

**Minutes
AMENDED
CITY COUNCIL/SUCCESSOR
AGENCY/PUBLIC FINANCE AUTHORITY
MEETING AGENDA
May 17, 2018**

1. CALL TO ORDER

Council Members Present: Vosburg, Stolz, Ramsey, Lander, Adkisson.

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

Mayor Vosburg announced that Special Council Meeting Agenda is running concurrent with this Agenda.

Motion by Lander, Second by Stolz to Approve Agenda for this Evening's Council Meeting. Motion Approved by a Roll-call 5/0 vote.

2. AWARDS, PRESENTATIONS, APPOINTMENTS AND PROCLAMATIONS

1. Proclamation – National Public Works Week (From Special Meeting running concurrent with this meeting.)

Mayor Vosburg presented the Proclamation for National Public Works Week to Public Works and Utilities Director Pete Paciado, Eric DeLeon and other employees of the Department.

Director Paciado thanked the Mayor for the Proclamation. He commented that what the Department does is sometimes visible and sometimes non-visible. Everyone seems to notice when things go wrong but many things are going right. We have safe drinking water. There will constantly be changes for the better. He gives credit to the staff of Public Works and Utilities.

2. Certificates of Recognition for Shelter Volunteers Paula D'Artenay, Amanda Audet-Griffin, and Brittany Giron, and Animal Control Officer Jose Caldera for their Continued Service to the Community as Animal Advocates

This item was tabled so volunteers may be present to receive their recognition.

3. Certificate of Recognition for Mayor Pro Tem Tanya Stolz for her Service through Paws of Hope

Mayor Vosburg presented Mayor Pro-tem Stolz with Certificate of Recognition for her services to our community for serving as Relay for Life Chairman. She has organized events for animals and originated Paws of Hope. She has worked with the Chief and people within our City.

Mayor Pro-tem Stolz said she has always been an advocate for animals. Paws of Hope was able to provide spray/neutering to our animals in the City. She pushed for volunteers at the shelter. The shelter is now open to the public and adoption is possible. The Hope Foundation can provide low cost spray/neutering. She thanks the Council for their consideration to her.

4. Presentation by Mary Leal regarding Library Services

Ms. Mary S. Leal, Director of Library Services talked about their ongoing programs:

- Movies
- Family Coloring
- Wi-Fi
- Wireless printers
- Online high school program
- Virtual Reality
- Seed Library
- Veterans Resource Center
- Lunch at the Library
- Plus other programs of interest to those within our community.

Next Thursday, May 24th the Veterans Resource Center is opening. Come and discover the resources available for our veterans.

The Summer Lunch Program begins June 18th through August 3rd at 11:30 AM. Kids eat for free.

The Library has many grant funded programs.

City Manager Trejo asked about movies in the park.

Ms. Leal said they can take it on if necessary.

Council Member Ramsey asked about a Genealogy Department?

Ms. Leal indicated they have a small one. They have Coalinga News Papers from way back and Microfiche.

Ms. Terri Yanez asked about the food when you have no kitchen.

Ms. Leal said there would be no hot meals. They are in need of donated water and volunteers to help.

Mayor Pro-tem Stolz said she has water in her car.

Mayor Vosburg said Miss Mary helps make it happen. She is a huge supporter.

5. Presentation of the Fiscal Year 2015-2016 Audited Financial Statements by the City Auditor

Price Paige & Company presented the 2016 Audit Report. He explained how the process works and their planning, close examination of internal controls and trial balance and analysis. They do their field work and then write opinions.

Comments:

- City has overfunded CalPERS
- In the future, CalPERS can lead to higher contribution rates
- Government Funds
- \$2.3M deficient
 - Claremont sold for \$4M two years ago
 - Cannabis
- In 2018 \$1.7M to be transferred from Capital Improvement Fund into General Fund.
- General Fund operating within means

Mayor Vosburg said several Councils ago were talking about the City going bankrupt.

