C	\$259.00	\$269.00	\$277.00
	Temporary Use Permit		Deposit, plus A/C	\$197.00	\$205.00	\$211.00
	Sign Permit			\$78.00	\$82.00	\$84.00
	General Plan Colored Map			\$21.00	\$23.00	\$24.00
	Contract Environmental Documentation & Master Plans		of Contract Amount	24%	24%	24%
	Zoning Map			\$13.00	\$14.00	\$14.00
	Environmental Documents - Public Review			\$26.00	\$27.00	\$28.00
	City standards and Specifications			\$13.00	\$14.00	\$14.00
	Misc. Copies		per page	\$0.25	\$0.26	\$0.27
	Non-Conforming Use Letter			\$132.00	\$138.00	\$142.00
Improvement Engineering, Plan Checking and Construction Inspection Fees.	First \$70,000 of estimated improvement fees		6% fee	6%	6%	6%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Next \$430,000 of estimated improvement cost		3 1/2% fee	4%	4%	4%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Next \$500,000 of estimated improvement cost		2% fee	2%	2%	2%
Improvement Engineering, Plan Checking and Construction Inspection Fees.	Over \$1,000,000 of estimated improvement cost		1% fee	1%	1%	1%

Planning

Fee Group	Fee Description	Unit	Notes	Original Fee	CPI Increased Fee 2019 3.9%	CPI Increased Fee 2020 3.0%
	Zoning Certification	per hour	Reimbursed at hourly rate	\$68.00	\$71.00	\$73.00
	Environmental Review (Notice of Exemption)			\$136.00	\$142.00	\$146.00
	Environmental Review (ND/MND/EIR)			\$646.00	\$672.00	\$692.00
	Environmental Review (ND/MND/EIR) Contract Administrative Fee		15% of Contract	15%	15%	15%
	Master Sign Permit			\$248.00	\$258.00	\$266.00
	Second Residential Unit			\$130.00	\$135.00	\$139.00
	Landscape Plan Check		15% of Contract Cost	\$100.00	\$104.00	\$107.00
	Development Agreements		Plus Actual Cost	\$493.00	\$513.00	\$529.00
	Revised Parcel Map		Plus Actual Cost	\$562.00	\$585.00	\$603.00
	Residential Plot Plan Review			\$41.00	\$43.00	\$44.00
	Administrative Site Plan Review		Plus Actual Cost	\$493.00	\$513.00	\$529.00
	General Plan Conformity Finding			\$248.00	\$258.00	\$266.00
	Density Bonus			\$137.00	\$143.00	\$147.00
	Tentative Subdivision Map (Condominium)		Plus Actual Cost	\$1,223.00	\$1,272.00	\$1,311.00

Notes:

Deposits determined by department based on scope of work

Police

Fee Group	Fee Description	Unit	Fee Type	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
	Vehicle Release			\$44.00	\$46.00	\$47.00
	Clearance Letter			\$48.00	\$50.00	\$52.00
	Repo Administrative Fee			\$26.00	\$27.00	\$28.00
	Fingerprints			\$15.00	\$16.00	\$16.00
	Copy of Citation			\$26.00	\$27.00	\$28.00
	DUI Recovery			\$102.00	\$106.00	\$109.00
	Copy of Report			\$48.00	\$50.00	\$52.00
	Bicycle License Renewal			\$1.00	\$1.00	\$1.00
	Bicycle License 3 Years			\$5.00	\$5.00	\$5.00
	Copy of Report			\$48.00	\$50.00	\$52.00
	Copy of Photos			\$53.00	\$55.00	\$57.00
	DOJ Livescan Fee		Flat Fee	\$26.00	\$27.00	\$28.00
	DOJ & FBI Livescan Fee			\$26.00	\$27.00	\$28.00
	Other Livescan Fees			\$26.00	\$27.00	\$28.00
	Livescan Rolling Fee			\$26.00	\$27.00	\$28.00
	CCW Permit			\$85.00	\$88.00	\$91.00
	CCW Renewal & Additions			\$85.00	\$88.00	\$91.00
Code Enforcement	Abatement Administrative Fee		Flat Fee	\$144.00	\$150.00	\$155.00
Animals	Redemption Fee: Spayed/Neutered/Microchipped			\$10.00	\$10.00	\$10.00
Animals	Redemption Fee: Sprayed/Neutered			\$12.00	\$12.00	\$12.00
Animals	Redemption Fee: Unfixed			\$35.00	\$35.00	\$35.00
Animals	Redemption Fee: Un-License Animal			\$12.50	\$12.50	\$12.50
Animals	Pick-up Fee			\$15.00	\$15.00	\$15.00
Animals	Cat Trap Rental (with signed Rental Agreement for each rental)			\$2.50	\$2.50	\$2.50
Animals	Animal License Fee: Spayed/Neutered/Microchipped			\$10.00	\$10.00	\$10.00
Animals	Animal License Fee: Sprayed/Neutered			\$12.00	\$12.00	\$12.00
Animals	Animal License Fee: Unfixed			\$35.00	\$35.00	\$35.00
Animals	Dog License Fee (un-spayed or un-neutered)			\$12.50	\$12.50	\$12.50
Animals	Dog License Fee (spayed or neutered)			\$6.25	\$6.25	\$6.25
Animals	Boarding Fees per day (Dog)			\$5.00	\$5.00	\$5.00
Animals	Boarding Fees per day (Cat)			\$3.50	\$3.50	\$3.50

CPI Increased Fee 01-01-2020

Police

Fee Group	Fee Description	Unit	Fee Type	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
Animals	Adoption Fee (Dog)			\$9.00	\$9.00	\$9.00
Animals	Adoption Fee (Cat)			\$4.50	\$4.50	\$4.50
Animals	Replace Tags			\$2.00	\$2.00	\$2.00
Animals	Euthanasia Fee			\$30.00	\$30.00	\$30.00
Animals	Second Time Redemption Fee: Spayed/Neutered/Microchipped			\$25.00	\$25.00	\$25.00
Animals	Second Time Redemption Fee: Sprayed/Neutered			\$30.00	\$30.00	\$30.00
Animals	Second Time Redemption Fee: Unfixed			\$50.00	\$50.00	\$50.00
Animals	Third Time Redemption Fee: Spayed/Neutered/Microchipped			\$50.00	\$50.00	\$50.00
Animals	Third Time Redemption Fee: Sprayed/Neutered			\$55.00	\$55.00	\$55.00
Animals	Third Time Redemption Fee: Unfixed			\$75.00	\$75.00	\$75.00

Public Works

Fee Group	Fee Description	Unit	Notes	CPI Increased Fee		
				Original Fee	2019 3.9%	2020 3.0%
Public Works	Downtown Banner Installation Fee	per banner	Bucket truck and two workers needed for installation	\$115.00	\$119.00	\$124.00
Public Works	Special Request Waiver Form - Residential Event	per form	Usually only 2 locations to block off or up to 10 barricades	\$115.00	\$119.00	\$124.00
	Special Request Waiver Form - Organization/Group Sponsor Event	per form	4 locations to block off or up to 30 barricades	\$230.00	\$239.00	\$248.00
Building Permit Issuance Fees	Encroachment Permit			\$66.00	\$69.00	\$72.00

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

Subject: Sales Tax Update for 3rd Quarter 2019 for July through September 2019
Meeting Date: February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Jasmin Bains, Financial Services Director

I. RECOMMENDATION:

Staff has no recommendation. This is an informational item only.

II. BACKGROUND:

III. DISCUSSION:

Coalinga's sales activity from July through September was 1% below that of the third sales period in 2018. Cash receipts for the same period were 10% less than at this time last year when late payments were being received following delays caused by the state's tax filing system.

The state requires discretion when addressing sales tax activity to protect taxpayer confidentiality. As a result, nothing that would reveal the activity for a specific taxpayer can be discussed. At times this will mean that the results for an entire group of businesses may not be addressed if a single business dominates that group's results.

