

Minutes

CITY COUNCIL/SUCCESSOR AGENCY/PUBLIC FINANCE AUTHORITY MEETING AGENDA October 5, 2017

1. CALL TO ORDER

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

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

Change to agenda is that there was additional language added to Item 5.7.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS (NONE)

3. CITIZEN COMMENTS

Mr. Bill Lewis indicated CRMC is opening the Rural Health Clinic additional hours from 9:00 AM to 7:00 PM to better serve the community. They will close for lunch between 12:00 to 12:30 PM.

4. PUBLIC HEARINGS (NONE)

5. CONSENT CALENDAR

Items 5.7 and 5.9 were pulled by Council Member Stolz for explanation.

1. Approve MINUTES - September 7, 2017
2. Check Register: 7/01/2017 - 7/31/2017
3. Check Register: 8/01/2017 - 8/31/2017
4. Waive Second Reading and Adopt Ordinance No. 807 Setting Procedures for Expediting Permitting Processing for Electric Vehicle Charging Systems
5. City Council Resolution No. 3788 Amending the 2017/2018 Budget to Incorporate a List of Projects Funded by SB:1 The Road Repair and Accountability Act
6. Approval of City Engineer Task Orders and Amended Project Budget for the Paving of Seven

(7) Alleys (29-35) Through the Congestion Mitigation Air Quality Grant Program

7. Authorize City Manager to Enter into Agreement with Theresa Lynn Yanez for Out-Of-City Water Services

Public Works and Utilities Director Pete Paciado explained that the request for Out-of-City Water Services for Ms. Yanez will have to go to LAPCO because the property is located in the County. It will be a one inch line with no cost to the City.

8. Authorization for the City Manager to Sign a Letter Requesting Governor Brown's Veto of Senate Bill 649
9. Economic Development Monthly Report- September 2017

City Manager Trejo presented the report for Ms. Sanchez:

This month she has been working on getting food truck vendors to come to the Food Truck Invasion. She has been advertising it all over Coalinga and social media. She has contact over 65 food truck.

Ms. Sanchez apologizes for the inconvenience of cancelling the Food Truck Invasion the first week. We had some issues with some of the vendors paperwork not been completed in time but that has since been resolved. The first Food Truck event that we had on Wednesday September 20, 2017, was not a big success due to the registered food truck and popup food vendors not showing up. The way this event works is the vendors schedule to come on the days they are available to come. For whatever reason, they decided not to show up that day. We, the City, have no control over the vendors. We rely on their commitment in hopes that they show up.

She has also been working on contacting businesses in Fresno, Hanford, Lemoore, Visalia, and Clovis to see if they are interested in expanding to the City of Coalinga. At this time there is interest but in the near future. I have also been sending letters to big corporations with retail and restaurants who are expanding to California to see if they were interested in Coalinga.

She has been preparing material for the ICSC Conference in LA on October 2th through 4th. She will be attending. She will be able to meet with some of these retailers, fast food restaurants, restaurants and developers face to face with no appointment to be set. This is going to be great opportunity for us to be able to sell Coalinga and get them interested in coming to do business here. She will be taking with her marketing material, a list of properties that City has for sale and other available properties around town for rent.

Council Member Landier asked about Kmart.

City Manager Trejo said the owner has contracted to market the property through October. We should know something in November.

Mayor Pro-tem Raine said he was impressed by Edith.

Ms. Terri Yanez reminded the Mayor that he forgot to asked the public if they wanted to pull any Consent Calendar Items.

Mayor Vosburg apologized.

10. Public Works & Utilities Monthly Report for September 2017

11. Waive Business License Standards for Arts and Crafts Vendors at Coalingafest on October 7, 2017

Mr. Chris Macaluso asked why the difference in their request to tie into the waterline.

Public Works and Utilities Director Pete Paciado indicated there is a substantial difference in the water service. The service you requested should come off of Mercantile Avenue not Jayne Avenue.

Mr. Macaluso said in the interest of saving money, they should have the same rights.

Mr. Paciado indicated that there is extra excavation at the main. Anytime you are tying into a main, there is a possible risk.

Mr. Macaluso said they applied six months ago and they need fire service to their property. They are trying to look for cost savings. They are asking again for this consideration.

Council Member Stolz asked about a drought year.

Council Member Lander explained the process and that the residents are the last to be cut.

Items 5.7 and 5.9 were pulled by Council Member Stolz for discussion.

Motion by Raine, Second by Lander to Approve Consent Calendar Items 1, 2, 3, 4, 5, 6, 8, 10 and 11. Motion Approved by a Roll-call 5/0 Majority Vote

Motion by Ramsey, Second by Stolz to Approve Consent Calendar Items 7 and 9. Motion Approved by a Roll-call 5/0 Majority Vote.