- Enterprise Funds were discussed
- There are five findings in the Corrective Action Plan
 - An open finding is overhead cost allocation weakness
- City in compliance in many areas

Financial Service Director Bains and her staff worked closely with the Audit Team.

Mayor Vosburg said good job to Jasmin and the Audit Team.

3. CITIZEN COMMENTS

Ms Mary Jones shared a letter she wrote regarding information she received from DACE. It was pointed out that 582 people voted against Measure C in the election and only 127 were from the hospital precinct. She solicits your thoughts and comments. You may contact her at 559-362-9668 or News@coalingapress.org.

Council Member Adkisson asked what service did they lose – none.

4. PUBLIC HEARINGS

1. Public Hearing regarding Public Input on District Boundaries for City-wide District Elections (2nd)

Mayor Vosburg opened the Public Hearing.

District boundaries are not yet drawn but should be ready on the 23rd or 24th.

Ms. Mary Jones asked if hospital residents would be included. Will they have a representative on the Council?

City Attorney Zamora said they would not have a representative on the Council. They are not free to attend meetings.

City Manager Trejo indicated we should be done in the time to pull papers. Candidates pull papers in mid-June.

Mr. James Vosburg, Treasurer, asked what happens if no one runs from a given district.

City Attorney Zamora said the Council would appoint someone.

Council Member Lander asked when we will see the plan for the Districts.

City Manager Trejo said the Third Public Hearing will be on May 30th.

City Attorney Zamora said districts are based on population. They won't be the same size. The State Hospital and PVSP will be in a district.

City Manager Trejo said we should have the 1st draft of the districts on May 23rd.

Mayor Vosburg said patients cannot run for office because there would be an attendance problem. They will be allowed to vote.

City Attorney Zamora said there will be three more public hearings:

- One for the district maps
- Two for the ordinance.

City Manager Trejo said there will be no meeting on the 24th but it will be on May 30th.

Mayor Vosburg closed the public hearing receiving no additional comments.

5. CONSENT CALENDAR

1. Approve MINUTES - April 19, 2018
2. FY 17-18 Expenditure Report January-March 2018
3. Introduce and Waive the First Reading of Ordinance No. 810 Amending Chapter 9 of Title 3 Relating to Taxes on Commercial Cannabis Operations
4. Adopt Resolution No. 3772-A as Amended Food Truck Vendors and Operational Standards
5. Adopt Resolution No. 3810 Amending Maintenance Worker I, II, III Job Description
6. Adopt Resolution No. 3811 Approving the New Job Description for Police Commander

7. Adopt Resolution No. 3812 Amending the Basic Pay Scale
8. Adopt Resolution No. 3813 Approving the New Job Description for Accountant
9. Information Regarding the Sale of former RDA Properties and the Share of Proceeds to the Affected Taxing Entities
10. Declare Administration Department Vehicle as Surplus Property to be Auctioned
11. Direct City Manager to Amend Ordinance No. 742 relating to the Purchasing Agent System
12. Direct Staff to Equip City Council Office with a Mailbox and Phone with Voicemail
13. Direct Staff to Assign Shelter Volunteers to Manage Animal Control Facebook Page
14. Police Department Monthly Report

Council Member Adkisson pulled Item 14.

Council Member Ramsey pulled Item 4.

Mayor Pro-tem Stolz pulled Items 5, 6, 7, 8, 9 and 11

Mayor Vosburg pulled Item 12

*Motion by Lander, Second by Adkisson to Approve Consent Calendar Items 1, 2, 3, 10 and 13. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

*Motion by Vosburg, Second by Adkisson to Approve Consent Calendar Item 4 to Adopt Resolution No. 3772-A as Amended Food Truck Vendors and Operational Standards and Allow food Trucks to Come 3-days Per Week. Motion **Approved** by a Roll-call 4/1 Majority Vote. (Ramsey voted No)*

*Motion by Stolz, Second by Ramsey to Approve Consent Calendar Items 5, 6, 7, and 8. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

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

*Motion by Stolz, Second by Adkisson to Approve Consent Calendar Item 11 and Amend Ordinance No. 742 to read \$10K Maximum Purchase Except for Public Works and Utilities Department where Maximum Emergency Purchase is \$20K. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

In Reference Consent Calendar Item 12 Direction to Staff is to Research and Bring Back Costs to Install Phone with Five Voice Mail Lines for Installation in Council Members' Office.