Much of this period's activity was influenced by a decline in sales by a variety of taxpayers who appear to be operating under contract with one or more entities. Meanwhile, fuel sales volumes were mixed but mostly lower, which is similar to trends found around the state.

Measure J, the City's 1% local use tax generated \$465,349 in its second quarter since inception. Sales of petroleum products, including equipment for wellhead production along with capital investments made by local businesses generated the largest volume of receipts this period.

Net of adjustments, taxable sales for the entire San Joaquin Valley were up 4.4%.

IV. ALTERNATIVES:

V. FISCAL IMPACT:

ATTACHMENTS:

File Name	Description
□ 2019-3.pdf	Sales Tax Updated 3rd Quarter 2019

Q3 2019



City of Coalinga Sales Tax *Update*

Fourth Quarter Receipts for Third Quarter Sales (July - September 2019)

Coalinga In Brief

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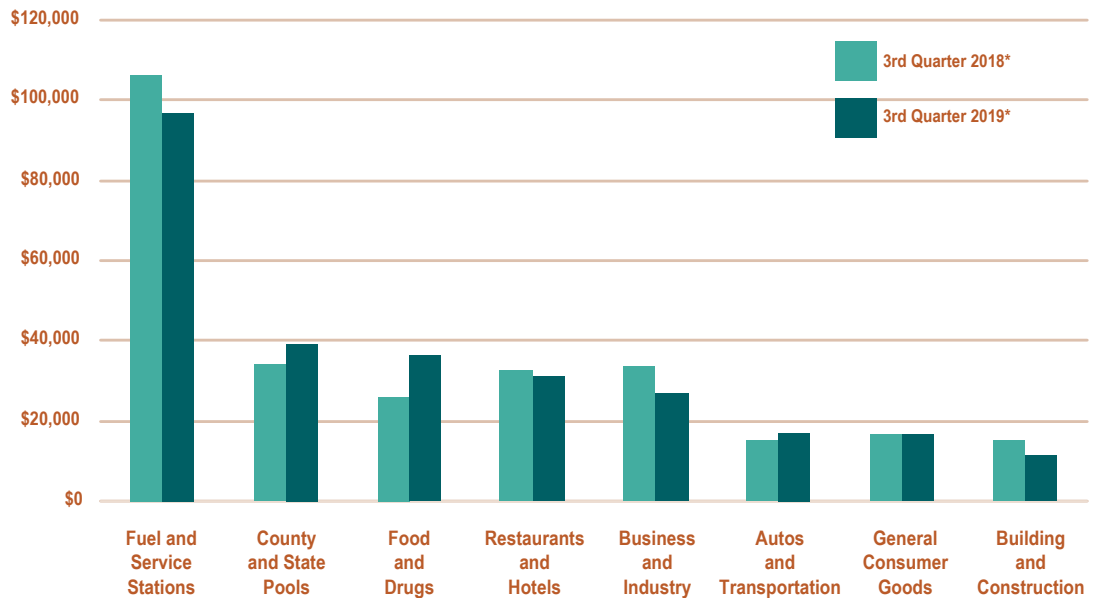
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SALES TAX BY MAJOR BUSINESS GROUP



**Allocation aberrations have been adjusted to reflect sales activity*

TOP 25 PRODUCERS

IN ALPHABETICAL ORDER

AutoZone	Fatte Alberts Pizza
Beacon Valley Food Mart	Green Leaf AG
Big 5	Have a Heart
Billingsley Tire Service	Ice Bucket Chevron
Burger King	Jiffy Food
California Water Services	McDonald's
Coalinga Fastrip Food Store	O'Reilly Auto Parts
Coalinga Hardware	Rite Aid
Dollar General	Save Mart
Endurance Lift Solutions	State Foods Coalinga
Fastrip Mini Mart	Taco Bell
	Triple J Ready Mix
	Walgreens
	West Hills Oil

REVENUE COMPARISON

One Quarter – Fiscal Year To Date (Q3)

	2018-19	2019-20
Point-of-Sale	\$289,132	\$258,730
County Pool	39,770	37,214
State Pool	149	101
Gross Receipts	\$329,051	\$296,046
Cty/Cnty Share	(16,453)	(14,802)
Net Receipts	\$312,598	\$281,243
Measure J	\$0	\$466,669

Statewide Results

The local one-cent share of statewide sales and use tax from sales occurring July through September was 2.2% higher than the summer quarter of 2018 after adjusting for accounting anomalies.

The bulk of the increase came from the countywide use tax allocation pools and is due to the acceleration in online shopping where a large volume of the orders are shipped from out-of-state.

Online shopping also produced gains in the business-industrial group with in-state industrial zoned logistics centers filling orders previously taken by brick and mortar retailers. Purchases to support healthcare, food processing, logistics/warehouse operations and information/data technology also helped offset declines in other business-related categories.

With the exception of some discount and value-oriented retail, most categories of general consumer goods were down. New cannabis related start-ups offset declines in the food and drug group while a softening in building-construction receipts was consistent with recent declines in the volume and value of new building permit issuances.

Overall growth in restaurant receipts continued to soften with a shift toward lower cost dining establishments and takeout meal options. Reports of labor shortages and the impact of homelessness on customer traffic in metropolitan areas were reportedly factors in the decline in tax revenues from higher price, fine dining establishments.

Despite a slight uptick in used auto and auto lease receipts, the auto related group was significantly down due to a drop in new car and RV sales. Previously propped up by a 23% subprime rated customer base and six- and seven-year financing, loan delinquencies have recently surged back to levels last seen in 2009.

Additional Tax Districts Approved

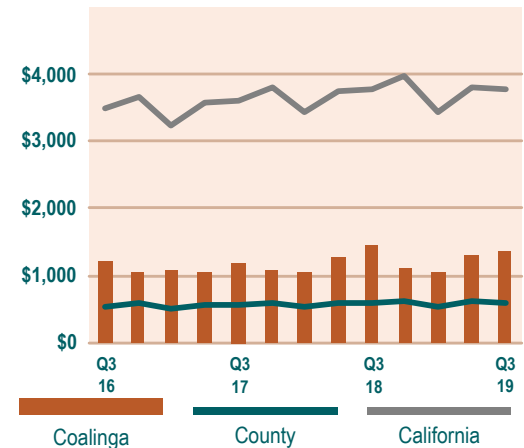
Voters approved eight of the nine sales

tax measures on the November 2019 ballot adding six new districts and extending two others.

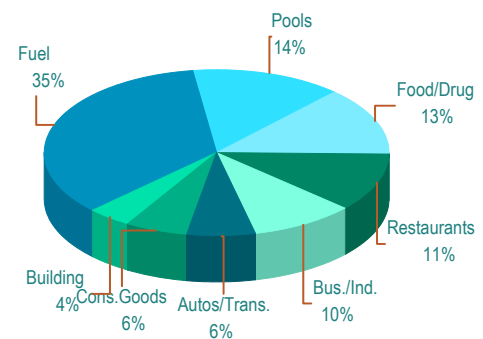
This brings the total number of local transactions and use tax districts (TUT's) to 325 with 62 that are levied countywide and 263 imposed by individual cities. The number of local districts have close to tripled over the last decade as agencies deal with rising costs and service needs. TUT's have been a favorable option as visitors contribute to the tax and a collection system is already in place that minimizes administrative and monitoring costs.

California's basic rule is that the rate for all local TUT's combined, shall not exceed 2.0% or a total of 9.25% including the state levy. However, the state legislature has authorized higher caps in some jurisdictions with the highest voter-approved, combined state/local rate now at 10.5%.

Thirty-five or more additional local TUT measures are currently being considered for the March 2020 ballot.