6. ORDINANCE PRESENTATION, DISCUSSION AND POTENTIAL ACTION ITEMS

1. Discussion, Direction and Potential Action on Proposed Approach for Soliciting a Single Retail Cannabis Facility in the City of Coalinga
Sean Brewer, Community Development Director

Community Development Director Sean Brewer presented a PowerPoint presentation on Soliciting a Single Retail Cannabis Facility in the City.

RETAIL CANNABIS FACILITY REQUEST FOR PROPOSAL (RFP)

Introduction • Overview of the Solicitation Process • Submission Requirements • Committee Selection • Definitions • Evaluation Approach

• Measure “G” • Results of the Solicitation • Facility to Sell Both Adult-Use & Medicinal Products • Microbusiness (Retail, Cultivation, Manufacturing, Distribution) • Future Actions (CUP, Site Plan, Etc.) • Payment of Fees • Additional Conditions

Application Release • Field Applicant Questions • Phase I – Background Checks • Phase II – Initial Ranking • Phase III – Final Scoring • Interviews • Committee Recommendation to City Council • Submission of Necessary Land Use Entitlements

Employee Permit Application • Live Scan Form • Payment of Phase I Fee (TBD) • Background Clears Selection Committee Reviews Phase II Submission

• Completion of the Cannabis Retailers Regulatory Permit Application • Payment of Phase II Fee (TBD) • Narrative Descriptions: • Business Plan • Site Location & Preliminary Development Plan • Proof of Capitalization • Management Team • Summary of Security Plan

Submission of Additional Responses: • Product Safety and Labeling • Community Benefits • Environmental Plan (Green Initiatives) • Hiring and Employment Practices • Payment of Phase III Fee (TBD)

• Conducted by the Retail Cannabis Selection Committee • Recommendation to the City Council for approval • City Issues Retail Cannabis Regulatory Permit • Applicant Team Proceeds to Applying for Applicable Land Use Entitlements

Phase I • Backgrounds (Pass/Fail) •

Phase II • Assign point value to each topic of response • Sole judgment of the Selection Committee Members •

Phase III • Assign point value to each topic of response • Sole judgment of the Selection Committee Members • Final Selection • Top applicant teams selected for interviews or direct recommendation to City Council based on responses

• Recommended number of members: (5) • Recommended Members: • City Manager • Community Development Director • Police Chief • Suggested Additional Members (2) • Representative from a Special District (School, College, Parks, Etc.) • Citizen at large • Industry Professional • Local Business Owner • Anyone else the Council may choose.

Comments:

- Speed it up
- Streamline process
- Phase 2 and 3 together
- Depends on applications
- January 1st is deadline
- Need to be ready to go
- We don’t need to miss out on a good dispensary
- Background checks
- Take first 1, 2, and 3 – most will be background checks

- Depends on # of apps
- People looking at other cities
- Take first 1, 2 and 3, most will pass background checks
- Depends on how many you want to interview
- Need input from selection committee
- Can committee speed-up
- Lots of unknowns
- Can expedite
- Takes 30-45 days for background checks
- Cannot meet goal of January 1
- Go back to normal RFP's and 30 day process
- Phase 1 and 2 – 45 days
- RFP's should not take six months
- People are complaining
- Have to adhere to Code
- RFP process like all others
- Not official permit
- CUP could take 90 days
- We can make it faster
- Staff is trying to reduce paperwork
- Only have to review five
- Looking for viable business
- Details in app
- RFP – can only select one
- Grover Beach has their list out
- We want the best person(s) possible
- Taking forever
- End of year for approved ordinance
- Can go out with RFP
- Co-current with Phases 1, 2, 3 all together
- Backgrounds take awhile

Consensus of Council is to quicken the process.

- Committee – City Manager, Police Chief and Community Development Director.
- Katie Delano was recommended by Ramsey, Vosburg agrees
- Stolz recommended Adam Adkisson, Vosburg agrees
- Raine recommends Chris Macaluso
- Vosburg recommends college person
- Ramsey indicated people can contact City Manager if interested
- City Attorney Zamora said they must have no connection to the applicant
- Vosburg said Police Chief Salvador, Sean Brewer and City Manager Marissa Trejo
- Raine suggests someone who is invested in the process
- City Manager can contact suggested individuals next week
- Next meeting need list of recommendations
- City Manager Trejo to contact those stated

- Raine said need list
- Suggest three people who worked on the committee.

Site areas:

- Downtown area to be included if possible - City Attorney Zamora said that can be considered at the Planning Commission – would allow for what is recommended

Consensus of Council is to quicken the timeline.

Consensus of Council in reference to Proposed Approaches for Single Retail Cannabis Facility is to bring back Ordinance in November and RFP in November for release of the RFP in Late November.

2. Discussion, Direction and Potential Action regarding Changes to Operating Standards for Resolution No. 3772

Edith Sanchez, Economic Development Coordinator

This was requested as a Future Agenda Item by Mayor Vosburg.