*Motion by Lander Second by Adkisson to Approve Consent Calendar Item 14. 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 Business License and Gross Receipts for Contractors and Subcontractors

Jasmin Bains, Financial Services Director

Staff has no recommendation. This was requested as a future agenda item by Mayor Vosburg.

The City of Coalinga Business License Ordinance section 3-1.101 states that any person who conducts business in the City of Coalinga must obtain a Business License.

Section 3-1.403 discusses the Business Tax certificate fee for both contractors and subcontractors to be paid annually in advance by each contractor in the sum of \$50 at the time he applies for and receives his business tax certificate. There shall be no prorating of the annual license fee, and it shall apply equally to contractors having a place of business in the City and those with no place of business in the City.

Currently contractors pay a flat fee of \$54 (\$50 license fee = \$4 CASP fee) annually to obtain a business license and do not pay any gross receipts.

City Staff researched many neighboring cities on this matter and found the following information:

Avenal

Subcontractor and contractor are required to obtain a business license.
\$80 annual flat rate + CASP

Huron

Subcontractor and contractor are required to obtain a business license.
\$40 quarterly flat + CASP/\$160 annual flat + CASP

Dinuba

Subcontractor and contractor are required to obtain a business license.
\$79.25 Contractor/\$40.50 Subcontractor. Pro-rated as year progresses.

Fresno

Subcontractor and contractor are required to obtain a business license.
May elect to pay flat rates of: \$388 annual, \$97 quarterly, or \$19.0 quarterly, plus 0.3% of gross per quarter. Second option is preferred by contractors who have a short-term project in the area.
If opting for gross receipts option, contractor may submit Schedule S, listing anything paid to subcontractors which may be deducted from contractor's gross receipts.

Parlier

Subcontractor and contractor are required to obtain a business license.
May elect to pay flat rate of \$300.00 annually, or quarterly gross receipts with a base fee of \$25.00 + \$1.00 for every thousand.

Sanger

Contractor and subcontractor must obtain a business license.
\$25+ CASP for one job, \$125 + CASP for an annual license.
Renewal for both is based on gross receipts. Gross receipt form not available as it is system generated for specific businesses.

Mayor Vosburg suggested no gross receipts but a flat fee.

*Motion by Stolz, Second by Ramsey to Approve Business License and No Gross Receipts for Contractors and Subcontractors. Motion **Approved** by a Roll-call 5/0 Majority Vote.*

2. Discussion, Direction and Potential Action regarding Eliminating Health Insurance for City Council Members, the City Treasurer and the City Clerk after the Current Members Two (2) Terms End

Marissa Trejo, City Manager

City Manager Trejo said this Item was brought forth by Mayor Vosburg.

Mayor Vosburg said he wants to cut from the top down. Few cities offer health insurance to city council members plus the city clerk and treasurer.

Council Member Lander said the City insurance pays 65% of medical insurance for spouse. This is a huge benefit for employees.

City Manager Trejo said this is presented after two terms in office and one off. Any new council member, city clerk or treasurer would not get health insurance. This does not affect those currently serving in their positions.

*Motion by Lander, Second by Adkisson to Eliminate Health Insurance for City Council Members, City Treasurer and City Clerk after Two Terms in Office and One Year Off. Anyone New Person Would not Receive Health Insurance. This Would Not Affect Those Currently Serving in Their Positions. Motion **Approved** by a Roll-call 5/0 Majority Vote*

3. Discussion, Direction and Consideration of Placing a General Sales Tax or Public Safety Tax on the November Ballot

Marissa Trejo, City Manager

City Manager Trejo said she is the one to bring this forward for consideration. Most surrounding small cities have a public safety tax. City staff is recommending this measure.