SALES PER CAPITA*

*Allocation aberrations have been adjusted to reflect sales activity

REVENUE BY BUSINESS GROUP
Coalinga This Quarter*

*Allocation aberrations have been adjusted to reflect sales activity

COALINGA TOP 15 BUSINESS TYPES**

Business Type	Coalinga		County	HdL State
	Q3 '19	Change	Change	Change
Automotive Supply Stores	— CONFIDENTIAL —		5.9%	3.7%
Building Materials	— CONFIDENTIAL —		-5.1%	0.1%
Cannabis Related	— CONFIDENTIAL —		na	38.1%
Casual Dining	5,187	-23.1%	6.0%	2.3%
Contractors	— CONFIDENTIAL —		18.9%	2.6%
Convenience Stores/Liquor	— CONFIDENTIAL —		9.5%	1.0%
Drug Stores	— CONFIDENTIAL —		0.4%	-1.2%
Energy/Utilities	— CONFIDENTIAL —		-17.4%	-6.2%
Fast-Casual Restaurants	— CONFIDENTIAL —		-2.3%	5.1%
Garden/Agricultural Supplies	— CONFIDENTIAL —		-35.5%	4.5%
Grocery Stores	13,666	7.3%	6.2%	1.7%
Petroleum Prod/Equipment	— CONFIDENTIAL —		-11.7%	-3.5%
Quick-Service Restaurants	22,104	0.3%	4.6%	2.6%
Service Stations	43,960	-3.6%	-4.3%	-1.5%
Variety Stores	— CONFIDENTIAL —		5.1%	3.4%
Total All Accounts	237,698	-3.2%	3.9%	0.3%
County & State Pool Allocation	39,087	15.4%	17.3%	14.9%
Gross Receipts	276,785	-1.0%	10.0%	2.3%

** Accounting aberrations such as late payments, fund transfers, and audit adjustments have been adjusted to reflect the quarter in which the sales occurred.

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

Subject: Approval of Amended Gimme Love Contract
Meeting Date: February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Darren Blevins, Chief of Police

I. RECOMMENDATION:

Staff recommends Council approve changes to the Gimme Love contract.

II. BACKGROUND:

The initial contract has language in it that was not caught by either side until recently. The Police Chief feels uncomfortable in having Gimme Love staff enforce animal laws and issue citations due to their staff not having the proper training nor the authority to issue citations.

III. DISCUSSION:

Section B - **Limits of Authority**- states "Under Section 6-1.37 (a) the police department under the direction of the City Manager shall supervise and shall have charge of the City's animal shelter, employees and facilities. Under this authority the police department shall issue special commissions and other legal authority to properly deputize and invest with authority the qualified agents of Gimme Love. Such authority shall be limited to the enforcement of the CITY Code rules and regulations, and in accordance with all provisions of state law.

The Chief of Police requests to keep all enforcement actions with his department or those assigned by the City Manager that are employed by the city.

Staff also recommends the Council allow Gimme Love to use the internet service that is already ran to the shelter. The police department is paying for this service out of its budget to be able to monitor the shelter via video cameras that are in the building. There is no added cost for Gimme Love to use the internet service.


IV. ALTERNATIVES:

Council can decide not to approve the changes.

V. FISCAL IMPACT:

There is no fiscal impact. Funds for the internet service is already in the police department's current budget.

ATTACHMENTS:

File Name	Description
 GIMME_LOVE_ANIMAL_SHELTER_SERVICES_AGR_070119-063022.pdf	Current Gimme Love Contract

**GIMME LOVE ANIMAL SHELTER AND CITY OF COALINGA
SHELTER SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into as of the 16th day of May 2019, by and between the City of CITY OF COALINGA, referred to hereinafter as “CITY” and the Gimme Love Animal Shelter, referred hereafter as “Gimme Love”.

WITNESSETH.

WHEREAS, the CITY has a need for Animal Shelter Services,

WHEREAS, the CITY may enter into written agreements under Municipal Code Section 6-1.37 (b), with any veterinarian or any organized humane society or association, which will undertake to carry out the provisions of this chapter and maintain and operate an animal shelter, and which will license, take up, impound and dispose of animals.

WHEREAS, GIMME LOVE is able and desires to provide Animal Shelter Services,

NOW, THEREFORE, it is agreed as follows:

- A. This Agreement shall take effect on the July 1, 2019 and shall remain in full force and effect for a period of three year, ending on June 30, 2022, unless terminated earlier, as provided herein. This agreement may be extended for a two-year term if agreed upon by both parties and established in writing.

B. Limits of Authority

1. In performing the services required under this Agreement, Gimme Love shall comply with all applicable federal, state, county, and city statutes, ordinances and regulations.
2. Under Section 6-1.37 (a) the police department under the direction of the City Manager shall supervise and shall have charge of the City’s animal shelter, employees and facilities. Under this authority the police department shall issue special commissions and other legal authority to properly deputize and invest with authority the qualified agents of Gimme Love. Such authority shall be limited to the enforcement of the CITY Code rules and regulations, and in accordance with all provisions of state law.

C. Shelter Operations

1. Business Hours will be Monday – Friday as established by Gimme Love.
2. Gimme Love will train employees and shall not discriminate or allow discrimination against any person or class of persons by reason of race,

color, sex, religion, ancestry, disability, marital status, or national origin in any manner prohibited by federal and state statutes.

3. After hours calls for service which pertain to sick, injured or vicious animals will be handled within a timely manner. Calls for service which pertain to dead animals that are creating a public nuisance or are hazardous to citizens, will be handled within a timely manner the same day. All other calls will be filed and held until the next business day.

D. Services to be Performed

1. Provide shelter services for dogs and cats.

E. Standards of Services

1. Gimme Love will lease the Animal Shelter located at 150 W. Elm, Coalinga, CA from City for \$1.00 per year.
2. Gimme Love will use its existing facility to house any and all cats.
3. Gimme Love will use the Animal Shelter located at 150 W. Elm, Coalinga, CA to house any and all dogs.
4. Gimme Love shall purchase the existing City Animal Control Van and its contents from City for \$1.00.

F. Release, Hold Harmless and Indemnification Agreement

Gimme Love agrees to indemnify, defend and hold harmless the CITY and its officials, officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs or damages, direct or indirect, and any and all attorneys fees and other expenses which CITY or its officials, officers, employees, agents or volunteers may sustain or incur as a consequence of or anyway related to Gimme Love, or its employees, agents and subcontractor's performance of the Services and Gimme Love responsibilities and obligations to be performed under this Agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this Agreement. This indemnification shall survive the termination of this Agreement.

G. Insurance

1. Workers Compensation Coverage. Gimme Love shall maintain Worker's Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Gimme Love shall require each subcontractor to similarly maintain worker's compensation insurance and employer's liability insurance in accordance with the laws of the State of California for all of subcontractor's employees. The insurer shall agree to waive all rights of subrogation against City, its officials, officers, agents, employees and volunteers for losses arising from work performed by Gimme Love for City.

2. General Liability Coverage. Gimme Love shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit identified in this paragraph.
3. Automobile Liability Coverage. Gimme Love shall maintain automobile liability insurance covering bodily injury and property damage for all activities of Gimme Love arising out of or in connection with the Services to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Umbrella Coverage. In addition to commercial general liability and automobile liability policies required above, Gimme Love will also maintain umbrella liability coverage that supplements such commercial general liability and automobile liability policies in an amount of not less than five million dollars (\$5,000,000) per occurrence. Such umbrella policy will be as broad as Gimme Love commercial general liability and automobile policies.
5. Endorsements. Each general liability and automobile, and umbrella liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and which are licensed to conduct business in California, and shall be endorsed with the following specific language:
 - a. The CITY, its elected or appointed officers, officials, employees, agents and volunteers shall be covered as additional insured on all such policies of insurance with respect to liability arising out of services performed by or on behalf of Gimme Love.
 - b. These policies of insurance shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with the policies of insurance obtained by Gimme Love.
 - c. These policies of insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - d. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or volunteers.