Staff recommends reducing insurance requirement from \$2 million to \$1 million.

On January 5, 2017 the City Council directed the Community Development Director to begin working with the Planning Commission to develop a regulatory framework for permitting food trucks in the City of Coalinga since the current regulation that we have in place did not allowed it. The Council directed the Community Development Director to work with the Planning Commission to develop an ordinance to be presented to Council in the near future for adoption.

On February 14, 2017 the Planning Commission began discussing a way to develop a regulatory framework to encourage food trucks to locate in the City of Coalinga. The Planning Commission also requested that the Community Development Director to get the word out to all stakeholders to engage them in the discussion in order to develop an ordinance that will protect the health, safety and welfare of the Community as well as the food truck vendors.

On February 28, 2017 the Community Development Director presented numerous operational regulations that needed to be considered when regulating food truck vendors. There were stakeholders from the food truck industry who provided public testimony as well as residents who had been involved in other community events involving food trucks vendors. After discussion and receiving public statements, the Planning Commission concluded that establishing a suitable location for periodic food truck round-ups would be a great start to regulating food truck vendors within the City. The Planning Commission directed the Community Development Director to prepare documentation that could be brought before the City Council for consideration.

On June 1, 2017 The resolution was passed by the City Council with the exception on going back and reviewing the special insurance to be a less cost to the City of Coalinga.

The City Manager has recommended that the event should be coordinated by myself, the new Economic Development Coordinator, to ensure that all the General Operational Standards are met.

The General Standards that the Planning Commission currently has in place are:

1. *Location.* The City designated parking lot located at 6th Street and Elm Ave.
2. *Facilities Request Form (agreement).* Each vendor shall complete a facilities request form with the Senior Administrative Analyst's office.
 - a. *Liability insurance naming the City of Coalinga as "additionally insured" in the amount of \$2,000,000.*
3. Hours of operation and event dates shall be established by the City Manager or his/her designee based on Council direction.
4. Vendors shall display a valid City of Coalinga Business License and Fresno County Health Department Permit in plain view.
5. Vendors shall provide proof of driver's license registration.
6. Vendors shall provide proof of a commissary agreement or alternative proof, approved by the Economic Development Coordinator, of a relationship with a valid commissary.
7. All vehicles shall be regularly serviced and maintained.
8. Vehicles must be entirely self-sufficient in regards to gas, electricity, water, and telecommunications.
9. Each vendor shall provide its own waste container.
10. Mobile food vendors are subject to the City noise ordinance.
11. Mobile food vendors shall not engage in alcohol sales or service.
12. Outside tables and chairs are permitted.
13. The vendor shall maintain the area within which vending activities occur in a clean, safe, sanitary, and dust-controlled condition.
14. Any other regulations as deemed necessary by the City Manager and/or his/her designee.
15. Deposit for trash.

Mayor Vosburg said the Food Truck failure is because of the \$2M insurance requirement. We need to make changes to the Food Truck requirements.

City Attorney said \$1M is the lowest commercial policy and \$1M is normal.

Ms. Mary Jones said it is difficult to meet requirements.

Mayor Vosburg said in some cities it is not required. We need to remove those redundant issues.

Consensus of Council is to reduce liability insurance requirement from \$2M to \$1M and review redundant issues in reference to Changes in Operating Standards for Resolution #3772.

7. CITIZEN COMMENTS - NONE

8. ANNOUNCEMENTS

City Manager Trejo reported on the Food Truck Invasion which took place from 6:00 – 10:00 PM at the 6th and Elm Parking Lot on Wednesday. One of the vendors came early and was available to serve lunch.

There is a lot of misinformation out there about Measure "C" which will be on the ballot in November. Please contact her if you have questions.

Council Member Lander said he attended the COG Meeting in lieu of the Mayor. It was asked that the City have an Alternate Member. It does not have to go on Form 700.

Council Member Stolz said they attended an enlightening conference last week.

Mayor Vosburg mentioned some of the items discussed:

- State of Cannabis
- First Onsite Consumption
- Treats onsite but he did not partake
- Contacted headache because of the smoke
- First Onsite Consumption – City needs permit

League concerns:

- Taxation
- Cities need to look at tax structure to allow businesses to survive
- Industry looking at taxes
- Coalinga is highest around – need to lower
- Prop 64
- Situation has changed
- Look to where industry is headed
- Interesting – need people to attend
- Need policy


FUTURE AGENDA ITEMS

Mayor Vosburg wants Non-Storefront Delivery placed on the agenda. This would allow for delivery to residents. Onsite Consumption – Smoke Shop may be interested in this.

He would like for Pete to work with Chris Macaluso and try to come up with a solution to him tying into water main. Would like staff to work with it and bring it back.

9. CLOSED SESSION (NONE)

10. ADJOURNMENT (7:10 PM)



Nathan Vosburg, Mayor

City Clerk/Deputy Clerk

10-19-17

Date