Comments:

- Recommended 5 year sunset clause
- After five years you could begin to suffer lose of revenue
- Looking at cost to staff three ambulances
- You would have to get the word out
- Cannabis revenue to reserve account

Ms. Mary Leal said she likes the idea. They passed Measure B which is 1/8 of every penny.

Ms. Terri Yanez said the Sunset Clause would eventually go away.

City Manager Trejo said most Sunset Clauses are for 20 years.

Council Member Ramsey said everyone knows now to get the vote out. Without a Sunset Clause, it would pass.

Kingsburg has a ten year Sunset Clause.

Council Member Stolz said she is in favor of a longer Sunset Clause.

Council Member Adkisson said people don't trust a ten year Sunset Clause. He recommends five years and then Council can vote to renew for three additional years.

Mayor Vosburg said people are spoiled, it won't hurt anyone that much. There is a problem in town with trust for all the agencies.

City Manager Trejo said many cities hire a firm to promote their measure. Jasmin has experience with a firm.

Financial Services Director Jasmin Bains said you can contract with a firm that will ask questions of the residents and gain consensus if it would work. Parlier tried four times and failed. They hired a firm and on the fifth time and the measure passed. She thinks the cost may be around \$20K from the General Fund. Because of the questions they will ask, it will give you the opinions of the voters and whether they feel a measure could pass.

City Attorney Zamora said many of these firms have an agenda of services they offer.

Council Member Lander said it could be a valuable tool. He would be in favor of spending the money if the chances are more positive that we can win this next time.

Ms. Bains said it may be a little late to contact a firm. Contracting with this type of firm has worked in other cities at getting their tax measures passed.

Council Member Stolz said the City paid for a mass mailing and what was the cost was for postage only.

Ms. Jensen said it cost about \$1K for the mailing.

Mr. Gerardo Escalante agrees with concept. Get it on Facebook. He is willing to work with volunteers.

Mr. Eric DeLeon said it will pass but he feels five years is short; ten years is better. Right now is the time to tell the residents that we need the services back for police and fire.

Mr. Escalante said with no hospital, it will pass.

City Manager Trejo said almost every city has a public safety tax

*Motion by Ramsey, Second by Stolz to Approve Placing a General Sales Tax or Public Safety Tax on the November Ballot with Consideration of a 10-Year Sunset Clause. Motion **Approved** by a Roll-call 4/1 Majority Vote. (Adkisson voted No)*

Mayor Vosburg called a recess at 10:27 PM and he reconvened the meeting at 10:38 PM.

4. Discussion and Direction Regarding FY 19 Budget
Marissa Trejo, City Manager

Financial Services Director Jasmin Bains commented on the 2018-2018 Proposed Budget. There is a one-time only transfer of funds from the Capital Improvement Account to the General Fund of \$1.7M and a one-time only receipt of funds from the sale of the RDA properties of \$339K. The City will have a balanced budget. Increases can be expected in CalPERS, medical insurance and Worker's Comp. The Budget will be voted on at the June 21 meeting.

Mayor Vosburg said he wants to change the budget amount for travel/meeting expense for each council member to \$5K per council member.

Ms. Bains verified to increase the travel/expense budget for council members to \$25K.

City Manager Trejo said the only thing outstanding is we won't have the costs for our medical insurance. Right now we just have estimates plugged in. There will be some minor changes plus the changes you have brought forward tonight. The Budget will be voted on at the June 21st meeting.

Mayor Vosburg recommends increasing expense account for Council Members to \$5K. He feels each Council Member should have an opportunity to go to Washington DC or elsewhere for training or to promote the City.

Consensus was given by the Council to Approve an Increase to \$5K Per Council Member for Travel and Expenses Associated with City Business.