- e. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents or volunteers.
 - f. The insurance provided by these policies shall not be suspended, voided, canceled, modified or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.
 - g. The general liability insurance coverage shall be at least as broad as Insurance Services Office commercial general liability coverage (occurrence form CG0001). The automobile liability insurance coverage shall be at least as broad as Insurance Services Office form number CA 0001 Code 1 (any auto).
6. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, Gimme Love shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
7. Certificate of Insurance. Gimme Love shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on the date of execution of this Agreement by Gimme Love. Current certification of insurance shall be kept on file with the CITY at all times during this Agreement.

H. Contract not Assignable

Gimme Love shall not have the right, authority, or power to sell, mortgage, or assign this Agreement or the powers granted to it, or any interest therein, for any purpose whatsoever without the prior written permission of the CITY, which may be withheld in the CITY's sole discretion.

I. Gimme Love Independent Capacity

Gimme Love, its officers, employees, agents, and volunteers shall act as independent contractors during the term of this Agreement and not as officers, employees, agents or volunteers of CITY. All Animal Control Officers shall remain the employees of Gimme Love, and Gimme Love shall be responsible for compensating the Animal Control Officers and for making the appropriate compensation withholdings.

J. Method of Payment

As consideration for Gimme Love carrying out the obligations and responsibilities required under this Agreement, the CITY agrees to compensate Gimme Love as follows:

1. CITY shall pay the annual sum of Ten Thousand Dollars (\$10,000.00), payable in one lump sum on or about July 1 annually.
2. City shall pay a one-time Infrastructure Upgrade payment of Ten Thousand Dollars (\$10,000.00) due within ten business days of approval of the Agreement by the governing bodies of both the CITY and Gimme Love for necessary shelter upgrades for the Animal Shelter located at 150 W. Elm, Coalinga, CA.
3. City shall pay all utilities (water, natural gas, sewer, garbage, recycling, and electricity) for the animal shelter used to house dogs at 150 W. Elm, Coalinga, CA, up to \$2,500 per fiscal year.
4. City shall pay \$1,800 monthly for services rendered to the City for animal pick up.

K. Obligations

Gimme Love shall provide CITY with monthly billing invoices, which shall be payable within thirty (30) calendar days of the City's receipt of each invoice.

L. Default

If either party to this Agreement defaults on any of the terms, conditions or obligations of this Agreement, then the non-defaulting party shall give written notice of default to the defaulting party stating the nature of the default. If the defaulting party fails to remedy or commences to remedy any such default within thirty (30) calendar days after the date the non-defaulting party was given such written notice of default, the non-defaulting party shall have the right to terminate this Agreement by giving the defaulting party thirty (30) calendar days prior written notice specifying the effective date of such termination.

M. Termination of Agreement

Either party may terminate this Agreement, without cause upon giving ninety (90) days written notice to the other party.

N. Notices

Any notice to be given in accordance with the provisions of this Agreement shall be in writing and shall be served either by personal delivery or by first class mail, postage prepaid and addressed to the following:

CITY:

City of Coalinga
Attn: Marissa Trejo, City Manager
155 W. Durian Ave
Coalinga, CA 93210

Gimme Love:

Gimme Love Animal Shelter
Attn: George and Lori Anderson
70946 W. Hwy 198
Coalinga, CA 93210

Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

O. Binding Arbitration

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules including the Optional Rules for Emergency Measures of Protection, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The party prevailing in arbitration shall be entitled to its attorneys' fees and costs.

P. Entire Agreement

This Agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this Agreement, and it supersedes and replaces any and all prior contemporaneous agreements and understandings, oral or written, between the parties hereto with respect to the operation of the animal shelter. This Agreement may be modified or changed only in writing, fully executed by the parties hereto.

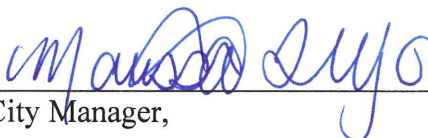
Q. Governing Law and Partial Invalidity

This Agreement shall be governed by the laws of the State of California. If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force.

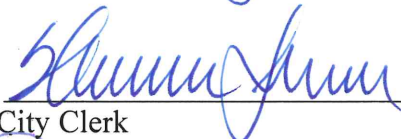
R. Effect of Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.




City Manager, _____ Date

ATTEST: 

City Clerk _____ Date



[NAME] _____ Date



[NAME] _____ Date

**GIMME LOVE ANIMAL SHELTER AND CITY OF COALINGA
SHELTER SERVICES AGREEMENT**

THIS AGREEMENT is made and entered into as of the 16th day of May 2019, by and between the City of CITY OF COALINGA, referred to hereinafter as "CITY" and the Gimme Love Animal Shelter, referred hereafter as "Gimme Love".

WITNESSETH.

WHEREAS, the CITY has a need for Animal Shelter Services,

WHEREAS, the CITY may enter into written agreements under Municipal Code Section 6-1.37 (b), with any veterinarian or any organized humane society or association, which will undertake to carry out the provisions of this chapter and maintain and operate an animal shelter, and which will license, take up, impound and dispose of animals.

WHEREAS, GIMME LOVE is able and desires to provide Animal Shelter Services,

NOW, THEREFORE, it is agreed as follows:

- A.** This Agreement shall take effect on the July 1, 2019 and shall remain in full force and effect for a period of three year, ending on June 30, 2022, unless terminated earlier, as provided herein. This agreement may be extended for a two-year term if agreed upon by both parties and established in writing.

B. Limits of Authority

1. In performing the services required under this Agreement, Gimme Love shall comply with all applicable federal, state, county, and city statutes, ordinances and regulations.

C. Shelter Operations

1. Business Hours will be Monday – Friday as established by Gimme Love.
2. Gimme Love will train employees and shall not discriminate or allow discrimination against any person or class of persons by reason of race, color, sex, religion, ancestry, disability, marital status, or national origin in any manner prohibited by federal and state statutes.
3. After hours calls for service which pertain to sick, injured or vicious animals deemed vicious by the police department will be handled within a timely manner. Calls for service which pertain to dead animals that are creating a public nuisance or are hazardous to citizens, will be handled within a timely manner the same day. All other calls will be filed and held until the next business day.

D. Services to be Performed

1. Provide shelter services for dogs and cats.

E. Standards of Services

1. Gimme Love will lease the Animal Shelter located at 150 W. Elm, Coalinga, CA from City for \$1.00 per year.
2. Gimme Love will use its existing facility to house any and all cats unless full.
3. Gimme Love will use the Animal Shelter located at 150 W. Elm, Coalinga, CA to house any and all dogs.
4. Gimme Love shall purchase the existing City Animal Control Van and its contents from City for \$1.00.
5. The City will provide internet service to the building for use by Gimme Love staff.

F. Release, Hold Harmless and Indemnification Agreement

Gimme Love agrees to indemnify, defend and hold harmless the CITY and its officials, officers, employees, agents and volunteers from and against all claims, demands, actions, injuries, liabilities, losses, costs or damages, direct or indirect, and any and all attorneys fees and other expenses which CITY or its officials, officers, employees, agents or volunteers may sustain or incur as a consequence of or anyway related to Gimme Love, or its employees, agents and subcontractor's performance of the Services and Gimme Love responsibilities and obligations to be performed under this Agreement or its failure to perform or comply with any of its obligations or responsibilities contained in this Agreement. This indemnification shall survive the termination of this Agreement.

G. Insurance

1. Workers Compensation Coverage. Gimme Love shall maintain Worker's Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Gimme Love shall require each subcontractor to similarly maintain worker's compensation insurance and employer's liability insurance in accordance with the laws of the State of California for all of subcontractor's employees. The insurer shall agree to waive all rights of subrogation against City, its officials, officers, agents, employees and volunteers for losses arising from work performed by Gimme Love for City.
2. General Liability Coverage. Gimme Love shall maintain commercial general liability insurance in an amount not less than one million dollars (\$1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with

a general aggregate limit is used, either the general aggregate limit shall apply separately to the Services to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit identified in this paragraph.

3. Automobile Liability Coverage. Gimme Love shall maintain automobile liability insurance covering bodily injury and property damage for all activities of Gimme Love arising out of or in connection with the Services to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars (\$1,000,000) combined single limit for each occurrence.
4. Umbrella Coverage. In addition to commercial general liability and automobile liability policies required above, Gimme Love will also maintain umbrella liability coverage that supplements such commercial general liability and automobile liability policies in an amount of not less than five million dollars (\$5,000,000) per occurrence. Such umbrella policy will be as broad as Gimme Love commercial general liability and automobile policies.
5. Endorsements. Each general liability and automobile, and umbrella liability insurance policy shall be with insurers possessing a Best's rating of no less than A:VII and which are licensed to conduct business in California, and shall be endorsed with the following specific language:
 - a. The CITY, its elected or appointed officers, officials, employees, agents and volunteers shall be covered as additional insured on all such policies of insurance with respect to liability arising out of services performed by or on behalf of Gimme Love.
 - b. These policies of insurance shall be considered primary insurance as respects the CITY, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by the CITY, including any self-insured retention the CITY may have, shall be considered excess insurance only and shall not contribute with the policies of insurance obtained by Gimme Love.
 - c. These policies of insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring company.
 - d. The insurer waives all rights of subrogation against the CITY, its elected or appointed officers, officials, employees, or volunteers.
 - e. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its elected or appointed officers, officials, employees, agents or volunteers.
 - f. The insurance provided by these policies shall not be suspended, voided, canceled, modified or reduced in coverage or in limits except after thirty (30) days written notice has been received by the CITY.

- g. The general liability insurance coverage shall be at least as broad as Insurance Services Office commercial general liability coverage (occurrence form CG0001). The automobile liability insurance coverage shall be at least as broad as Insurance Services Office form number CA 0001 Code 1 (any auto).
- 6. Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the CITY's option, Gimme Love shall demonstrate financial capability for payment of such deductibles or self-insured retentions.
- 7. Certificate of Insurance. Gimme Love shall provide certificates of insurance with original endorsements to the CITY as evidence of the insurance coverage required herein. Certificates of such insurance shall be filed with the CITY on the date of execution of this Agreement by Gimme Love. Current certification of insurance shall be kept on file with the CITY at all times during this Agreement.

H. Contract not Assignable

Gimme Love shall not have the right, authority, or power to sell, mortgage, or assign this Agreement or the powers granted to it, or any interest therein, for any purpose whatsoever without the prior written permission of the CITY, which may be withheld in the CITY's sole discretion.

I. Gimme Love Independent Capacity

Gimme Love, its officers, employees, agents, and volunteers shall act as independent contractors during the term of this Agreement and not as officers, employees, agents or volunteers of CITY.

J. Method of Payment

As consideration for Gimme Love carrying out the obligations and responsibilities required under this Agreement, the CITY agrees to compensate Gimme Love as follows:

1. CITY shall pay the annual sum of Ten Thousand Dollars (\$10,000.00), payable in one lump sum on or about July 1 annually.
2. City shall pay a one-time Infrastructure Upgrade payment of Ten Thousand Dollars (\$10,000.00) due within ten business days of approval of the Agreement by the governing bodies of both the CITY and Gimme Love for necessary shelter upgrades for the Animal Shelter located at 150 W. Elm, Coalinga, CA.
3. City shall pay all utilities (water, natural gas, sewer, garbage, recycling, and electricity) for the animal shelter used to house dogs at 150 W. Elm, Coalinga, CA, up to \$2,500 per fiscal year.
4. City shall pay \$1,800 monthly for services rendered to the City for animal pick up.

K. Obligations

Gimme Love shall provide CITY with monthly billing invoices, which shall be payable within thirty (30) calendar days of the City's receipt of each invoice.

L. Default

If either party to this Agreement defaults on any of the terms, conditions or obligations of this Agreement, then the non-defaulting party shall give written notice of default to the defaulting party stating the nature of the default. If the defaulting party fails to remedy or commences to remedy any such default within thirty (30) calendar days after the date the non-defaulting party was given such written notice of default, the non-defaulting party shall have the right to terminate this Agreement by giving the defaulting party thirty (30) calendar days prior written notice specifying the effective date of such termination.

M. Termination of Agreement

Either party may terminate this Agreement, without cause upon giving ninety (90) days written notice to the other party.

N. Notices

Any notice to be given in accordance with the provisions of this Agreement shall be in writing and shall be served either by personal delivery or by first class mail, postage prepaid and addressed to the following:

CITY:

City of Coalinga
Attn: Marissa Trejo, City Manager
155 W. Durian Ave
Coalinga, CA 93210

Gimme Love:

Gimme Love Animal Shelter
Attn: George and Lori Anderson
70946 W. Hwy 198
Coalinga, CA 93210

Notices delivered personally shall be deemed communicated as of the date of actual receipt; mailed notices shall be deemed communicated as of the date of mailing.

O. Binding Arbitration

Any controversy or claim arising out of or relating to this contract, or the breach thereof, shall be settled by arbitration administered by the American Arbitration Association in accordance with its Commercial Arbitration Rules including the Optional Rules for Emergency Measures of Protection, and judgment on the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof. The party prevailing in arbitration shall be entitled to its attorneys' fees and costs.

P. Entire Agreement

This Agreement is intended by the parties hereto as the final and exclusive expression of the provisions contained in this Agreement, and it supersedes and replaces any and all prior contemporaneous agreements and understandings, oral or written, between the parties hereto with respect to the operation of the animal shelter. This Agreement may be modified or changed only in writing, fully executed by the parties hereto.

Q. Governing Law and Partial Invalidity

This Agreement shall be governed by the laws of the State of California. If any provision of this Agreement is held by any court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions shall nevertheless continue in full force.



R. Effect of Waiver

The failure of either party to insist on strict compliance with any of the terms, covenants or conditions of this Agreement by the other party shall not be deemed a waiver of that term, covenant or condition, nor shall any waiver or relinquishment of any right or power at any one time or times be deemed a waiver or relinquishment of that right or power for all or any other times.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the day and year first above written.

_____	_____
City Manager,	Date

ATTEST: _____	_____
City Clerk	Date

	
_____ [NAME]	_____ Date

_____	_____
[NAME]	Date

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

Subject: Adopt Resolution No. 3950 Revising the Police Pay Scale
Meeting Date: Thursday, February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends approving the revised Police Pay Scale.

II. BACKGROUND:

On July 1, 2019, employees on the Police Pay Scale were provided a 7% COLA that was previously provided effective July 1, 2018 and scheduled to terminate on June 30, 2019.

On October 14, 2019, employees on the Police Pay Scale were provided a 7% COLA.

III. DISCUSSION:

The revised Police Pay Scale reflects a 2% COLA effective February 17, 2020, bringing the total COLA for FY 2019-2020 to 16%.

IV. ALTERNATIVES:

Do not approve

V. FISCAL IMPACT:

Approximately \$40,000 unbudgeted from the City's General Fund. This expense is associated with Measure J revenue.