7. **CITIZEN COMMENTS - None**

8. **ANNOUNCEMENTS**

Council Member Lander said thank you for removing the tree and changing the light at Elm Avenue by Fast Trip. Also, he congratulates Ms. Mary Jones for successfully creating a new newspaper for our town. She did it!

City Manager Trejo said Public Works is proactive and complaints are addressed.

Council Member Adkisson indicated there is a need for the Radar Speed Detectors to be on Forest Street where speed limit is 30 MPH.

Police Chief Salvador said they are on Elm Avenue and Walnut Street. We received the speed surveys for Forest and Merced. There are some changes as to MPH. As soon as we get the new signs up, the trailers can be placed.

Council Member Adkisson said people are complaining about motorcycles doing donuts on sidewalks at El Rancho.

Council Member Ramsey announced the Fire Department's Breakfast on May 26 beginning at 7:00 AM. Also, the following Monday, the Water Fights. Mid Valley donated the trophy. They are at Bill Young Park.

Community Development Director Sean Brewer announced the First Annual Corn Hole Tournament on May 26 beginning at 3:00 PM to benefit the Community Scholarship Alliance.

Mayor Vosburg announced that on Memorial Day, May 27th 650 flags will be placed on the graves of our veterans at PVC.

On May 28th, the Garrison Flag will be raised prior to the Memorial Day Service sponsored by Faith Christian Academy. Tara Davis does an excellent job. The Cemetery can be showcased, too.

On May 24th the Library is having the Grand Opening of the Veterans' Resource Center.

9. FUTURE AGENDA ITEMS

Council Member Stolz would like Public Works to identify missing street signs. She would also like to have a City Manager Performance Evaluation.

Mayor Vosburg wants Community Development Department to be able to purchase the Canares Software to assist with our tax structure. It is a great solution and will provide Cannabis information. Taxes should pay for it. It will provide real-time data to the Council. The program will assist the police and fire departments.

Mr. Brewer said the program is great; it provides all the information on Cannabis from every jurisdiction from all States. The program will bring updated software to all departments. It consolidates hours and hours of data.

Mayor Vosburg said it will save us money in reference to staff hours.

Mayor Vosburg wants to bring back a Code of Conduct. People have informed him they don't come to the meetings because of the way they are run. Not by him specifically but by things that happen in the meetings. He has been asked to bring a Code of Conduct for the Council and for the public on how we should act. A lot of things you think should be common sense but sometimes things are not so common sensible. This actually came from someone in the community and if we could bring something back, he would appreciate it. Basically, it should consider what is acceptable for people speaking etc. We just need some verification on paper. We just need an overall general summary.

10. CLOSED SESSION

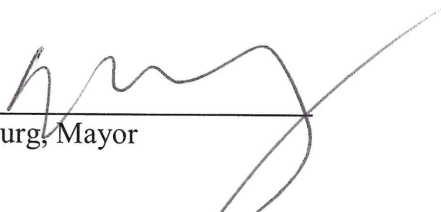
1. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): International Association of Firefighters and Coalinga's Police Officer's Association
2. REAL PROPERTY NEGOTIATIONS - Government Code Section 54956.8. CONFERENCE WITH REAL PROPERTY NEGOTIATORS. PROPERTY: Vacant Lot

(071-162-16st) located in the City of Coalinga between Locust Avenue and Cherry Lane. CITY NEGOTIATORS: City Manager, Marissa Trejo; and City Attorney, Mario Zamora. NEGOTIATING PARTIES: None. UNDER NEGOTIATION: Price and Terms of Payment

3. CONFERENCE WITH LABOR NEGOTIATORS – Government Code 54957.6. CITY NEGOTIATORS: City Manager, Marissa Trejo; City Attorney, Mario Zamora. EMPLOYEE (ORGANIZATION): Coalinga's Police Officer's Association

City Attorney Zamora indicated there should be no report out of Closed Session.

11. ADJOURNMENT 11:07 PM



Nathan Vosburg, Mayor



City Clerk/Deputy Clerk

6-26-18

Date