ATTACHMENTS:

File Name	Description
☐ Police_Pay_Scale_2.17.20.docx	Revised Police Pay Scale
☐ Resolution_3950_Police_Pay_Scale_Feb_2020.doc	Resolution 3950

City of Coalinga Police Pay Scale

Effective: February 17,2020

Approved:

Revised:

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
18	Police Officer						
	Annually	48,107.80	50,513.32	53,038.96	55,690.96	58,475.56	61,398.74
	Monthly	4,008.98	4,209.44	4,419.91	4,640.91	4,872.96	5,116.56
	Bi-Weekly	1,850.30	1,942.82	2,039.96	2,141.96	2,249.06	2,361.49
	Hourly	23.1287	24.2852	25.4995	26.7745	28.1132	29.5186
20	Police Corporal						
	Annually	55,690.96	58,475.56	61,398.74	64,469.08	67,692.56	71,077.24
	Monthly	4,640.91	4,872.96	5,116.56	5,372.42	5,641.04	5,923.10
	Bi-Weekly	2,141.96	2,249.06	2,361.49	2,479.58	2,603.56	2,733.74
	Hourly	26.7745	28.1132	29.5186	30.9948	32.5445	34.1717
22	Police Sergeant						
	Annually	61,398.74	64,469.08	67,692.56	71,077.24	74,631.18	82,092.92
	Monthly	5,116.56	5,372.42	5,641.04	5,923.10	6,219.27	6,841.07
	Bi-Weekly	2,361.49	2,479.58	2,603.56	2,733.74	2,870.43	3,157.42
	Hourly	29.5186	30.9948	32.5445	34.1717	35.8804	39.4677

City of Coalinga Police Pay Scale

Effective: July 1, 2019

Approved:

Revised:

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
18	Police Officer						
	Annually	\$55,418.48	\$58,189.39	\$61,098.87	\$64,153.81	\$67,361.51	\$70,729.58
	Monthly	\$4,618.21	\$4,849.12	\$5,091.57	\$5,346.15	\$5,613.46	\$5,894.13
	Bi-Weekly	\$2,131.48	\$2,238.05	\$2,349.96	\$2,467.45	\$2,590.83	\$2,720.37
	Hourly	\$26.6435	\$27.9757	\$29.3745	\$30.8432	\$32.3853	\$34.0046
20	Police Corporal						
	Annually	\$64,153.81	\$67,361.51	\$70,729.58	\$74,266.06	\$77,979.36	\$81,878.33
	Monthly	\$5,346.15	\$5,613.46	\$5,894.13	\$6,188.84	\$6,498.28	\$6,823.19
	Bi-Weekly	\$2,467.45	\$2,590.83	\$2,720.37	\$2,856.39	\$2,999.21	\$3,149.17
	Hourly	\$30.8432	\$32.3853	\$34.0046	\$35.7048	\$37.4900	\$39.3646
22	Police Sergeant						
	Annually	\$70,729.58	\$74,266.06	\$77,979.36	\$81,878.33	\$85,972.25	\$94,567.98
	Monthly	\$5,894.13	\$6,188.84	\$6,498.28	\$6,823.19	\$7,164.35	\$7,880.67
	Bi-Weekly	\$2,720.37	\$2856.39	\$2,999.21	\$3,149.17	\$3,306.63	\$3,637.23
	Hourly	\$34.0046	\$35.7048	\$37.4900	\$39.3646	\$41.3323	\$45.4654

City of Coalinga Police Pay Scale

Effective: July 1, 2020

Approved:

Revised:

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
18	Police Officer						
	Annually	\$58,743.59	\$61,680.75	\$64,764.80	\$68,003.04	\$71,403.20	\$74,973.35
	Monthly	\$4,895.30	\$5,140.06	\$5,397.07	\$5,666.92	\$5,950.27	\$6,247.78
	Bi-Weekly	\$2,259.37	\$2,372.34	\$2,490.95	\$2,615.50	\$2,746.28	\$2,883.59
	Hourly	\$28.2421	\$29.6542	\$31.1369	\$32.6938	\$34.3285	\$36.0449
20	Police Corporal						
	Annually	\$68,003.04	\$71,403.20	\$74,973.35	\$78,722.02	\$82,658.12	\$86,791.03
	Monthly	\$5,666.92	\$5,950.27	\$6,247.78	\$6,560.17	\$6,888.18	\$7,232.59
	Bi-Weekly	\$2,615.50	\$2,746.28	\$2,883.59	\$3,027.77	\$3,179.16	\$3,338.12
	Hourly	\$32.6938	\$34.3285	\$36.0049	\$37.8471	\$39.7395	\$41.7265
22	Police Sergeant						
	Annually	\$74,973.35	\$78,722.02	\$82,658.12	\$86,791.03	\$91,130.59	\$100,242.06
	Monthly	\$6,247.78	\$6,560.17	\$6,888.18	\$7,232.59	\$7,594.22	\$8,353.50
	Bi-Weekly	\$2,883.59	\$3,027.77	\$3,179.16	\$3,338.12	\$3,505.02	\$3,855.46
	Hourly	\$36.0449	\$37.8471	\$39.7395	\$41.7265	\$43.8128	\$48.1933

City of Coalinga Police Pay Scale

Effective: July 1, 2021

Approved:

Revised:

<u>Grade</u>	<u>Position</u>	<u>Step A</u>	<u>Step B</u>	<u>Step C</u>	<u>Step D</u>	<u>Step E</u>	<u>Step F</u>
18	Police Officer						
	Annually	\$62,268.21	\$65,381.60	\$68,650.69	\$72,083.22	\$75,687.39	\$79,471.75
	Monthly	\$5,189.02	\$5,448.47	\$5,720.89	\$6,006.94	\$6,307.28	\$6,622.65
	Bi-Weekly	\$2,394.93	\$2,514.68	\$2,640.41	\$2,772.43	\$2,911.05	\$3,056.61
	Hourly	\$29.9366	\$31.4335	\$33.0061	\$34.6554	\$36.3882	\$38.2076
20	Police Corporal						
	Annually	\$72,083.22	\$75,687.39	\$79,471.75	\$83,445.34	\$87,617.61	\$91,998.49
	Monthly	\$6,006.94	\$6,307.28	\$6,622.65	\$6,953.78	\$7,301.47	\$7,666.54
	Bi-Weekly	\$2,772.43	\$2,911.05	\$3,056.61	\$3,209.44	\$3,369.91	\$3,538.40
	Hourly	\$34.6554	\$36.3882	\$38.2076	\$40.1180	\$42.1238	\$44.2300
22	Police Sergeant						
	Annually	\$79,471.75	\$83,445.34	\$87,617.61	\$91,998.49	\$96,598.43	\$106,256.58
	Monthly	\$6,622.65	\$6,953.78	\$7,301.47	\$7,666.54	\$8,049.87	\$8,854.72
	Bi-Weekly	\$3,056.61	\$3,209.44	\$3,369.91	\$3,538.40	\$3,715.32	\$4,086.79
	Hourly	\$38.2076	\$40.1180	\$41.1238	\$44.2300	\$46.4416	\$51.0849

RESOLUTION NO. 3950

A RESOLUTION TO REVISE CITY OF COALINGA POLICE 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 Police Pay Scale to be revised effective February 17, 2020.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the 20 day of February, 2020, 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 No. 3951 Approving the Police Technician I/II/III Job Description
Meeting Date: Thursday, February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends approving the Police Technician I/II/III Job Description

II. BACKGROUND:

The Police Technician I/II/III Job Description will replace the Public Safety Dispatcher, Property and Evidence Technician and Records Clerk Job Descriptions.

III. DISCUSSION:

The Police Technician series will be as follows:

1 full-time Police Technician III
5 full-time Police Technician I/II
4 part-time Police Technician I/II
= 6 full-time and 4 part-time

Currently, we have the following positions authorized:

4 full-time Public Safety Dispatchers
2 full-time Records Clerks
4 part-time Public Safety Dispatchers
= 6 full-time and 4 part-time

IV. ALTERNATIVES:

Do not approve

V. FISCAL IMPACT:

Approximately \$60,000 from the City's General Fund which will be absorbed by the current budget by internal changes.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> Resolution_Police_Tech_1__2__3_Job_Des.doc	Resolution 3951
<input type="checkbox"/> Police_Tech_1__2__3.doc	Job Description

RESOLUTION NO. 3951

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF COALINGA
POLICE TECHNICIAN I/II/III JOB DESCRIPTION**

WHEREAS, the City Manager and his staff have presented the City Council with a proposed Police Technician I/II/III Job Description; and

WHEREAS, the Police Technician I/II/III Job Description has been reviewed by the City Council and the City Council has determined that the Job Description is adequate and necessary; and

WHEREAS, the City Council has determined to approve the Police Technician I/II/III Job Description.

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

1. The Police Technician I/II/III Job Description is hereby approved.
2. The City Manager and his designees are authorized to implement and carry out the provisions of the Police Technician I/II/III 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 20 day of February 2020, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

APPROVED:

Mayor

ATTEST:

City Clerk/Deputy City Clerk

City of Coalinga

***155 W. Durian Avenue
Coalinga, CA 93210***

Police Technician I, II, III

Pay Class I: 23 CPOA Non-Sworn

Pay Class II: 25 CPOA Non-Sworn

Pay Class III: 27 CPOA Non-Sworn

FLSA Non-Exempt

DEFINITION

Under general supervision of the Chief of Police, performs a variety of clerical support activities for the City of Coalinga Police Department including filing a variety of forms, records, documents and correspondence; entering, verifying and retrieving data and information on computers; providing assistance to the public in person, via telephone or correspondence; updating and maintaining manuals, records and other information; giving out general and confidential information verbally and in writing; completing written requests for information from authorized agencies; processing and verifying arrest warrants, crime reports and related matters. Maintains communications between the Police Department and Police, Fire, Public Works, Animal Control, the public and other law enforcement and fire agencies. Coordinates emergency and non-emergency response of police, fire and medical services to the community; receives and reports information by radio, computer, and telephone; logs and maintains all activity from field units in the computer aided dispatch system; screens calls to determine priority and dispatches the appropriate equipment based on policy and procedures. Makes entries and inquiries into the nationwide computer; performs clerical duties related to documenting, maintaining and controlling police records, case files, statistics, etc.; and performs other duties as assigned.

CLASSIFICATION

The assigned duties in this multi-class range from entry to advance, and from routine to more complex as the incumbent demonstrates the ability to perform such duties. May be assigned to Dispatch, Records, Property and Evidence or other special assignments. May be assigned to multiple assignments concurrently.

Police Technician I - This is the entry-level class in the Police Technician series. Under close supervision with detailed instruction and review, incumbents are expected to learn the common and most typical tasks of the position. As training proceeds and the work is done with less supervision, incumbents preparing for advancement to level II receive more difficult and complex tasks to perform. The progression of Police Technician I to Police Technician II requires an evaluation of employee skill, completion of cross training in each assignment within the Classification, performance levels, training and education.

Police Technician II - This is the intermediate-level class of the Police Technician series. Incumbents are expected to perform a variety tasks without detailed instructions. Incumbents may provide training to less experienced employees. The progression of Police Technician II to Police

Technician III is considered promotional and requires interested and qualified applicants to apply pursuant to the City's application procedures once the vacancy is posted.

Police Technician III - This is the advance-level class of the Police Technician series. It is a single position. Incumbent must perform the full range of assigned duties and may receive occasional instruction as new or unusual situations arise. Incumbent is expected to be fully aware of the operating guidelines and procedures within the department and may make independent decisions within the framework of written and oral instructions and accepted practices, processes and procedures while completing assignments. Incumbent exercises functional supervision over less experienced Police Technicians.

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.

- Sorts and files documents and records; maintains alphabetical, index and cross reference files.
- Updates and maintains manuals, records and other information.
- Responds to requests for information from law enforcement officers, agents of the court and the public; makes copies of records and reports for authorized persons; assists public in obtaining information; maintains accurate logs; researches records of arrest, convictions, traffic violations and traffic accidents.
- Codes, enters, retrieves and verifies case/incident information in the police records system.
- Processes fingerprints.
- May process and verify arrest warrants.
- May search and assist in transporting adult or juvenile prisoners.
- Operates a variety of office equipment including computers, copier, paper shredder, typewriter, calculator and computer scanning equipment.
- Receives and responds to routine and emergency calls and dispatches communications by means of telecommunication, computer, and radio equipment; logs all departmental activities.
- Obtains, interprets, classifies, and prioritizes pertinent information regarding complaints, reports, and inquiries from the public by telephone and/or in the Police Department lobby.
- Inputs calls-for-service into the Computer Aided Dispatch (CAD) System; updates the system with status of Police or Fire units and records activities during calls; issues report/incident numbers to requesting field units.
- During emergency calls, secures and records information as to exact location; uses voice radio to dispatch necessary police, fire or ambulance units; monitors status of units and vehicles using multiple radio channels, video terminals, and telephone equipment; keeps officers on duty informed of the situation and dispatches additional units when so advised.
- Expeditiously provides information to Police and Fire personnel; interprets and/or clarifies

coded responses from various systems; and contacts other agencies to coordinate public safety and/or mutual aid operations.

- Uses established Emergency Medical Dispatch (EMD) to provide pre-arrival instructions to citizens reporting medical emergencies.
- Inputs information into and researches systems, manuals, maps and other source documents, such as the Records Management System (RMS), Criminal Justice Information System (CJIS), and National Crime Information Center (NCIC); provides information to employees and the public in accordance with prescribed policies and regulations.
- Compiles, codes, records and summarizes a variety of police record data and documents; updates information sources; distributes data and documents to appropriate personnel.
- Operates computer terminals and printers to type, enter, modify and retrieve a wide variety of police reports and records, letters and other material.
- Answers non-emergency telephone calls and greets the public at the counter. Provides general information; refers callers to appropriate agencies, receives messages for department staff and relays to proper person; receives complaints; receives calls for service and dispatches Public Works personnel during non-business hours; takes fingerprints; and may assist in processing prisoners, and/or receiving bail money.
- Operates and maintains a variety of communications equipment including radio consoles, data communication terminals, telephones and telephone switchboards including 911-Emergency and Telephone Device for the Deaf (TDD) systems; maintains workstation area and Communications Center; reports equipment malfunctions as needed.
- Contacts and cooperates with other law enforcement agencies. Attends seminars and training; may perform special projects and assignments; and/or may act as liaison with courts, criminal justice, community, business, and educational agencies.
- Performs a variety of clerical work, which may include typing of officer reports, traffic accident reports, filing, preparing file cards, etc.
- Responds to crime scenes to document, process, and collect evidence at all hours on an on-call basis. Responds to calls for service; process a wide variety of crime scenes such as homicides, suicides, officer-involved shootings, domestic violence, elder abuse, child abuse, and suspicious, natural and accidental death scenes.
- Processes evidence at the police station.
- Transports evidence to court for criminal proceedings and to local and state laboratories for further analysis.
- Prepares detailed reports; documents chain of custody caution for all property and evidence materials.
- Testifies in court.
- Packages, catalogues, and stores property and evidence in a property and evidence room at the police department; responsible for maintenance and disposition activities of all property and evidence materials received by the department.

- Provides assistance to other law enforcement agencies, attorneys, courts, and citizens in regard to property and evidence.
- Performs property and evidence release functions for claimed property, court evidence, and materials that require disposal.
- Inventories and maintains equipment used for processing crime scenes
- Performs other tasks as assigned.

Additional Duties for Police Technician II Classification:

- Plans, organizes and conducts the training of Police Technician I personnel.
- Instructs employees in the proper methods of operating communications and dispatch equipment, monitoring specified radio frequencies and dispatching public safety personnel and equipment.
- Trains new employees on the receiving, dispatching and monitoring of routine and emergency communications.
- Plans, assigns, supervises and evaluates the work of trainee employees on assigned shift.
- Helps develop and maintain training materials including manuals and support information.
- Maintains training records.
- Assists the Police Technician III in periodic review of current procedures and policies.
- May provide input on the performance evaluations of the Police Technician I employees.

Additional Duties for Police Technician III Classification:

- Plans, organizes, supervises, and reviews the work plan for Police Technicians I and IIs; assigns work activities, projects and programs; manages the Police Technician "call out" procedure to ensure an adequate number of Police Technicians are available for emergency situations; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
- Develops and implements policies, procedures and controls to ensure compliance with laws, regulations, City policies and accepted standards; maintains all audio tapes, transcriptions, 9-1-1 printouts and other records, as required; provides court testimony related to section records and voice tapes as required; ensures that strict departmental guidelines are followed in the dispatch of police personnel.
- Researches, compiles and prepares a wide variety of documents including reports, worksheets, a Police Technician Policy and Procedures Manual, a comprehensive training plan/program for Police Technician staff, incidents reports and equipment maintenance and repair requests.
- Handles essential software system administration including but not limited to system access, system security and extraction of information on different formats; administers computerized answering phone system; provides technical assistance for staff in resolving difficult phone or

dispatch problems; performs the more complex or difficult telecommunications and Police Technician activities on both a regular and emergency relief basis as required.

- Participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
- Coordinates Police Technician unit's purchasing activities including negotiation with vendors and suppliers of necessary unit materials and equipment; approves expenditures needed for staffing, equipment and supplies; implements adjustments as needed; administers and directs capital improvement projects for the dispatch unit; establishes and maintains cooperative working relationships with those contacted in the course of work.
- Assists in selecting, training, motivating and evaluating assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
- Responds to public and employee inquiries in a courteous manner; provides information within the area of assignment; investigates citizen complaints to ensure quality service and accountability of employees; resolves complaints in an efficient and timely manner.
- Serves as liaison to coordinate telecommunications work with other City departments and outside agencies.

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 twelfth grade; specialized training or education in Law Enforcement or a related field is highly desirable.

Experience: Police Technician I: One (1) year of general office or public contact experience.

Police Technician II: Two (2) years of experience as a Police Technician I with the City of Coalinga or other municipality equivalent to a Police Technician I. Education in Law Enforcement or a related field may be substituted for one year of experience whereas thirty (30) college semester units are equivalent to one year.

Police Technician III: Five (5) years of experience as a Police Technician with the City of Coalinga, with at least two (2) of those years as a Police Technician II. Education in Law Enforcement or a related field may be substituted for one year of the five years of experience whereas thirty (30) college semester units are equivalent to one year.

Certifications: Police Technician II: POST Public Safety Dispatcher Certification and POST Public Safety Dispatcher Training Certification.

Police Technician III: POST Public Safety Dispatcher Certification, POST Public Safety Dispatcher Training Certification, CLETS Certification, and CLETS

Trainer Certification.

Licenses: Valid State of California Driver's 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 who is eligible for and has applied for citizenship; pass a thorough background investigation with no disqualifying criminal history; a physical examination with a drug test and a psychological evaluation.

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

KNOWLEDGE, SKILLS AND ABILITIES

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

Knowledge of: Department organization, policies, legal codes and procedures; local state and federal justice rules and regulations pertaining to criminal law and to the confidentiality of criminal histories; procedures and policies of the dispatch center; maps and map reading; rules, regulations and procedures used in the operations of two way radio, telephone, teletype and telecommunications equipment commonly used in public safety dispatching; principles of training and adult teaching techniques and supervision; modern office methods and procedures; proper English usage, grammar, spelling, and punctuation; alphabetical, chronological, and numerical filing systems, effective communication techniques; community resources and personal computer operating systems and software applications.

Skill and Ability to: Plan, organize and conduct emergency dispatch training programs; supervise subordinates effectively and tactfully; organize and prioritize workload and subordinates' assignments; react quickly, appropriately and calmly in emergency situations, adopting effective courses of action; maintain confidentiality of sensitive information; exhibit good mental retention of information; accurately and quickly interpret maps and be able to properly identify the locations of major landmarks, cities, highways, main streets, major buildings, and the geography of the City of Coalinga; flexibly alternate attention among a variety of tasks; exercise tact, courtesy and patience in training and public contacts; exercise sound judgment in situations with a high consequence of error; take accurate messages and relay exactly as received; follow oral and written instructions; communicate effectively both orally and in writing; write neatly and legibly; maintain accurate records; make basic mathematical computations; establish and maintain effective working relationships; follow and train others to follow safe work practices including workplace safety policies and procedures; properly use personal protective equipment. The ability to multitask within the scope of responsibility is essential. Incumbents must dispatch and monitor for Fire, Law Enforcement, Animal Control and local and other agencies or cities. Incumbents must simultaneously operate and monitor multiple automated systems including CAD, CLETS and 911 systems. Work rotating shifts (including days, swings, cover, and nights), weekends, holidays,

callback and overtime; establish and maintain cooperative and effective working relationships; speak and enunciate clearly; read computer monitors and fine print; and hear and understand radio transmissions.

ATTITUDE

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

PHYSICAL AND PSYCHOLOGICAL REQUIREMENTS

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

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

Approved by: _____
Marissa Trejo, City Manager Date

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

Subject: Adopt Resolution No. 3952 Establishing the CPOA Non-Sworn Pay Scale
Meeting Date: Thursday, February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

City Manager recommends adopting Resolution No.3952 establishing the CPOA Non-Sworn Pay Scale.

II. BACKGROUND:

III. DISCUSSION:

There is a concurrent item on the agenda to approve the Police Technician I, II, III Job Description. This pay scale is being established in conjunction with the Police Technician positions.

IV. ALTERNATIVES:

Do not approve.

V. FISCAL IMPACT:

Approximately \$60,000 from the City's General Fund which will be absorbed by the current budget by internal changes.

ATTACHMENTS:

File Name	Description
<input type="checkbox"/> CPOA_NonSworn_Pay_Scale_2.17.20.docx	Pay Scale
<input type="checkbox"/> Resolution_3952_CPOA_Nonsworn_pay_scale_2.17.20.doc	Resolution 3952

City of Coalinga CPOA Non-Sworn Pay Scale

Effective: February 17, 2020

Approved: February 20, 2020

Revised: February 20, 2020

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
23	Police Technician I						
	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							
	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	Police Technician II						
	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							
	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

Grade	Position	Step A	Step B	Step C	Step D	Step E	Step F
27	Police Technician III						
	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							
	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

RESOLUTION NO. 3952

**A RESOLUTION TO ESTABLISH CITY OF COALINGA CPOA NON-SWORN 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 CPOA Non-Sworn Pay Scale to be established effective February 17, 2020.

The foregoing resolution was approved and adopted at a meeting of the City Council of the City of Coalinga held on the 20 day of February, 2020, 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: Direct City Manager to Create and Distribute Quarterly City Newsletter
Meeting Date: Thursday, February 20, 2020
From: Marissa Trejo, City Manager
Prepared by: Marissa Trejo, City Manager

I. RECOMMENDATION:

There is no staff recommendation. This item was requested as a Future Agenda Item by Councilwoman Stolz.

II. BACKGROUND:

III. DISCUSSION:

Councilwoman Stolz would like the City Manager and staff to create a quarterly City newsletter that would be posted to the City's website and the City's Facebook page as well as emailed to City staff and City Council.

This newsletter would not be printed or mailed so there would be no cost. The newsletter would contain information regarding what occurred within the previous quarter and what citizens have to look forward to in the upcoming quarter.

The purpose is to be transparent and get information out to the public that they may otherwise be unaware of, i.e. upcoming road closures and canal maintenance, street improvement projects, tips from the City, accomplishments, etc.

IV. ALTERNATIVES:

Do not direct City Manager to create and distribute a quarterly newsletter.

V. FISCAL IMPACT:

None.

ATTACHMENTS:

File Name	Description
No Attachments Available	